

ATHENS JR HIGH SCHOOL

STUDENT HANDBOOK

2011-12

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Athens Area Schools Core Mission: The Athens Area Schools are dedicated to helping all students achieve their full academic potential.

Athens Mission: In an atmosphere which fosters excellence through support and guidance, Athens School will encourage all students to reach their potential and develop pride and responsibility as productive individuals during this transitional period of their lives.

Operating Principles:

1. We will always strive to do what is in the best interest of those we serve.
2. No one has a right to harm others (physically or verbally).
3. Everyone has a responsibility to help.

INTRODUCTION

Dear Students and Parents:

Welcome to Athens Schools for the 2011-12 school year!

As a Michigan Department of Education "Grade A" school three years running, we are proud to offer a "grade A" education to our students each day. In these difficult economic times, we strive for excellence every day in the education of Athens area young people.

We recognize that the parents of all of our students have chosen us over other options for their childrens' schooling. We are grateful to be your "school to choose." Please let us know how we can serve you better.

Also, please be sure you stay in touch with your students' teachers and school. We send home newsletters in print and e-mail each week, and post them to our website, as well. We welcome your calls, visits, e-mails, and use of our web tools, like Zangle Parent Connect and Moodle.

These years are a time of great change and growth for young people. No longer elementary and not yet high school, middle school reflects the learning, fun, and sometimes, frustration of early adolescence. We are committed to the education of this age group of students in a developmentally appropriate manner and environment.

Thanks for being a vital part of our educational family!

This handbook and the rules contained herein are approved by the Board of Education annually. Changes in state laws and regulations or in Board Policy after the printing of the handbook take precedence over the material printed in this handbook. Parents will be notified in writing of any significant changes in policy or procedure. Please review the handbook with your student, and then sign and return the accompanying form.

The rules and policies of the Athens Area Schools apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time.

Please note: The student planner is a separate book. Only one copy of this handbook will be issued per student. The handbook may be viewed and or printed from the school web page. One student planner will be issued at no charge.

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BOARD POLICY

The Athens Area Schools Board of Education has adopted policies regarding district operations, and students in particular. Our board policy manual is available on-line, via our district website, by clicking on “District,” then “Board of Education,” and “Bylaws & Policies.”

SCHOOL DAY

The School Office hours are from 7:00 a.m. to 3:00 p.m. every working school day. The first bell rings at 7:20 a.m., at which time students may enter the hallways. Our second bell rings at 7:30 a.m., when students must be in their respective assigned classrooms for attendance. Students arriving after the start of the school day must report directly to the office before going to class. The dismissal bell will ring at 2:20 p.m., and students should be out of the school building by 2:25 p.m., unless involved in a supervised and school-related activity.

Daily lunch period is as follows:

6th, 7th and 8th Grade – 11:22 a.m. – 11: 52 a.m.

PARENT INVOLVEMENT

Parents play an important part in their child’s education. We welcome your involvement both at home and at school. Good communication with the school staff is very important. Some of the opportunities for parent involvement include: attending conferences, open house, assemblies, board meetings, and special events. Parents may also serve on school improvement teams, on the PTSO, as chaperone’s for field trips and as volunteers in the classroom.

VISITORS

1. Parents and guests always are welcome to visit school, but to ensure the safety of our students please report to the office before visiting within the school.
2. Students may not invite students from other schools or friends to visit school during the day without prior permission from the office.

CLOSED CAMPUS

Athens students operates on a “closed campus” basis. This means that students are to remain in school or within designated outside areas after their arrival on school grounds until the end of their normal school day. Students who leave the school grounds during the day without permission will be considered truant from school. When the need arises to leave school early, a parent must sign the student out in the main office. No student will be allowed to leave the classroom without a permission slip from the office.

TOOLS FOR ACADEMIC SUCCESS

In order to build a strong foundation for academic success, certain tools are necessary:

- Attend every class, every day.
- Be on time for each class.
- Use your planners and agendas.

Students will be given a planner during the first week of school. Students are to keep track of daily work, homework assignments, and projects in their planner. They are also required to use the planner as a hall pass. Homeroom/mentoring teachers may check planners for completeness and a parent signature each Monday. Points toward a grade and consequences for incompleteness are at the individual teacher’s discretion. Replacement of the planner, if lost or destroyed, is the responsibility of the student.

- Bring all required school supplies.
- Complete homework for each class daily.

The middle school believes that a reasonable amount of homework is desirable for students. Your teachers will do their best to adjust the assignment to you as an individual or to your group. A late homework policy and its effect on your grade will vary from teacher to teacher.

- Bring necessary textbooks to class.

Students are assigned textbooks from their respective classes. If a book is returned at the end of the year in an unusable condition, the student will be charged the current replacement cost. However, if the book can be repaired by being rebound (a book may only be rebound once), the student will be charged the rebind cost.

GRADING SCALE

100-99%	A+	83-80%	B-	66-64%	D
98-94%	A	79-77%	C+	63-60%	D-
93-90%	A-	76-74%	C	59% and	
89-87%	B+	73-70%	C-	Below	E
86-84%	B	69-67%	D+		

ATTENDANCE LAW

It is the responsibility of the parents to stress the importance of attendance at school and help get students in classes. The basis for this is Michigan School Law, which states in part: "Every parent, guardian or other person in this state having control and charge of any child between the ages of 6 and 16 years shall send each child to the public school during the entire school year."

ATTENDANCE

If you are absent from school, your parent should call the school office on the day of your absence. If contact by phone has not been established on the day of the absence, the student must bring a written note upon their return to school. The note must include a detailed explanation for the absence. Failure to contact the school regarding an absence will result in an unexcused absence.

Dances or school activities may not be attended if student is absent from school on the day of the activity.

A student can and will be referred to the Office for the following attendance violations: 1. Not properly enrolled in school; 2. Absent ten (10) consecutive days without notification; 3. Habitually truant from school; 4. Five (5) unexcused absences in one semester; 5. Educational neglect (failure of the parent(s) to send the child (ren) to school); 6. Numerous excused absences where there is reasonable doubt of the truthfulness of the excuses. Continual violation of the above could subject the parent(s) / student(s) to court action and penalties – (Juvenile Court).

1. **Excused Absences** are for the following reasons:
 - a. Illness or injury
 - b. Death in the immediate family
 - c. Approved planned absence
 - d. Doctor/Dentist appointment-if possible try to schedule appointments after school hours.
 - e. Deployment or return of parent, legal guardian, or sibling to/from active duty military service (MCL 380.1138)
2. **Missed Days** – A student will not receive credit in any class in which he / she exceeds ten (10) absences during a semester. In order to give the student and parent ample opportunity to take corrective measures, letters are mailed home after five and ten absences. When a student exceeds ten (10) absences, notification will be given to the student and the parent that the student will receive no credit for that class.
3. **Make-Up Work** – All students who are absent may make up work missed and receive full credit. The maximum time allowed for make-up work is twice the length of the absence. It is the student's responsibility to collect make-up work.
4. **Planned, Extended Absences** – Students planning extended absences must advise the office at least one week in advance. A planned absence form is available to notify staff and collect necessary signatures and work.
5. **Tardiness** – Students arriving late to school must check in at the school office. Students arriving after 7:30 a.m. but before 7:50 a.m. will be marked tardy. Students arriving after 7:50 a.m. (20 minutes) will be marked absent. During the school day ample time is allowed for students to get from one class to the next. If a student is tardy to a class, the student should report to that class. If a teacher detains a student and it is obvious that the student will be tardy for the next class, the student must get a note from the teacher who detained them. Tardiness is a poor habit both at school and in life. It can also be extremely disruptive to the educational process. Disciplinary measures for tardiness are as follows:
 - a. 3 tardies –teacher issues after school detention
 - b. 4 or more tardies-In School Suspension

RETENTION

Every student who is being considered for retention should have the following procedures and interventions completed:

1. Athens Area Schools Board Policy will be followed.
2. Teachers and principals will review the grades of all students for the 1st and 2nd marking periods as well as 1st semester grades if applicable. Any student receiving a D- or E (middle school) or an N or U (East Leroy) in any core area (Language Arts, Math, Social Studies or Science) or in any 2 content areas across 2 consecutive marking periods should be considered for a Child Study and retention. It is important that students achieve the objectives for their grade level.

The following meetings will be conducted before a decision is made:

1. A child study meeting will be held with enough time left in the school year to implement interventions with the student. Remediated and differentiated teaching strategies will be applied and documented. Follow-up meetings will be held to monitor progress and adjust interventions.
2. A meeting of pertinent staff will be held to specifically discuss retention of the child in question. Results of all assessments will be presented and considered at this meeting.
3. Parents will be notified and consulted that retention is being considered.
4. The student's name will be submitted to the principal for a final decision, which will be rendered by letter no sooner than 24 hours after the last meeting.

Note: An average grade of C will be required in Seventh Grade Mathematics, or the student will take mandatory remedial coursework.

REPORT CARDS

Four times a year your teachers will let you and your parents know how you are progressing by means of a Report Card. All four report cards will be mailed home.

PROGRESS REPORTS

In addition to the report cards, other means of reporting to parents during the year will be utilized. These methods may be in the form of letters, progress reports, telephone calls, and parent-teacher conferences. These additional contacts with your parents will be used to indicate when you are doing outstanding work, as well as when you are not working up to your ability or not completing your assignments.

PARENT CONNECT

As a service to parents, student grades, attendance, food service information, and other vital data is accessible through a web-based program called Zangle Parent Connect, which directly accesses our school records system. Ask in the office about getting signed up today, if you are not already. Many parents have reported how much they appreciate quick access to this information in partnering with the school for student success.

HONOR ROLL

Students achieve the status of Honor Roll each marking period according to the following grade point average:

Honors	3.0-3.49
High Honors	3.5-3.79
Principals Honors	3.8-4.0

HOMEWORK POLICY

1. All classwork/homework is expected to be completed on time.
2. Students who do not hand in work on time may turn the work in at the beginning of the class period the next day for half credit.
3. No credit given if not turned in.
4. Grade level or individual teacher requirements may vary from the above and will be sent home at the beginning of the school year.
5. Emergencies and or unusual circumstances will be considered on an individual basis.
6. On the 3rd late homework assignment, teacher will contact parent and a homework help plan will go into effect.

INJURY OR ILLNESS

Medication Procedure – If possible, parents are advised to give medication at home and on a schedule other than during school hours. If it is necessary that medication be given during school hours, the following regulations must be followed for the protection of the child as well as the person giving the medication.

1. The physician dictates the type of medication, amount and time to be given on the form available in the office or on the school website.
2. The parent gives written permission for the school to dispense the prescribed medication. A parent's permission form to give medication is available in the office.
3. Medication must be brought to school by the parent in the original container and labeled properly with student's name, name of medication, amount and frequency to be given.

DO NOT SEND MEDICINE TO SCHOOL IN PLASTIC BAGS, ENVELOPES OR LUNCH BOXES / BAGS. NO MEDICINE IS ALLOWED ON THE SCHOOL BUS!

4. Medication is to be dispensed in the main office by school administrator, teacher or school employee designated by the administrator. It should be administered in the presence of another adult if possible.
5. It is the parent's responsibility to notify the school when medication has been discontinued or changed.
6. **The school provides NO medication for students.** "Over the counter" medication can be administered during school hours **only** if above guidelines are met.
7. If student is highly allergic to insect stings and needs medication in an emergency situation, that medication must be prescribed by the physician and written permission of the parent must be provided. Again, it is the parent's responsibility to notify the school of this.
8. Inhalers for asthmatic students may be kept in the office or with the student.
9. The medication is to be picked up at the end of each school year or it will be discarded.

REMEMBER: YOU ARE RESPONSIBLE FOR REMEMBERING TO TAKE YOUR MEDICATION.

Any special medical needs for a student (such as for a diabetic or physically challenged student) may be accommodated, if the parents make arrangements with the school, preferably in person.

ILLNESS OR ACCIDENT DURING THE SCHOOL DAY – If you become ill or are injured at school, report directly to the office. We will make every effort to contact your parents or your emergency contact listed on your emergency card. ***YOU WILL NOT BE SENT HOME WITHOUT YOUR PARENT'S KNOWLEDGE.*** In an extreme emergency, you will be transported to the hospital in Battle Creek. Therefore, it is very important to have your EMERGENCY CARD updated each year.

CHANGE OF ADDRESS

In order to assure that proper enrollment procedures are being followed, and for the school to communicate effectively with parents, especially if an emergency should arise, the address and telephone number of each student must be current. Students or their parents/ guardians shall immediately report any change in a student's name, address, mailing address, or telephone number to the office.

DRESS CODE

1. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, and local health and obscenity laws or affect the safety and welfare of the student involved and/or other students or staff.
2. No clothing shall promote or imply the sale or use of drugs, alcohol, or tobacco. No clothing shall display profanity, hate messages, inappropriate comments or gestures regarding race, color, ethnic origin, religion or gender. Clothing and other items displaying the playboy bunny are disallowed. Shoes must be worn at all times. House shoes and slippers are not allowed. All pants must be worn around the waistline. No sagging or pants dragging on the floor. Belts, if worn, must be buckled. All shirts must cover the midriff and chest area. No cut off t-shirts, tank tops, muscle shirts, large armed sleeveless, tube tops, etc. are allowed. Shoulder straps must be at least 1 inch wide. Short shorts or skirts are not allowed. All shorts, skirts, and dresses must be no shorter than 4 inches above the bend in the knee. Under garments must be worn and covered at all times. Students will be given an opportunity to correct the dress problem, which may include being sent home to change clothes. There will be one warning/opportunity to change, thereafter students will be sent home to change and a parent conference will be mandated to return to school.
3. Students are expected to cooperate with the faculty and administration concerning this policy statement. In addition, students are expected to use good judgment in dress and appearance and to respect the rights of others.

Be advised the school reserves the right to modify restrictions. At the discretion of the principal, parents will be contacted to bring a change of clothes or the child may be sent home to change. Questions regarding dress code should be directed to the principal.

ASSEMBLIES

Assemblies will be scheduled during the school day to be both educational and entertaining. Classes sit together in assigned areas. As people who are proud of our school, students should demonstrate their best behavior and sportsmanship at all times.

HALLWAYS

The following rules should be adhered to in the halls:

1. Take pride in your school by keeping the hallways clean.
2. Use appropriate language
3. Students are not permitted in the hallways during instructional time unless they have a hall pass (plan book). Any student found w/o a hall pass, in a location other than that specified on a pass, or off the most direct route to the class or destination, will be subject to disciplinary action.

GYMNASIUM

1. Report properly dressed.
2. An adult must distribute equipment.
3. Use good sportsmanship.

LIBRARY

1. Observe all rules and regulations.
2. Be very quiet and respect other individuals using the library.
3. Return books when they are due.
4. An adult must be present in order to use the library.

LOCKERS

Students will be assigned a locker and must abide by the following expectations:

- Use only the locker assigned to you. You are fully responsible for your locker's contents.
- Make sure your locker is always closed.
- If your locker does not work properly, please notify the office.
- Refrain from misusing your locker. The cost to repair intentionally damaged lockers is the responsibility of the student(s) doing the damage.
- Open beverages are **NOT** allowed in lockers.
- While the school provides you with a locker for your use, it is still considered school property. As a result, we reserve the right to check the contents of a locker for any reason, at any time, and without notice or student permission.
- Each student is strongly encouraged to place a lock on his or her locker. Locks must be of the combination type and a copy of the combination given to the office.

CAFETERIA

It is your responsibility to clean up your own area after you have eaten. **No food** is to be taken outside of the cafeteria. Eating in the cafeteria is a privilege and you are expected to use the same care and conduct that you do at home. Any misbehavior or lack of following procedure will result in a disciplinary referral.

During the lunch period you are expected to observe good manners. Discourteous or disruptive behavior in the cafeteria will not be permitted. ***Continual misbehavior will result in progressive disciplinary measures.***

You will be expected to:

1. Walk at all times.
2. Wait your turn in line (no "cuts").
3. Dispose of garbage in the containers.
4. Clean off the table when finished.
5. Use normal tone of voice.
6. Eat **ONLY** in the cafeteria.
7. Treat kitchen staff courteously.

You will be expected to be in the cafeteria during your scheduled lunch period, unless given written permission to be elsewhere.

SUBSTITUTE TEACHERS

Substitute teachers and student teachers are to be afforded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to the discipline policy.

MONEY AND VALUABLES

It is strongly recommended that students NOT bring unnecessary amounts of money and other valuables to school. Examples: Walkman, video games, CD's, etc. Teachers also request that no toys of any kind be brought to school.

TELEPHONES

Emergency calls only may be made from the office phone with approval from the secretary. Before you come to see about using the phone, you must get a pass from your teacher.

Delivery of phone messages. Messages which are called into the school office by your parents(s) will be delivered to you as soon as possible. Messages called in from another student will be accepted only in an emergency. Because we care about you, the office may verify phone calls to students by calling and checking with your parents.

SCHOOL COUNSELOR

A school counselor serves Athens Schools. This person will work with students individually, in small groups, and with total classroom groups, to assist students with overcoming problems, learning problem-solving skills, and improving self-concept. Students may be self, teacher, peer, or parent referred. Beyond routine academic sessions, or an initial referral, on-going individual or group counseling is voluntary.

LOST AND FOUND

The office will designate the location for lost articles. It is also where you should bring items which you might find. Items of value should be marked with your name and home phone number, so if an item is found, it can be easily returned to you.

STUDENT PHOTOS

You will be told in advance when your photo will be taken. You must pay the full amount at the time your picture is taken. Retakes will be possible at a later date. All students will be photographed for school records and yearbook, even if not purchasing any photos.

STUDENT INSURANCE

Each fall the school makes available a student insurance policy, which covers accidents occurring on school property during the school year. Your parents may purchase this insurance at a nominal cost. Opting not to purchase student insurance makes family policies primary.

SCHOOL RECORDS

In accordance with the provisions of the Family Educational Right and Privacy Act of 1974, eligible persons (students eighteen years of age and older) have the right to examine the official records of the school system which are directly related to that student. Specifically this act mandates the following additional rights:

1. To have no records released to non-eligible agencies, institutions or persons without prior consent.
2. To be informed of the release of records to all-eligible agencies, institutions or persons.
3. To challenge at any time the accuracy and fairness of student records.
4. The right to due process in matters related to student records.

TECHNOLOGY USE AGREEMENT

1. Use of school computers and connection to the Internet is only for school work with a teacher or teacher aide present.
2. Use of Internet in school is a privilege for the following purposes:
 - A. To help me gather information.
 - B. To help me learn about technology.
 - C. To help me learn how to find information and communicate with others.
 - D. To help me learn more in school.
3. My use of school computers and the Internet may be taken away at any time. I might also have to face disciplinary action including loss of all computer privileges if I misuse either computer or the Internet at school.

I agree to the follow these rules:

1. The following actions are NOT ALLOWED, and I may lose all technology privileges, and/or face disciplinary actions.
 - A. Getting into someone else's file.
 - B. Copying or deleting files or software
 - C. Using or sharing ID's or passwords
 - D. Breaking into files or systems
 - E. Interfering with other computer user.
 - F. Making, reading, or sending inappropriate files.
 - G. Using school technology to buy, sell, trade, or advertise.
 - H. Viewing or downloading pornography of any kind.
 - I. Using technology to damage the school's equipment. This includes but is not limited to:
 - Doing anything that brings a virus into school equipment
 - Purposely destroying hardware, software, or information.
 - Sharing my own password.
2. I will only use technology that I have been trained to use.
3. I will have to pay for any damages that I have caused
4. The school's technology is only for people who are registered to use it, and I am responsible for my own account privileges.
5. The school's technology may not always meet my needs, and it may not always work.
6. The school will not be responsible for lost data, time or harm caused by me or to me.
7. The school has the right to access anything I do on school equipment.

Consequences for violating the above policy are specified in the Code of Conduct.

FIRE DRILLS

The teacher will inform each student of the procedure for exiting his or her classroom during an alarm. In general, students should walk single-file in a quiet, orderly manner.

TORNADO DRILLS/WATCH/WARNING

During a tornado drill, each classroom teacher will instruct students as to the procedure they should follow.

- A. If a tornado watch or warning is in effect at 6:00am in the morning and announced to be ending at or before 8:00am, we will implement a 2-hour delay to the school day.
- B. If a tornado watch or warning is in effect at 6:00am in the morning and not expected to be lifted until after 8:00am, we will close school for the day.
- C. If our school day has already begun and a tornado watch or warning goes into effect while the students are in our care, we will keep the students safely at school.
- D. If a tornado watch is in effect at the end of our regular school day, we will release the students at the end of the day and our buses will be running their normal schedules.
- E. If a tornado warning is in effect during the school day, we will not release the students until the warning has been lifted – even if the regular school day has ended. We will supervise our students at each building until the tornado warning is over. Buses will then transport their assigned students home by their normal route.

SCHOOL CLOSING ANNOUNCEMENTS

We will broadcast announcements via the following local media outlets:

RADIO

1. WBCK AM 930 Battle Creek
2. WKFR FM 103.3 Battle Creek
3. WKZO AM 590 Kalamazoo
4. WQLR FM 106.5 Kalamazoo
5. WNWN FM 98.5 B.C./Kalamazoo

TELEVISION

1. Channel 3 - WWMT- Kalamazoo
2. Channel 8 - WOOD - Grand Rapids
3. Channel 41 - WOTV - Battle Creek

EMERGENCY CLOSING

When there is an emergency closing, many of our students do not know what they should do or where to go. For us to provide our students with a safe departure in an emergency situation, it will be the responsibility of the parent/guardian to provide the following:

1. Every child must know in advance where to go should we need to close early because of an emergency. Parents, please review your plan with your children throughout the year.
2. If the above information is different from his/her normal daily routine, the information must be in writing, on file in the school office.
3. Phone lines must be kept open for emergency instructions for bus arrivals and updated weather information. Remember that there is the possibility that phone lines won't be functioning due to power outages.

FIELD TRIPS

At various times during the year, the school may arrange for desirable field trips and athletic contests with other schools. Such trips will require written permission from your parent or guardian unless you are a member of an organized athletic team.

DISPLAYS OF AFFECTION

Certain displays of affection are not permitted in school. Some of them are kissing, hugging, holding hands, arms around each other, etc. (See Disciplinary Guidelines, I.E.)

HANDS OFF

Our staff enforces a "hands off" policy, which is really as simple as it sounds. Students are to keep their hands to themselves. Any first "hands off" write-up will result in an after school detention. The principal will deal with further infractions as necessary.

DISCRIMINATORY HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher or principal. Complaints will be investigated in accordance with board policy.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participation in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the School District;
- C. the unwelcome conduct or communication interferes with the student's education, creates and intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. Seq.

Bullying- intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcome physical contact;
- C. threatening or taunting verbal, written, or electronic communications;

- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;**
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit a gun, knife, blackjack, martial arts device, paint ball, splat gun, stun gun, laser light, or other object / instrument that can be considered or used as a weapon or is capable of inflicting bodily injury.

SMOKING

Smoking will not be permitted in school, on school grounds, or while attending any school activity. Further, possession of tobacco on school property is prohibited, along with matches, lighters, etc. Smoking or possession of tobacco or other smoking-related paraphernalia in violation of state or local ordinances will result in Out-of School Suspension and a referral to appropriate civil or law enforcement authorities.

SALES AND SOLICITATIONS

All sales and solicitations within the school by individual or groups must have approval of an administrator. Any other sales transactions or solicitations will receive disciplinary consequences.

BEHAVIOR EXPECTATIONS

General Expectations

1. Be courteous and respectful to others.
2. Respect other's property.
3. Report to class prepared and on time.
4. Complete your own assignments. Do not cheat or plagiarize.
5. Clean up after yourself. Place garbage in the containers provided.
6. Food, drink and gum are not allowed in class.
7. Items not related to schoolwork or which detract should be left at home.
8. No gum chewing at anytime in the school building.
9. No book bags in the hallways between classes.

CODE OF CONDUCT

Proper student conduct is essential in all programs and activities of the school. Any conduct which causes a substantial disruption in, or martial interference with any school function, activity or purpose, or that will interfere with the health, safety, well-being or rights of another student is prohibited. All acts of misconduct cannot be itemized in a policy statement; however, the Board has established the following enumeration of some of the main areas of misconduct which can lead to disciplinary action, including suspension or expulsion by the Board for the balance of a semester or school year. Nothing herein is intended to restrict the exercise of legitimate First Amendment Rights.

Except as the seriousness of the misconduct shall otherwise require, discipline shall be progressively applied in the following manner, namely: a first suspension shall not normally exceed three (3) days; a second, five (5) days; and a third or subsequent suspension, ten (10) days.

Students who receive an OUT OF SCHOOL suspension for any period of time must request work from each teacher. This is the student's responsibility. This work is to be completed the first day following the suspension in order to receive credit.

Any student who has received three (3) suspensions may be referred to the Board of Education for an expulsion hearing on the next act of student misconduct. District personnel are encouraged to exhaust all sources of behavior intervention strategies, including testing and professional recommendations.

School Guidelines – We have three simple guidelines for making our school a fun, safe place to learn:

1. **WE TAKE CARE OF ONE ANOTHER'S PHYSICAL HEALTH AND SAFETY.**

For example:

- a. We walk in our hallways.
 - b. We respect one another by not fighting or bullying.
 - c. We keep our restrooms clean and safe.
 - d. We play safely on our school grounds by not pushing, shoving, tripping, etc.
2. **WE ARE CAREFUL TO TAKE CARE OF ONE ANOTHER'S EMOTIONAL HEALTH.**

For example:

- a. We respect each other by not teasing, calling names, or "hassling" one another.
- b. We do not take or give "cuts" in the lunch line.
- c. We do not make fun of one another's appearance, dress, intelligence, etc.
- d. We respect each other's property.

3. WE RESPECT ONE ANOTHER'S RIGHT TO LEARN AND GROW.

For example:

- a. We arrive at our classes on time.
- b. We are reasonably quiet in our hallways and Media Center so as not to disturb others.
- c. We come to classes prepared to do our work; we bring the books and materials we need.
- d. We take pride in our school by taking care of it.

Forms of Discipline

One or more of the following forms of discipline may be used by school personnel when a student is in violation of a school rule or policy.

1. Participation in school activities may be denied.
2. Detention may be assigned before or after school or during the lunch period.
3. Parents will be notified about disruptive behavior.
4. Law enforcement officials will be notified when law is violated.
5. Behavior contracts will be developed.
6. Evaluation to determine if proper placement has been made.
7. Out of school suspension (OSS) – Students are not allowed to attend school-sponsored functions while under OSS.
8. In school suspension (ISS). Students are not allowed to attend school-sponsored functions while under ISS.
9. Request that student be expelled from school.
10. Restitution for losses and/or damage.

Disciplinary Guidelines

The following identifies the suggested penalties in place for certain types of misconduct. This list is not all-inclusive and the administration recognizes that certain situations may not be identified here. Additionally, the administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations.

I. Penalties for Matters Related to Citizenship

- A. Violation of state or local laws including but not limited to false fire alarms, bomb threats, extreme vandalism of school property, arson, indecent exposure, sexual harassment.
1st Offense: Ten (10) days ISS and or OSS, parent conference, police report filed, possible recommendation for expulsion.
- B. Possession of pornographic materials; indecent behavior; unauthorized use of student or school property.
1st Offense: Minimum of three detentions or one day ISS
2nd Offense: Three days ISS and parent conference required.
3rd Offense: Three days OSS and parent conference required.
- C. Use of profane language.
1st Offense: Warning and/or detention.
2nd Offense: Three detentions assigned.
3rd Offense: One-day ISS.
- D. Use of obscene language or gestures, spoken or written.
1st Offense: Minimum of three detentions or one day ISS.
2nd Offense: Three days ISS and parent conference required.
3rd Offense: Three days ISS and parent conference required.
- E. Hallway conduct, including disruptive behavior, running, littering, gum chewing, public displays of affection.
1st Offense: Warning and/or detention.
2nd Offense: Three detentions.
3rd Offense: One day ISS
- E. Hands-Off Violation
1st Offense: One detention
2nd Offense: ISS
3rd Offense: to be determined by principal
- F. Gambling, including poker, liar's poker, etc.
1st Offense: One day ISS.
2nd Offense: Three days ISS and parent conference required.
3rd Offense: Three days OSS and parent conference required.
- G. Cheating, plagiarism or other forms of academic dishonesty.
1st Offense: Loss of credit on assignment and phone call to parent/guardian.
2nd Offense: Loss of credit on assignment, reduction of nine weeks grade by 10% or one letter grade.
3rd Offense: Failure of class.
- H. Dress Code Violations.
1st Offense: Change clothes or sent home.
2nd Offense: Change clothes or sent home and after school detention.
3rd + Offense: Change clothes or sent home and 1 day I.S.S.

I. Homework Policy (Missed/Late Assignment).

1. 3 missing after school detention.
2. 4 or more ISS

J. Failure to Serve After School Detention.

1 day ISS plus make up after school detention.

II. Penalties for Matters Pertaining to the Safety of Others

A. Threats to students, harassment, and intimidation, including “whip downs”.

- 1st Offense: Minimum of one-day ISS or OSS and parent contact.
- 2nd Offense: Three days ISS or OSS; Possible police contact; Parent conference requested.
- 3rd Offense: Five days OSS and parent’s conference required prior to re-admittance.

B. Racial or ethnic slurs:

- 1st Offense: Minimum one day ISS. Student to Student conference.
- 2nd Offense: Three days OSS. Parent notification required.
- 3rd Offense: Five days OSS. Parent conference required prior to re-admittance.

C. Threats to staff members, interfering with school officials in pursuit of their duties, extortion, blackmail or coercion.

- 1st Offense: Minimum of one day OSS. Possible police report filed. Parent conference required prior to re-admittance.
- 2nd Offense: Five days OSS. Police report filed. Parent conference required prior to re-admittance.
- 3rd Offense: Ten days OSS. Possible recommendation for expulsion.

D. Unprovoked physical attack; assault.

- 1st Offense: Ten days OSS. Police report filed. Parent conference required. Possible recommendation for expulsion.

E. Fighting.

- 1st Offense: Removal from school for the remainder of day and one day OSS.
- 2nd Offense: Three days OSS. Parent conference requested.
- 3rd Offense: Ten-day OSS. Parent conference required prior to re-admittance.

F. Possession of firecrackers, smoke bombs, etc.

- 1st Offense: Three days OSS.
- 2nd Offense: Ten days OSS and possible recommendation for expulsion.

G. Possession or use of dangerous chemicals, weapons, explosives, including look-a-likes.

- 1st Offense: Ten days OSS. Police report filed. Under state and federal law, students in violation of this rule will face a mandatory expulsion hearing.

H. Failure to follow bus rules:

- 1st Write-up: 1 day suspension from bus riding and warning.
- 2nd Write-up: 3 day suspension from bus riding.
- 3rd Write-up: Suspension from bus riding for 10 days minimum, maximum remainder of semester. If less than 10 days are left in the semester, the suspension will carry over.

(Other disciplinary consequences may apply if student has violated other provisions of the Code of Conduct in conjunction with offense.)

III. Penalties for Matters Related to Public and Private Property

A. Theft

- 1st Offense: OSS to be determined by principal based on seriousness of incident. Parent conference required. Student required to make restitution. Police report filed.
- 2nd Offense: Same as above, with addition of possible recommendation for expulsion.

B. Damaging School Property.

- 1st Offense: One-day ISS. Student required making restitution. Police report filed. Parent conference required.
- 2nd Offense: Three days ISS. Restitution required. Police report filed. Parent conference required for re-admittance.

IV. Penalties for Matters Pertaining to Disruption of the Educational Process

A. Disruptive behavior/Behavior that is detrimental to the educational process.

- 1st Offense: One-day ISS.
- 2nd Offense: One-day OSS.
- 3rd Offense: Three days OSS.

B. Truancy/skipping school.

- 1st Offense: Detention. (Time equivalent to class or classes missed)
- 2nd Offense: One-day ISS.
- 3rd Offense: Three-day OSS.

C. Disrespect toward school employees, including insolence, insubordination, furnishing false information to any school employee, forgery.

- 1st Offense: Warning and up to three detentions.
- 2nd Offense: One-day ISS.
- 3rd Offense: Three days OSS. Parent conference required prior to re-admittance.

- D. Failure to serve detention
 1st Offense: Detention rescheduled plus one day ISS
 2nd Offense: Detention rescheduled plus two days ISS
 3rd Offense: Detention rescheduled plus three days ISS
- E. Gross Defiant Insubordination:
 1st Offense: One -three days OSS.
 2nd Offense: Three-five days OSS.
 3rd Offense: Minimum five days OSS.
- F. Gross disrespect toward school employees.
 1st Offense: Three days OSS.
 2nd Offense: Five days OSS.
 3rd Offense: Ten days OSS. Possible recommendation for expulsion.
- G. Alterations or misuse of any document or record, tampering with computers or any files.
 1st Offense: Minimum of one day ISS.
 2nd Offense: Three days OSS>
 3rd Offense: Ten days OSS and possible recommendation for expulsion.
- H. Inciting disruptions; contributing to disruptions in or out of classroom.
 1st Offense: Three detentions. Parents notified.
 2nd Offense: One-day ISS. Parent conference required.
 3rd Offense: Three days OSS. Parent conference required prior to re-admittance.
- I. Possession and use of squirt guns, bean shooters or other similar objects.
 1st Offense: Confiscation of object, warning and up to three detentions.
 2nd Offense: Confiscation of object. One day ISS. Parent conference requested.
 3rd Offense: Confiscation of object. Three days OSS. Parent conference required prior to re-admittance.
- J. Possession or use of electronic communication or entertainment devices (e.g., cell phones, “Blackberries,” pagers, CD or DVD players, MP3 or IPOD players, video games, etc.) during school or on a school bus, without specific permission from the supervising adult.
 1st Offense: Confiscation of device, returned to student by principal at day's end, upon polite request.
 2nd Offense: Confiscation of device, returned to parent by principal upon request.
- K. Violation of Computer Use Agreement:
 Minimum of one day ISS and suspension of privileges for length of time to be determined by principal.
- V. Penalties for Matters Pertaining to Controlled Substances**
- A. Tobacco possession/use, all types including chewing tobacco or smoking related paraphernalia, at school or a school-sponsored event.
 1st Offense: Three days OSS. Notification to courts. Parent contact. Option to attend a 4-hour smoking awareness session if in place instead of three days OSS. Failure to attend will result in the original three-day suspension.
 2nd Offense: Five days OSS. Notification to courts. Parent conference required.
 3rd Offense: Ten days OSS. Notification to courts. Parent conference required.
- B. Alcohol, possession and/or use, (including malt beverages labeled as Non-Alcoholic), or public intoxication, at school or at school-sponsored events.
 1st Offense: Confiscation and ten days OSS. Parent conference required. Referral to student assistance program.
 2nd Offense: Confiscation and ten days OSS. Parent conference required. Mandatory involvement with student assistance program. Possible recommendation for expulsion.
- C. Drug possession, use, or under the influence of drugs.
 1st Offense: Confiscation. Ten days OSS. Police report filed. Parent conference required. Possible recommendation for expulsion. Mandatory involvement in a student program.
 2nd Offense: Confiscation. Ten days OSS and possible recommendation for expulsion. Police report filed.
- D. Sale or distribution of drugs: 1st Offense: Confiscation. Ten days OSS and recommendation for expulsion. Police report filed.

TRANSPORTATION

Safety dictates that the bus driver has absolute authority over all riders on the bus. Students causing problems on the buses, and thereby endangering the lives of all concerned will have the privilege of riding the buses suspended or terminated.

The director of transportation will establish the bus stops. Whenever possible, rural stops will be made at the student's driveway. However, if there is a distance problem, students will be asked to walk to a safe pick-up/drop-off point. Students living in the village will be picked up/dropped off at group stops located near their home.

Students will not be allowed to change buses. Each student will be assigned to a pick up bus and they will be allowed to ride this bus only in the morning. Each student will be assigned to a take home bus and they will be allowed to ride this bus only in the afternoon. With written permission, approved by the office, a student may ride to, or home from, school; to or from a regularly scheduled stop, on the **same bus** to which they are normally assigned.

Students may not have overnight guests ride to or from school with them unless that bus is the regularly assigned bus for that guest (student).

Regarding the village limits – Students attending the middle school or high school will not be transported to or from school.

Emergencies or early dismissal due to weather, power outages etc. – students will be taken to the location designated on their emergency form listed in the school office. Please make sure students know what to do in such emergencies, as there is no time for phone calls under these conditions.

With these procedures in place we have a more efficient and safe system in which to transport students to and from school. Remember... riding the bus is a **privilege**, not a right.

The severity of the bus misconduct, prior student record, and administrator's discretion will determine the consequence imposed. In general, this code will be followed in a progressive manner. Or, a minor offense will usually receive a lesser consequence than a second offense; although, at any time, a major infraction may warrant imposing a maximum consequence (i.e., revocation of bus privilege for the remainder of the school year).

Procedure for paved surfaces only – Under certain weather conditions, it may be necessary to have the buses travel on paved roads only. When this is necessary, a student can board the bus at the closest point on a hard-surfaced road. If a student resides on a gravel road and does not attend school due to these circumstances, the student will be marked absent from school but will not suffer any attendance policy disciplinary actions. The school must be notified if the student will not be in attendance.

STUDENT/PARENT RESPONSIBILITIES –

Parents:

1. To insure that their children arrive at the bus stop. Students must be at their designated stop five (5) minutes before the bus is scheduled to arrive. The driver is responsible for staying on schedule and cannot wait for tardy students.
2. If necessary, provide supervision of their children to, from, and at the stop.
3. To understand that students may have to walk up to a mile to the bus stop.
4. To understand that students may not ride a bus other than the one to which they are assigned. The building principal or transportation director may grant variance in an emergency situation only.

Students:

1. To maintain safe classroom conduct while riding the bus; sit in their seats and face the front with their feet on the floor.
2. To remain seated at all times while the bus is in motion, and to wait until the bus has come to a complete stop before attempting to stand or get on or off.
3. To be aware that any damage to bus property must be paid for by the offender (within the specified time frames).
4. To remain quiet at railway crossings.
5. To be at their designated stop on time and board the bus in an orderly manner. Students are to wait 10 feet back from the edge of the road. It is the responsibility of the student to load and unload the bus at the front door only, except when directed to use the emergency exits by the driver.
6. To cross in front of the bus at the direction of the driver only. Students will wait until the driver signals before crossing the road.
7. To keep hands and head inside the bus and to keep the aisle clear.
8. To not eat, drink, smoke, or light matches/lighters on the bus.
9. To not bring pets, animals, or any living creature on the bus. No toys, as these can be lost or stolen. Any projects brought to school must fit on the student's lap or parents must make arrangements to transport them.
10. To obey all safety and disciplinary rules.
11. To not use profane language or gestures.

Failure to assume these responsibilities may result in a suspension of the bus riding privilege and/or school suspension.

Rules for riding on a School Bus –

1. Be on time at your bus stop.
2. Stay off the road.
3. Obey the bus driver.
4. Stay in your seat until the bus stops.
5. You can only leave the bus at school or at home if your parents have sent a note and the school has checked it.
6. Nothing goes out of the bus: hands, head, paper, or anything else.
7. No shouting, bad language, playing or fighting.
8. No eating, drinking, tobacco, spitting, littering, toys, radios, tape players, animals, weapons, etc. Items approved to be brought into a class will be carried inside a closed bag or container.
9. You will pay for anything you break, cut, or destroy within 15 days.
10. You will clean anything you get dirty or mark within 24 hours.

Failure to follow bus rules:

1st Write-up: 1 day suspension from bus riding and warning.

2nd Write-up: 3 day suspension from bus riding.

3rd Write-up: Suspension from bus riding for 10 days minimum, maximum remainder of semester. If less than 10 days are left in the semester, the suspension will carry over.

All concerns regarding your bus or bus schedule should be directed to the Supervisor of Transportation.

ATHLETIC HANDBOOK

MISSION STATEMENT

Athens Area Schools Athletics, with the support of the residents of the school district, will encourage participation, build self-esteem, promote good sportsmanship, motivate to maximum effort, and offer the opportunity to be a part of a successful team experience.

ADMINISTRATIVE ORGANIZATION

The Athletic Committee shall be made up of the H.S. Principal, a varsity coach, and the Athletic Director. The purpose of the Committee is to resolve those common problems, which arise in the Athletic Department. The committee handles questions of disciplinary measures within the Athletic Department. Chairman of the Committee will be the Athletic Director.

REQUIREMENTS FOR PARTICIPATION

In order to participate in a sport, you must complete the following requirements:

1. Permission slips to participate must be on file with the Athletic Director.
2. Physical examination must be AFTER April 15 for the following year and cards must be on file with the Athletic Director. (You may not practice until this card is on file.)
3. All eligibility requirements have been satisfied.
4. All participants must have an insurance verification or purchase coverage through the Athens Area Schools plan.
5. Previous semester credit: For HS students, they must pass 3 out of 4 classes; for MS, they must pass 5 out of 7 classes.
6. Age requirements: HS athlete can't be 19, 8th grade 15, 7th grade 14, before September 1.
7. An athlete may play up to two sports per season.

CODE OF CONDUCT FOR ATHLETES IN ATHENS MIDDLE SCHOOL

Training rules for all athletic teams go into effect from the first official starting day of each individual sport to the end of the school year and/ or to the last day of that sport, for all athletes involved in that sport. (All athletes should adhere to the training rules all year, 24 hours a day.)

Student participation in middle school athletics is a privilege, which will be open to all students, and it carries with it varying degrees of honor and responsibilities. Athletes should not be given special privileges or special treatment. All athletes represent our middle school and student body, and as such a representative, it is the duty of the athletes to conduct themselves at school and in the community in a manner that will reflect credit to the athlete, Athens Middle School, our coaching staff, the student body and community.

Personal Appearance: Hair length, facial hair, and game day dress must be deemed reasonable by the Athletic Department.

STUDENT RIGHTS

Students have the right to expect that teachers will teach, coaches will coach, and administrators will administer justly, and to be treated fairly at all times.

No student shall be physically, mentally, verbally abused or sexually harassed by any student or staff member. Additionally, no student shall be sworn at, subjected to foul or abusive language or spoken to in a demeaning manner by any employee of the Athens school system.

RESPONSIBILITIES OF AN ATHLETE

RESPONSIBILITIES TO YOURSELF:

The most important responsibility of all is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your middle school experiences. Your studies, your participation in other extra-curricular activities as well as in sports, prepare you for your life as an adult.

Another responsibility you assume as a squad member is to your school. Athens cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Athens proud of you and your community proud of your school, by your faithful exemplification of these ideals.

RESPONSIBILITIES TO OTHERS:

As a squad member, you also bear a heavy responsibility to your family. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday, and that you have played the game to the best of your ability, you can maintain your self-respect and you family can be justly proud of you.

The younger students in the Athens Schools are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

SPORTSMANSHIP

The Michigan High School Athletic Association lists ways in which high school/middle school students can practice good sportsmanship, and bring about desirable relationships with other schools. Athens students should set a good example in the matter of sportsmanship, and should quickly condemn unsportsmanlike conduct on the part of other students or adults. To this end, they should:

- Remember that a student spectator represents his school the same, as does the athlete.
- Recognize that the good name of the school is more valuable than any game won by unfair play.
- Accept decision of officials without comment.
- Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team.
- Acquaint the adults of the community and the grade pupils with the ideal of sportsmanship that are acceptable to the school district.

ELIGIBILITY RULES

(MHSAA Senior High School and Junior High School)

Enrollment – You must have been enrolled in a school for which he or she competes, not later than Monday of the fourth week of the present semester. No student who is enrolled in the sixth grade or below may compete on the same team with or against seventh and/or eighth graders.

Age – (HS-ONLY) you must be under 19 years of age at time of contest unless you're 19th birthday occurs on or after September 1 of a current year. (MS-ONLY) A seventh or eighth grade student who competes in any interscholastic athletic contest must be under fourteen (14) or fifteen (15) years of age respectively, except that a student who reaches that birthday on or after September 1 or a current school year is eligible for interscholastic athletic for the balance of that school year.

If the local school administration and parents can agree and arrange, seventh and eighth grade students who are eligible for middle school in all respects except that they became 15 years old before September 1 may participate in a 9-12 grade program, even if it is in separate building. Those students would be limited to four years of high school eligibility and other regulations would apply (including the requirements to be doing passing work in at least four full-credit middle school courses). Application for these options must be made and approved on MHSAA "Eligibility Advancement Applications."

Physical Examination – You must have passed a satisfactory physical exam for the present school year. Record of this examination must be on file in your high school.

Seasons of Competition – (HS ONLY) You must not have competed for more than four first and four second semester seasons in a sport beginning in the ninth grade. (MS ONLY) Students enrolled in grades 7 or 8 are not limited in the number of semesters of competition.

Transfers – You must have moved to a new school district accompanied by the persons with whom you were previously living or transferred for equally valid reasons

Awards – You must NOT accept any award for athletic performance which exceeds \$25.00 in value. An award may not include cash, merchandise, certificates, or negotiable certificates of any value.

Amateur Practices – You must not accept any money or other valuable consideration (merchandise, etc.) while participating in any of the athletics, sports, or games, for officiating inter – scholastic contests, or have signed a contract with a professional team.

ACADEMIC REQUIREMENTS for School Students

A student must be passing five out of seven academic subjects to be eligible for athletic competition. Eligibility sheets will be distributed every Friday, and will apply to the following week. Students who are ineligible may practice, but may not participate in the game/contest, nor may they dress for the game/contest.

SCHOOL ATTENDANCE

If an athlete is not in attendance all day during the school day, then the athlete may not participate in any scheduled athletic event or practice on that day. EXCEPTION: Doctor or dentist appointment, funeral (MUST HAVE A NOTE). An athlete may attend practice or the event the day of the ISS. However, the discipline for ISS days will be identical to the missing practice penalty schedule (i.e., 1st ISS, 2nd ISS, and 3rd ISS). With an out of school suspension, the athlete may not attend practice or go to game or event. The missing practice section will cover the return suspension. Request for an exception may be made to the Superintendent.

MISSING PRACTICE/EVENT

An athlete should seek permission from his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some emergency would be good reason for missing a practice or game. An athlete MAY NOT join a sport after 8 days of practice. Athlete must join sport on first day of practice for sports that cut. (EXCEPTION: An injury, a new student, a previous sport prevents it, or extreme, extenuating circumstances approved by the Athletic Director). For unexcused missed game or event the athlete shall be suspended for one game or event each occurrence.

One unexcused practice in a season. (First half of next scheduled contest/activity; Volleyball-first game; Track – first normal event; Wrestling – two hour school service.)

Two unexcused practices in a season. (All of the next day of competition.)

Three unexcused practices in a season. (All of the next two scheduled days of competition.)

PRACTICE FOLLOWING ILLNESS OR INJURY

Students who are absent from school or who are physically unable to practice for five consecutive days due to illness or injury must present to the Athletic Director, a statement from a physician or parent that they are physically fit to participate in inter – scholastic athletics.

TRAINING RULES

The possession, consumption, or transportation of alcoholic beverages, the use or possession of tobacco in any form (this includes smokeless), the possession or use of any controlled substance (drugs), theft, vandalism, and any other act constituting a crime are violations of training rules.

APPLICATION

This code applies to ALL students who are associated with the athletic program at Athens Area Schools. The application of training rules apply all year, including the summer, not just for the sports season. If the violation occurs during the summer, the penalty applies to the next sport that the student participates in. Extenuating circumstances could require a more severe penalty. If a student denies allegations that are later proven against the student, suspensions shall be 1/3 of the season, and 2/3 of the season in lieu of 1 /4 and 1 /2.

FIRST OFFENSE - The 1st offense shall result in suspension from the athletic team on which the student is participating for 25% of the sports season. The student will perform five (5) hours of community/school service (direction of the Principal). The student will have a session about the problem with the High School Counselor. The student will sign an agreement (contract) to the above. The student will attend practice with the team but will not participate or dress for any game or contest, and must attend with the team.

SECOND OFFENSE – The 2nd offense shall result in suspension from the athletic team on which the student is participating for 50% of the sports season. The student will perform ten (10) hours of community/school service (direction of the Principal). The student will have a session about the problem with an outside substance abuse counselor approved by the Principal. A list will be provided by the counselor. The student will sign an agreement (contract) to the above. The student will attend practice with the team but will not participate or dress for any game or contest, and must attend with the team.

THIRD OFFENSE - The 3rd offense shall result in suspension from all athletic activities for the balance of that student’s school career. The student may apply to a panel consisting of the Principal, Athletic Director, and Superintendent for reinstatement after completing substance abuse counseling. A recommendation from the substance abuse counselor that the sessions were taken seriously must be present. The vote taken must be unanimous.

If the penalty cannot be fulfilled during the existing sport, the penalty will carry over to the next sport on which the athlete participates. If the athlete is penalized and then fails to finish the sport, the penalty is in the next sport in which they participate.

DISAGREEMENTS WITH THE COACH

Channels to follow:

- A. Meet with the Coach.
- B. Meet with the Head Coach (if applicable)
- C. Meet with the Athletic Director
- D. Meet with the Athletic Committee.
- E. Meet with the Superintendent.
- F. Meet with the Board of Education.

REVIEW AND APPEAL FOR AN ATHLETE AND PARENT OR GUARDIAN

The following procedure for a hearing with the Athletic Committee will be followed: A written statement detailing the alleged violation will be provided to the athlete and parent/guardian. Reports either orally or in writing will be presented by anyone who witnessed the alleged violation. The athlete and parent/guardian may question any witnesses present and present arguments on their behalf with regards to the alleged violation. The parent/guardian shall be notified of review and appeal action which they may take.

The athlete and parent/guardian may appeal the decision to the Superintendent and Board of Education.

UNIFORMS AND EQUIPMENT

Game uniforms, practice gear, warm-up jackets, or any other issue by the Athletic Department, shall not be worn at any time other than athletic contest or practice unless authorized by the head coach.

Equipment:

After equipment is issued, athletes are responsible for cleaning and maintenance. Wear and tear through normal use is to be expected. Loss of any equipment is the ATHLETE’S financial obligation.

LOCKER ROOM PROCEDURE

1. No horseplay is allowed.
2. No abusive language
3. Locker room will be kept as neat as possible
4. All equipment and clothing is to be locked up. A student can obtain a lock from the Physical Education Instructor.
5. Players will report directly to the locker room after school, or when the scheduled practice starts. If you do not have practice scheduled, you have no business being in the locker room.
6. No athletes will be roaming the halls after school.
7. All books, jackets, etc. are to be brought to the locker room.

WEATHER POLICY

If school is closed due to inclement weather, all after school activities, contests, and practices are to be canceled.

Announcements regarding school contests will be released to: WIN (Coldwater), WTVB (Coldwater), WBCK (Battle Creek), and WKFR and WKFR (Battle Creek).

If a severe weather warning is in effect, outside practices and contests will be canceled. Lightning in immediate vicinity will halt the outside event.

If a tornado watch or warning is activated, all extra – curricular activities including games and practices shall be canceled or terminated.

If a tornado warning is activated during a game or practice, the coach shall immediately see that players and spectators are directed to shelter areas or to take necessary precautions if a shelter is not immediately available.

If an all clear is issued by the National Weather Service prior to the time of the scheduled event, the event shall be permitted to continue. This applies to thunderstorms and tornadoes.

If an activity is being held at a host school rather than at home, the coach or activity sponsor shall take direction from the host school officials.

If the parent chooses to keep a student/athlete from participation because of weather, no restriction will be placed against the student/athlete. Parents must make contact with the coach before the next scheduled practice if they have kept their son/daughter from participating.

TRANSPORTATION

All athletes must travel to athletic events on the team bus. A written release from the parent releasing the school of responsibility must be submitted to the head coach before an athlete is allowed to ride home with his/her parent/guardian.

EXCEPTION: If there is a conflict with an athletic contest and scheduled college entrance examinations, if necessitated by senior week activities, or double-up situation, a student may be transported by their parent. If a release is ignored, the athlete will receive a one game suspension.

All persons who travel on the team bus must meet the following criteria: Member of the participating athletic team at the “away” events, Team managers, Assigned coaches, Chaperones as designated by the Athletic Director or the building principal.

Athletic buses will leave from and return to the high school.