

Athens Jr/Sr Handbook



2025-
2026



Pride in Excellence



Athens Jr./Sr. High School Student Handbook



300 E. Holcomb St., Athens, Michigan 49011

Telephone (269)-729-5414

www.athensk12.org

Kipp Beaudoin, Superintendent

William Heffner, Principal

Jody Bulifant, Guidance Counselor

Molly Fuller, Jr./Sr. High School Administrative Assistant

Kathy Parlin, Athletic Director

Pride In Excellence

School Colors

Purple and White

SCHOOL SONG

"Onward, Athens" (to the tune of "On Wisconsin")

Lyrics:

*"Onward, Athens!
Onward, Athens!
Break right through that line!
You can beat them,
You can beat them,
Stand right there and fight!
Rah! Rah! Rah!
As for colors
There's no other
Better in our sight:
Every mother's child is for the
Purple & White!"*

Athens Area Schools' Core Mission:

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

Athens Jr/Sr High School Mission:

Athens High School will strive, with community support, to develop knowledgeable, healthy, and responsible citizens.

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.*

Hours of Operation **Phone: (269) 729-5414** **Fax: (269) 729-9616**

Full Day: 7:30-2:20

½ Day: 7:30-10:50

Two-hour delay: 9:30-2:20

School Office Hours

7:00- 3:00

School District General Information

Superintendent: Kipp Beaudoin

Jr/Sr High School Principal: William heffner

District Administrative Assistant: Molly Fuller

Jody Bulifant Guidance Counselor

Athletic Director: Kathy Parlin

Transportation: Tangi Hedrington

Food Service: Melanie Kline

School Board Members 2024-2025

President: Mr. John Knowles

Vice President: Mr. Eric McClure

Secretary: Ms. Teri Loew

Treasurer: Mr. Michael Harvey

Trustee: Mr. Jeff Penick

Trustee: Mrs. Rachel Hunt

Trustee: Ms. Hillary Setlak



Board Of Education Regular Meetings 2025-26 School Year

Date	Time	Place
8/18	7:00	Athens High School Library
9/22	7:00	Athens High School Library
10/20	7:00	Athens High School Library
11/17	7:00	Athens High School Library
12/15	7:00	Athens High School Library
1/19	7:00	Athens High School Library
2/23	7:00	Athens High School Library
3/23	7:00	Athens High School Library
4/20	7:00	Athens High School Library
5/25	7:00	Athens High School Library
6/22	7:00	Athens High School Library
7/20	7:00	Athens High School Library

Contents



Section I: Introduction	7
Section II: General Information	7
Cafeteria	7
Change of Address	8
Directory	8
Discriminatory Harassment	8
Dress Code	10
Field Trips	10
Injury or Illness / Medication	11
Lockers	12
Motor Vehicles and Driving	12
Student Rights	13
Telephones	13
Technology Use Agreement	13
Artificial Technology Policy	14
Textbooks, Materials & Fees	15
Visitors	15
CACC/BCAMSC	15
Postsecondary Enrollment Options	16
Graduation Requirements	17
Section III: Academic Information	18
Class Scheduling & Changes	18
Jr High Retention	18
Participation in Commencement	19
Grading	19
Community Service	20
Report Cards	21
Section IV: Social Functions	22
Dances	22
Section V: Academic Awards	22
Honor Roll	22
National Honor Society	22
Scholarships	23
Section VI: Clubs and Organizations	23
Section VII: School Closing Stations	23

Contents Continued

Section VIII: Transportation	24
Section IX: Parent Involvement	26
SectionX: Expectations of Students	26
Expected Behaviors	26
Character Expectations	26
Attendance	26
Code of Conduct	28
Suspensions	29
Disciplinary Guidelines	29
Assaults	33
Snap Suspensions	34
Emergency Procedures	34
Code of Conduct/Extracurricular	34
Property Search & Seizure	36

I. INTRODUCTION

Section 1261 of the School Code states: The board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the district (MCL 380.1261).

Section 1300 of the School Code states: The board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance while at school or en route to and from school. The regulations made under this section may include a dress code for pupils (MCL 380.1300).

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.

Notice on Student Privacy: Parents will be notified, on an annual basis, of the administration of health and physical screenings, and given the opportunity to exclude their child if they so desire.

Notice on Parental Rights: Parents are hereby notified that they have the right to review all curriculum materials and survey instruments and procedures prior to their being used with their child. The district will develop processes and procedures that facilitate families' abilities to exercise this right.

II. GENERAL INFORMATION

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 failure to follow the 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. *Continued misbehavior will result in progressively more severe disciplinary measures.*

You will be expected to:

- Walk at all times.
- Wait your turn in line (no "cuts").
- Dispose of garbage in the containers.
- Clean off the table when finished.
- Use a normal tone of voice.
- Eat ONLY in the cafeteria.
- 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.

CHANGE OF ADDRESS

To ensure that proper enrollment procedures are being followed and to facilitate effective communication with parents in the event of an emergency, the school requires that the address and telephone number of each student be kept 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.

DIRECTORY INFORMATION

Directory information about individual students may be released without obtaining the prior consent of parents or 18-year-old students. An annual notice will be given to parents and students, providing an opportunity to object to any of the designated information. If an objection is raised, the specified directory information about the individual cannot be released without the prior written consent of the parent/student.

According to the Family Educational Rights and Privacy Act (FERPA) and the regulations governing the Act, Directory Information includes a student's:

- | | |
|---------------------------------------|--|
| a. Name, address and telephone number | f. Honors and awards |
| b. Date and place of birth | g. Heights and weights of athletes |
| c. Major field of study | h. Honor roll |
| d. Participation in school activities | i. Information generally found in the yearbook |
| e. Dates of school attendance | |

Administering procedures will identify those persons, groups, etc. which will be given directory information.

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 who believes they have been or are the victim of harassment should immediately report the situation to their 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 that 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. Suppose a student or other individual believes they have been harassed, regardless of whether it falls under a particular definition. In that case, they should report it and allow the administration to determine the appropriate course of action.

Harassment

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; 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; 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

Verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; 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.

DRESS CODE

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.

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. 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. No hats or head covering allowed.

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.

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.

HALLWAYS

The following rules should be adhered to in the halls:

Take pride in your school by keeping the hallways clean.

Use appropriate language

Students are not permitted in the hallways during instructional time unless they have a hall pass. 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.

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 a lunch detention. The principal will deal with further infractions as necessary.

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.

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.

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.

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!**

Medication is to be dispensed in the main office by a school administrator, teacher or school employee designated by the administrator. It should be administered in the presence of another adult if possible.

It is the parent's responsibility to notify the school when medication has been discontinued or changed.

The school provides NO medication for students. “Over the counter” medication can be administered during school hours only if above guidelines are met.

If a 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 parents' responsibility to notify the school of this.

Inhalers for asthmatic students may be kept in the office or with the student.

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.

LOCKERS

Lockers are school property and will be assigned by the office for students to use. Students should keep their lockers clean, with doors closed and latched when not in use. Locks will be issued, and If the lock is damaged, stolen, or lost students will be responsible for the replacement cost of \$7.00.

MOTOR VEHICLES & DRIVING

Students who wish to drive to school must follow the following procedures; failure to do so will result in disciplinary measures as outlined in the code of conduct.

The student driver must be properly licensed by the State of Michigan and observe all state and local traffic laws while driving to and from school.

Student drivers must observe all marked, posted, and common-sense rules of caution and safety. The campus speed limit is 10 m.p.h.

Refer to the Code of Conduct

Student parking is provided in the south lot of the school. All cars are to be parked in this lot, unless otherwise authorized by the office. Students must park on asphalt surfaces and not on grass surfaces.

Vehicles are to remain parked until afternoon dismissal. Clear any exceptions in the office.

Driving at lunch is prohibited except for students *en route* to or from approved off-campus programs.

No loitering in cars during school hours. If a student needs to leave the premises, they must obtain permission from the principal, including during lunchtime.

Students are not to drive behind the school or out to the athletic fields at any time, unless specifically instructed to do so by a teacher, coach, or the athletic director.

Students who drive their vehicles onto school property are authorizing the school to have a legal right to search their vehicles.

SMOKING

Smoking, also including vaping, is not permitted in school, on school grounds, or during any school activity. Furthermore, possession of tobacco on school property is prohibited, along with matches, lighters, and other similar items. 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.

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, or 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.

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.

TELEPHONES

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

Delivery of phone messages. Messages that 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.

CELL PHONES

Cell phones must be kept turned off and out of sight during school hours.

Student cell phone use is prohibited from 7:20 AM to 2:20 PM on all school days. This ban includes all areas of the school building: classrooms, hallways during passing periods, the cafeteria, restrooms, and any other common areas. All students must place their phones in their lockers prior to 7:20 AM and may not access them until dismissal at 2:20 PM. Phones may not be carried on person, in pockets, backpacks, or used in any capacity during the school day.

This policy applies to all devices capable of messaging, calling, taking photos, recording, or accessing the internet.

Exception:

Students who require access to a cell phone for documented medical reasons must have:

A doctor's note outlining the medical need, and written approval on file with the school administration. Without proper documentation, no exceptions will be granted.

Discipline:

On the first offense the phone is confiscated and must be picked up by the student at the end of the day from the office.

Second offense a parent or guardian must pick up the confiscated device at the end of the day from the office.

If there is a third offense the student is placed on a "cell phone plan" requiring them to turn their phone into the office for five consecutive days.

TECHNOLOGY USE AGREEMENT

Use of school computers and connection to the Internet is only for school work with a teacher or teacher aide present.

Use of Internet in school is a privilege for the following purposes:

- To help me gather information.
- To help me learn about technology.
- To help me learn how to find information and communicate with others.
- To help me learn more in school.

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.

The following actions are NOT ALLOWED, and I may lose all technology privileges, and/or face disciplinary actions.

- Getting into someone else's file.
- Copying or deleting files or software
- Using or sharing ID's or passwords
- Breaking into files or systems
- Interfering with other computer users.
- Making, reading, or sending inappropriate files.
- Using school technology to buy, sell, trade, or advertise.
- Viewing or downloading pornography of any kind.
- 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.

I will only use technology that I have been trained to use.

I will have to pay for any damages that I have caused

The school's technology is only for people who are registered to use it, and I am responsible for my own account privileges.

The school's technology may not always meet my needs, and it may not always work.

The school will not be responsible for lost data, time or harm caused by me or to me.

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.

The Use of Artificial Technology (AI)

Artificial Intelligence (AI) is when computers can think, reason, learn, generalize, and infer meaning. Examples of AI include ChatGPT and other chatbots and language models. Because AI requires no original thought on the student's behalf, students may not claim AI-generated content as their own work. Using AI to take tests, complete assignments, create projects, write papers, or complete any other school work without a teacher's or administrator's permission is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

To ensure academic integrity, tests, assignments, papers, and other schoolwork may be checked by AI content detectors and/or Plagiarism recognition software.

TEXTBOOKS, MATERIALS, AND FEES

The State of Michigan provides that all required supplies must be provided to all students. The school expects a normal amount of use. The State stipulates, however, that undue abuse and damage is not normal use and that the student may be assessed for the damages or the cost of the book if the book assigned to that student is beyond repair or lost. This same provision applies to materials and the physical plant. You are responsible for care and will be charged for damages.



TORNADO DRILLS/WATCH/WARNING

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

- 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.
- 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.

- 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.
- 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.
- 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.

VISITORS

1. Students may bring visitors to school with prior approval from the principal, only when the visitor's presence serves an educational purpose. Teachers, however, have the right to refuse student visitors in their individual classrooms. The student must obtain all necessary signatures on the visitor request form prior to the visit.

2. Parents and other adult visitors are expected to report to the principal's office before visiting in the school.

CALHOUN AREA CAREER CENTER & BATTLE CREEK AREA MATH/SCIENCE CENTER

Students will be invited in eighth grade to consider attendance for four years at the math and science center. Only students who are invited are eligible. Coursework at BCAMSC will replace required science and mathematics courses at AHS.

Students must maintain have/maintain achieved minimum grade level requirements for their grade level classification to attend

Students wishing to attend the Calhoun Area Career Center must pre-register with the guidance counselor according to announced timelines and procedures in the spring for the following school year. Only Juniors and Seniors are eligible to attend the CACC.

Athens High School rules apply regarding suspensions, etc.

All students attending the Calhoun Area Career Center or the Battle Creek Area Math and Science Center are provided with a bus by the district to and from the center each day.

Any abuses of the high trust and honor of attendance at the centers will meet with temporary suspension and could mean removal from the Calhoun Area Career Center or the Battle Creek Area Math /Science Center.

POSTSECONDARY ENROLLMENT OPTIONS GUIDELINES

Postsecondary Enrollment Options (a.k.a., Dual Enrollment) are governed by P.A. 160 of 1996, as updated by the Michigan Department of Education (most recently, memorandum of January 15, 2003).

Postsecondary Enrollment will be in accordance with any applicable provisions in the Bylaws and Policies of the Board of Education. These guidelines, as part of the Student Handbook, are ratified by the Board and carry the weight of Board Policy, as well.

The term “Postsecondary Enrollment,” as used in these guidelines, means college coursework paid for by the school district and made possible by released time from one or more periods in the school day. Other arrangements that students and parents may make for college coursework prior to graduation from high school are not described in these guidelines.

Only students who have successfully completed required grade level coursework may be eligible for postsecondary enrollment options.

Effective with the 2006-07 school year, any student wishing to exercise the PSEO option must have taken all state-mandated tests (i.e., MME or PSAT) by spring of the prior year to be eligible.

For PSEO courses approved by the counselor and principal, the district will pay or reimburse the student or parents for tuition and books (the latter upon request), an amount not to exceed the fraction of the state foundation allowance for that pupil represented by the number of periods from which the student is excused. Any books paid for by the district remain district property and must be turned in to the high school office upon completion of the semester.

A student wishing to enroll for PSEO courses must complete the forms provided by the counselor according to announced timelines and receive approval from the counselor and principal.

It is the intention of the district to honor state statute and guidelines in allowing students to pursue advanced or elective options through PSEO, and may replace required courses offered at Athens High School.

The student will indicate on the application form whether they wish to enroll for high school credit, college credit, or both. The student should seek high school and college counselor’s advice on each particular case. Only courses for which high school credit was preselected will be placed on the student’s high school transcript.

If the student elects to receive high school credit for the PSEO course, the grade reported by the college will be placed directly on the student’s transcript and will be included in the cumulative GPA, in accordance with grading provisions in the student handbook.

If a student fails a PSEO course due to nonattendance or lack of effort, or drops a course after full refund is no longer available, the student and parents will be financially liable to the district for



repayment of district funds expended on that course. A student who fails or drops a PSEO course in such a manner will not be eligible for future PSEO coursework.

Any question on PSEO not covered in these guidelines should be addressed to the counselor.

In all cases, PSEO courses will only be approved if they appropriately fit the individual student's educational plan, and the principal will have final say as to approval, sanction, or other issues regarding Athens High School students enrolled in Postsecondary Enrollment Options.

Graduation requirements

Athens-area schools follow the Michigan Merit Curriculum and adhere to the state's graduation requirements. More information on the Michigan Merit Curriculum can be found on the webpage: <https://www.michigan.gov/mde/services/academic-standards/mmc>

English Language Arts (ELA) — 4 Credits

- Proficiency in State Content Standards for ELA (4 credits)

Mathematics — 4 Credits

- Proficiency in State Content Standards for Mathematics (3 credits); and
- Proficiency in district-approved 4th Mathematics credit options (1 credit) (Students MUST have a math experience in their final year of high school.)

Online Learning Experience

- Course, Learning, or Integrated Learning Experience.

Personal Finance — 1 Credit (Effective with students entering 8th grade in 2023)

- Proficiency in State Content Standards for Personal Finance

Physical Education & Health — 1 Credit

- Proficiency in State Content Standards for Physical Education and Health (1 credit); or
- Proficiency with State Content Standards for Health (1/2 credit) and district-approved extra-curricular activities involving physical activities (1/2 credit).

Science — 4 Credits

- Proficiency in State Content Standards for Science (3 credits); or
- Proficiency in some State Content Standards for Science (2 credits) and completion of a department-approved formal Career and Technical Education (CTE) program (1 credit).

Social Studies — 4 Credits

- Proficiency in State Content Standards for Social Studies (3 credits).

Visual, Performing, and Applied Arts — 1 Credit

- Proficiency in State Content Standards for Visual, Performing, and Applied Arts (1 credit).

World Language — 2 Credits

- Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or
- Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a department-approved formal CTE program; or an additional visual, performing, and applied arts credit (1 credit)

Students need to earn a total of **29** credits, which include the credits above and elective courses.

III. ACADEMIC INFORMATION

CLASS SCHEDULING

All class scheduling will be done in the spring for the following year. This will be done by the counselor with assistance from the principal.

CLASS CHANGES

Students will have two days at the beginning of a semester to drop or change classes. Students must obtain a drop or change slip from the guidance office. All drops and changes must be made with the instructor's, counselor's or principal's, and parent's permission.

JR. HIGH 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 retention. It is important that students achieve the objectives for their grade level.

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

A retention 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.

A meeting of pertinent staff will be held to specifically discuss the retention of the child in question.

Results of all assessments will be presented and considered at this meeting.

Parents will be notified and consulted that retention is being considered.

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.

State Mandated Testing:

In order to be eligible for an Athens High School diploma, a student must take all state-mandated exams administered by the school as scheduled.

Transfer Credits:

To determine the minimum number of credits to graduate the counselor will use the total number of credits possible less three. All transfer students must complete the graduation requirements.

Grade Level Classification:

The following schedule of credits will classify a student as to grade level. Classification will be done at the beginning of the school year. A junior wishing to be reclassified as a senior, with 18 credits at the end of the first semester, must apply in writing to the principal.

9th Grade - Any student promoted or assigned to Grade 9

10th Grade - 6 credits minimum

11th Grade - 12 credits minimum

12th Grade - 18 credits minimum

PARTICIPATION IN COMMENCEMENT EXERCISES

To participate in Commencement, a student must be enrolled full-time both semesters of the year of graduation and must have earned the minimum number of credits required for graduation, including CATC/BCAMSC credit, and have met all requirements for graduation listed above.

In accordance with Board policy, students wishing to pursue early (i.e., seven-semester) graduation, may submit a written application in this regard to the high school principal (Board Policy 5464). This intention must be given in writing to the principal no earlier than May 1 and no later than August 31 of the year prior to the year of graduation. According to the policy, the principal may honor this request if all conditions for graduation are met prior to completion of the first semester of the senior year and the student fulfills all graduation requirements. If approved, the student may participate in and will be expected to participate in the commencement rehearsal and commencement exercises with their classmates.

Students are expected to have taken care of all responsibilities for materials loaned or advanced to them and to have no outstanding debts or obligations to the school. Students participating in commencement will be expected to wear the appropriate cap and gown.

GRADING

Grades will be based on a four (4) point system. Pluses and minuses will still be used. Grade equivalents are as follows:

A	(4.00)	94% and above
A-	(3.67)	90-93%
B+	(3.33)	87-89%
B	(3.00)	83-86%
B-	(2.67)	80-82%
C+	(2.33)	77-79%
C	(2.00)	73-76%
C-	(1.67)	70-72%
D+	(1.33)	67-69%
D	(1.00)	63-66%
D-	(0.67)	60-62%
E	(0.00)	59% and below

Semester grades will be determined by two marking period grades and a final exam. The marking period grades will be based on all tests, quizzes, and assignments given during the marking period. A student must pass at least 60% of the material covered to receive credit for the semester. Each marking period is worth 40% of the student's mark. The final exam is worth 20% of the final grade. In order to receive credit for a full semester, a student must pass at least 60% of the required material [e.g., both marking periods (2X40%=80%) passing; a marking period and the semester exam (40%+20%=60%) passing]. One marking period alone (40%) or the final exam alone (20%) is not passing. The student's grade average must also be in the passing range to pass the semester. Semester grades will be calculated automatically by the school's computerized records system, based on marking period and exam grades posted by teachers. Loss of credit for marking period or semester and cheating on final exams will result in an "E" equaling 0%.

AHS Community Service Policy

Athens High School hereby establishes this Community Service Policy for all high school students who wish to earn a Michigan Merit Award and/or graduate with a diploma from Athens High School. Each student must complete a minimum of 40 hours of community service as prescribed by the community service advisor between August of his/her freshmen and May of his/her senior years to be eligible for graduation.

Timeframe- Commencing August of your freshman year each student must complete a minimum of 40 hours of community service as an Athens graduation requirement. 10 of the 40 hours of community service must occur during your senior year. The student must perform no less than 40 hours of community service for a community organization. Such service need not be performed in a concentrated block of time, but may be spread out over the student's junior and senior year.

Eligible Activities- Eligible activities must be separate from regular extracurricular activities (athletics, band, choir, etc.) The student must render aid or perform volunteer service that directly benefits at least one person and for which the student does not receive monetary compensation. Absolutely NO babysitting or lawn work will be accepted! Eligible activities include, but are not limited to:

- Safe house
- Humane Society
- Lions Club, VFW, etc., related volunteer activities
- Binder Park Zoo (Zoo Boo preparation, spring preparation for the opening of the zoo)
- Reading to children in the elementary grades or elderly in nursing homes
- Tutoring a fellow student or a younger student
- Mentoring younger children (Big Brother, Big Sister)
- Participating in activities that encourage middle school children to prepare for college such as career fairs
- Working with church groups to build a shelter for residents of an impoverished community, either locally or in some other state or country
- Performing with the school band or choir at a local retirement center for which no admission fee is charged and whose sole purpose is to entertain the elderly (Memorial Day Parade & Athens Summer Homecoming parade with band qualify)
- Planning and participating in a bake sale, car wash, or walkathon, or similar activity with fellow students to raise money for a local charity
- Faith activities such as Sunday school teacher, vacation bible school teacher
- Assist youth in organized activities, such as Little League, as a coach, umpire, or cheer coach for Rocket Football, among others.
- Battle Creek Holiday Balloon Festival & International Festival, Cereal Festival
- Salvation Army Bell Ringer, YAC sap collecting & making, Spencer's Egg Hunt
- Blood donation (2 hours), Red Cross volunteer
- School activities such as concession worker, ticket taker, announcer, ground clean up, and track & field.
- Volunteer at a nursing home, a veteran's hospital, or a related type of program

ELIGIBILITY- Students are encouraged to consult with the community service advisors about the eligibility of an activity not listed above.

COMMUNITY SERVICE ORGANIZATION- Many community service organizations welcome the voluntary service of a high school student. Such organizations include but are not limited to AmeriCorps, Habitat for Humanity, Hospice, Meals on Wheels, and United Way. Local hospitals, faith-based organizations, and other local volunteer organizations routinely welcome student volunteers. Students seeking community service organizations for which they may perform community service are encouraged to contact the community service advisors or the Volunteer Centers of Michigan (517-492-2430) for a list of local charitable organizations.

RECORD KEEPING-Students must track and submit verification service hours to the community service advisors with the date, nature, signature, phone and obtain a community service form from the community service board or the community service advisor. The school will use this information to respond to the Michigan Merit Award Office when asked to verify community service hours performed by the students and to verify the community service requirement for graduation at Athens High School. Students will also be asked to verify community service with the state so students are encouraged to keep their own personal record.

DISCLAIMER- Athens High School may, at its discretion and at any time, modify this community service policy as it continues to meet the requirements of the Michigan Merit Award Board Resolution 2004-1.

For information or questions regarding this policy, contact the community service advisors at 269-729-5414. Students are also encouraged to review the Frequently Asked Questions document developed by the Michigan Merit Award Office, a copy of which is available at Athens High School.

Additional Policies

1. A student who fails a class twice in a required subject will not be eligible to repeat a third time at Athens High School. Alternative options will be recommended.
2. Students will have two weeks from the end of a marking period to make up for incomplete grades, if a teacher grants an incomplete to a student who, due to extenuating circumstances, would otherwise fail or receive an unduly low grade. Outstanding incomplete grades will become E's after that time.
3. Students enrolled in alternative options must take classes that meet their graduation requirements, as determined by the guidance counselor.
4. Students who opt to lose credit in their classes will not be considered for academic honors or school scholarships.

REPORT CARDS

Student progress reports are generated in Skyward in the middle of each marking period, and report cards are generated in Skyward at the end of each marking period. Cumulative grade point averages will only be updated at the end of each semester.

* If you need assistance accessing Skyward to review your child's grades, progress reports, or reportcards, please stop by the office or phone us and a school representative will assist you.

IV. SOCIAL FUNCTIONS

Classes and organizations planning social activities must submit a request slip to the principal. Other things being equal, dates will be assigned in order of application.

The number of functions are as follows: (per semester)

Seniors: One fundraising activity, two social functions.

Juniors: One fundraising activity, two social functions (incl. prom).

Sophomores: One fundraising activity, one other social function.

Freshmen: One fundraising activity, one other social function.

Dances

1. The administration must approve all social events, preferably two weeks in advance.
2. Conduct yourselves as responsible citizens at all school functions.
3. Cooperate in all areas to ensure a successful function.
4. No middle school students are permitted at high school dances.

5. Athens High School dances are for Athens High School students and their guests. To be approved as a guest, anyone not a current AHS student in good standing must be one of the following:

A high school student (grades 9-12) in good standing at another high school, verifiable by the principal.
A recent AHS graduate, still considered in good standing by the principal, and under the age of 21.
A recent graduate of another high school, under the age of 21, approved directly by the principal.

In any case, a guest must be pre-registered with their name, school name, and/or home phone number, as applicable, and in a timely manner, as specified in the daily announcements prior to the dance. The sponsoring adults will review the list of pre-registered guests and inform the student, prior to the end of school on the day of the dance or the last day of school before the dance, if the guest is not approved. The decision of the principal will be final in all cases.

V. ACADEMIC AWARDS

HONOR ROLL

The Honor Roll is prepared and published in the school each marking period for junior high and semester for high school. Jr. High Honors 3.0-3.49, High Honors 3.5-3.79 and Principal Honors 3.8-4.0. High school students who earn at least a 3.0 GPA with no grade lower than a C.

VIRGIL WYGANT CHAPTER - NATIONAL HONOR SOCIETY

The Athens Chapter is named after Mr. Virgil Wygant, whose devotion to students and untiring service to the school has been an example to all that knew him. The purpose of the society is the attainment of academic excellence.

Membership in the society is based on four areas of achievement:

1. Scholarship: Seniors must maintain a "B+" average (3.33); Juniors must maintain a "B+" average (3.33); Sophomores are given a provisional status by maintaining a "B+" average (3.33)
2. Service to school and to the community through clubs, class organizations, and elected positions.
3. Qualities of leadership, initiative and character.
4. Essay to be written.

A faculty committee will select new members on the basis of the above qualities, as prescribed by the National Honor Society.

The Chapter is responsible for the promotion and continuance of outstanding academic endeavor.

SCHOLARSHIPS

Scholarships are under the jurisdiction of the counseling office. All Juniors are urged to take the PSAT/NMSQT, ACT or SAT, if they are planning to attend college. This is often a requirement for scholarship applications. These results may be beneficial in determining your academic strengths and weaknesses for college work. Only scholarships of which the guidance office is formally notified in writing, in advance, will be recognized at Class Night.

VI. CLUBS AND ORGANIZATIONS

STUDENT COUNCIL

The Student Council is the student governing organization. The school administration delegates as much responsibility as it can successfully carry. Each class is entitled to representation in the Council. It will meet regularly. They initiate and direct many student activities. Students are asked to make suggestions to their representatives for the betterment of the school.

CLASS ORGANIZATION

Each class is newly organized at the beginning of each school year. The election of class officers will take place in the fall. The principal will appoint sponsors.

QUIZ BOWL

The purpose of this club is to compete with other schools in academic knowledge.

VARSITY CLUBS

The Varsity Clubs are composed of boys and girls who have won varsity letters in inter-scholastic athletics. Their goal is to promote good sportsmanship and high standards in athletics in the school and community. Further information can be found in the constitution.

THE ATHENIAN

The Athenian is the school yearbook, edited and published by the high school Publications class.

SPANISH CLUB

The purpose of this club is to promote interest in and appreciation of the Spanish language. It will provide students with opportunities to experience cultural activities and events that cannot be experienced in the classroom.

S.A.D.D.

The purpose of S.A.D.D. is to promote a safe and healthy attitude about drinking and drugs. The members post information and provide activities to help students make good decisions about drinking and drugs.

ENVIRONMENTAL CLUB

The purpose is to encourage recycling and student involvement in the beautification of the school and our earth.

YOUTH IN GOVERNMENT

Youth in Government teaches democracy with active learning. Students write bills and learn parliamentary procedure to use during the spring trip to the Capital in Lansing, Michigan.

VII. SCHOOL CLOSING STATIONS

Delays or cancellations of school due to inclement weather or other extenuating circumstances will be announced via local media by the superintendent's office. It is the responsibility of students and parents to become informed whenever conditions warrant such announcements. The following media outlets carry Athens Area Schools announcements of delays and closings:

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

VIII. TRANSPORTATION

BUS PROCEDURES

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 pickup 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).

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.

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 differs from the individual's normal daily routine, it must be documented in writing and kept on file in the school office.
3. Phone lines must be kept open for emergency instructions for bus arrivals and updated weather information. Remember, there is the possibility that phone lines won't be functioning due to power outages.

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:

- A) To ensure that their children arrive at the bus stop. Students must be at their designated stop five minutes before the bus is scheduled to arrive. The driver is responsible for staying on schedule and cannot wait for tardy students.
- B) If necessary, provide supervision of their children at the stop, both before and after they arrive.
- C) To understand that students may have to walk up to a mile to the bus stop.
- D) 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 a variance in an emergency situation only.

Students:

- A) To maintain safe classroom conduct while riding the bus; sit in their seats and face the front with their feet on the floor.
- B) 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.

- C) To be aware that any damage to bus property must be paid for by the offender (within the specified time frames).
- D) To remain quiet at railway crossings.
- E) 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 student's responsibility to load and unload the bus at the front door only, except when directed to use the emergency exits by the driver.
- F) 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.
- G) To keep hands and head inside the bus and to keep the aisle clear.
- H) To not eat, drink, smoke, or light matches/lighters on the bus.
- I) 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.
- J) To obey all safety and disciplinary rules.
- K) 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 a 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.

If it is decided your misbehavior was gross misbehavior, there will be no preliminary write-up. Gross misbehavior includes assault on another person, disrespect for a bus driver or other school personnel, disregard for safety rules, and gross personal misconduct. The student will not ride the bus for the rest of the year. If there is less than one semester left in the year, the student will not ride the bus for the entire first semester of the following year.

Parents will be notified of all write-ups.

If you have any questions about bus rules and bus safety, please call the transportation supervisor or your principal.

IX. PARENT INVOLVEMENT:

Parents play an important part in their student'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 Parent, Teacher, Student Organization (PTSO), as chaperones for field trips and as Volunteers in the classroom. Please contact the principal, or any appropriate staff member, if you are interested in specific opportunities.

X. EXPECTATIONS OF STUDENTS

EXPECTED BEHAVIORS

A major component of the educational program at Athens High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

CHARACTER EXPECTATIONS

Each student will be expected to learn and demonstrate the character qualities of respect, responsibility, caring, and honesty. Students will receive a citizenship grade point average based on the following descriptions in respect to the above areas. This Citizenship Point Average (CPA) will be kept as a cumulative record throughout a student's career at Athens High School.

The following scale will be used for recording citizenship points for each class:

- | | |
|---|---------------------------|
| 4 | Consistently demonstrates |
| 3 | Frequently demonstrates |
| 2 | Sometimes demonstrates |
| 1 | Rarely demonstrates |

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit that Athens High School wants to help students develop as early as possible in their school careers.

After School Events: If you are not in school for any reason you may not attend any after school events without special permission from the principal or designee.

The Michigan Attorney General issued an opinion cited as 1978 OAG 5414 that states that the compulsory school attendance law recognizes an educational value in regular attendance at school. The opinion states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course.

1. A student is tardy to class when he or she has missed less than ten (10) minutes of that class period. A student will be assigned an absence if he or she arrives after ten (10) minutes of that class period has passed.
2. Absences are categorized as follows:

EXCUSED ABSENCES: Excused absences include (1) illness with a doctor's or parent's note, (2) death in the immediate family, (3) conference with counselor or administrator, (4) approved family vacations, or (5) student subpoenaed to court. In all cases, a written note must be provided within 24 hours of return to school or absence will be unexcused.

UNEXCUSED ABSENCES: Unexcused absences are those absences which are not authorized by parent/guardian OR school officials. It is important to remember that absences are explained by the parent/guardian, but it is the decision of the administration as to whether an absence is excused.

MINIMUM DISCIPLINE: One (1) day suspension and no credit for missed assignments.

NON-CHARGEABLE ABSENCES: Non-chargeable absences are those absences that are school-related absences such as field trips, performances, or athletic events.

3. HS students will be allowed no more than eight days of absence per semester of school, of which no more than four days may be unexcused. Students may lose credit in the class or classes where their absence rate is greater than eight days per semester. Credit will be lost in any class exceeding four unexcused days in a semester.
4. Students appealing their absences must provide documented evidence for every absence they accumulated during the semester. The loss of credit may stand, the loss of credit may be waived, attendance contracts may be instituted, or any other process may be implemented as deemed appropriate by the building principals. In danger of loss of credit notifications will be mailed weekly. All appeals must take place within five school days of the last day of the semester or the student may not appeal.
5. Parents who know their son/daughter will not be in school should call the office (729-5414 ext.207) prior to the start of the school day.
6. **ALL STUDENTS MUST SIGN OUT, HAVE PROOF OF PARENT PERMISSION, AND ADMINISTRATION AUTHORIZATION BEFORE THEY MAY LEAVE CAMPUS.** Students leaving the school during the regular school day must do one of the two things: (1) If they are ill, they must sign out with a counselor or secretary who will contact the student's parent or guardian for permission to release the student, or (2) If the student has an appointment, the student must sign out with the secretary who can verify the appointment with the student's parent or guardian. (3) If the above procedure is not followed, this will be an unexcused absence.
7. As it is the case that mistakes are sometimes made on the attendance sheets, the student may ask the secretary or principal to consult the teacher's grade book to confirm the absence.
8. Students are responsible for knowing the make-up policies of their teachers. Students are responsible for contacting the teacher to get the work and completing it in the time specified.
9. If the student knows that he or she will be absent from school during a certain time period, the student is expected to contact his or her teachers to make arrangements for making up work. A Pre-Arranged Absence form is available in the office and should be completed and submitted a week prior to the office.
10. Failure to call in the day of FINAL SEMESTER EXAMS will result in failure of the exam.
11. If a student loses credit for a semester, they may earn their credit back the following semester by having attendance that does not require an appeal. For instance, if a student loses credit during first semester and their second semester attendance only reflects 8 excused absences, then their credit would be reinstated for the semester before. Seniors in their last semester may earn credit back via other means.
Students who are tardy more than 2 times during a semester shall be disciplined as follows:
Third tardy per class per semester H.S. or marking period for Jr. High: detention
Fourth and successive tardies: one-day ISS

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements, and complete a planned absence form in advance. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who have excused absence from school or who have been suspended shall be given the opportunity to make-up work that has been missed. (For suspension see OSS). The student should contact his or her teachers as soon as possible to obtain assignments.

If a student is absent from school because of vacation, the absence will not be considered a truancy

Make-up work due to excused absence must be completed within 2 days per day excused after returning to school.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a MEAP test or other standardized test, the student should consult with the guidance counselor to arrange for taking the test.

Homework Policy

All classwork/homework is expected to be completed on time.

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. No credit will be given if the student fails to complete their work.

Grade level or individual teacher requirements may vary from the above and will be sent home at the beginning of the school year.

Emergencies and or unusual circumstances will be considered on an individual basis.

On the 3rd late homework assignment, teacher will contact parent and a homework help plan will go into effect.

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 material 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.

The rules herein stated pertain to all Athens High School students, regardless of age.

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.

Suspension from School

OSS: Absence from school due to out-of-school suspension (OSS) shall be considered an absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. S/he may be given the opportunity to make up the school work that is missed. Assignments may be obtained from the office at the discretion of the principal beginning with the first day of a suspension upon request. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

ISS: Students who receive an In-School Suspension (ISS) for any period of time and do not serve the ISS will be out of school suspended and may not return until they serve the ISS. The ISS will be served on the next day of attendance. An ISS assignment is not considered an absence, and completion of assigned class work is not only allowed, but required. An ISS assignment will normally be served in the ISS room but may be assigned elsewhere on campus at the principal's direction, if deemed necessary by the principal.

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

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. Student 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.
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. The penalties prescribed below are not exhaustive, nor are they restrictive of the principal's discretion and judgment.

I. Penalties for Matter 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 I.S.S. and/or O.S.S., parent conference, police report filed possible recommendation for expulsion.

B. Possession of pornographic materials; indecent behavior.

1st Offense: One day I.S.S. or O.S.S.

2nd Offense: Three days I.S.S. or O.S.S. and parent conference required.

3rd Offense: Three days O.S.S. and parent conference required.

C. Unauthorized use of student or school property

1st Offense: One day I.S.S. or O.S.S.

2nd Offense: Three days I.S.S. or O.S.S. and parent conference required.

3rd Offense: Three days O.S.S. and parent conference required.

D. Use of obscene or profane language or gestures, spoken or written.

1st Offense: Warning and/or detention.

2nd Offense: One day I.S.S. or O.S.S.

3rd Offense: One -Three-day I.S.S.

E. Hallway misconduct, including disruptive behavior, running, littering, public displays of affection and sleeping in class.

1st Offense: Warning and/or detention.

2nd Offense: Three detentions.

3rd Offense: One-day I.S.S.

F. Gambling, including poker, liar's poker, etc.

1st Offense: One-day I.S.S. or O.S.S.

2nd Offense: Three days I.S.S. or O.S.S. and parent conference required.

3rd Offense: Three days O.S.S. and parent conference required.

G. Cheating, plagiarism or other forms of academic dishonesty.

1st Offense: 0 credits on assignment, tests, or exams and contact to parent/guardian

2nd Offense: 0 credits on assignment, tests, or exams and contact to parent/guardian

3rd Offense: Failure of class.

II. Penalties for Matters Pertaining to the Safety of Others

A. Threats to students, harassment, intimidation, including "whip downs".

1st Offense: Minimum of one-day I.S.S. or O.S.S. and parent contact.

2nd Offense: Three days I.S.S. or O.S.S.; Possible police contact; Parent conference requested.

3rd Offense: Five days O.S.S. and parent conference required prior to re-admittance.

B. Racial or ethnic slurs:

1st Offense: Minimum one day I.S.S. or O.S.S. Student to Student conference.

2nd Offense: Three days O.S.S. Parent notification required.

3rd Offense: Five days O.S.S. 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 O.S.S. Possible police report filed. Parent conference required prior to re-admittance.

2nd Offense: Five days O.S.S. Police report filed. Parent conference required prior to re-admittance.

3rd Offense: Ten days O.S.S. Possible recommendation for expulsion.

D. Unprovoked physical attack; assault.

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

E. Fighting.

1st Offense: Removal from school for the remainder of day and three days O.S.S.

2nd Offense: Three days O.S.S. Parent conference requested.

3rd Offense: Ten-day O.S.S. Parent conference required prior to re-admittance.

F. Possession of firecrackers, smoke bombs, stink bombs, etc.

1st Offense: Three to ten days of O.S.S.

2nd Offense: Ten days O.S.S. and possible recommendation for expulsion.

G. Possession or use of dangerous chemicals, weapons, explosives, including look-a-likes (any similar object that is intended to invoke bodily harm or fear of bodily harm; e.g., air gun, blow-gun, toy gun, etc.).

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

III. Penalties for Matters Related to Public and Private Property

A. Theft

1st Offense: One to five days O.S.S. Parent conference required. Student required to make restitution. Police report filed.

2nd Offense: Ten days O.S.S. Parent conference required. Student required to make restitution. Police report filed. Possible recommendation for expulsion.

B. Damaging School Property.

1st Offense: One-day I.S.S. Student required to make restitution. Police report filed. Parent conference required.

2nd Offense: Three days I.S.S. Restitution required. Police report filed. Parent conference required for re-admittance.

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

A. Behavior that is detrimental to the educational process, inciting disruptions, contributing to disruptions in or out of the classroom.

1st Offense: One-Day I.S.S. or O.S.S.

2nd Offense: One-day O.S.S.

3rd Offense: Three days O.S.S.

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

1st Offense: One-Day I.S.S. or O.S.S.

2nd Offense: One-day O.S.S.

3rd Offense: Three days O.S.S.

C. Failure to serve an assigned detention.

1st Offense: Detention rescheduled plus one day ISS or O.S.S.

2nd Offense: Detention rescheduled plus two days ISS or O.S.S.

3rd Offense: Detention rescheduled plus three days ISS or O.S.S.

D. Skipping class

1st Offense: One day I.S.S or O.S.S.

2nd Offense: Three days I.S.S. or O.S.S.

3rd Offense: Three days O.S.S.

E. Gross Defiant Insubordination:

1st Offense: One day O.S.S.

2nd Offense: Three-day O.S.S.

3rd Offense: Minimum five days O.S.S.

F. Gross disrespect toward school employees.

1st Offense: Three days O.S.S.

2nd Offense: Five days O.S.S.

3rd Offense: Ten days O.S.S. 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 I.S.S. or O.S.S.

2nd Offense: Three days O.S.S.

3rd Offense: Ten days O.S.S. and possible recommendation for expulsion.

H. 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 I.S.S. or O.S.S. Parent conference requested.

3rd Offense: Confiscation of object. Three days O.S.S. Parent conference required prior to re-admittance.

I. Possession or use of electronic communication devices, i.e. Cell phone, pager, beeper, IPOD, MP3, etc., may not be seen in the building or on busses during the school day. (legal ref. MCL 380-1303)
1st Offense: Confiscation of device, to be returned to student at day's end; warning.
2nd Offense: Confiscation of device, to be returned only to parent. One day ISS. Or O.S.S.
3rd Offense: Confiscation of device, to be returned to parent at year's end. One day OSS.

J. Violation of Dress Code

1st Offense: Warning; student instructed to change, remove, or cover item and instructed not to wear it or similar item again.
2nd Offense: Same as 1st, with detention in place of warning.
3rd Offense: Same as 1st and 2nd, with one-day ISS or O.S.S. in place of warning or detention.

K. Hands-Off Violation

1st Offense: One detention
2nd Offense: One day of ISS or O.S.S.
3rd Offense: to be determined by principal

V. Penalties for Matters pertaining to Controlled Substances

A. Tobacco possession/use and/or paraphernalia, all types including chewing tobacco and vapor paraphernalia at school or a school-sponsored event.

1st Offense: Three days O.S.S. Notification to police. Parent contact.
2nd Offense: Five days O.S.S. Notification to police. Parent conference required.
3rd Offense: Ten days O.S.S. 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 O.S.S. Notification to police. Parent conference required.
Referral to substance abuse program or counseling.
2nd Offense: Confiscation and ten days O.S.S. Parent conference required. Mandatory involvement with substance abuse program. Possible recommendation for expulsion.

C. Drug and/or paraphernalia possession, use, or being under the influence of drugs.

1st Offense: Confiscation. Ten days O.S.S. Police report filed. Parent conference required. Possible recommendation for expulsion. Mandatory involvement in a student assistance program.
2nd Offense: Confiscation. Ten days O.S.S. and possible recommendation for expulsion. Police report filed.

D. Sale or distribution of drugs.

1st Offense: Confiscation. Ten days O.S.S. and recommendation for expulsion. Police report filed.

VI. Penalties for Matters Pertaining to Student Transportation

A. Speeding or operating vehicle in unsafe manner on school grounds or in a school zone, unauthorized driving or riding in a vehicle during school, including lunch.

1st Offense: One-day I.S.S. or O.S.S., one-week loss of driving privileges.
2nd Offense: Three-day O.S.S., six-week loss of driving privileges.
3rd Offense: Five-day O.S.S., one-semester loss of driving privileges.
4th Offense: Ten-day O.S.S., one-year suspension of driving privileges.

B. Parking violations, including parking in unauthorized areas or on sidewalks or lawn or parking without a proper permit.

1st Offense: Warning, parental contact.
2nd Offense: One-day I.S.S. or O.S.S., one-week loss of driving privileges.
3rd Offense: Discipline under insubordination (IV, B, above), loss of driving privileges for up to six weeks.

C. Failure to follow bus rules:

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

Second Write-up: 3 day suspension from bus riding.

Third 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.)

VII. Penalties for Matters Pertaining To Computer Internet Violations

1st Offense: Loss of computer/Internet privileges for the semester, one day I.S.S. or O.S.S.

2nd Offense: Loss of computer/Internet privileges for the remainder of the school year, three days O.S.S.

3rd Offense: Loss of computer/Internet privileges for the remainder of the school year, minimum five days O.S.S.

****Records will be maintained for the above offenses for a student's entire career at Athens High School. Offenses count as first, second, third, etc., based on current school year only.**

ASSAULTS COMMITTED AGAINST SCHOOL PERSONNEL

Physical Assault:

The board of education shall permanently expel a student in grade sixth or above if the student commits physical assault against a district employee including threats against staff or their family members.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another by force or violence."

Verbal Assault:

Any student in grade six or above who commits a verbal assault against a district employee shall be expelled by the board of education for up to 180 days. The board may modify the expulsion period on a case-by-case basis. Verbal assault shall be defined as, "any willful verbal threat to inflict injury upon another person."

PHYSICAL ASSAULTS COMMITTED AGAINST OTHER STUDENTS

The board of education shall expel a student in grade sixth or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus or school transportation vehicle or at a school-sponsored activity or event. The board may modify the expulsion period on a case-by-case basis.

SNAP SUSPENSION POLICY

In accordance with state law, a teacher may elect to suspend a student from his/her classroom for the remainder of the school day for the following defined behaviors:

- Profanity or threats directed toward a staff member.
- Fighting.
- Distribution or possession of controlled substances.

Teachers who decide to use the Snap Suspension process are required to follow the following procedure:

- Immediately notify the building administrator regarding the events surrounding the suspension.
- See that the suspended student makes it to the office.
- Contact the parent and arrange a conference with the parent.
- Invite the principal to the meeting.
- Contact the child's counselor, social worker, psychologist, special education teacher, or other appropriate support personnel to get information regarding the student and invite these support people to the meeting.
- Within 24 hours of the meeting submit a written report of the meeting containing an outline of the incident, defining the outcome of the meeting and detailing a plan to avoid future situations of this kind.

This Snap Suspension Policy is used in situations where the teacher feels that the normal disciplinary procedure is not a sufficient intervention capable of deterring the student from continuing the inappropriate behavior. The teacher and principal will not allow the suspended student back into the suspending teacher's class during the day of suspension, unless there is mutual agreement for reinstatement.

EMERGENCY PROCEDURES

The staff is trained and briefed in procedures for fire evacuation, inclement weather, bomb threats, and other emergencies, and will brief students for drills and possible actual emergencies. Students are to remain quiet, follow directions from staff quickly and explicitly. The superintendent and principal will give instructions to staff and cooperate with law enforcement, fire, and other civil authorities in all emergencies. No student is to leave the assigned area or campus without permission of school authorities, even with a parent, during a drill or actual emergency, as the school is charged with maintaining and verifying the safety of all students during school hours.

The weather guidelines area as follows:

1. If a tornado watch or warning is in effect at 6:00a.m. and announced to be ending at or before 8:00a.m., we will implement a 2-hour delay.
2. If a tornado watch or warning is in effect at 6:00a.m. and not expected to be lifted until after 8:00a.m., we will close for the day.
3. 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.
4. 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.
5. 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.

The official weather source we use is News3Now at www.wwmt.com

CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITES

The code of conduct enumerated in this document applies during, and on the way to or from, all school activities, for all students, whether participants or spectators. It is understood that participation in extra curricular activities is a privilege and those choosing to do so are representing their class, school, and community. The board of education therefore supports the concept that participation in these activities may be denied for violations of the student handbook. It is agreed that substance abuse and/or possession is to be included as a violation. The concept of progressive discipline will be followed. The following guidelines will be followed for a violation of the policy on alcohol or substance abuse.

FIRST OFFENSE - The first offense shall result in suspension from the activity/activities in which the student is participating for 25% of the activity period. 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 a substance abuse counselor, not at district expense. The student will sign an agreement (contract) to the above. (The student will attend practice with the group, but will not participate in any activity with the group.)

SECOND OFFENSE - The second offense shall result in suspension from the activity/activities in which the student is participating for 50% of the activity period. 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. The student will sign an agreement (contract) to the above. (The student will attend practices with the group but will not participate in any activity with the group.)

THIRD OFFENSE - The third offense shall result in suspension from all extracurricular activities for the balance of that student's school career. The student may appeal to a panel consisting of the Principal, the director of the activity and the 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 activity period, the penalty will carry over to the next activity period in which the student participates. If the student is penalized and then fails to finish the activity, the penalty is in the next period of time in which the student participates. Once a student commits a violation, each subsequent year, the penalty will start with the second offense penalty. Parents will be notified by certified mail of any violation of this code.

This code applies to all students who are participating in extracurricular programs at Athens Area Schools. The application of these rules applies all year, including the summer, not just during the school year. If the violation occurs during the summer, the penalty applies to the next school year. 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 and 2/3 of the activity period rather than 1/4 and 1/2 of the activity period.

PROPERTY SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. Trained dogs may be used in the search of student lockers and cars. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book-bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition. If requested by the principal or designee, law enforcement officials may "assist" school personnel in searching a locker and its contents in accordance with local policy.

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, motivation 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 High School Principal, Middle School Principal 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. The Chairman of the Committee will be the Athletic Director.

AFFILIATION

Athens High School is a member of the Michigan High School Athletic Association, and a member of the SCAA Conference. We offer the following sports: football, basketball (boys & girls), sideline cheer, Golf (boys & girls), wrestling, volleyball, track (boys & girls), baseball, softball, and cross country.

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 students, they must pass 5 out of 7.
6. Age requirements: HS athletes can't be 19 before September 1st .
8th grade students can't be 15 before September 1st .
7th grade students can't be 14 before September 1st .
7. An athlete may play up to three sports per season, in accordance with rules for dual sports athletes published by the Athletic Director.
8. Parents and Athletes must complete and turn in all specified forms prior to participation.
9. Athletes/parents are strongly encouraged to volunteer at a minimum of 2 events per season that athlete is participating.

CODE OF CONDUCT FOR ATHLETES IN ATHENS HIGH SCHOOL

TRAINING RULES AND REGULATIONS

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 high 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 high 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 High 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

--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 high 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 in. 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.

--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 your 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 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 the 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.
- Taunting: Taunting behavior by fans is a negative element of school athletics that must be addressed. One verbal warning will be given to a spectator directly observed to be taunting student athletes, referees or other spectators. A warning will be given that if the spectator's
- behavior continues, the spectator will be removed from the event and school grounds. The decision will be absolute and immediate. If the spectator refuses to obey the ejection, the police will be called to remove the spectator and legal action will be considered by the Superintendent of Schools.

CODE OF CONDUCT FOR SPECTATORS

Spectators, both students and adults, are an important and integral part of all athletic events. Spectators serve to validate the positive values earned through athletic experiences, and to support the efforts and successes of the athletes. Attending an athletic event means the spectator has assumed a responsibility for proper representation of Athens Area Schools. Unfortunately, on occasion, the excesses of spectator behavior can unnecessarily taint the activities at an athletic event.

At athletic events, it is inappropriate for spectators to engage in:

- harassment of game officials
- verbal abuse
- vandalism
- throwing objects
- walking on the gym floor
- obscenity or obscene gestures
- possession or use of alcohol
- using illegal substances
- violence of any type
- any other behaviors in which the administration deems as inappropriate

CONSEQUENCES FOR INNAPPROPRIATE BEHAVIOR OF SPECTATOR

Spectators may or may not be provided a warning for inappropriate behavior depending on the severity of the behavior.

1) IF the spectator is not adhering to the warning, they will be asked to leave the event and school property (for both home and away events). If the spectator fails to leave the event, law enforcement will be called to remove the spectator from the event. If law enforcement is called to remove a spectator, the spectator will be suspended for the entire school year for all athletic related functions/events involving Athens Area Schools.

2) An ejection of an Athens spectator from any event (home or away) involving Athens Area Schools will be suspended based on the following guidelines.

1st Removal/Ejection– Athens Spectator will be suspended for the next 2 athletic contest in that activity regardless of location. If this is ignored Parent/Spectator will be treated as this is the 2nd ejection. Meet with Administration prior to attending further events.

2nd Removal/Ejection – Athens Spectator will be suspended for the remainder of the subsequent season in which the violation occurred.

3rd Removal/Ejection – Athens Spectator will be suspended for the remainder of the school year for all athletic related functions/events involving Athens Area Schools.

3) Any and all dealings with Athens parents/spectators/coaches/athletes concerning inappropriate behavior will be documented. Continual incidents of inappropriate behavior could lead to suspension from all athletic related functions/events involving Athens Area Schools. All disciplinary processes involving parent/spectator behavior start over at the beginning of a new school year.

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.

Age –(HS-ONLY) you must be under 19 years of age at time of contest unless your 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 contest 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 a 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. The 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. In accordance with MHSAA Policy. Model Policy for Transfers Following Violations of a School's Student/Athletic Code (December 1998): Athens High School will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student's most recent previously attended school. A student who transfers to Athens High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Athens High School for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Athens High School and the Michigan High School Athletic Association (Regulation I, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Athens High School. That Student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Athens High School from teams, positions, events and awards at least until the full period of ineligibility has been served.

Awards – A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a fair market value or cost is excess of \$40 (not including engraving or embroidery). Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.

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

ACADEMIC REQUIREMENTS

A student athlete may not be failing two classes in high school or three classes in middle school in one week or the student athlete will be ineligible for the following week. If at the semester's end, the required amount of classes needed to be passed in order to be eligible are not passed, the MHSAA required rules will be applied. Eligibility 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 or event.

SCHOOL ATTENDANCE

1. 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 (will count as an unexcused practice) on that day. EXCEPTION: Doctor or dentist appointment, funeral (MUST HAVE NOTE FROM DOCTOR or DENTIST).

2. Unexcused Partial day absences: If the athlete is marked absent for any part of the day, and is not excused for the above exceptions, the athlete may not participate in that days practice or contest. The athlete is still required to attend that day's practice or contest. Coach's discretion on punishment, with a base of not starting/loss of event. (Example- overslept and came to school more than 15 minutes late)

3. In the event the athlete has stayed home from school with an illness, and has been excused by the parent/guardian, the athlete is not subject to a playing time penalty. Parents must communicate with school office on the day of absence

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. 1 st ISS, 2 nd ISS, and 3rd ISS). With an out of school suspension, the athlete may not attend practice or go to a game or event. The missing practice section will cover the return suspension. Contests missed during OSS will count as a training rules violation. Request for an exception may be made to the Principal/Superintendent.

MISSING PRACTICE/EVENT

An athlete should seek permission from his/her coach before missing practice. Missing practice or a game will be dealt with according to the athletic handbook.. 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, unless permitted by Athletic Director, Principal, or Superintendent. Athletes must join a sport on the first day of practice for sports that have cuts.

(EXCEPTION: An injury, a new student, a previous sport prevents it, or extreme, extenuating circumstances approved by the Athletic Director). For unexcused missed games or events, 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; Football-first quarter; Volleyball - first set; Track - first normal event; Wrestling/XC - 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 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& vapor para), 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(s) 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(s) 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 season, the penalty will carry over to the next season 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

Parents/guardians are not allowed to confront a coach to discuss any negative game or practice situation with the coach until at least 24 hours has passed from the completion of the game or practice. Channels to follow: After the 24 hour rule:

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

Disqualifications/Game Ejections/Quitting

Disqualifications/Game Ejections:

These rules are applied per season:

1 st offense-Must complete MHSAA requirements through the NFHS, required to sit out the next scheduled contest.

2 nd offense-Must complete MHSAA requirements through the NFHS, required to sit out the next 2 scheduled contests.

3 rd Offense- Removal from team. If Disqualification/Game ejection is due to an altercation that involves hitting, kicking, slapping, or kicking anyone involved in the contest the above rules will be required as well as school suspension rules as outlined in the handbook for fighting.

Quitting a sport:

If, after the first week of practice, an athlete decides to leave the team, he or she will not be allowed to participate in the next desired athletic team. Extenuating circumstances will be reviewed by the Athletic Director.

Removal From a team:

If a student athlete is removed from an athletic team, by the coach/administration or a parent, the student athlete will be ineligible to participate in, at minimum, 50% of the next desired sport. All practices and contests must be attended to fulfill the suspension. Extenuating circumstances will be reviewed by the Athletic Director and Principal.

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.

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 contests 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/profane language.
 3. The 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.
- All unlocked lockers will be emptied regularly.
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. Coaches must be present to allow school access, no coach=no entry
 7. All books, jackets, etc. are to be brought to the locker room.

WEATHER POLICY

If school is closed due to inclement weather, the Superintendent will determine if all after school activities, contests, and practices are to be canceled or go on as scheduled. Announcements regarding school contests will be released to: WNWN (Coldwater), WTVB (Coldwater), WBCK (Battle Creek), and WKFR (Battle Creek). Thunder and/or lightning will halt an outdoor event immediately and the event will resume 30 minutes after the final occurrence of thunder or lightning. 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. If an athlete is released to an adult other than his/her parent/guardian written permission must be submitted to the Athletic Director prior to the contest or event. EXCEPTION: If there is a conflict with an athletic contest and scheduled college entrance examinations, if necessitated by senior week activities, or a double-up situation, a student may be transported by their parent using the appropriate forms. If a release is ignored, the athlete will receive a one game suspension.

POLICY FOR BUS TRAVEL AT ATHLETIC EVENTS

All persons who travel on the team bus must meet the following criteria:

1. Member of the participating athletic team at the away events.
2. Team managers.
3. Assigned coaches.
4. Chaperons as designated by the Athletic Director or the building principal.

TRAVEL

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

HS-ONLY -Athletes who qualify for state finals may spend the night at the athletic contest if the travel distance is 100 or more miles from Athens, and it is requested by the coach; or the bus must leave before 6:45 AM and is requested by the coach. Athletes may also spend the night if the trip is reimbursed 100% by the MHSAA or booster groups (costing the Athletic Department \$0.00) from regionals and beyond, and is requested by the coach. One chaperone over the age of twenty-one (21) of same sex must be provided for each six (6) athletes. The chaperone will room in close proximity to the athlete's rooms.

Overnight stay protocol: Student Athletes are to be in their designated room by coach designated time. Male and Female athletes may not enter rooms of the opposite sex at any time. If a student athlete does not adhere to this protocol, the student athlete will not be able to participate in the next day of competition.

ATHLETIC PROGRAM AND AWARDS NIGHT

Three athletic award programs will be held each year. One following fall sports, one following winter sports, and the last one following spring sports.

LETTER POLICY

- 1st Yr. J.V. = Certificate & numerals
- 2nd Yr. J.V. = Certificate & pin
- 1st Yr. Varsity = Numerals and Varsity letter
- 2nd Yr. Varsity = Medal
- 3rd Yr. Varsity = Trophy
- 4th Yr. Varsity = Plaque

AWARDS

The Head Coach of each sport is permitted to give four special awards.

Football - Varsity

9 quarters of play, Upon recommendation by the coach (i.e. injuries), Practices regularly, (Minor) Be a member of the team

Cross-Country- Boys and Girls

Guidelines for earning a Varsity Letter in Cross Country:

1. The athlete must write a season goal.
2. The athlete must attend all practices, unless pre-excused, illness or emergency.

3. The athlete must compete in all conference meets.
4. The athlete must show good sportsmanship at all times.

Basketball - Boys and Girls

Varsity - Be a member in good standing of the team, Start and finish the season, Practice regularly

Cheerleading-Varsity and JV

Be a member of good standing on the team

Volleyball - Varsity and J.V.

Practice regularly, Finish season, Be a member of good standing on the team

Golf - Varsity

Practice regularly, Finish season, Be a member of good standing on the team

Wrestling - Varsity

Earn 250 points in accordance with the Wrestling Handbook.

Track - Boys and Girls

1. You must earn 10 meet points or reach junior or senior level.
2. A letter may be earned without earning 10 meet points only with coach's discretion and satisfactory completion of the season.

Baseball - Varsity

Play in 5 games or 20 innings, Finish season

Softball - Varsity

Play in 5 games or 20 innings, Finish season, Be a member in good standing of the team, Attendance, Promptness, Discipline, Support team members/ Be a TEAM player.

Athletes must finish the required time for the sport participating, in good standing, to earn end of season awards from school or conference/state association. Extenuating circumstances will be reviewed by the Athletic Director.

Athens Area Schools

Student Handbook Acknowledgment & Parent/Guardian Signature Page

School Year: 2025-2026

Dear Parent/Guardian,

Thank you for choosing Athens Area Schools! We are proud to partner with you in providing a safe, supportive, and engaging learning environment for your child. Our goal is to work together to ensure academic growth, personal development, and success for every student.

To help us achieve this, we ask that you and your student take a few moments to review the Athens Area Schools Student Handbook. The handbook contains important information regarding school policies, student expectations, attendance, dress code, behavior guidelines, and available resources.

Please sign below to acknowledge that you have received and reviewed the handbook with your student.

Acknowledgment Statement

I have seen and reviewed the Athens Area Schools Student Handbook with my child (available online for review or a hard copy provided at your request). I understand the rules, expectations, and policies contained within, and I agree to support my child's adherence to them.

Student Name (Printed): _____

Grade: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Again, thank you for being a part of the Athens Area Schools community. We look forward to a successful school year!

Sincerely,
Mr. William Heffner
Principal, Athens Area Schools