



Parent/Student Handbook

2022-2023

Adopted August 10, 2022

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Welcome to Alexander Schools

We hope this year will be an exciting year for you, both academically and socially. Questions you might have regarding the school can be answered in the following pages. Please read carefully, and you will better understand the procedures, rules, and expectations of students at Alexander. As a member of the Alexander community it is critical to respect yourself, your peers, and the adults who work here every day.

The Board of Education of the Alexander Local School District has adopted numerous policies governing the operation of its schools and the conduct of its students. While this Handbook provides information about some of these policies, students and parents are subject to all of the policies of the Board of Education as they now exist or as they are hereinafter adopted or amended, whether these policies are referenced in this Handbook.

It is the policy of the Alexander Local School District that students and parents be given a copy of this handbook, which includes mandatory student standards of conduct and disciplinary sanctions for violation of such standards. At the beginning of each school year, student standards of conduct shall be reviewed with every student.

The Alexander Local School District offers educational programs, services, activities and employment practices without regard to race, religion, national origin, sex, handicap or age.

Staff Information

Superintendent: Will Hampton

Treasurer: Kimberley Napper

Curriculum and Assessment: Megan Karr

School Psychologist: Erin Roush

Gifted Coordinator: Theresa Bledsoe

Grounds and Maintenance Supervisor: Bryan McCollum

Transportation Supervisor: Dan Phillips

Cafeteria Supervisor: Daryn Guarino

Technology Coordinator: Mark Rice

Technology Field Technician: Justin Blick

Athletic Director: Dan Doseck

Clinic Staff: Whitney Warren, Laura Bean and Cheryl Woodgerd

Media Center Specialists: Beth DiBenedetto and Nancy Witten

Contact Information

District Office Address: 6091 Ayers Rd., Albany OH 45710

District Phone Number: 740-698-8831

You will then be instructed to push the following numbers accordingly:

- 1 - Elementary (PK-5)
- 2 - High School (6-12)
- 3 - Clinic
- 4 - Transportation
- 5 - District Office

District Office Extensions:

- 1 - Superintendent's Office
- 2 - School Psychologist's Office
- 3 - Payroll
- 4 - Accounts Payable
- 5 - EMIS
- 6 - Treasurer
- 6 - Kitchen
- 7 - Facilities Manager

Website: www.alexanderschools.org

Enrollment

Residential Enrollment:

Any child of compulsory age and residing within the Alexander School District may enroll in Alexander Local Schools. The parent/guardian can enroll their student by going to the school's website (alexanderschools.org) and following the instructions in the enrollment portal. The parent/guardian will make the following information available to the district (either electronically or on paper) prior to the student being fully enrolled in the district to begin classes:

- Student's birth certificate
- Health and immunization records
- Proof of residency within Alexander Local School District
- Certified copies of legal custody documents, if any, allocating parental right and responsibilities and designating a residential parent and legal custodian
- Any records from the student's previous district

A student who has been expelled from the schools of another district and whose period of expulsion has not yet expired may be denied admission to Alexander Local Schools until the expiration of the expulsion period. Such students shall be offered the opportunity for a hearing before admittance is denied. No student who has been permanently excluded from public school attendance by the Superintendent of Public Instruction shall knowingly be admitted to the Alexander Local School District.

Open Enrollment:

Any child residing outside the Alexander School District wishing to attend Alexander Elementary or Alexander Jr. High/High School must apply for Open Enrollment through the district superintendent. For information regarding Open Enrollment, please contact the District Office by calling 740-698-8831 between 7:30am-3:30pm.

Infinite Campus Parent Portal (Grades and Attendance Monitoring)

The Parent Portal is a component of our computer system that can be used by parents/guardians to monitor student grades and attendance on a regular basis. The portal can be accessed through the school website under the parent tab. If you would like to set up a parent portal account, please contact the technology department.

Emergency Medical Information

By law emergency medical forms, which are requested at the start of each school year, are kept on file in the school office. This information is also put in our computer system for access by school staff. It is the parent's/guardian's responsibility to ensure the school has updated information at all times. The emergency medical forms also allow for emergency contact information of family, friends, or neighbors to be contacted in the case of emergency when the parent/guardian cannot be reached. Please make sure these individuals are aware and agree to be contacted by the school in regards to emergency situations.

Fees and Fines

The Board of Education may enforce the payments of fees and charges imposed upon pupils for the loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks furnished without charges, and for damage to school buildings and property, including graffiti. These fees and fines may be enforced by withholding grades/grade cards until the student completes restitution.

There are no standard school fees imposed for the current school year.

Transportation

The primary purpose of our pupil transportation system is to provide a safe and efficient means for students to get to and from school and attend educational field trips. Part of this system ensures students are being dropped off where the parents/guardians are expecting them. We strongly encourage parents to designate a permanent drop off location for your child, so that your child is always aware of where they are going and who to expect to be there.

Transportation Changes

When transportation changes cannot be avoided, parents/guardians should send a signed note to school stating; the child's name, date, and the change necessary. For student safety, parents/guardians will only be permitted to make transportation changes **by phone** up to **4 times in a school year**. In addition, **no transportation changes by phone will be accepted after 2:00 pm**. To make transportation changes please follow your building plan

See "Transportation Changes" under "Arrival and Dismissal" for the details regarding such a change. Click here [Elementary](#) and [Jr. High/High School](#)

Expectations and Rules

All students should know their bus number, arrival, and departure times.

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not endanger any person or any property.
4. Students must go directly to their assigned seats or to any available seat if no seat has been assigned.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully; pupils must not distract the driver through misbehavior.
7. Students must not use profane language.
8. Students must not eat or drink on the bus except as required for medical reasons.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession of the bus except for prescription medication required for a student.
11. Students must not throw or pass objects on, from or into the bus.
12. Students may keep with them at their seats those objects that can be held in their laps. Larger items may be stored, so long as a clear aisle to the exit door is maintained at all times and so long as each student can remain seated (no standees).
13. Students must leave or board the bus at locations to which they have been assigned unless they have a note to do otherwise signed by a parent or guardian and authorized by the

school administration.

14. Students must not extend any part of their bodies out of the school windows.
15. While waiting for the bus and while on the bus, students must conform their behavior to all of the provisions of the Student Code of Conduct.
16. Students must not engage in any behavior that interferes with the safe, orderly and efficient operation of the bus.
17. Students are not allowed to bring animals, balloons, or glass containers on the bus.

Behavior Management Program

Minor Offense; behavior within a driver's control:

1. Verbal warning
2. Reassign bus seats as needed
3. Private conference with student
4. Parent/Guardian courtesy letter

Safety Intervention

1. Parent/Guardian courtesy letter sent home after 3 offenses recorded by bus driver.
2. First referral to the office: The student will receive recess detention to be served in the office.
3. Second referral to the office: The student will receive an after school detention or two recess detentions to be served in the office.
4. Third referral to the office: The student will be suspended from the bus for 1 day.
5. Fourth referral to the office: The student will be suspended from the bus for 2 days.
6. Fifth referral to the office: The student will be suspended from the bus for up to 3 days AND a meeting with the parents/guardians, student, transportation supervisor, and the principal to create behavior plan for bussing.
7. Sixth referral to the office: Additional consequences set forth in individual student bussing plan and/or removal from the bus for the remainder of the year.

If severity dictates, any of the progressive steps may be bypassed.

Cafeteria Information

The cafeteria is under the management of The Nutrition Group. They have expertise in food service and provide our students with breakfast and lunch on a daily basis. Menus are prepared by the food service director and are available on the school website.

Free and Reduced Price Meal Information: Applications for Free and Reduced-Price Meals are sent home with the beginning of the year packets. In addition, these forms are available in the school offices. We encourage you to complete an application regardless of what benefits your family may receive. Our district could receive additional funding if there is a significant increase in the number of families who qualify for meal benefits.

Free and Reduced Meal Applications are linked [here](#). Please print, complete and return to your student's school office. One form is needed for each **household**.

Account Balances and Payments: We encourage all parents/guardians to use the online payment system for easy access and efficiency to add funds to student's breakfast/lunch accounts. A printable version of the form is available [here](#).

Meal Charge Policy

1. Student lunch account charges are capped at \$10.00 for all buildings. Lunches will be provided to students who have forgotten their lunch money and do not have funds on their account, but parents will be contacted weekly.
2. There will be no charging of any a la carte items at all by anyone.
3. Students who withdraw and owe lunch money will be marked as inactive in the POS (Point of Sale) system. If the student returns to Alexander Local School District the charges will still be owed.
4. Student lunch charges follow the student throughout their years at Alexander. These charges are a financial obligation owed to the school district until they are paid in full. Students who have outstanding financial obligations will not receive their diploma until the financial obligations are paid.
5. There will be no charging for any adult lunches or a la carte.

Food and Drink Policy

- A. Consumption of food and drinks is permissible in a classroom with prior teacher approval. Drinks should be in non-glass, shatter-proof containers.
- B. The only food and drinks permitted into school from home are sack lunches.
- C. Students are not permitted to order food for delivery.

Clinic Information

Alexander Schools has a clinic on site, staffed at all times. All serious accidents and illnesses at school must be reported to the teacher in charge and then to the clinic. The clinic staff on duty will use professional judgement as to the seriousness of the illness or injury, and every effort will be made to contact parents.

Medication Policy

1. If at all possible, parents should arrange with their physician to have medication administration scheduled before and/or after school so that school district personnel are not required to administer said medication.
2. When medication must be administered at school, parents should, if possible, make arrangements to visit the school to administer the medication to their children.
3. In the event paragraphs (1) and (2) of this policy cannot be followed, the Board of Education authorizes the health aide to assist in dispensing medication during the regular school day (including over-the-counter medication) which has been prescribed by a physician. The Health Aide will supervise and handle the storing and dispensing of medication.
4. Assistance in dispensing medication must be requested by a parent/guardian and physician. The request for assistance in dispensing medication must be in writing on the Authorization for Administration of Medication Form approved by the Board of Education. This form must be completely filled out and must include the signatures of both the prescribing physician and at least one custodial parent or legal guardian of the student. This form may be obtained from the office.
5. Where medication is presented to school personnel by a student or parent/guardian for dispensing without the appropriate form, the health aide(s) shall accept custody of the medication, and the following procedures shall be used:
 - a. The Health Aide shall inform the parent/guardian about the proper procedure for requesting assistance in dispensing medication.
 - b. The Health Aide shall contact the office of the prescribing physician to verify the request and the drug to be administered and advise that an appropriate form will be transmitted to physician for completion and signature.
 - c. Upon verifying that both parent/guardian and the physician authorize the request for assistance, and upon receipt of the appropriate form, the Health Aide may dispense the medication.
6. The Health Aide authorized to administer medication shall receive a copy of the Authorization for Administration of Medication Form signed by the parent/guardian and physician.
7. The medication must be received by the Health Aide authorized to administer the medication in the container in which it was dispensed by the prescribing physician or other licensed professional.
8. The Health Aide will establish a location in each school building for the storage of medication to be administered. All such medications shall be stored in that location in a locked storage place. Medication that requires refrigeration should be kept in a refrigerator in a place not commonly used by students.
9. A month's supply of medication may be sent to the school at one time. The health aide may dispose of any unused medication fourteen (14) days after the termination of administration of medication if attempts to return the unused medication to the parent/guardian have failed. The principal and at least one other school staff

member will witness the disposal and both shall sign a dated statement attesting to the disposal.

10. The parent/guardian must submit a revised statement signed by physician who prescribed the medication if any of the information provided by the physician changes.
11. No person who has been authorized by the Board of Education to administer medication and who has a copy of the most recent Authorized Form which was to him/her prior to administering the medication will be liable in civil damages for administering or failing to administer the medication, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
12. Board policy and regulations regarding the administration and dispensation of medication may be changed, modified, or revised by action of the Board.

Bed Bugs

Alexander Local Schools has worked cooperatively with the Athens City-County Health Department to develop a policy in regards to preventing the spread of bed bugs. These insects, have not been known to spread disease, but can be very difficult to eliminate and may require professional services in cases of infestation. Therefore, preventing the spread of these bugs is very important.

If a suspected bed bug is found on a child or on a child's belongings, parent/guardian will be notified immediately. Students who have been identified with a positive specimen on their self or belongings will need to be brought into the clinic by 7:45am to be checked before going to the classroom. Students may not ride the buses until cleared by the clinic. Again, this is an effort to prevent the spread of these bugs.

Head Lice - Nit Free Policy

Alexander Schools has a nit free policy in regard to head lice. Students may not return to school until he/she have been checked by the clinic and found to have no new nits (eggs). Students need to be brought to the clinic by 7:45am to have their heads checked before returning to school. Students may not ride the buses until cleared by the clinic. This is an effort to prevent the spread of head lice.

When a student is found through routine checks to have head lice, parents/guardians will be notified and the student will be sent home with information on how to remedy the problem. No more than two days of absences will be excused for lice.

Illness

Please keep your student home if they have a contagious disease or condition, are coughing excessively, or have a fever. Students should remain home until he or she is fever free for 24 hours.

Immunizations

Acceptable medical records certifying that the student has had at least four doses of DPT vaccine, three doses of Polio vaccine, immunization against measles, rubella and mumps, three Hepatitis B shots, and two Varicella vaccines must be on file in the school office. School officials are empowered to exclude children from school who do not meet these requirements.

Click [here](#) for specific information regarding Elementary students and bathroom accidents

Click [here](#) for specific information regarding pregnant students

Attendance

Attendance Policy/House Bill 410

The Alexander Local Board of Education has adopted the Athens County School Attendance Program as developed by the Juvenile Division of the Court of Common Pleas of Athens County. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

ATTENDANCE DEFINITIONS:

Habitual Truant

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one school month without a legitimate excuse
- Absent 72 or more hours in one school year without a legitimate excuse

Excessive Absenteeism

- Absent 38 or more hours in one school month with or without a legitimate excuse
- Absent 65 or more hours in one school year with or without a legitimate excuse

Chronic Absenteeism

- Absent 92 or more hours with or without a legitimate excuse

If your student meets the definition of HABITUAL TRUANT, the district will:

- Assign the student to an absence intervention team.
- Attempt to secure parent participation on the absence intervention team.
- Develop an absence intervention plan.
- If the student does not make progress on the plan or continues to be excessively absent, the district may file a complaint in the juvenile court.

If your student meets the definition of EXCESSIVE ABSENTEEISM, the district will:

- Notify the family in WRITING
- The student will follow the district's plan for absence intervention.
- The student and family may be referred to community resources.

The Missing Person Law now in effect in Ohio requires that schools notify parents when their child is absent. Parents should call the school if their child is going to be absent on any given day. Office hours are 7:15 a.m. to 3:45 p.m.

Absences

1. Parent or guardian must call to report their student tardy or absent and follow up with a signed excuse giving student's name, date, days of absence and reason for absence, upon the students return. **Written notes are mandatory in order for the absence to be excused; even after calling the school office or attendance line.**
2. Credit will not be given for work missed during an unexcused absence.
3. Student must be in attendance on the day of an activity before participating.
4. Unexcused absence is defined as any absences not recognized in statute but requested by the parent. Unexcused absences may include, but are not limited to, shopping, getting a haircut, missing the bus, and leaving school grounds for lunch.
5. Unexcused absences will be reported to the attendance officer.

Tardies

Students arriving after 8:05 are considered tardy and must report to the office with a note from a parent/guardian or doctor explaining the reason for tardiness.

Tardiness will be classified as follows:

1. Students checking in after 8:05 will be given an AM tardy.
2. Students checking out between 2:30 -2:45 will be given a PM tardy.
3. Missing more than 15 minutes of a class period will result in the student being marked absent for that class.

Accumulation of 4 non-medical tardies in any one grading period will result in a detention. Accumulation of additional tardies will result in more serious consequences, including referral to Athens County Juvenile Court.

Vacations

Any student who takes a family vacation during the school year, and misses days of school, must have it preapproved by the building principal and make arrangements with all of their teachers prior to their vacation to get all of their work. Students failing to do so will not receive credit for work missed.

Make Up Work for Absences

1. Students are permitted to receive credit for make-up work from all absences.
2. Students will receive a day to make-up work for each day of absence they have.
3. The student must assume responsibility for completing make-up work.
4. Teachers may or may not give full credit for unexcused absences.
5. It is the student's responsibility to obtain from teachers all make-up assignments upon their return to school.

Homework

Homework is a vital part of education. In addition to positively or negatively affecting grades, homework reinforces skills taught in class and teaches responsibility and accountability, qualities that will be necessary for successful life experiences. Homework provided to the students is left to the discretion of the teacher; however, should be age-appropriate in regards to time needing to work outside of school hours. If your child is struggling daily with completing homework in a timely and complete manner, please contact his or her teacher immediately to address the issue.

Assessments

All students, by law, are required to take various assessments throughout the school year to show progress and/or achievement toward content mastery. Alexander Local School District has worked to create a balanced assessment system to inform our instruction that includes benchmark tests, weekly/bi weekly unit tests, progress monitoring assessments, and state assessments. We understand the importance of using this information appropriately and in conjunction with other information we know about your child through observations, personal interactions, classroom work, etc. to give your child a challenging and successful academic career.

Talented and Gifted

The Alexander Local Board of Education ensures equal opportunity and access to fair equitable assessment in four areas of giftedness: Superior Cognitive, Specific Academic, Creative Thinking, and Visual or Performing Arts.

The Alexander Local School District provides at least two opportunities per year for the assessment of children referred by teachers, parents, self or others. Test scores provided by other school districts and trained personnel are accepted if the assessment instruments are approved by the Ohio Department of Education. Students transferring into the district will be assessed within ninety days at the request of a parent or legal guardian.

The Ohio Department of Education has approved the district's policy and plan for the identification of gifted students. The document may be viewed in its entirety upon request. Questions or concerns regarding gifted programming and assessment should be directed to the coordinator of talented and gifted education.

challenging and successful academic career.

Parent-Teacher Conferences

We believe that an open line of communication between school and home is of extreme importance in ensuring a student's successful educational career. One piece of this communication is the availability of Parent-Teacher Conferences which are held twice a year during each semester. These conferences help for all parties to better understand and meet the needs of our students, and parents/guardians are urged to attend.

Details on how and when to schedule a conference during the District-wide conference periods will be made available in various ways (website, text message, sent home with student) prior to the conference dates.

Teachers and parents/guardians sometimes foresee a need for additional conferences throughout the year. These conferences can be initiated by either party and held at mutually convenient times. Conferences are not to occur when teachers are giving classroom instruction. Contact your child's teacher by phone or email if you would like to schedule a conference.

Safety

We have a closed campus policy. Students must stay on grounds from the time they arrive until dismissal. Any child leaving school prior to dismissal, must be signed out by their parent or guardian in the office.

Student and staff safety is a priority at Alexander Local Schools. We are constantly evaluating and updating our policies and systems, as well as, continually practicing drills with students to ensure they know exactly what to do in an emergency situation.

Closing or Delaying School

Parents/Guardians will be automatically enrolled in the adopted messaging system for the district. They can opt out at any time with exception to emergency situation calls.

The following procedures will be used when making the decision to delay or cancel school because of adverse weather conditions:

1. The adopted messaging system for the district will be implemented.
2. The superintendent will announce as early as possible to local radios stations when school will be delayed or closed due to inclement weather.
3. When it is questionable whether school should be cancelled, the superintendent will delay the start of school. Delays maybe in increments of 1 or 2 hours, or may result in cancellation.
4. If school has already begun and weather conditions change drastically and it appears best to dismiss school early, the adopted messaging system for the district will be implemented, the radio stations will be notified, bus drivers contacted and students will be taken home as soon as possible.
5. It shall be the bus drivers' decision whether to use the short route schedules. Their decisions will be based on the road conditions of their particular routes.

It is suggested that parents make some preparation with their children regarding when school is dismissed early. Because of limited phone lines, parents and employers are asked to listen to the radio stations or check the school website(www.alexanderschools.org).

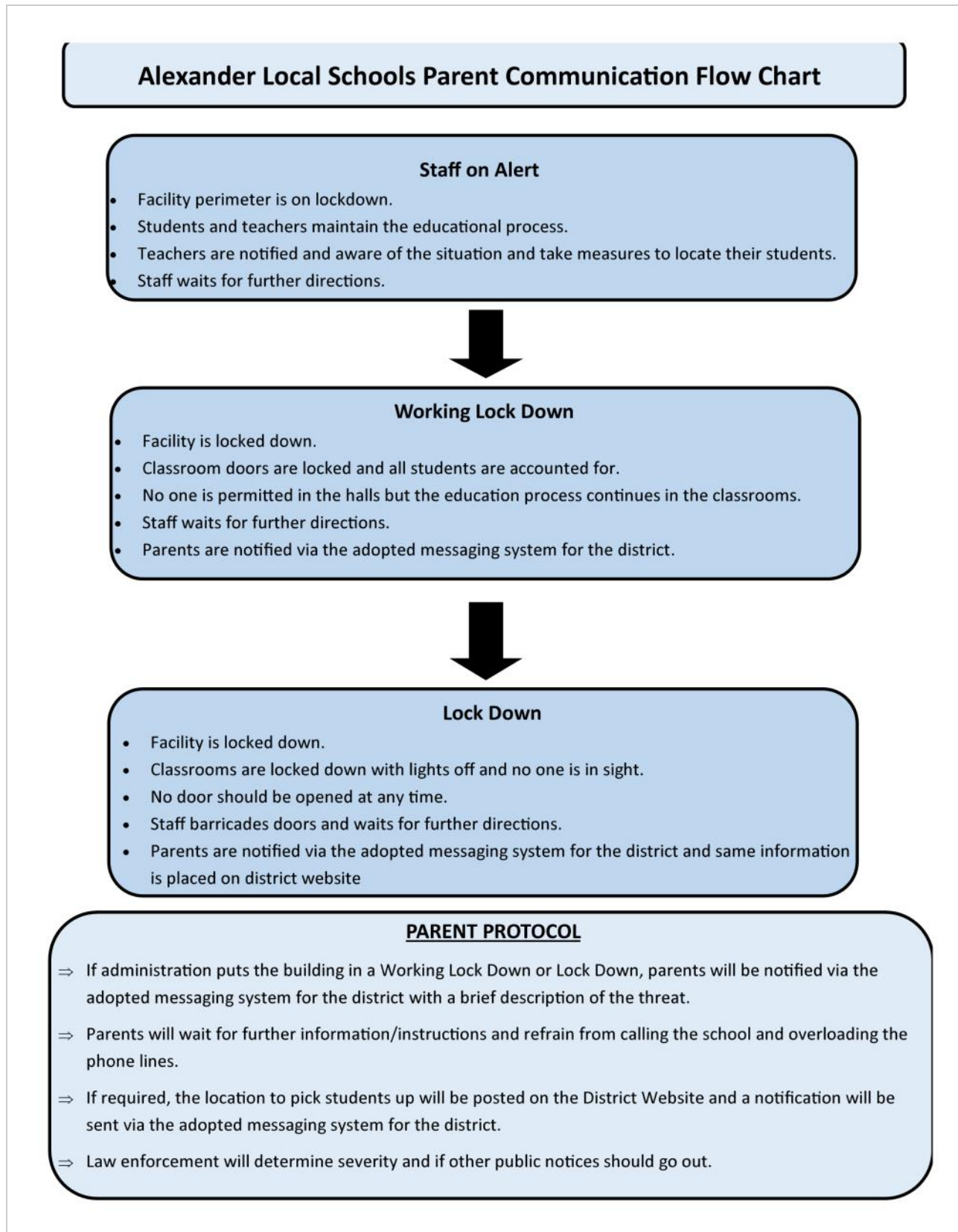
Disaster Alerts and Plans

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire bell. Tornado alerts are indicated by a sharp blast from a horn. There is an evacuation plan posted in each room which indicates procedures for evacuating the room. In case of an alarm, walk to the exit area designated for your room. Silence must be maintained throughout the drill so that any verbal directions may be heard.

Alexander Schools has a disaster plan in place in the event an emergency should occur. In order to report a threat or potential danger to anyone at the school, a 24-hour Hotline is maintained at 877-655-7804.

Lockdown

In the event that a lockdown becomes necessary, the principal or designee will announce that the school is in a lockdown. All classroom doors are to be locked and students must remain in their classrooms until a further announcement by the principal or designee is made.



School-Based Counseling Services

Alexander Local School District has partnered with local mental health professionals to provide individual counseling services to students on site during the school day. This counseling service is for more intense needs of students beyond the school counselor. If you are interested in your child receiving these services, please contact the school office for more information.

Information for Visitors and Volunteers

All school buildings and grounds will be electronically monitored for security purposes at all times. Students nor staff are permitted to open outside doors to let visitors in the building. All visitors **MUST** enter through the main front entrance.

Visitors

Students are not allowed to bring visitors to school. Parents and guardians are always welcome, but must request the opportunity to visit a classroom through the building principal. Twenty-four (24) hour notice must be given.

All visitors are to report to the office to receive permission to visit classes or be in the building. Before going beyond the school office, you must sign in and get a visitor's sticker. The sticker must be placed so that it is clearly visible at ALL times by other students and staff members. If you do not have the sticker on oneself, you may be asked to return to the office and/or leave the building.

Volunteers

Alexander Schools welcomes all parents or guardians who are able and willing to volunteer throughout the school year. We have a variety of opportunities that vary in time commitments, skills, and availability. If interested, please contact either the school administrator or your child's teacher for additional information.

All volunteers within the school may be expected to attend a meeting and/or training prior to being able to volunteer on a regular basis. All volunteers will be expected to ensure student information is kept confidential at all times within the school building, at home, and in the community. Volunteers will also be expected to adhere to all expectations and policies in regards to conduct as set by the school board.

Parking for Parents/Visitors/Volunteers

Parking is limited and at times creates a problem. In order to provide parking for visitors while maintaining student safety during arrival and dismissal times, please use the following guidelines.

From **7:00-8:00am** and **2:00-3:00pm** there is heavy bus traffic in the front parking lot; therefore, all parents and visitors must park in the parking lot to the side of the Elementary or in front of the Jr. High/High School in the designated spaces. These spaces are marked by a yellow sign stating "Parent Parking."

From **8:00am – 2:00pm**, parents and visitors are welcome to park in front of the Elementary or Jr. High/High School in available spaces designated by the "Parent Parking" signs. The numbered parking spaces in the front of the building are assigned to staff **ONLY**.

Special Events & Activities

Students attending school related activities such as school dances, athletic events, plays, etc., are subject to all school regulations and are expected to conduct themselves properly at all times and are subject to discipline according to our Parent/Student Handbook. Class advisors, student leaders, and faculty members involved in school related activities are to work closely with the administration in charge of the student activity. These activities are essential components of school life.

Field Trips

Field Trips are an extension of the classroom and grade level curriculum. Field trips are not family outings. Only students from the specific grade level will be permitted to attend the field trip. Siblings of those students are not permitted to attend. In addition, only parents or legal/guardians may chaperone in the event help is needed. All chaperones must be able to provide own transportation and incur the costs included to attend the trip.

Protection of Personal Property

The Alexander Local School District endeavors to maintain adequate and reasonable supervision. However, it must be recognized that not all thefts and damages are preventable. Students should help in preventing theft by following these suggestions

- Extra money should not be brought to school.
- Expensive electronic devices (ie: phones, ipods, tablets, e-readers, etc.) should not be brought to school.
- Trading cards or other items of personal value (sports cards, Pokemon cards, coin collections, etc.) should not be brought to school.
- Jewelry of personal or monetary value should not be brought to school.

Lost and Found

All textbooks, articles of clothing, etc., found in the building, on the school bus or grounds should be taken to the office promptly. It is recommended that names be placed on as many items as possible to help in restoring them to their owners. Items will be kept only 30 days before disposal. Each student is responsible for his/her personal property. Articles not claimed will be given to needy organizations.

Print Publications

The administration has the right to censor school publications. Publications that violate the student conduct code are prohibited.

Handouts/Flyers

The school will distribute flyers for area events and activities; however, these must be approved by an administrator in advance. In addition, there must be a statement on the flyer explaining that this event is not endorsed by the Alexander Local School District.

Invitations

Invitations to parties or other functions **MAY NOT** be handed out at any time during school hours by classmates or teachers. Parent/guardians may request a print out of classmate information from the homeroom teacher to arrange for invitations to be sent outside of school.

Student Directory Information

Student information including parents' names, address, phone number, date of birth, grade level, extracurricular participation, achievement awards or honors is public information. Parents/guardians who wish school officials not to release directory information should send a signed statement to the school.

Technology

Computer Network and Internet Acceptable Use and Policy and Agreement:

The Alexander Local School District is pleased to make available to students' access to interconnected computer systems within the District and to the Internet that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions.

Personal Responsibility:

By agreeing to this Policy, you are agreeing not only to follow the rules in this Policy and Agreement, but also to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

Term of the Permitted Use:

A student who follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only.

Purpose and Use:

1. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
2. Netiquette. All users must abide by the rules of network etiquette, which include
 - a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - b. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.
3. Unacceptable uses that constitute a violation of this Policy and Agreement include:
 - a. Uses that are offensive to others. Do not use access to make ethnic, sexual preference, or gender-related slurs or jokes and/or participate in online bullying or harassment.
 - b. Uses that violate the law or encourage others to violate the law. Do not transmit offensive

or harassing messages; offer for sale or use any substance the possession of which is prohibited by the School District Pupil Conduct Code; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks and computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

- c. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism.
- d. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; impersonate others.
- e. Uses that access controversial or offensive materials. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
- f. Uses that are commercial transactions. Students may not sell or buy over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers. Privacy Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and all information transmitted or received in connection with such usage. All such information shall be and remain in the property of the School District and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement:

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's tenure in the School District. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violation by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet. The School District may take other disciplinary action.

Warranties/Indemnification:

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising from the user's use of its computer networks or the Internet under this Policy and Agreement. By agreeing to this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a

user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases or goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

Updates:

Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration and account information. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Chromebook Policy

A. What is a Chromebook?

1. A Chromebook is an internet enabled device which operates on the Google Chrome operating system.
2. A Chromebook can be used to access any online content such as the Google Classroom, Office 365, and internet websites / services.
3. A Chromebook is not a full-fledged computer and cannot be used without an internet connection with exception to limited local storage.
4. Chromebooks provided for student use by ALSD will remain property of the Board of Education and therefore will be treated as such until they are retired from district use.
5. Chromebooks will be issued to students in participating grade levels. Students will use the same device for at least 4 years. If the student is transferred out of the Alexander Local School District the all equipment issued to the student shall be returned to their school prior to removal. Failure to return the equipment will result in the students transfer records being held. Additionally, the unit will be disabled completely and rendered unusable.
6. The Alexander Local School District (ALSD) will be providing Chromebooks to students in participating grade levels with the following specifications:
 - a. 16 to 32 gb operating drive
 - b. 4 gb ram
 - c. Webcam
 - d. Microphone
 - e. 11 inch screen (Grades 5-8); 14 inch screen (Grades 9-12)
 - f. SD- Memory card reader
 - g. wifi
 - h. Bluetooth
 - i. USB 3.0
 - j. USB-C
 - k. Touchpad Pointer
 - l. Keyboard
 - m. charger
 - n. Li -ion Approximate 8 hour battery life
 - o. Ruggedized carrying case (for grades 5 through 8)

B. Taking Care of Your Chromebook

1. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center for an evaluation of the device. If the device is deemed damaged due to negligence, misuse, and or vandalism, the family will be responsible for the cost of replacing the device.
2. General Precautions:
 - a. The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
 - b. Only use a clean, soft cloth to clean the screen. DO NOT USE cleansers of any type.
 - c. Cords, Cables, and Thumb Drives must be inserted carefully into the Chromebook to prevent damage.
 - d. Chromebook and carrying case must remain free of any writing, drawing, stickers, labels, etc. that are not property of the ALSD.
 - e. Never leave device unattended or unsupervised.
 - f. Students must keep their Chromebook in the protective case, (provided by the school for grades 5 through 8 and provided by the family for grades 9 through 12), except during use.
 - g. Students in Grades 9 through 12 may use their own sleeve or carrying case. The student's family assumes all risk if breakage occurs. If the family desires, they may purchase a Bump Armor case from the District for a nominal fee of \$24
3. Transporting The Chromebook
 - a. The protective case provided with the Chromebooks has sufficient padding to protect the device from normal treatment and provides a suitable means for carrying the device to, from, and within the school
 - b. When not in use by student, keep Chromebook in protective case provided by the school
 - c. Do not carry other items within the case to limit the amount of pressure applied to the device.
 - d. Avoid bumping, tossing, or throwing the device and/or case against any surface.
 - e. Do not carry the Chromebook (at all - ever) while open, or by grasping the lid of the device. Screen damage will occur.
 - f. Do not close the cover with any item such as earbuds or writing implements between the palmrest and the screen. The screen will break. This is a very common occurrence.

C. Chromebook Use

1. Chromebooks are intended for use at school each day and for online testing. In addition to teacher expectations for use, school messages, announcements, calendars, handbooks, and schedule may be accessed using the device.
2. The Chromebook is an integral part of the students' instruction and therefore must accompany the student to school each and every day, fully charged. Leaving your provided Chromebook at home or bringing it to school without fully charging it at home will be treated as missed homework. A student failing to bring their provided Chromebook may check out a loaner from the media center. A Chromebook on loan must

be returned to the media center by the end of the day.

3. Use of the Chromebook technology falls under the Districts Acceptable Use Policy and infractions will be treated as outlined within that document (found in the student manual).
4. Restrictions will be placed on the student's ability to install apps and extensions on the Chromebook they are provided.
5. All Internet activity will be filtered, monitored and logged whether on campus or off campus. Violations will be reported immediately to the appropriate administrator for disciplinary action.
6. Teachers will direct appropriate digital citizenship in their classrooms and will direct the students in what is allowed and not allowed in their classes (music, educational games, etc...)
7. Students will not be able to connect to the ALSD Google domain with personal Chromebooks. The Chromebook provided by the district must be used.
8. If a student withdraws from the district they will return the district provided Chromebook to the school office or media center forthwith. Student records will be held until all district property is returned.

D. Apps and Extensions

1. All apps/bookmarks/extensions installed by the district must remain on the Chromebook in usable condition and accessible at all times. From time to time, the school may add applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required software/apps/bookmarks
2. Devices are controlled and monitored by a Google Enterprise Management System and another third party monitoring company.
3. Students are allowed to load school appropriate apps/extensions on their Chromebooks if properly approved by the District.
4. If technical difficulties occur or non-ALSD installed/approved apps are discovered, the Chromebook will be wiped clean and put back to its original settings. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or reimage.
5. Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.
6. The Chromebooks will reboot at least every other day.

E. File Management

1. Students may save their documents within their One Drive on Microsoft 365, their Google Drive, or removal usb drives.
2. Students may also be directed to save documents in shared drives or email them to their instructors. While there is some versioning in the online storage drives, they are not backed up by the district and thus students should save a backup copy of their own documents on other media (usb drive) in the event that they inadvertently delete the file.

F. Network Connectivity

1. ALSD has a robust wireless network and sufficient capacity on its internet connection such that normal instructional use of the Chromebooks should be more than adequate.
2. ALSD makes no claim that the wireless network will be up and running 100% of the time, however instruction will still occur regardless of internet availability.
3. Students may connect their provided Chromebook to home wireless networks and wireless hotspots as required, so that they can complete at home assignments.
4. **ALSD will not be** providing a home internet connection in the event that one is not available within the student's home. The student will have to make arrangements with

their instructors with regard to completing online work at home. The district will operate up to 5 mobile hotspots that will be parked in various places in the district at various times to support distance learning should the need arise.

G. Costs and Values:

1. The costs for the district are as follows:
 - a. Chromebook: Approximately \$250.00 (purchased in quantity) Replacement cost range \$175 to \$250. (based on current market value)
 - b. Bump Armor Case \$24.00
 - c. Replacement Power Supply: \$20.00
 - d. Google Management License per device: \$25.00
2. Costs for the student
 - a. Students will use the very same Chromebook each year. If a student leaves the district the Chromebook will be returned to the district.
 - b. Grades 5 through 8 Bump Armor Case \$24.00; students in Grades 9-12 should purchase their own sleeve or protective case.

H. Problems and Repairs

1. Troubleshooting Procedure
 - a. Reboot the Chromebook
 - b. If the problem still exists inform instructor
 - c. If it cannot be resolved within the classroom in short order, get permission and take to the helpdesk in the media center.
 - d. The unit will be assessed by Technology Department Staff and action will be taken based on the need. The student will be able to check out a loaner from the help desk but it must be returned to the media center each day.
 - e. If there is a long term repair required, a temporary long term loan may be approved at the discretion of the Technology Department personnel.
 - f. Other than rebooting, the student/parent will not attempt any repair to the Chromebook hardware. **All repairs will be made by district personnel.**
2. Broken Hardware
 - a. If the Chromebook you are issued is defective/broken, or becomes broken, inform your Teacher/Tech Help Desk asap.
 - b. If the issue is defective hardware (bad motherboard, etc..) it will be replaced at no charge by the district. If the unit is under warranty it will be processed for repair by district personnel.
 - c. The damage will be evaluated and repaired by School Personnel only, please do not take the Chromebook provided to you by the district to any outside vendors for repair.
 - d. Chromebook damage will be evaluated by district personnel. If the damage has been caused by neglect or misuse the value of the repair will be charged to the student's account, and a bill for the amount of the repair will be sent to the students' parent. Repeated or intentional mishandling and abuse will not be tolerated and the student will be removed from the take home program.

Student Code of Conduct

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or even whether on property owned, rented, or maintained by the Alexander Board of Education or property owned, rented or maintained by another party. Additionally, students may be disciplined for misconduct in violation of Board policy or school rules that occurs off school property but that is connected to activities or incidents that have occurred on school property or actions, regardless of where they occur, that are directed at an Alexander Local school official or employee, or the property of such school official or employee. The Board of Education of the Alexander School District recognizes the need to address discipline in a variety of ways, and authorizes the administration to use detention, after-school detention, disciplinary removal, in-school intervention, Thursday school, suspension, emergency removal, expulsion, permanent exclusion, referral to law enforcement, alternative school or other means to enforce the Code of Conduct. The Board of Education prohibits corporal punishment but permits the use of reasonable force and/or restraint when necessary (a) to quell a disturbance that may result in physical injury, (b) to obtain possession of weapons or other dangerous object in the possession or within the control of a student, (c) for the purpose of self-defense, or (d) for the protection of persons or property.

Student Rights and Responsibilities

Each student has a right to know what is expected of him or her and the consequences of violating school rules. Each student also has the responsibility to behave in a way that will not interfere with the rights of others. School authorities will treat each student fairly by following the due process procedures outlined in Board policy, with each discipline situation being considered on an individual basis, taking all available facts into consideration.

Rules of Conduct

- A. Abuse of Property: A student shall not cause, attempt to cause or engage in any activity that causes damage or defacement (graffiti) to any school or private property, including but not limited to buildings, grounds, equipment, materials, computers or other technology and books. A student who violates and/or the student's parent will be expected to repair, replace, or pay for the damaged property or otherwise make full restitution, in addition to any other appropriate disciplinary action.
- B. Arson and unauthorized use of fire: A student shall not ignite, attempt to ignite, or cause to be ignited any material without authorization.
- C. Assault on a Teacher: When a teacher reports a personal assault by a student, that student will be immediately removed from the teachers' room. The student will not be permitted to return to the classroom until a meeting is held with the parent(s), principal, and teacher, and a plan has been developed. When a teacher reports a second personal assault by the same student, the child will be immediately removed from the teacher's room and an assessment will be conducted by the school psychologist. If the child is disabled or suspected of having a disability, a team meeting will be held to conduct a manifestation determination.
A decision will be made as to whether the child will return to the classroom or alternate placement. Students may be prosecuted under Ohio Revised Code 3109.09 for assault on students, teachers, or other adults. Students convicted of a felony may be expelled from school and parents may be held liable for damages to property or injury.
- D. Backpacks: Students will be provided a locker or cubby to store their backpack during the school day.
- E. Bus Conduct: In addition to those rules specifically concerning behavior on school buses, students shall conform to all of the rules contained in this Code of Conduct while waiting for and while on the school buses. Student behavior as it relates to school buses has been defined by the Alexander Board of Education and is posted with other procedures.

- F. Cafeteria: Students are to return lunch plates, silverware, paper and milk cartons to the kitchen after eating. Appropriate behavior is expected.
- G. Card Playing: Card playing is permitted during the school day as long as the games involve no gambling or inappropriate activities. This includes computer card games.
- H. Cheating: A student shall not violate rules dishonestly or get something from another by dishonesty or deception. A student should not transmit unauthorized academic information via electronic devices.
- I. Chewing Gum: No student shall chew gum or have gum in the classroom, in the building, or on the school grounds.
- J. Computers: Computer use at Alexander Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and or delete all files and records created or stored on school owned computers.
- K. Disruption of School/Class: A student shall not cause or attempt to cause a disruption of any lawful mission, process, or function of the school, or disturb the peaceful climate of the school by the use of noise, coercion, threat, fear, rumor, intimidation, passive resistance, demonstration, harassment, sexual conduct, force or violence, nor shall he/she urge another student to engage in such conduct.
- L. Electronic devices: Students are permitted to have cell phones at school, but they must be turned off and stored in their locker during the school day from 7:45 a.m. – 2:45 p.m. for grades K-8. Cell phones are not permitted to be out during instructional times for grades 9-12.
- M. Extortion: A student shall not intimidate any person on school property (including on buses or at any school sponsored activity).
- N. False Alarms: A student shall not falsely report any emergency, including fire and/or bomb threats, or misuse the school's fire alarm system in any manner.
- O. Fighting: Students are not to use force or threats or physical violence to intimidate, show their dislike for, or gain favors from other students. Further, students shall not agitate or provoke disagreements or fights between other persons or directly with other persons. If it can be clearly established that a person was acting in self-defense, and had no part in agitating or provoking the fight by previous verbal comment or actions, that person may receive a lesser or no penalty, depending upon the circumstances.
- P. Forgery and false information: A student shall not falsely represent or attempt to falsely represent any information, verbally or in writing, to be used by or given to school officials, falsely use the name or identity of another person, or falsify times, dates, grades, addresses or any other data on school forms or correspondence directed to or from the school. Falsely reporting incidents, making false accusations, or giving false testimony to school personnel to keep one's self out of trouble or to affect the welfare of others or to cover up for others is forbidden. There shall be no hacking into unauthorized computers, sites, or information databases.
- Q. Gambling: Games or activities in which students bet or wager money or other valuables, or items to be later exchanged for money or valuables, are not permitted on school property or at school functions. The exception to this is legally sanctioned raffles for the purpose of raising funds for the benefit of students.
- R. Gang-Related Conduct: A gang is defined as any non-school sponsored or recognized group whose purpose or practice include the commission of illegal acts, violation of school rules, or other actions that threaten the safety of others. Students are not permitted to recruit members of gangs, congregate with gangs, or identify themselves with gangs in any manner. Gang insignia, including but not limited to the following, may not be worn or displayed by students: jackets, headbands, shirts, bandannas, hats, jewelry, socks or shoelaces, hand signals, tattoos or other materials imprinted on the body.
- S. Harassment: The Board of Education of Alexander Local School District is committed to the creation and maintenance of learning and working environment in which all persons who

participate in school programs and activities can do so in an atmosphere free from all forms of prohibited harassment. Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, or sex is prohibited. For this purpose, such harassment is defined as including slurs, unwelcome sexual advances and requests for sexual favors, or other verbal, non-verbal, or physical conduct on one or more of the basis just stated, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education
- b. Submission to or rejection of such conduct by an individual is used as the basis for educational judgments affecting that individual.
- c. Such conduct has the purpose or the effect of (a) unreasonably interfering with student's curricular, co- curricular, or extra-curricular performance, (b) creating an intimidating hostile, or offensive educational environment, or (c) otherwise unreasonably impacting upon a student's educational opportunities.

Reporting and Investigation of Harassment: A person who has reason to believe that harassment has occurred should promptly report the incident to an administrator, the school counselor, or teacher. Subject to legal reporting obligations, considerations of safety, and any determination that is made to notify the parent or guardian of a minor student reporting that he or she has been so harassed, reasonable measures shall be taken to keep the identity of anyone so reporting confidential in relation to any person(s) alleged to have engaged in harassment unless authorization otherwise is given. Any such report will be investigated and, when merited and consistent with the maintenance of confidentiality as provided herein, disciplinary action will be taken in compliance with applicable law, and Board policy and regulations.

- T. Hazing /Bullying/Cyberbullying: Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or cyberbullying does not lessen the prohibition contained in this policy. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, and misconduct by a pupil that occurs off property owned or controlled by the District, but that is connected to activities or incidents that have occurred on property owned or controlled by the District, or other activities that are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone, or tolerate any hazing, bullying and/or cyberbullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing, bullying and/or cyberbullying. Cyberbullying is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices. This includes, but is not limited to, the use of written, recorded, verbal, electronic, or other methods, ANY speech which is reasonably likely to cause substantial disruption or material interference with school activities or is an invasion of the rights of others.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or cyberbullying. If hazing, bullying and/or cyberbullying or planned hazing, bullying and/or cyberbullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, bullying and/or cyberbullying activities immediately. All hazing, bullying and/or cyberbullying incidents are

reported immediately to the Superintendent and appropriate discipline is administered.

- U. Horseplay: Immature acts, mischief or lack of self-control which may result in self-injury, injury to others, or damage to property or disruption of the educational process, are not condoned. Examples of horseplay include, but are not limited to, pushing, shoving, tripping, excessive teasing, throwing an object, chasing one another and stacking lockers.
- V. Inappropriate Dress: Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school. Therefore, students are expected to meet reasonable standards in their dress and grooming. The following items of clothing are prohibited: hats or other head coverings; sun glasses; tank tops, tops with spaghetti straps, sleeveless tops or tops with bare midriff, large arm hole tops unless another top is worn underneath, or any that allow undergarments to show; transparent clothing; sagging pants below the hip bone; cleats; clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items; clothing that depicts violence or is associated with gang activity; clothing that contain sexual innuendo; heavy chains worn around the neck, wrist or waist or other clothing deemed inappropriate by the administration will not be permitted. Skirts, dresses and shorts shall be no shorter than 4" above the knee. Inappropriate shorts include (but are not limited to) boxer shorts, spandex -lycra, and torn shorts.
- W. Students taking Industrial Arts or VoAg shop class cannot wear flip-flops. Students who violate the dress code will not be permitted to attend class until they are dressed in an acceptable manner. In addition, violators may face disciplinary action.
- X. Insubordination: Students are expected to demonstrate a positive attitude in carrying out reasonable rules or directions given by school personnel. Any student who fails to comply with the reasonable request of school personnel or demonstrates a defiant attitude toward staff may be found insubordinate.
- Y. Loitering, Littering or Causing a Disturbance: Students shall not loiter, litter, or cause a disturbance on public or private property adjacent to, across from or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- Z. Persistent Minor Disturbances: Any act which affects the climate of the school or instruction and which the student has been given verbal warning to correct, may result in disciplinary action.
- AA. Physical Display of Affection: Students may not engage in any physical display of affection, including, but not limited to, kissing, hugging, embracing, or other sexual contact.
- BB. Plagiarism: A student shall not pass off as one's own the ideas or words of another or from an existing source.
- CC. Possession, Use or Threatened Use of Fireworks, Explosives, or Other Such Instruments: A student shall not possess, use, or threaten to use fireworks, explosives, biological or chemical agents or other similar instruments capable of inflicting bodily injury or disrupting the operation of the schools. This includes lighters and matches.
- DD. Profane, Indecent, Obscene or Abusive Language: A student shall not use any language, either written or verbal, directed toward school personnel or students which may be considered profane, indecent, obscene, vile, or abusive. This shall include use of obscene gestures, pictures, signs or publications and use of the computer and cell phones. Language that is insulting, intimidating, inciting, threatening, or that shows contempt for another is not an acceptable form of behavior.
- EE. Repeated Violations: A student shall not repeatedly violate the code or fail to comply with the directions of teachers, aides, principals, or any other authorized school personnel.
- FF. Restrooms: Students shall not loiter in the restrooms.
- GG. Substances-Alcohol and Drugs: The use and possession of illicit drugs and alcohol is wrong and harmful. A student shall not possess (includes, but is not limited to, retention on the student's

person or possession in purses, wallets, lockers, desks, vehicles, etc.), use, conceal, sell or offer to sell, supply or offer to supply, or use, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, steroid, prescription drug, alcoholic beverage, intoxicant, mood altering chemical of any kind, drug paraphernalia, other illegal drugs, or counterfeit (look-alike) drugs while on or in and around school property, just prior to or during school or any school activity. Students cannot wear clothing to school with references to supporting the use, purchase or distribution of alcohol, tobacco, or illegal drugs.

- a. "Under the influence" is defined as manifesting signs of drug or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restless, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.
- b. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as the student and parent comply with Board Policy regarding the administration of medication to students. Unless authorized by Board Policy and applicable law, students may not possess or self-administer any prescription medication and may not distribute over the counter or prescription medication to other students.
- c. Alcoholic beverages means intoxicating liquor, alcoholic wine, beer, mixed beverages, malt liquor and malt beverages as defined in Section 4301.01 of the Ohio Revised Code. The term alcoholic beverage means any liquid substance, used as a beverage, or capable of being used as a beverage, which contains alcohol in any proportion or percentage.

A student who violates this rule is subject to all of the disciplinary provisions of this Code of Conduct and additionally may be referred to law enforcement officials for prosecution.

The Alexander Board of Education supports providing assistance to students who have an admitted or potential problem with tobacco, alcohol or other drugs, and will provide information about drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Assistance may be through educational meetings, school-sponsored counseling or support groups or referral to professionals outside of, but approved by Alexander Schools. Information regarding such assistance is available from school guidance personnel. Completion of an assessment or assistance program will be considered in applying disciplinary sanctions, and may be required as part of disciplinary sanction.

- GG. Theft: A student shall not steal, attempt to steal, encourage others to steal, be associated with others while they steal, or be in possession of stolen property. This includes computer copyright infringement and unauthorized copying of computer materials. It also includes unauthorized use of someone else's property.
- HH. Possession/use of tobacco products: A student shall not bring, possess, consume, distribute, or offer to distribute, purchase or attempt to purchase, and /or smoke, burn or use tobacco products or electronic cigarettes or similar look-alike devices/products in any form, in school, on school property, or school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, "vapor devices", and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited. The Ohio Revised Code on juvenile tobacco use will be enforced.
- II. Truancy: A student shall not be absent from school, including study hall, or any other assigned activity for class for part or all of a day without school authorization.
- JJ. Unauthorized Area: A student shall not leave or be outside of school property or assigned area prior to a specified dismissal time without permission from his/her parents and school officials.
- KK. Physical inappropriateness and unauthorized touching, disruptions, fighting, or hitting: A

student shall not cause or threaten to cause physical injury or behave in such a way that could cause any person to be put in fear of his or her personal safety or that could cause physical injury to any person. A student who violates this rule is subject to all of the disciplinary provisions of this Code of Conduct and additionally may be referred to law enforcement officials for prosecution.

- LL. Violations of Law: Students shall not violate any law or ordinance not otherwise mentioned in the Code while under the authority of the school.
- MM. Weapons and Dangerous Instruments: A student shall not possess, handle, transmit, conceal, or use any object or a facsimile of any object which might be considered to be a dangerous weapon or instrument of violence, including but not limited to firearms, knives, chains, explosives, and harmful chemicals or other materials, nor shall a student threaten to do any of the foregoing or incite another to do any of the foregoing. Any jewelry considered dangerous such as spikes and collars are also prohibited. (Note:) A student who violates this section by possessing a knife or firearm may be subject to expulsion for one calendar year and referral to the Bureau of Motor Vehicles and Juvenile Judge for suspension of their instruction permit or driver's license.
- NN. Other Acts of interference or endangerment: No student shall engage in any conduct that in any way interferes with the good order, discipline, or educational purpose of the school or that endangers any person or property, including immoral acts.

Disciplinary Sanctions

- A. Lunch Detention - students will get their lunch and then report to assigned room.
- B. After School Detention is held after school. Parents are responsible for insuring that their children have a way home after detention. Students serving detention are expected to bring study materials to detention with them and it will be a quiet study period.
 - a. You will receive a copy of the Discipline Form with a description of your misbehavior and the day you will serve detention.
 - b. If a student does not serve the assigned detention, the detention will be changed to suspension or Saturday school.
 - c. If you cannot pick up your child on the date scheduled, you must call and talk to the principal so that an alternative date may be set. Do not send notes or messages with your child.
- C. Disciplinary removal is an action less severe than suspension, expulsion, or emergency removal and is defined as the denial of permission to attend classes for a period of less than one school day, or denial of permission to participate in an extracurricular activity with which the student has been involved.
- D. In-School Intervention is the removal of a student from his/her regularly scheduled classes for not more than ten (10) consecutive days. Students will be under the supervision of a certified teacher during in-school intervention and will do school assignments. In-school intervention will be assigned at the discretion of the administration, following an informal meeting at which the student may contest the grounds for the in-school intervention.
- E. Thursday school is an alternative to suspension wherein the students will continue to attend their regular classes but are allowed to attend Thursday school instead of being suspended. If the student fails to report to Thursday school, suspension or other appropriate action will proceed. The focus of Thursday school will be counseling, remediation, and academic and behavioral progress.
- F. Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.

The following steps will be used when suspending a student:

- a. Written notice of intention to suspend will be given to the student stating the reasons for the intended suspension.
- b. The student will be allowed to challenge the reason for the intended suspension or otherwise explain his/her actions at an informal hearing before the Principal, Assistant Principal, Superintendent, or Superintendent's designee. This informal hearing may occur immediately.
- c. If the outcome of the informal hearing is suspension, the student, the student's parent, guardian or custodian, and the Treasurer of the Board of Education will be notified of the suspension in writing by the principal or Superintendent within one school day of the suspension. The notice will include the reason for the suspension, notice of possible permanent exclusion, where applicable, and information regarding the appeal rights of the student, parent, guardian or custodian. If the student, parent, guardian or custodian appeal the suspension, the imposition of the penalty shall not be stayed pending the appeal. Students shall serve their suspensions immediately. If the suspension is overturned, the student will be given the opportunity to make up assignments and tests missed while the student was suspended.
- d. During the period of suspension, the student may not attend school, be on the school property, or participate in any extracurricular activities. This policy shall provide the student an opportunity to do both of the following:
 1. Complete any classroom assignments missed due to the suspension, and
 2. Receive at least partial credit for a completed assignment.The policy may permit grade reductions but not permit a failing grade on a completed assignment based solely on the suspension.
- e. In conjunction with, or in place of suspension, the Superintendent may require a student to perform community service within the school or in the larger community, during school or non-school hours. Such requirement may extend beyond the end of the school year in lieu of applying the suspension into the following school year. Use of this community service option and any related reporting by, or monitoring of, students performing such community service shall be determined by the Superintendent, in his or her sole discretion.
- f. The student has the right to appeal the decision and have a hearing before the Board of Education or its designee, and to be represented in the appeal by a representative of his choosing. The student may request that any decision before the Board of Education be held in executive session. Any action by the Board shall be taken at a public meeting. If the student wishes to appeal the suspension, the principal must be notified in writing ten (10) calendar days from the date of the notice of suspension.

The imposition of the penalty shall not be stayed pending the appeal.

G. Emergency Removal is defined as the removal of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises. The following procedure will be used to carry out the emergency removal of a student:

- a. The Superintendent, principal or assistant principal may remove the pupil from curricular activities or from the school premises.
- b. A teacher may remove the pupil from curricular or extracurricular activities under his/her supervision. As soon as practical after removal the teacher will provide the principal with written reasons for the removal.
- c. Written notice of a hearing and of the reason for the removal will be given as soon as practicable prior to the hearing, and the hearing will be held within three school days from the time the removal is ordered. The hearing will be conducted as provided in this Code for proposed suspensions, unless it is probable that the student may be

subject to expulsion in which case the hearing will comply with the procedures for hearings in connection with proposed expulsions except that the hearing shall be held within three school days. The person who caused the removal shall be present at the hearing. Note: Notice and a hearing will not be provided in connection with a removal that occurs pursuant to normal disciplinary procedures, if it is for a period of less than one school day, and involves a student who is not subject to further suspension or expulsion.

- H. Spartan Academy is an option in lieu of suspension and/or expulsion. Placement may be on a long-term or short-term basis, depending on the circumstances under which it was determined to be an appropriate placement. The following criteria may apply:
- a. Special services not offered in the Alexander Local School District (i.e. behavior modification needs identified in assessment).
 - b. Attending classes at this site instead of being suspended or expelled from school (allows a student to continue school work to earn credit)
 - c. Students attending the Spartan Academy in lieu of suspension/expulsion are not permitted to participate in extra-curricular activities.
- I. Expulsion is defined as the exclusion of a student of permission to attend school and to take part in any school function for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days, or 1 calendar year when authorized by law. If at the time an expulsion is imposed there are fewer school days remaining in the school year than the expulsion period, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. Expulsions may exceed eighty (80) days when imposed for a violation of the district's policies concerning firearms, knives, violent acts or bomb threats or when otherwise authorized by the Ohio Revised Code.

The following procedures will be used when expelling a student:

- a. Notice of intention to expel will be given to the student and parent or guardian by the superintendent. The notice will include the reasons for the intended expulsion, the time and place of the hearing on the intended expulsion, the right of the student and the student's parent, guardian, or custodian to appear at the hearing to contest the proposed expulsion, where applicable.
- b. A hearing will be held no less than three and no more than five school days after the notice is given. At the hearing, the student and the student's parent, guardian, or custodian may appear in person before the Superintendent or the Superintendent's designee to contest the proposed expulsion.
- c. If the outcome of the informal hearing is expulsion, the student, the student's parent, guardian or custodian, and the Treasurer of the Board of Education will be notified in writing by principal or Superintendent within one school day of the expulsion. The notice will include the reason for the expulsion, and, where applicable, notification of the possibility of permanent expulsion. The notice also will describe the rights of the student and the student's parent, guardian or custodian to request a hearing before the Board or designee to appeal the expulsion and to request that any hearing be before the Board be held in executive session.
- d. If an expulsion is for more than twenty school days or extends into the next school semester or year, the notice sent to the student and to the student's parent, guardian, or custodian, additionally shall include information regarding services or programs offered by public or private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. The information shall include names, addresses, and phone numbers of the appropriate public and private agencies.
- e. During the period of expulsion, and any appeal, the student may not attend school, be on school property, or participate in any extracurricular activities. In its discretion, the Board of Education may, but is not required to, provide education services to the

student in an alternative setting. No credit will be given for any work or tests missed during the expulsion.

- f. In conjunction with or in place of expulsion, the superintendent may require a student to perform community service within the school or in the larger community, during school or non-school hours. Such requirement may extend beyond the end of the school year in lieu of applying the expulsion into the following school year. Use of this community service option and any related reporting by or monitoring of students performing such community service shall be determined by the Superintendent, in his or her sole discretion.
- g. The student has the right to appeal the decision to the Board of Education or its designee to be granted a hearing before the Board of Education or its designee in order to be heard against such expulsion, and to be represented in the appeal by a representative of his choosing. The student may request that any hearing before the Board of Education or in executive session. If the student wishes to appeal the expulsion, the Superintendent must be notified in writing ten (10) calendar days from the date of expulsion notice. By majority vote of the Board in public session or by action of the designee, the Board may affirm the expulsion, reinstate the pupil or otherwise alter the order of expulsion. The Board or its designee shall make a verbatim record of its hearing. The imposition of the penalty shall not be stayed pending the appeal.
- J. Expulsion related to firearms, knives, bomb threats and violent acts. Using the expulsion procedures outlined above, a student may be expelled for an increased period of time as follows:

Firearms: A student who brings a firearm to a school operated by the Board of Education or onto any property owned or controlled by the Board of Education shall be expelled from school by the Superintendent for one calendar year. A student who brings a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity, regardless of the location, may be expelled from school by the Superintendent for one calendar year. A student who possesses a firearm at a school; on any other property owned or controlled by the Board of Education; or, regardless of the location, at an interscholastic competition, extracurricular event, or any other school program or activity, which firearm was initially brought to school, on property, or to the competition, event, program or activity by another person may be expelled from school by the Superintendent for one calendar year. As used herein, "firearm" shall be defined as in 18 U.S.C section 921 and shall include, but not to be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 U.S.C. section 921 et seq. The definition of destructive device includes, but is not limited to, (1) any explosive, incendiary or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

Knives: A student who brings a knife to a school operated by the Board of Education; onto any property owned or controlled by the Board of Education or regardless of the location, to an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for one calendar year. A student who possesses a knife at a school; on any other property owned or controlled by the Board of Education; or regardless of the location, at an interscholastic competition, extracurricular event, or any other school program or activity, which knife was initially brought to school, on property, or to the

competition, event, program or activity by another person may be expelled from school by the Superintendent for one calendar year. As used herein, “knife” shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

Acts That Result in Serious Harm to Persons or Property

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property, as defined in ORC 2901.01, while the student is at school; is on any other property owned or controlled by the Board of Education, or is at an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for one calendar year.

Bomb Threats

A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled from school by the Superintendent for one calendar year.

Nothing in this provision is intended to, nor shall it, preclude the Superintendent from suspending, expelling, or removing a student in accordance with Ohio law for otherwise possessing, transmitting, or concealing a weapon, explosive ordnance, or other dangerous instrument that is not defined herein.

Reduction of One-Year Expulsion

The Superintendent is authorized to reduce on a case-by-case, the one year required expulsion period for firearms, knives, bomb threats or violent behavior, in circumstances subject to the provisions of state and federal special education law or when the Superintendent is his/her sole discretion, determines that the interest of the expelled student is served and the interests of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction.

- K. Permanent Exclusion A student may be permanently excluded from any Ohio Public School if the student is convicted of, or adjudicated a delinquent child for committing, when 16 years of age or older, one of the offenses in violation of the following cited sections of the Ohio Revised Code (See Board Policy).
- L. Administrative Hearing is a formal procedure involving the student, parent or guardian, and principal when a serious infraction of school rules and/or a violation of the law has occurred. In an administrative hearing, parents or guardians are notified through the juvenile court that the principal has been appointed an officer of the court and that the parents or guardians are to be present at the hearing. The hearing is held in lieu of a court appearance and has the advantage for the student of possibly generating no criminal records. The primary purpose of the administrative hearing is to resolve problems at the school level and avoid a criminal record. The administrative hearing is in addition to any other due process procedure called for by law.

Facility/District Owned Property

Textbooks

Textbooks are furnished to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for and replaced. The fines for these must be paid to the office at the time of damage or loss.

Locker/Cubby Policies

Searches

Student lockers/cubbies are the property of the Board of Education. The Board of Education authorizes each principal or principal's designee to randomly search any pupil's locker/cubby and its contents at any time. Random searches may be conducted without regard to whether there is reasonable suspicion that any locker/cubby or its contents contain evidence of violation of a criminal statute or school rule.

Locker Use and Care

Lockers are the property of the Board of Education. Any locker issued to you is to be taken care of. Nothing is to be taped to the outside of your locker. There is to be no writing on lockers. Lockers must not be filled too full to close normally. No slamming of locker doors is permitted. You are responsible for any damage.

Locker Security

- Combination locks should NOT be set to open with only the last number of the combination.
- Combinations should not be shared with others.

Student Use of the Office

All business by students that requires coming to the office is to be taken care of immediately upon arrival to school in the morning. The school phone is primarily for school business only. There are many times when students wish to call home for various reasons that are often unnecessary. Phone use is for emergencies only. A courtesy phone (in the High School) is provided for student use when necessary.

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

Copy Machine Use

Students will not be permitted to use the copy machines in the office workroom. Students can only make copies in the grade level areas or pods with teacher assistance.

PA

Only approved students can make announcements. All announcements must have prior administrative approval before being shared.



Welcome

Welcome to Alexander Elementary School. The staff and I are excited to begin this educational journey with you. We believe that every child is capable of succeeding, and this success begins by building a strong family-to-school and school-to-family relationship. Together we can support your child by helping them grow and learn both academically and socially. By focusing on these skills, we are preparing each child to meet the challenges of a 21st century career and become an active, supportive community member.

Sincerely,

Mrs. Abigail Rouse, Elementary Principal

Staff Information

Principal: Abigail Rouse

Assistant Principal: Rich Maskiell

Administrative Assistants: Andrea Carr and Amy Gould

School Counselor: Ben Shultz

Athens County Children Services Outreach: Kent Felts

Contact Info

6105 School Rd., Albany, OH 45710

Elementary Phone 740-698-8831, option 1, then...

- 1 - School Office
- 2 - School Information
- 3 - Report Child Absent
- 4 - TAG Coordinator
- 5 - Clinic

Fax 740-698-2137

Arrival and Dismissal

Elementary students must arrive by 7:45 am and should go directly to their classrooms. Students are not permitted in the building before 7:45 am. Students will be considered tardy after 8:05 am.

Students riding a bus will be dismissed by 2:45pm to board the bus. All buses will leave the school parking lot promptly after dismissal. All students being picked up will report to the cafeteria. At 3:00pm, students will be dismissed to be picked up in front of the school building. Students are expected to leave the building immediately as dismissed. No student may remain after school without prior permission from an administrator.

Transportation Changes

1. Notes submitted for a student should be turned into the student's homeroom teacher.
2. Phone calls for changes must be made to the Elementary office at 740-698-8831 Ext 1.

Go back to District Transportation section [here](#)

Medical Policies

Bathroom Accidents

All classrooms in the elementary school have several times throughout the day with scheduled bathroom breaks. In addition, students have access to bathrooms throughout the school day as needed. However, there are times when students do have accidents for a variety of reasons. Students who have had an accident in the classroom and are able to clean/change themselves with no help will do so immediately. Students who need help cleaning up or changing will be sent to the clinic. Each accident is documented; however, the clinic and/or teacher will use their best judgement in regards to contacting the parent directly. School administrators are informed after every three accidents and may either contact the parent/guardian by phone, letter, or set up a meeting to create a plan of action if this becomes an ongoing issue.

For younger students and/or students who may be having accidents regularly, it is suggested to send extra clothing including undergarments with them to school in a book bag. We also have a clothes closet at school provided through our Outreach Program. This closet is stocked with clothes of varying sizes and can be accessed in cases of emergency situations.

Grading Policy

The grading scale used by Alexander Elementary varies based on the grade level of the student and the course content. For the younger grades, the letters O, S, N, and U are used to show progress toward mastery in content area courses and special courses. In upper grades, letter grades (A-F) and percentages are used for ALL core content areas and Technology class. Art, Music, and PE courses remain to be graded using the O, S, N, and U throughout the upper grades.

Letter Grade	Percent	Traditional Point Value
A	100-93	4.0
A-	92-90	3.67
B+	89-87	3.34
B	86-83	3.00
B-	82-80	2.67
C+	79-77	2.34
C	76-73	2.00
C-	72-70	1.67
D+	69-67	1.34
D	66-60	1.00
F	59-00	0.00

Letter Grade	Percent	Traditional Point Value
O	Outstanding	Exceeds expectations
S	Satisfactory	Meets expectations
N	Needs improvement	Requires work toward meeting expectations
U	Unsatisfactory	Fails to meet expectations
I	Incomplete	See explanation below

Incomplete Grades

1. The teacher has a right to set reasonable requirements for his or her course/class.
2. As long as the student is made aware of the course/class requirements he/she is expected to meet them.
3. If the student does not meet the course/class requirements, the teacher will issue an incomplete (I) or a failing grade; (F) or (U).
4. If a child receives an incomplete (I), he or she will not get credit for the course until completed.
5. Teacher may require that any or all assignments be completed and submitted in order to receive a letter grade in spite of a student's total accumulation. The teacher will issue a grade of "I" incomplete until all required assignments are received. Work not received within (1) week will receive a zero (0) and the student's grades recalculated.

Report Cards and Interim Reports

Report cards are issued and a paper copy is sent home with students at the end of each nine-week grading period. In addition, parents, students, and legal guardians are able to access these grades through our online grading system, Infinite Campus. If you are interested in gaining access to the online system, please contact our Technology Department to set up an account.

Interim reports are issued and sent as needed to parents/guardians during the fourth week of a nine-week grading period.

Dress Code

Appropriate dress is the responsibility of both the school and the home. Students are asked to wear comfortable clothing and shoes that do not distract from the educational process and are appropriate for the weather. If a child's dress is deemed inappropriate, further action may include calling of parents, changing of clothes at school, or changing of clothes at home prior to returning to school. All clothing should not show any undergarments. Hats, hoodies, and sunglasses are not to be worn inside the school unless for a special dress up days approved by administration. All tank tops must be at least 2 inches wide in the shoulders or covered with another shirt or sweater. Flip flops are discouraged due to safety on the playground and on tile floors.

Recess

All students are required to go outside for recess at the assigned time(s), unless indoor recess is stipulated. Students will not be permitted to stay indoors for recess unless they have an excuse from their doctor. Students will not have outside recess in inclement weather.

Students are not to enter the building from recess without permission from a teacher on duty. Without permission, they are not to enter classrooms to which they are not assigned. If there is an injury, it is to be reported to a teacher on duty before going to the clinic for first aid.

Specials Classes

Alexander Elementary believes in educating the whole child and holds both physical activity and the arts in high regard. As such, each child participates in four specials courses (Art, Music, Physical Education, and Technology) once a week on a rotating basis. Please be advised that students attend 2 physical education classes weekly and should dress accordingly on these days (tennis shoes and comfortable clothing). In addition, the school will honor notes from parents for students to be excused from PE for a very limited period; normally not to exceed one day. If for some reason a student cannot participate in physical education for any extended length of time, a note from a doctor must be presented to the teacher.

Guidance and Counseling

Alexander Elementary provides school guidance and counseling as part of the school curriculum. These services consist of classroom awareness and prevention programs, small group guidance, and limited individual counseling. The goal of the school guidance and counseling program is to help students succeed academically, socially, and emotionally in the school setting. All students have access to these services throughout the school day. Please contact Mr. Shultz, School Counselor, if you have any questions.

Special Events and Activities

Students attending school related activities such as school dances, athletic events, plays, etc., are subject to all school regulations and are expected to conduct themselves properly at all times and are subject to discipline according to our Parent/Student Handbook. Class advisors, student leaders, and faculty members involved in school related activities are to work closely with the administration in charge of the student activity. These activities are essential components of school life.

Alexander Elementary holds assemblies of various degrees within our building to either share information or for celebration. Although we love to include families at our school events when possible, it is not always conducive or appropriate. During all assemblies, students and guests are to conduct themselves in a respectful and appreciative manner. Appropriate applause is welcomed.

Honors Assembly

Alexander Elementary holds an Honors Assembly at the end of the school year to celebrate academic achievement of students in Grades 4 & 5 and character development of students in grades K-5. Academic awards include Academic Excellence and Academic Honors. In order to receive Academic Excellence students must receive all A's for the entire school year. In order to achieve Academic Honors students must receive all A's and B's for the entire year. Character development awards are given to any child who receives a nomination for each of the 3 Live R.E.D categories (Respect, Empathy, and Determination) throughout the school year AND completes 2 service learning projects. These awards are called the "Super Spartan" awards.

Positive Behavior Program - Live R.E.D.

Alexander Elementary School has implemented a positive behavior program to help students learn appropriate, positive behavior in various settings. This program is called **Live R.E.D.** The letters in **R.E.D.** stand for specific characteristics; **R**espect, **E**mpathy, and **D**etermination. Students have various ways in which to demonstrate and be acknowledged for applying these skills both at school or in the community.

students can be nominated weekly by any school staff weekly for demonstrating these characteristics. If a child receives a nomination, the child receives a small prize and a notification is sent home.

Nominations for Live R.E.D.: Students can be nominated weekly by any school staff for demonstrating these characteristic at school. If a child receives a nomination during the week, the child is announced on Friday, receives a small prize, and a notification is sent home to be shared with the parent/guardian.

Service Learning Projects: The goal behind this program is to have students transfer this learning to helping their community and becoming a productive citizen; therefore, students are also challenged to **complete two service learning projects during the school year.** Once the student has completed a project, he or she must complete the Service Learning Project Form signed by an adult who can verify the service. This form is to be turned it into the homeroom teacher. These projects can be simple or more complex based on the child's age. The following are ideas of projects:

- Volunteering to watch a sibling or younger child to allow an adult to relax or do work
- Volunteering to help a neighbor with chores, daily tasks, or yard work
- Helping at a local non-profit organization or charity
- Collecting items to donate to a cause
- Writing to military personnel stationed overseas
- Making and delivering a care package to a sick friend

Super Spartan Award:

The Super Spartan Award is given to any child who has demonstrated true transfer of these skills by meeting the following criteria by May 1st of each year:

- Being nominated for **each** of the **three** Live R.E.D characteristics; Respect, Empathy, and Determination
- Completing **two** service learning projects and turning in appropriate documentation

These students are then added to the Super Spartan Wall in the main hallway. This wall includes a framed picture and summary of each child's actions showing how they became a SUPER SPARTAN.

Preschool

There are four preschool classrooms that are housed in the elementary building for qualifying 3 and 4-year-old students residing in the Alexander School District. Although these classrooms are housed inside our building, they are actually coordinated through the Athens-Meigs Educational Service Center in Chauncey. All questions and concerns in regards to preschool should be directed to Athens-Meigs ESC at (740)797-0064.

Handouts/Flyers

The school will distribute flyers for area events and activities; however, these must be approved by an administrator in advance. In addition, there must be a statement on the flyer explaining that this event is not endorsed by the Alexander Local School District. Finally, all copies must be made and brought to the office in stacks of 25 to allow for flyers to be placed in homeroom mailboxes.

Youth Sports Programs

Alexander Elementary School does not offer any sports program outside of the school curriculum or school day.

Withdrawal Procedure

When a student is withdrawing from the Elementary, a parent or guardian must notify the office either by phone or note. The last day of attendance should be noted. Upon request from the new school AND if all books have been turned in and charges and fees paid, records will be released to the new school.



Welcome

Welcome to Alexander Jr High and High School. The staff and I are excited to begin this educational journey with you. We believe that every child is capable of succeeding, and this success begins by building a strong family-to-school and school-to-family relationship. Together we can support your child by helping them grow and learn both academically and socially. By focusing on these skills, we are preparing each child to meet the challenges of a 21st century career and become an active, supportive community member.

Sincerely,

Mr. Lee Raines, Jr. High/High School Principal

Staff Information

Principal: Lee Raines

Assistant Principal: Bryan Ford

Administrative Assistants: Sandy Bond and Dawn Jeffers

School Counselors: Marideth Rock, Jr. High
Karrie Hanning, High School

Special Education Coordinator: Shiela Cullums

Contact Info

6125 School Rd., Albany, OH 45710

Jr. High/High School Phone 740-698-8831, option 2, then...

- 0 - School Information
- 1 - Report Child Absent
- 2 - Athletic Director
- 3 - School Office
- 4 - Clinic

Fax 740-698-3614

Arrival and Dismissal

Arrival time for Jr. High/High School students is 7:45 am. Student can report to their homerooms or the cafeteria for breakfast. Students are expected to leave the building immediately upon being dismissed unless permission is obtained from the office or unless you are taking part in a school function. No student may remain after school or ride a different bus without a note from his/her parent.

Transportation Changes

1. Notes submitted for a student should be turned into the main office.
2. Phone calls for changes must be made to the Transportation Department at 740-698-8831 Ext 4.

Go back to District Transportation section [here](#)

Sign Out procedures

3. Student drivers must present a written note signed by parent or guardian with a specific reason(s) for leaving school before schools begins. Even though the student may be 18 years of age, this note is still needed. NO PHONE CALLS TO RELEASE STUDENTS. The parent or guardian may be phoned and asked to clarify a note in advance of any student checking out.
4. The student must report to the office and sign out immediately before leaving the school. Students should not sign out until it is necessary to leave school. (There must be no loitering at school after signing out.)
5. All other students must be signed out in the office by a parent or guardian and will not be called out of class prior to the parent or guardian arriving to do so.
6. The parent or guardian may come to the school office and sign the student out. Parents are not permitted to go directly to the classroom.

Student Driving and Parking Policy

Any student who is properly licensed may drive to and from Alexander High School if school driving regulations are followed. These regulations apply to all motorized vehicles including motorcycles.

In order to obtain a parking permit, an Alexander Local School student will be required to do the following:

- Fill out an application available in the high school office.
- Provide a copy of a valid driver's license.
- Provide a copy of a current insurance policy.
- Applicant must also have good attendance, grades, disciplinary record and driving record.
- Pay a parking permit fee of \$10.00.

A. Parking

1. A student who wishes to use the student parking lot must register and pay a fee each school year. The student will be issued a parking sticker which must be displayed in the front windshield of the vehicle; this sticker may only be used by the student to whom it was issued.
2. Students may park their vehicles only in the student parking lot, which is located directly in front of the school. Students are expected to exit their vehicle and enter the building when it opens.
3. No student may park in the staff parking area, which is located near the gym. Parking at the Vocational Agriculture ("Vo. Ag.") building and at the end of the gym is also not permitted.
4. All vehicles are to remain parked until all school buses have left unless school personnel directing traffic indicate otherwise.

B. Driving

All vehicles are to be operated in a safe and reasonable manner.

A. Penalties

School parking lots are provided as a convenience, and student driving and parking on school property are privileges that may be revoked at any time for good cause.

1. The first time a student is reported for driving in a manner that violates these rules, a warning may be issued. A second offense and any further offenses may result in a suspension of driving privileges.
2. Repeated violation of parking and registration regulations may result in impounding or towing the vehicle at owner's expense.
3. Any student who drives to school during the period of time that driving privileges are suspended may be found insubordinate and subject to disciplinary action in accordance with the school discipline policy.

A. Search of Vehicles

Dangerous and/or illegal items may not be kept in vehicles parked on school property. A building principal or other individual designated by the Superintendent may search a student's vehicle, while it is parked on school property, whenever there is reasonable individualized cause to believe that the search will uncover stolen

property or an item or substance which may be illegal, dangerous to the student, to others, or to property, or which is disruptive of the safe and orderly environment of the school, or which otherwise constitutes evidence of a violation of law or of school rules.

Students must be accompanied by an Alexander employee to visit their automobile during the school day.

Students who choose to bring vehicles onto school property will be deemed to have consented to a search of their vehicles in the circumstances just described. When reasonably possible, students shall be informed and be permitted to be present during any search conducted. When there is reason to believe that there is imminent danger to the student, others, or property, the vehicle may be removed from school grounds.

Because the use of canines that sniff for drugs or other illicit substances does not constitute a search, canine sniffs may be employed at any time, regardless of whether there exists cause to believe that this procedure will reveal any of the items described above.

Medical Policies

Pregnant Students

Educational opportunities are part of the value system of a free society. In our increasing complex and technological society, education is a prerequisite for the opportunity to lead a full and productive life. Therefore, the Board affirms the right of a pregnant student and the father (if a student) to continue their participation in the public school program. As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a member of the pupil personnel, counselors, or principal to plan her educational program. With a staff member involved, the student may elect any of the following education plans or suggest alternatives:

1. She is encouraged to remain in her present school program, with modifications as necessary.
2. She may temporarily receive home instruction until she is able to return to school.
3. She may enroll in an approved education program.

Every effort will be made to see that the education program of all students (both male and female) is disrupted as little as possible; that all students receive health and counseling services, as well as instruction; that they be encouraged to return to high school after delivery; and that each student is given every opportunity to complete high school.

Dress Code

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school. Therefore, students are expected to meet reasonable standards in their dress and grooming. The following items of clothing are prohibited: hats or other head coverings; sun glasses; tank tops, tops with spaghetti straps, sleeveless tops or tops with bare midriff, large arm hole tops unless another top is worn underneath, or any that allow undergarments to show; transparent clothing; sagging pants below the hip bone; cleats; clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items; clothing that depicts violence or is associated with gang activity; clothing that contains sexual innuendo; heavy chains worn around the neck, wrist or waist. Skirts, dresses and shorts shall be no shorter than 4" above the knee. Inappropriate shorts include (but are not limited to) boxer shorts, spandex/lycra, and torn shorts.

Other clothing deemed inappropriate by the administration will not be permitted.

Educational Options

Funding Change (House Bill 367) will effect student schedules for 2015-16 and beyond.

The General Assembly recently passed legislation to modify the way students in high school count for funding. Starting March 23, 2015, full-time equivalency for these students is based on how many graduation units (credits) the student is enrolled in for the current school year. All students must carry five credits each semester for Alexander Schools to receive full funding. This funding change will have a domino effect on our students.

Effects:

1. All students need to carry five credits. Classes such as School Service, Physical Education Leaders, Physical Education (Requirement for graduation), and any classes worth less than ½ credit need to be scheduled in addition to each student scheduling five credits for funding purposes. Students have plenty of room in their schedules to accomplish this task.
2. Students who want to take advantage of Alexander's Student Early Release/Late Arrival must now have a full five credit schedule in order to be considered for this privilege.
3. Post-Secondary Students need to meet with the School Counselor in order make sure they are carrying five credits through the college and/or high school courses.

Please see the School Counselor if you have any questions about your schedule.

Class Acceleration

Either through a class acceleration plan, an educational options program, or the regular educational program, 18-year-old students may have the opportunity to complete their high school graduation requirements before the regularly scheduled time.

Requests for acceleration will be made to the building principal. The principal may seek input from the parents, teachers, counselors, psychologists, and administrators, after which he or she will make a decision based on the most developmentally appropriate educational program for each individual student.

Credit Flexibility

Alexander High School in accordance with Senate Bill 311 is providing opportunities for our students to earn credit in the following ways.

1. Completing coursework
2. Testing out or mastering of course content;
3. Pursuing an educational option and/or an individual approved option and/or
4. Any combination of the above.

College Credit Plus Options Program

Students may enroll at a college/university and earn college and high school graduation credit through successful completion of college courses.

Students and their parents/guardians who plan to participate in the college credit plus enrollment options must do the following:

1. Notify the Alexander High School Guidance Office of the student's intention to enroll in the program for the coming school year. Enrollment forms are available in the guidance

office. Return the college credit plus enrollment options forms by designated deadline of April 1 of each year.

2. Prior to participation, the student and his/her parent/guardians must meet with the Alexander High School counselor to address the possible risks and consequences as well as the possible benefits of participating in the College Credit Plus program.
3. Students wishing to have college courses meet specific graduation requirements must have college courses pre-approved through the high school guidance office before scheduling at the college/university. Failure to do this may result in the course only counting as elective credit. It is the student's responsibility to send copies of transcripts from these courses to the guidance counselor in order to receive credit. No credit will be given until all fees are paid.
4. At the end of each quarter/semester, the student will provide the high school guidance office with a copy of his/her college grades.
5. Athletes should consult with Athletic Director to determine eligibility.

Summer Courses Credit

Summer School: Students may receive high school credit for high school and post-secondary courses taken during the summer. No credit will be given until all fees are paid.

Tri-County Career Center

Students have the option of attending Tri-County Career Center throughout the junior and senior years. Students remain Alexander High School students but are simply attending Tri-County Career Center.

At Tri-County, students are involved in intensive training in a selected program. Upon graduation, students enter the skilled work force, continue their education if desired, or enlist in the military. All junior and senior academic courses are required for graduation from Alexander High School are offered at Tri County. The diploma comes from Alexander High School

To be accepted to Tri County Career Center, students must have a total of 9 credits at the end of the 10th grade year. These credits should include 2 English, 2 Math, 2 Science, 2 Social Studies, ½ Physical Education and ½ Health. Students lacking academic credit will have make-up work to complete which might involve summer school, after school, on-line course work, correspondence, etc.

Students who attend Tri-County and the return to Alexander will still have to meet the twenty (20) credits and course requirements for graduation.

PROGRAMS OF STUDY

****Go to Tri-County's website for details****

Early Graduation

Alexander is a chartered four (4) year high school. Completion of the required minimum units of credits does not mean a student may graduate early. Students graduating in 2014 and beyond will need 20 units of credit. Ohio law requires a student to remain in school until he or she is eighteen years of age or has satisfactorily completed the school's requirements for graduation.

Students may apply for early graduation (i.e., before completion of the senior year) to the Alexander Local Board of Education through the high school principal. The timetable for applying to the building principal is as follows:

1. At the end of the first semester of the senior year
2. At the end of the junior year based on circumstances such as health/medical, college education opportunities, etc.
3. Other cases will be heard on an individual basis.

If a student chooses to leave school at the end of the semester he/she will not be eligible for participation in extracurricular activities such as athletics or clubs open only to the currently enrolled students. However, the student will be afforded other privileges granted to senior students including participation in the Junior/Senior Prom and Commencement Ceremonies. The student needs to petition the principal in writing to become formally released from the high school.

The decision to allow early graduation is at the discretion of the Board of Education of the Alexander Local School District.

National Honor Society

When the National Honor Society was founded in 1921, the hope was to create an organization that would recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Scholarship, character, service, leadership, and citizenship are the ideals that remain as relevant today as they were in 1921. Through NHS chapter service activities, members maintain and extend the qualities that won them selection. Membership is both an honor and an obligation.

Membership in the Alexander chapter of the NHS is attained through the following process:

1. Students must have been enrolled at Alexander High School for one complete semester.
2. Students must have a 3.5 GPA on a 4.0 grading scale.
3. Students must complete and return the Candidate Packet by the established date.
4. Each student is evaluated, by the faculty, on leadership, citizenship service, and character.
5. The faculty council reviews the faculty tallies and the student's candidate packet. The committee members score the total evaluation to determine the new members. It is the Faculty Council that is responsible for the final selection of all members.

A person of leadership skills exhibits initiative, executive ability, and positive influence.

Service/citizenship activities are found by participation in school organizations, aide opportunities at school, and service to the community.

Qualities that reflect character include the following: dependability, industry, honesty and positive personality traits.

Members who do not maintain the standards for selection are subject to dismissal according to the by-laws of the Alexander Chapter of NHS.

Grading Policy

The grading scale established by Alexander Local School District is as follows:

Letter Grade	Percent	Traditional Point Value	AP/Honors Weighted Point Value
A	100-93	4.0	5.00
A-	92-90	3.67	4.67
B+	89-87	3.34	4.34
B	86-83	3.00	4.00
B-	82-80	2.67	3.67
C+	79-77	2.34	3.34
C	76-73	2.00	3.00
C-	72-70	1.67	2.67
D+	69-67	1.34	2.34
D	66-60	1.00	2.00
F	59-00	0.00	0.00

Auditing Classes

Students may choose to audit (take for no credit) any $\frac{1}{4}$ credit non-required elective. This would include school service, PE leadership, and any physical educational course following completion of the required $\frac{1}{2}$ credit. Students auditing classes must have prior principal approval to do so.

Class Withdrawals In A Semester

Students desiring to withdraw from a class, without penalty, must do so no later than one week after the first mid-term progress reports are sent out each semester. A withdrawal after this time will result in an "F" for the course. Students in a year course can withdraw only during this period in the 1st semester without penalty.

Incomplete Grades

1. The teacher has a right to set reasonable requirements for his or her course.
2. As long as the student is made aware of the course requirements he/she is expected to meet them.
3. If the student does not meet the course requirements, the teacher will issue an incomplete (I) or an F.
4. If a student receives an incomplete (I), he/she will not get credit for the course until the work is completed.
5. Teachers may require that any or all assignments be completed and submitted in order to receive a letter grade in spite of a student's total accumulation. The teacher will issue a grade of "I" (incomplete) until all required assignments are received. Work not received within (1) week will receive zero (0) and the student's grades recalculated. This deadline may be extended at the discretion of the high school principal.
6. If the student ends the year with an incomplete, an explanation of the work to be made up is to

be written, dated, and signed by the teacher and turned into the principal. The incomplete grade received at the end of the year must be made up within one (1) week following the end of the school year or the mark shall be converted to appropriate mark. * See # 5.

7. If a student receives an incomplete in a required course, the student will not be able to graduate without making up the incomplete.
8. If a student receives an incomplete in a non-required course and does not have enough credits to graduate without the course, the student will not be able to graduate without making up the incomplete.
9. If a student receives an incomplete in a non-required course, but has enough credits to graduate without the incomplete course, the student will be permitted to graduate.

Pass/Fail Options

Students have the option of taking a maximum of two elective courses each semester on a “pass-fail” basis. Courses taken to satisfy a specific graduation requirement may not be taken on the pass-fail option. A student wishing to enter a course on a “pass-fail” basis must inform the instructor when he/she enters the class. The student must also complete a “pass-fail” form located in the Guidance Office, and return it within the **first ten days of class**.

The name of the course, its level, and mark of “pass” or “fail” will appear on the student’s permanent record. No credit will be given for a failing mark. The “pass-fail” course will be counted toward class rank and GPA only if the course is failed. In order to receive a mark of “pass” and to receive credit, the student must achieve a 70% in the course and exhibit an effort for self-improvement.

Physical Education

The school will honor notes from parents for students to be excused from gym for a very limited period; normally, not to exceed one day. If for some reason a student cannot participate in physical education for any continued length of time, a note from a family physician must be presented to the teacher.

SB 311 allows students who participate in Alexander High School interscholastic athletics, marching band or cheerleading for two full seasons to be exempted from taking Physical Education classes. **However, no credit is earned.** Students will need an additional .50 credit to complete the required credits to graduate.

Repeating Classes

Taking the same course more than once is strongly discouraged. Students wishing to repeat a course they have already passed must demonstrate the need to the principal. The high school principal will make the decision whether a student can repeat a course already passed. A student permitted to repeat a course already passed will only receive credit for taking the course one time.

Schedule Changes During the First Two Weeks of a Semester

Any request for a schedule change during the first two weeks of the semester shall be made to the guidance counselor. The counselor may seek input from parents, teachers, psychologist, and administrators, after which he or she will make a decision based on the most developmentally appropriate educational placement for each individual student. The following may be some of the reasons for requesting a schedule change: a course failed which is a prerequisite for another course; inappropriate class placement.

Report Cards and Interim Reports

Report cards are issued at the end of each nine-week grading period. Interim reports will be available on the parent portal of Infinite Campus at the midpoint of the grading term.

Graduation Requirements

#EachChildOurFuture

Ohio's High School Graduation Requirements Classes of 2023 and Beyond

It's Your **Future.** Get **Ready.**

Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Is testing not your strength? After you have taken your tests, there are three additional ways to show competency!

Option 1.

Demonstrate Two Career-Focused Activities*:

Foundational

Proficient scores on WebXams
A 12-point industry credential
A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

*At least one of the two must be a Foundational skill

Option 2.

Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3.

Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- ☐ OhioMeansJobs Readiness Seal (Ohio)
- ☐ Industry-Recognized Credential Seal (Ohio)
- ☐ College-Ready Seal (Ohio)
- ☐ Military Enlistment Seal (Ohio)
- ☐ Citizenship Seal (Ohio)
- ☐ Science Seal (Ohio)
- ☐ Honors Diploma Seal (Ohio)
- ☐ Seal of Biliteracy (Ohio)
- ☐ Technology Seal (Ohio)
- ☐ Community Service Seal (Local)
- ☐ Fine and Performing Arts Seal (Local)
- ☐ Student Engagement Seal (Local)

Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation



Attendance

Alexander School District has a commitment to providing a quality education to its students. To achieve this goal, students must consistently be in attendance at school. Excessive absences, even if the absences are excused, cannot be tolerated. Continuity in the learning process is seriously disrupted by a student's excessive absences. Make-up work cannot be adequately substituted for classroom work. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. The lack of good attendance causes students not to reach their potential, and these students frequently experience difficulty in school. Therefore, to ensure the highest level of student success, Alexander Local School District has instituted the following policy with respect to excessive student absence. The consequences contained in this policy are in addition to any other consequences in Board policy for violation of attendance rules.

Arrival and Dismissal

Junior High and High School students arriving between 7:30 and 7:45 am must report to the cafeteria. No students may go to classrooms before 7:45 am. Students are expected to leave the building immediately upon being dismissed unless permission is obtained from the office or you are taking part in a school function. No student may remain after school or ride a different bus without a note from the parent and the parent contacting the transportation department.

Attendance Policy

The Alexander Local Board of education has adopted the Athens County School Attendance Program as developed by the Juvenile Division of the Court of Common Pleas of Athens County. The program states in part: The main purpose of this program is to establish the mechanics of procedures to be followed in school attendance and to adopt a uniform attendance program for all school children of Athens County.

The mechanics begin with a first notice being sent by the school principal to the appropriate attendance officer when a child accumulates five (5) days of unexcused absences. Upon receipt of this first notice, the attendance officer, as compelled by law, Ohio Revised Code Section 3321.19, notifies the child and the child's parents of the compulsory attendance laws and warns that if an additional five (5) unexcused absences are accumulated that further action will be taken. If the child accumulates an additional five (5) days, a second notice is mailed to the attendance officer by the school principal. The attendance officer then may either file an unruly child complaint in the Juvenile Court or request the Juvenile Court to notify the child and the child's parents to be present at an administrative hearing at a place and before a hearing officer to be designated by the school.

At the administrative hearing, which is held at the child's home school, the hearing officer advised the child of the legal definition of an unruly child, the possible legal consequences of being found to be unruly and advisement of the child's constitutional rights. The hearing officer also advised the parent that "failure to send a child to school is a crime for which the parent can be required to post a \$500.00 bond. Additional violations could result in the parent being sentenced to up to 10 days in the Athens County Jail." If the matter is disposed of at the conference level, then the child does not have to appear in Court.

In addition to the above attendance procedures the Alexander Local School District must report to Athens county Juvenile Court students who are absent under the following guidelines:

Habitual Truant: Any child who is absent without "legitimate excuse for absence from the public school the child is supposed to attend" for five or more consecutive school days, seven or more school days in one school month, or 12 or more school days in a school year.

Chronic Truant: Any child of ages who is absent without "legitimate excuse for absence from the public school the child is to attend" for seven or more consecutive school days, ten or more school days in one school month, or 15 or more school days in a school year.

The Missing Person Law now in effect in Ohio requires that schools notify parents when their child is absent. Parent s school call the school if their child is going to be absent on any given day. Office hours are 7:15 am to 3:45 pm.

1. Parent or guardian must call to report their student tardy or absent and follow up with a signed excuse giving student' name, date, days of absence and reason for absence, up the student return. **Written notes are mandatory in order for the absence to be excused, even after calling the school office or attendance line.**
2. Credit will not be given for work missed during an unexcused absence.
3. Student must be in attendance on the day of an activity before participating.
4. Unexcused absence is defined as any absences not recognized in statute but requested by the parents. Unexcused absences may include, but are not limited to, shopping, getting a haircut, missing the bus and leaving school grounds for lunch.
5. Unexcused absences will be reported to the attendance officer.

Tardies

Students arriving after 8:05 are considered tardy and must report to the office with a note from a parent/guardian or doctor explaining the reason for tardiness. Tardiness will be classified as follows:

1. Students checking in after 8:05 will be given an AM tardy.
2. Students checking out between 2:30-2:45 will be given a PM tardy.
3. Missing more than 15 minutes of a class period will result in the student being marked absent for that class.

Accumulation of excessive non-medical tardies will result in discipline. Continued accumulation of tardies will result in more serious consequences, including referral to Athens County Juvenile Court.

No Credit Policy

1. Any high school student who is absent for six or more days of combined excused/unexcused absences during a semester may receive no passing grades for those coursed taken during that semester. For Junior High student, those missing six for more days during a semester may be required to attend summer school.
2. A combination of excused/unexcused absences may total no more than 6 days. After 6, the only absences that will not count toward the number of days allowed are:
 - a. Medical
 - b. Court
 - c. Death in family/Funeral
 - d. College visit
 - e. Field Trip
 - f. Pre-approved vacation for students in good standing

All of which must be documented.

A medically excused absence is defined as an absence documented by a medical professional. A note from a parent, or from any other non-medical professional, does not constitute a medically excused absence.

3. A warning letter will be sent to a student's home after four days of combined

excused/unexcused absences in individual periods during a semester. After Seven or more days of combines excused/unexcused absences during a semester, a "Failure Due to Attendance" letter will be sent to high school students stating that the student may not be receiving passing grades during that semester. For Jr. High students a "Failure Due to Attendance" letter will be sent stating that summer school may be required.

Right of Appeal

1. A student who receives no passing grades for semester courses under this policy may appeal to the Principal if the absences were the result of unusual or extenuating circumstances. Circumstances which may be considered in any appeal include:
 - a. Unusual family emergencies or circumstances
 - b. Actual grades earned in courses
 - c. Nature and number of absences
 - d. Previous attendance history
2. In order to appeal a no-passing grades determination, the student or student's parent or guardian must file a written appeal with the Principal within ten days of the date the letter was sent to the student's home indicating that the student had accumulated seven or more days of non-medical absences. The appeal must state the reason why the student's absences warrant special consideration.
3. The appeal will be considered by the Principal who may uphold the no-passing determination, reverse the no-passing determination, or extend the number of allowable absences. The decision of the Principal is final.
4. Students are responsible for coming to class during an appeal, and also after losing passing grades for semester classes. Loss of a passing grade does not relieve a student from the responsibility to attend school, and will have no effect on any other penalties established for truancy by law or by Board policy.

Graduation

Valedictorian and Salutatorian

Students are selected for the distinctions of valedictorian/salutatorian based on grade-point average ranking on a 5.0 scale at the end of the 3rd nine weeks. Due to the ability to waive the Physical education requirement through a PE waiver, Physical Education will not be considered in the final GPA.

Commencement

Only those students who have completed all requirements for high school graduation before the day of commencement will be allowed to participate in the commencement exercises at Alexander High School. Students with outstanding fees will not be permitted to graduate. Students who are not eligible to be graduated with their own class will be allowed to participate in the first commencement following completion of the requirements for graduation.

Latin Honors System

Criteria used to acknowledge students at commencement.

GPA	
Summa cum laude	3.90 – 4.00
Magna cum laude	3.70 – 3.89
Cum laude	3.5 – 3.69

Graduation Dress Code

No jeans or sneakers. Dress slacks or pants, dress shirts or blouses, dresses or skirts with dress shoes are appropriate.

College Visits

A student may be excused to visit a two or four year college providing they complete the necessary form available in the office. Juniors are permitted 2 days and seniors 3 days. Additional days may be preapproved by Administration.

Special Events & Activities

Students attending school related activities such as school dances, athletic events, plays, etc., are subject to all school regulations and are expected to conduct themselves properly at all times and are subject to discipline according to our Parent/Student Handbook. Class advisors, student leaders, and faculty members involved in school related activities are to work closely with the administration in charge of the student activity. These activities are essential components of school life.

Assemblies

Students are to conduct themselves in a respectful and appreciative manner at assemblies. Appropriate applause is welcomed. Inappropriate yelling, noises, catcalls, etc., are not permitted. At pep rallies, inappropriate signs and homemade clothing (t-shirts) are not permitted. Cheering should be directed at the team, not for special classes.

Rules for Dances

1. All tickets for dances must be purchased in advance--no tickets will be sold at the door.
2. Once a student leaves the dance, he/she will not be re-admitted.
3. All school and state laws pertaining to users or possession of alcohol, tobacco products or other harmful drugs are in effect.
4. Proper conduct is required at all times. Students are expected to dance in a respectful manner. Sexually explicit acts or movements are not allowed. Students violating the dance rules will be removed from the dance and are subject to being banned from future dances. Parents will be notified if student is removed from the dance and will need to be picked up. No refunds will be given.
5. School dances will be chaperoned.
6. Guests will be admitted to dances during the school year but they must be high school students, not 8th graders or below. Guests must complete a permission form available from the principal's office prior to the beginning of the dance. NO EXCEPTIONS.
7. Jr. High Dances will only involve Alexander Jr. High students in grades 6-8.

Withdrawal Procedures

A student who withdraws from the District during the school year must pick up a withdrawal form from the guidance office at the beginning of his/her last day at school. Parent/guardian must provide the guidance office with information as to the new school the student will be attending. If a student of compulsory school age withdraws for a reason other than change of residence and is not enrolled in and attending an approved program, the superintendent shall notify the registrar of motor vehicles and the juvenile judge in accordance with Section 3321.13 of the Ohio Revised Code. Upon request from the new school and if all books have been turned in and charges and fees paid, records will be released.



ALEXANDER ATHLETIC HANDBOOK

ATHLETIC POLICIES AND PROCEDURES

This athletic handbook is designed as a set of guidelines, rules, and responsibilities for Alexander student athletes in grades 7-12. From time to time our policies and regulations may change. In choosing to participate in school extracurricular athletics, students are accepting a special responsibility to themselves, their teammates, school, parents, and community. Society in general has put increasing pressure on athletes to be involved in substance abuse, poor sportsmanship, and various criminal-type behaviors. At Alexander, our goal is for our athletes to be drug free, show good sportsmanship and be outstanding citizens in our community. We also want to encourage the development of good citizenship and sportsmanship through athletic participation. We believe athletics truly are a major part of a well-rounded educational experience. We are intentionally making efforts to foster a “family” atmosphere in our athletic programs. By “family” we mean student athletes, parents, coaches, and school administration and staff working together to develop responsibility and accountability. Our goal is to develop and promote what the Ohio High School Athletic Association calls Clique I athletes, parents, and coaches. Let us all work together to make athletics at Alexander a meaningful educational experience.

Anabolic Steroids

Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment. Additionally, such conduct may subject an athlete to penalties provided under the Student Code of Conduct and under these Athletic Policies. This warning shall be conspicuously posted in the locker rooms of Alexander High School and Junior High School.

Appropriate Dress

Each athlete is responsible for dressing and grooming appropriately while attending away competitions. The wearing of inappropriate attire could result in removal from team competition on the specific day an infraction occurs. See your coach or athletic director if you are concerned about specific attire. Please take pride in your appearance and your team.

Athletic Philosophy

The Alexander Local School District recognizes athletics as one of the many educational experiences provided for youth during their school years. With this in mind, the purposes of our athletic program are:

1. To provide students with the opportunity to engage in competitive activities and to come to understand that word “compete” is derived from Latin words meaning, “to strive together”.
2. To provide students with the opportunity to experience self-discipline, sacrifice, and dedication as means of achieving goals.
3. To provide students with the opportunity to exemplify good sportsmanship as a means for learning good citizenship.
4. To provide students with the opportunity to experience working as a member of a team in order to achieve a goal, and in the process, learn that cooperation and competition are not mutually exclusive concepts.
5. To provide students with the opportunity to experience both winning and losing. Students should come to understand that losing provides opportunities to learn, setting the stage for future winning, and that winning is not as important as an end result, as it is a feedback indicator that you’re probably doing a pretty good job as individuals and as a team.
6. To demonstrate to students that real, lasting satisfaction comes not so much from “winning”

- per se as from doing the job to the best of your ability.
7. To demonstrate to students that as individuals they are capable of achieving more than they think they are capable of achieving.
 8. To provide students with the opportunity to engage in competitive experience in an acceptable manner.
 9. To provide students with the opportunity to experience a feeling of self-worth and to develop self-confidence.
 10. To provide students with the opportunity for experience in problem solving and decision making.
 11. To provide students with the opportunity to engage in organized activities with other students whose backgrounds and academic abilities may be dissimilar from their own.
 12. To provide students with the opportunity to learn new skills beyond those acquired in physical education classes and to improve upon those already acquired.
 13. To provide students with the opportunity to understand and practice the principles of sound health, safety, and physical fitness.
 14. To provide students with the opportunity to develop the ability and desire to use their time effectively.
 15. To provide students with the opportunity to have a positive rallying point for the school in order to help them develop school loyalty and a sense of participation in a larger whole.

Post Season Awards Assemblies

An awards program will be held by each sport following their season. All athletes must attend their scheduled award assembly. If attendance is not possible, arrangements must be made with the coach.

Eligibility

Alexander Local School Board policy:

A minimum 1.2 grade point average for Junior High School students and 1.5 for High School students must be maintained for athletic participation each grading period, with no more than one failed class per grading period. Students must also pass 5 credits each grading period, per OHSA guidelines.

Head Coaches Responsibility

All coaches distribute their own individual sets of written rules for their particular sport. The signature of each athlete and athlete's parent is required as proof that the athlete received a copy of these rules; one copy must be kept in the athletic director's office and each individual athlete must have a copy. Each head coach is given a set of guidelines from the board of education.

No Re-Entry

Once students arrive at a home contest they must remain until they are ready to leave. There will be no re-entry for students who leave contests early.

Ohio High School Athletic Association

In addition to all policies of the Alexander Local School District, student athletes are subject to all of the rules of the Ohio High School Athletic Association (OHSA).

OHSA Bylaws for Eligibility

- All beginning seventh graders are eligible in so far as the scholarship bylaws of the OHSA.
- In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation. For the

purpose of this bylaw, the term “immediately preceding grading period” refers to the grading period of the school which immediately precedes the grading period in question.

- Eligibility for each grading period is determined by grades received in the preceding grading periods.

Semester and yearly grades have no effect on eligibility.

- **Grades 9 – 12:** To be eligible, a student athlete must be currently enrolled in a member school and have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period. (**Note:** Students taking post-secondary options must comply with the standards.)
- **Grades 7 – 8:** A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
- **For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.**

The Athletic Code of Conduct is enforced at all school-sponsored activities, either at school or in a school safety zone, or at another school-sponsored venue. In order to be eligible, students must meet both Alexander Local School Board Policy and OHSAA by-laws.

A student participates in athletics by choice. In so doing, the student also chooses to adhere to the athletic participation rules. **A Spartan student athlete will not do anything that will jeopardize their chances for playing or the team’s chance for success.** The following is a list of regulations and penalties that apply to all athletic activities at Alexander Junior High School and High School. These rules apply during the entire sport season, on and off school grounds, 24 hours per day, 7 days per week. In addition to these rules, each coach or advisor will develop regulations and penalties that apply to that sport or activity. Coaches may impose team rules that are consistent with School Board Policy and Procedures. Students may also be suspended from an activity or sport for a violation of general school rules as set forth in the student conduct code.

Rule 1: The sale, possession, or use of any illegal drug, or alcoholic beverages is prohibited.

PENALTY:

1st offense Professional assessment.

Safety and well-being is of the utmost concern to the staff of Alexander. Therefore, a professional assessment must be completed by a certified health care provider before reinstatement into the Alexander Athletic program, **or** parent may choose a 10 % athletic game suspension in lieu of a professional assessment. See **Chart #1** (Students who quit the team before the assessment must complete one before participating in any future Alexander Athletic programs.) The cost of a professional assessment is the responsibility of the parent.

Chart # 1

	<u>HS</u>	<u>JH</u>
Baseball/Softball	3	N/A
Basketball	2	2

Cheerleading/fall	1	1
Cheerleading/winter	2	2
Cross Country	2	N/A
Football	1	1
Golf	2	N/A
Soccer	2	1
Track	2	1
Volleyball	3	2
Wrestling	2	1

2nd offense will result in a suspension of (see **Chart # 2**) season contests, reinstated upon the completion of a profession assessment.

Chart # 2

	<u>HS</u>	<u>JH</u>
Baseball	7	N/A
Basketball	5	4
Cheerleading/fall	3	2
Cheerleading/winter	5	4
Cross-Country	4	N/A
Football	3	2
Golf	5	N/A
Soccer	4	4
Softball	7	N/A
Track	4	3
Volleyball	6	4
Wrestling	5	4

3rd offense will result in dismissal from the team for the remainder of the sport season.

4th offense will result in suspension from Alexander Local School athletics for one calendar year.

Rule 2: The sale, possession or use of tobacco (including snuff) and vape products are prohibited.
PENALTY:

1st offense will result in a suspension of (see **Chart # 1**) season contests

2nd offense will result in a suspension of (see **Chart # 2**) season contests.

3rd offense will result in dismissal from the team for the remainder of the sport season.

4th offense will result in suspension from Alexander Local School athletics for one

calendar year.

Rule 3: Being convicted of a misdemeanor crime, or any non-felony juvenile court conviction including being placed in the first offender program

PENALTY:

1st offense will be determined by the administration and coach.

2nd offense will result in a suspension (see **Chart # 2**) of the contests of that sport season.

3rd offense will result in suspension from the team for the remainder of the sport season.

Rule 4: Being convicted of a felony crime.

PENALTY:

1st offense will result in suspension from Alexander Local School athletics for one sport season. If the current sport season is before the halfway mark in terms of regular season games played, the suspension will occur in the current sport season. If the current sport season is at, or beyond, the halfway point in terms of regular season games played, the athlete will be suspended the remainder of the season and have rule 7 apply to them. If the athlete is a senior who is beyond the halfway point in terms of regular season games played, they will be suspended for the remainder of the current sports season and have rule 7 apply to them as well before they can graduate.

2nd offense will result in suspension from Alexander Local School athletics for one calendar year.

3rd offense will result in permanent exclusion from Alexander Local School athletics.

In rules 1-4, if an offense occurs and the season has reached a point where the discipline cannot be fully served, the student will be referred to rule 7 for the completion of the penalty.

Rule 5: A student must attend school a minimum of 6 periods on the day of a practice or game. The exceptions to this are a pre-approved (by principal or athletic director) excused or a doctors excuse.

PENALTY: The student is not permitted to participate in that days practice, game, or event.

Rule 6: Each student is responsible for taking care of uniforms and other equipment issued to them. Unauthorized wearing of school uniforms, or other equipment, failure to return issued or stolen equipment, failure to pay for damaged or lost equipment, and stealing of school-supplied equipment is prohibited.

PENALTY: The student cannot participate in any extra-curricular activity until the equipment is returned or paid for at the athletic director discretion.

Rule 7: Any violation of rules 1-4 which occur out-of-season or too late in the season to fulfill the disciplinary action (see penalty under this rule).

PENALTY: The student will be responsible for 15 hours of school or community service approved by the building principal or his/her designee. This must be completed before the student begins his/her next sport season.

The following individuals have the authority to impose discipline: the administration and coach/advisor. They shall notify a student of his/her proposed suspension from an extracurricular activity, and the reason(s) for the suspension. They shall also notify the student's parent, guardian, or custodian. The notice shall include the reason for the suspension and the right to appeal the decision.

The imposition of the penalty shall not be stayed pending appeal. Appeals regarding a proposed suspension from extracurricular activities shall be taken to the superintendent. Such appeals must be made in writing within 48 hours after receiving notification of the suspension. The superintendent shall hear the appeal, and shall provide the student, the student's parents, guardian, or custodian with an opportunity to present their version of the incident. The superintendent will then notify, in writing, the student's parent, guardian, or custodian of the decision on the proposed suspension.

Any student under suspension/expulsion or attending the *Spartan Academy (including In-School Intervention)* in lieu of suspension or expulsion cannot participate in any extra-curricular activities.

A coach/advisor shall have the right to remove any student from immediate participation in any extra-curricular activity under that coach's/advisor's supervision if the student's presence poses a continued danger to persons or property or an on-going threat of disrupting school, travel, or any school provided transportation or any school sponsored activity held on or off school property. Within 24 hours of the suspension of a student from extracurricular participation, the coach/advisor shall either reinstate the student's participation privileges or issue a proposed suspension of the student to the principal.

The disciplinary provisions of this handbook apply only to the removal of a student from extracurricular participation for a period of time of one day or more. The provisions are not applicable in the case of routine disciplinary procedures in which a student is removed from extracurricular participation for a period of time of less than one day. The provisions have no applicability whatsoever to a coach's/advisor's day-to-day decisions related to selection of students for any play, concert, or other activity or competition, the level of participation of student in a particular activity, or discipline of a student by a coach/advisor that consists of any penalty other than the complete removal of a student from extracurricular participation. (For example, a coach/advisor may determine that a student may attend a play, concert, or other activity or competition, as part of an activity, but may determine that the student will not participate in the event. This is not considered to be a removal from extracurricular participation as defined in this policy, since the student is still attending the activity as part of the activity).

Participation

All those associated with the Athletic program are expected to act in a manner that will not discredit their family, school, and community, but most importantly, themselves.

When rules governing our society are broken, penalties are forthcoming. If rules of conduct, as designated by your coaches are broken, it is assumed you are also willing to pay the price for the infraction.

There are advantages and disadvantages to participating on athletic teams. The advantages are far too numerous to mention here. You are already aware of many, but you will realize others as you mature.

Some disadvantages are:

1. You may work hard and never become a starter.
2. Training rules may “cramp” your social style.
3. You will have to spend much time participating while some of your friends are out having a good time.
4. In spite of decreased study time, you still must do the job in the class room.
5. The work is often hard, tiresome and monotonous.
6. Injury is possible.
7. Playing time is never guaranteed at any level.

When you agree to participate on an athletic team you have made a commitment not only to your teammates and coach, but also to yourself.

The coach or trainer will record all injuries for insurance purposes. All injured athletes capable of being at practice or games after a serious injury must present a medical release signed by a doctor.

Pep Sessions

The number of pep sessions is limited. Cheerleaders should consult the advisor who in turn will clear it through the school administrator. If the coach wants a pep session, he/she should clear it through the administrator and consult the cheerleading advisor in order to set up a schedule. The advisor is responsible for contacting the band director if music is desired.

Practices

Missing an athletic practice for personal reasons including: senior pictures, hunting, or hair appointments are not excused absences. Students should make every attempt to schedule these appointments at another time.

During the week of the Athens County Fair or Albany Fair, student athletes are expected to attend all practices. Missed practices that are fair related, must be **approved in advance between the student, parent and head coach**. Otherwise, students may be assigned extra conditioning, face reduction in playing time, or be cut from the squad. The same rules apply to vacations or other special local events.

Playing multiple sports during the same season can be done, with **prior written** permission from the Athletic Director **and both coaches**. **The athlete will choose a primary sport that will be attended if there are schedule conflicts.**

All athletes must ride to athletic contests on school transportation unless prior permission has been obtained from the administration. Athletes are encouraged to ride school transportation from events unless prior permission has been obtained from the coach.

Practices on Holidays And Sundays

No athletic teams will be scheduled to play or practice on a holiday or Sunday without advance permission through the athletic director.

Practice & Games During Heat Index

The Board of Education has adopted the Ohio High School Athletic Association's heat index policy for practices and games. Anytime the heat index reaches a dangerous or critical zone, the Athletic Director will consult with the coach and administrators to decide what type of practice modifications should be made. If the Athletic Director and building administrators decide that a suitable modification in a practice cannot be made, practice will be cancelled for that day. If the heat index warning extends, a decision will be made daily using this procedure.

Social Media Guidelines for Athletes

Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments and posters).

Similar to comments made in person, we will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm my teammates or coaches; other student athletes, teachers or coaches; and student-athletes, coaches or representatives of other schools, including comments that may disrespect my opponents
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking; selling, possessing or using controlled substances; or any other inappropriate behaviors
- Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person
- Indicating knowledge of an unreported school or team violation – regardless if the violation was unintentional or intentional.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. Any of the above actions, but not limited to, may be considered conduct detrimental to the team and may result in suspension or removal from the team. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

Student Participation

Once an official contest has been played, athletes are not permitted to jump from one sport to another sport unless that student just moved into our school district.