



Parent/Student District Handbook

2023-2024

Adopted August 2023

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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. All students are required to comply with the District student handbook, students also are subject to the requirements of the handbook for the grade level to which they are assigned.

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. In event of a discrepancy between Board Policy and the Parent/ Student Handbook, board policy will supersede.

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.

(See Board Policy [ADA](#))

District Mission Statement:

Alexander Local School District embraces quality education as its highest priority and seeks to provide students with experiences that promote respect, responsibility and the necessary skills to become productive citizens who engage in lifelong learning. (See Board Policy [AE-E](#))

Staff Information

Superintendent: Will Hampton

Treasurer: Kimberley Napper

Curriculum and Assessment: Megan Karr

Director of Special Education: Shiela Cullums

Special Programs Coordinator (Homeless Liaison): Lindy Douglas

School Psychologist: Erin Roush

Gifted Coordinator: Theresa Bledsoe

Grounds and Maintenance Supervisor: Bryan McCollum

Transportation Supervisor: Dan Phillips

Cafeteria Supervisor: Kristy Deck

Technology Coordinator: Mark Rice

Technology Field Technician: Justin Blick

Athletic Director: Natalie L

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

Equal Opportunity Statement

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

FERPA (Family Ed. Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - a) School officials with legitimate educational interest;
 - b) Other schools to which a student is transferring;
 - c) Specified officials for audit or evaluation purposes;
 - d) Appropriate parties in connection with financial aid to a student;
 - e) Organizations conducting certain studies for or on behalf of the school;
 - f) Accrediting organizations;
 - g) To comply with a judicial order or lawfully issued subpoena;
 - h) Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to state law.

Schools may disclose, without consent, "directory" information such as a student's name, parents' names, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However,

schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov.

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, Charter School, or Home School program.

If there are changes of address and/or changes in custody, the family is responsible for updating the school office(s) of these changes as well as providing paperwork showing the changes. 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. (See Board Policy [JEC](#))

Foster and Homeless Student:

Pursuant to Ohio Revised Code, students experiencing homelessness will be enrolled immediately according to district Policy (See [JECAA](#))

A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters; abandonment in hospitals;
4. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
5. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
6. migratory students living in circumstances described above and
7. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

If a dispute arises over eligibility, school selection or enrollment, the District will immediately enroll the child/unaccompanied youth in the school in which he/she is seeking enrollment, pending resolution of the dispute, including all appeals. Enrollment is defined by the McKinney-Vento Homeless Assistance Act as attending classes and participating fully in school activities.

If there is a dispute, the student or guardian will be referred to the district's Homeless Liaison.

See Board policy [JECAA-R](#)

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 office and must be approved by the Superintendent.

Information and applications for open enrollment shall be made available via the district office by April 15th each school year. Those wishing to enroll their student should contact the district office to obtain a copy of the open enrollment application or an electronic copy can be found on the district website. Applications for open enrollment must be submitted by May 10th for enrollment the following school year.

If a student moves outside of the district during the school year and wishes to remain enrolled, the parent must apply for open enrollment.

For specific criteria, including exceptions, pursuant to Ohio Revised Code, please refer to Board Policy "[JECBB and Regulation](#)"

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 via the school office or by going to the district website and clicking on the support icon.

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.

The District will not charge students eligible for free lunch for any materials needed to participate fully in a course of instruction. This does not apply to fees related to extracurricular activities, student enrichment programs that are not part of the general education, or fines related to the damage of school property.

Students who receive reduced-price lunch are not exempt.

Unpaid fees and Fines:

Participation in extracurricular field trips and activities may be restricted until fees are paid. Students will be prohibited from participating in commencement exercises unless payment has been received.

Collection of Fees or Unpaid Debt

1. The school will advise parents of fees and will be responsible for notifying parents of any outstanding fees or fines.
2. A payment schedule may be arranged at the building level with full payment to be received three school days prior to graduation.
3. Unpaid Meal Charges – Parents will be notified either by phone (via Remind), email or letter sent home with unpaid balances and expected due dates.

Parents may contact the school office for more information related to fees and unpaid debt.

(See Board Policy [IN](#))

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. If there are questions related to times and scheduling for bussing, please contact the Transportation Supervisor at the Bus Garage.

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 the guidelines outlined in the building handbook.

Expectations and Rules

1. Be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. Arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. Wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of an individual;
4. Sit in assigned seats (drivers have the right to assign a student to a seat);
5. Go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. Observe classroom conduct or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
7. Keep the vehicle clean and free of trip hazards;
8. Refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator, or school personnel;
9. Refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
10. Remain seated keeping aisles and exits clear, keep head, arms, hands inside the vehicle at all times and do not throw or pass objects on, from, or into the vehicle;
11. Be courteous to fellow students and to the driver;
12. Treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);
13. Refrain from using nicotine products, vaping, drugs, or alcohol on the vehicle (except as prescription medications may be required for a student);
14. Carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with law.

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 notification

Safety Intervention

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.

Escalation of consequences may include but are not limited to:

- Parent conference
 - Recess or lunch detention
 - After school detention
 - In school suspension
 - Thursday School
 - Bus suspension (of up to one year)
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

Modification to the discipline process outlined above may be augmented if deemed necessary by school staff, based on age of the student, developmental level of the student, information in an Individualized Education Plan, and/or severity of the behavior.

(See Board Policy [EEACC-R](#))

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 available via the school office or by contacting the school cafeteria. You can also download and complete a copy by following the provided link [here](#). Please print, complete and return to your student's school office. One form is needed for each **household**. (Please see Board Policy [EF/EFB](#))

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. This system can be accessed by visiting the district website and clicking on the parent portal. A printable version of the form is available [here](#).

Parents and Guardians may also pay by cash or check through the school cafeteria.

(See Board Policy [EFB](#))

Unpaid meal charges are subject to board policy regarding debt. Please see Board Policy [IN](#).

Meal Charge Policy

1. Student lunch account charges are capped at \$10.00 for all buildings. Lunch 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.
5. There will be no charging for any adult lunches or a la carte.

Food and Drink Policy

1. Consumption of food and drinks is permissible in classrooms with prior teacher approval. Drinks should be in non-glass, shatter-proof containers.
2. The only food and drinks permitted into school from home are sack lunches.
3. 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 judgment 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 an appropriately trained employee of the district to assist in dispensing medication during the regular school day (including-over the-counter medication) which has been prescribed by a physician.
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.
13. Students who have medications, eligible under the law, will be permitted to self carry their medication. For this to happen there must be written permission

from the student's physician and the student's parent(s)/guardian(s). Specific information must be given by the physician on the medication. These written plans must be given to the clinic as well as the building principal.

(See Board Policy: ([JHCD](#), [JHCD-R-1](#), [JHCD-R-2](#), [JHCD-R-3](#)))

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 themselves or belongings will need to be brought into the clinic by 7:45am to be checked before going to the classroom. 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 has 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. Students that have exemptions for immunizations need to contact the school clinic to complete the exemption process. Students who are homeless or in foster care will be allowed to register prior to receiving the immunization record if needed.

(See Board Policy [JHCB](#))

Click [here](#) for the Ohio Department of Health's immunization schedule and requirements.^f

Physical Examinations

The district conducts screenings for head lice, bed bugs, hearing, vision, speech, health or medical issues. (See Board Policy [JHCA](#))

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

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.

Due to the nature of an emergency situation, the elementary school requires that a hard copy is on file in the office for every enrolled student.

Service Animals

In compliance with Federal Law, the board permits the use of service animals for those individuals with qualified disabilities.

(See Board Policy [ING](#))

ATTENDANCE AND ENROLLMENT

Attendance

The educational process is predicated upon the presence of the student and requires continuity in the delivery of instruction and classroom participation. Attendance is required for success of this process and of the participants. 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.

Attendance Policy

The educational process is predicated upon the presence of the student and requires continuity in the delivery of instruction and classroom participation. Attendance is required for success of this process and of the participants. In compliance with HB 410, students who are absent from school for thirty-eight (38) or more hours in a month or sixty-five (65) or more hours in a school year will receive notice from the attendance officer. The school's attendance officer will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement.

Habitual Truancy

According to Ohio Revised Code 3321.19 (A) (1), a student is considered "Habitual truant" if the student is of compulsory school age and is absent without legitimate excuses for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year. If a

student's absences surpass the threshold for a habitual truant, the principal or chief administrator of the school or the superintendent of the school district shall assign the student to a district absence intervention team, which will develop an intervention plan for that student. Every effort will be made to include a parent, guardian or custodian as a member of the student's absence intervention team. Notice of the plan developed by the student's absence intervention team will be provided to the student's parent, guardian or custodian. At no time, however, will students be expelled or suspended out of school due to excessive absences or truancy.

Absence Reporting

In accordance with the attendance statute, the Superintendent shall require from the parent of each compulsory school-aged student a written statement of the cause for any absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

1. Reporting by Phone

Ohio law requires schools to verify absences daily. Parents are requested to call the attendance office recorder (740-698-8831) before 8:30 am to report absence. Missing Children's Act and OAC 3301-69-02). When leaving a message on the recording include:

- Your name and relationship to the student
- Student's first name, last name and grade
- Date(s) of absence
- Reason for absence

Parents and guardians must call to report their student tardy or absent **and** follow up with a signed excuse giving student' name, date, days of absence.

2. Written Excuses

A written excuse is required upon return to school, or the absence will be considered unexcused.

The excuse should contain:

- Student's first and last name and grade
- Date(s) of absence
- Reason for absence
- Parent/Guardian signature

Excused Absences

Legitimate Excuses for absences as deemed acceptable by the Board of Education fall into two categories: Medically Excused and Non-Medically Excused.

Medically Excused Absences

1. Personal illness of the student
2. Appointment with medical, behavioral or dental provider
3. Illness in the student's family necessitating the presence of the child.
4. Quarantine for contagious disease.
5. Other absences deemed necessary and excused by the Superintendent.

Non-Medically Excused Absences Are:

6. Needed at home (For those 14 and over and limited to emergency conditions set forth in OAC 3301-69-02) (A) (2).

7. Death in the family.
8. Observation or celebration of a religious holiday
9. Out-of-state travel to attend a board-approved enrichment activity or extracurricular activity (up to 24 school hours)
10. College Visitation
11. Foster Care Related Absences
12. Homeless Related Absences
13. Temporary internet outage for individual students or households (only if school is remote or hybrid)
14. Technical difficulties or individual students or households occurring during teacher-led remote learning
15. Such good cause as may be acceptable to the Superintendent

Unexcused Absences

An unexcused absence is any absence from school without a legitimate excuse. Some examples of an unexcused absence are failing to turn in medical or parent excuses, exceeding the allowable number of parent excuses, sleeping in, missing the bus, celebration of birthday, shopping, hair and nail appointments, hunting, etc. When an absence from school is unexcused, the student is considered to be truant. Students may not be able to make up work missed during unexcused absences.

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 pre-approved by Administration.

Vacations

Any student who takes a family vacation during the school year, and misses days of school, must have it pre approved by the building principal and make arrangements with all of their teachers prior to their vacation to get all of their work. Pre-approved vacation related absences will count as an excused absence and will count towards the allowable number of parent notes. Building principals have discretion to approve vacations and enrichment opportunities under an educational exemption if the parent or guardian can demonstrate an educational purpose or enrichment opportunity of the proposed vacation. See board policy [IED](#).

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. It is the student's responsibility to obtain from teachers all make-up assignments upon their return to school.
4. The student must assume responsibility for completing make-up work.

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, homework should be age appropriate in regards to time needed to work outside of school

hours. If your child is struggling daily with completing homework in a timely 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 by contacting the school office.

(See Board Policy [IGBB](#))

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 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, notification 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 canceled, the superintendent will delay the start of school. Delays may be 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

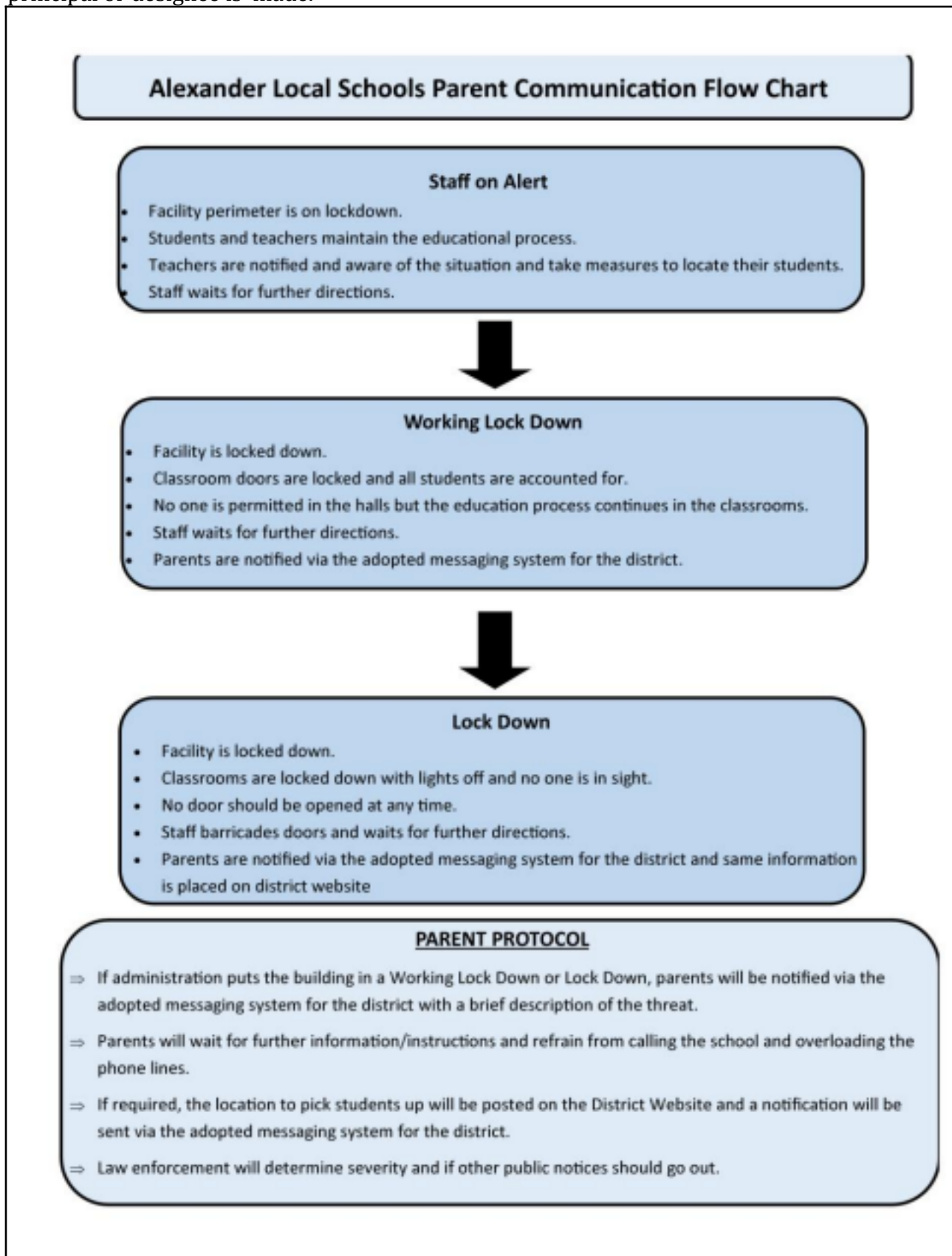
In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire bell. Tornado alerts are indicated by a sharp blast from a horn. There is an evacuation plan posted in each room which indicates procedures for evacuating the room. In case of an alarm, 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. Neither 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 **7:00am-8:00am** and **2:00pm-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 their 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 limit school publications. Certain necessary guidelines

are established to regulate the publication and dissemination of student publications. Publications that violate the student conduct code are prohibited.

See Board Policy [IGDB](#)

Handouts/Flyers

The District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material. However, the school may impose certain requirements. The school will distribute flyers for area events and activities, but all materials 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. In accordance with board policy, imitations may be placed on content under certain circumstances.

See Board Policy [KJA](#)

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.

Photographs: Parents are given the option at the beginning of the year to remove consent for student pictures to be published on the website. Photographs are not considered directory information.

Student Surveys

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her/their parent/guardian(s), to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents/guardians;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or him/her/their parents/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

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 schedules 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 Google Drive, or removable 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 \$20.00
- 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 it 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 use a loaner chromebook, available in every academic classroom.
- 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 student's parent/guardian. 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 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. The disciplinary process for violations of the student code of conduct can be found in the elementary and high school handbooks.

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 a 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, sex, economic status, age, disability, military status or legally acquired genetic information, is prohibited. For definitions of harassment and reporting procedures, see Board Policy [ACAA](#) and [ACAA-R](#).

T. Hazing /Bullying/Cyberbullying/Dating Violence: Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying, harassment, and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. This intentional act also includes violence within a dating relationship. 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 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.

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 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.

Bullying and Harassment

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental 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 student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process. Board Policy [JFCF](#) and [JFCF-R](#)

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 a 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.

Enclosed you will find the information pertinent exclusively to Alexander Elementary School, students also must comply with the requirements of the district handbook. Please note that any discrepancy between the Handbook and Alexander School Board Policy, will follow the School Board Policy. The Alexander School Board Policy is updated throughout the year, whereas the Handbook is updated annually. (See [Board Policy](#))

Sincerely,

Mrs. Abigail Rouse, Elementary Principal

District Mission Statement:

Alexander Local School District embraces quality education as its highest priority and seeks to provide students with experiences that promote respect, responsibility and the necessary skills to become productive citizens who engage in lifelong learning. (See Board Policy [AE-E](#))

Alexander Elementary Mission Statement:

ONE DREAM, ONE TEAM: A community of professionals dedicated to working together to educate the WHOLE child.

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

Director of Special Education: Shiela Cullums

Special Programs Coordinator (Homeless Liaison): Lindy Douglas

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 7:30 am. Any student arriving before 7:45 a.m. will report to the cafeteria. Students will be considered tardy if not in their homeroom before 8:05 am. Any student who is tardy will report to the elementary school office to receive a tardy slip from the school secretary.

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. Students are expected to leave the building immediately as dismissed. No student may remain after school without prior permission from an administrator. (See Board Policy [JEDB](#))

Parent Drop-off and Pick-up

Parents and guardians may begin to drop off at 7:30 a.m. No student should be released from the parent's vehicle until a staff member is on duty. Any student who will require assistance exiting the vehicle will need to use the paved drop off line, nearest the building. Parents are not to exit their vehicle.

Students will be dismissed to the pick up line at 2:45 p.m. Parents and guardians may not enter the pick up line until 2:15 p.m. Students will wait until a staff member has confirmed the student's pick up has arrived and dismissed the student to the vehicle prior to leaving the waiting area.

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 100 prior to 2:00 p.m.
3. Changes to transportation can be made during the day 4 times throughout the year. If a family wants to make additional changes beyond 4 times the change will need to be approved by the Principal or Assistant Principal.

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 judgment 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. We do our best to supply a change of clothes to students as needed in order to not disrupt the educational process; however, parents may be contacted to bring a change of clothes to the school so that the child may continue with the school day.

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 (K-2), the letters O, S, N, and U are used to show progress toward mastery in content area courses and special courses. In upper grades (3-5), 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. (See Board Policy [IKA](#))

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

Incomplete Grades

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

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. 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 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. (See [IK](#) and [IKAB](#))

Academic Supports

Special Education Support Services

The district is committed to providing quality special education services that provide access to the curriculum based on students' needs. If parents/guardians suspect that their student may qualify for Special Education services and wish to have the student evaluated they must contact the school in writing requesting an evaluation. The district then has 30 days to respond to the

request either agreeing to evaluate the student or explaining why they will not evaluate the student. (See Board Policy [IGBA](#))

504 Plans

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against students on the basis of disability.

A student who is believed to need services under Section 504 is typically referred for evaluation by a parent, guardian, teacher, other certified school employee, the student if 18 years of age or older, or other concerned adult individual.

If you feel that your child may be eligible for a 504 plan, or for more information, including a copy of Alexander’s Policies and Guidelines for Identifying and Servicing Students with a 504 Plan, please contact the Elementary School Counselor and 504 Coordinator, Ben Shultz via the Alexander Elementary School Office.

Third Grade Reading Guarantee

Ohio's Third Grade Reading Guarantee requires that districts identify students from kindergarten through grade 3 who are behind in reading. Schools will provide help and support to make sure students are on track for reading success by the end of third grade.

Schools must adopt a progress monitoring tool and administer this diagnostic three times each year. Any student in grades K-3 who is determined to be off track will receive reading intervention services and will be placed on a Reading Improvement Plan.

In third grade, all students will take the Ohio State Test in Reading. This exam will be given twice during the regular school year, once in the fall and once in the spring. Students must meet a promotion score, determined by the state of Ohio, in order to be promoted to fourth grade. Students who do not meet this promotion score will be retained and not move on to fourth grade, as required by law.

Beginning in the 2023-2024 school year, a student’s parent or guardian, in consultation with the student’s reading teacher and principal, may request that a student be promoted to fourth grade regardless of the student’s score on Ohio’s State Test for grade 3 English language arts.

Students promoted to fourth grade through this exemption must continue to receive intensive reading instruction until the student is able to read at grade level.

For more information, see [Ohio’s Third Grade Guarantee Guidance Manual](#).

(See Board Policy [IGBEA](#) and [IGBEA-R](#))

Talented and Gifted (TAG) Services

Alexander Elementary School is committed to meeting the needs of all students, including identifying and servicing the needs of gifted learners. Alexander Elementary screens all students, with exceptions based on parent request or permission, for services in grades 2 and 4. If you feel that your child may qualify or to receive more information on identification or services available, please contact the Talented and Gifted Coordinator.

(See Board Policy [IGBB](#))

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.

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 special dress up days approved by administration. Flip flops are discouraged due to safety on the playground and on tile floors. Appropriate exceptions will be made for religious needs (ex. headcovering) as needed.

Recess

Recess time is scheduled into the daily schedule at all grade levels. 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 (below 25 degrees in temperature or wind chill or if it is raining).

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.

The playground will be monitored by school staff. School rules and expectations will be enforced, with limited exceptions for outside play (i.e. running, jumping, etc.). Students who do not meet building expectations may have their access to recess time restricted as necessary.

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.

Alexander Local School District partners with outside counseling agencies to meet the needs of our students. Parents and guardians are responsible for communicating with outside providers and ensuring delivery of services. Counseling services provided by outside agencies go through the individual's personal insurance. If you are interested in learning more about counseling services provided by these agencies, please contact our school counselor, Mr. Shultz.

Special Events and Activities

Students attending school related activities such as school dances, athletic events, plays, school sponsored field trips 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.

Written parent permission is required to participate in any school sponsored field trip. If a parent or guardian does not return a signed permission slip, the student will not be allowed to participate.

Students who do not meet school wide expectations may have their access and participation restricted as determined by the building principals. (See Board Policy [IICA-R](#))

Honors Assembly

Alexander Elementary holds an Honors Assembly at the end of the school year to celebrate the achievement of our students throughout the school year. Categories of recognition and criteria will be communicated to parents and students within the first quarter of the school year.

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 will be recognized and a notification is sent home.

Nominations for Live R.E.D.: Students can be nominated weekly by any school staff for demonstrating these characteristics at school. If a child receives a nomination during the week, the child will be recognized 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 into the homeroom teacher. These projects can be simple or more complex based on the child's age. Volunteer work should be completed outside of the home. The following are ideas of projects:

- Volunteering to watch a 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
- Cleaning up trash in your neighborhood or participating in a beautification project

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.

SUPER SPARTANS will not have behavior referrals that require correction outside of the classroom. Minor infractions that are handled by the teacher will not eliminate a student's ability to earn the SUPER SPARTAN Award.

Special Note on Discipline K-3

For more more information, see Code of Conduct in the District Handbook.

Emergency Removal K-3

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

(See Board Policy [IGDA](#))

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

(See Board Policy [IGD](#))

Suspension K-3

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Preschool

There are five 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

As a courtesy, the school will distribute flyers for area events and activities; however, these must be approved by an administrator in advance. This does not dispel the parent or guardian from pursuing opportunities separate from the school, including but not limited to summer camps, information pertaining to youth sports leagues, or clubs, etc. 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.

See Board Policy [KIA](#)

Youth Sports Programs

Alexander Elementary School does not offer any sports program outside of the school curriculum or school day. Any youth sports programs operate as a volunteer service to the community and are not sponsored by Alexander Local School District.

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 records will be released to the new school.



Welcome

Welcome to Alexander Jr High and High School. The years a student spends at Alexander Jr. High and High School will provide some of the best memories, and we will undoubtedly see students mature from children to adults. This progress is the most rewarding for students and parents, and for us as a staff. We are excited to begin this educational journey with you. Opportunities and choices are abundant, so it is important to work together to ensure students maximize their educational time here at Alexander Schools.

We believe that every student is capable of succeeding, and this success begins by building a strong family-to-school and school-to-family relationship. Together we can support students by helping them grow and learn both academically and socially. By focusing on these skills, we prepare each student to meet the challenges of a 21st century career and become an active, supportive community member.

This handbook is designed to help the students and families of Alexander Local Schools. It is important that you understand the importance of this publication and the rules and regulations contained herein. This section of the handbook is meant to supplement the district handbook with details relevant to students and families in grades 6-12. Please note that any discrepancy between the Handbook and Alexander School Board Policy, will follow the School Board Policy. The Alexander School Board Policy is updated throughout the year, whereas the Handbook is updated annually. (See [Board Policy](#))

These guidelines are here to help create the best possible learning and teaching environment for each of us.

Sincerely,

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

District Mission Statement:

Alexander Local School District embraces quality education as its highest priority and seeks to provide students with experiences that promote respect, responsibility and the necessary skills to become productive citizens who engage in lifelong learning. (See Board Policy [AE-E](#))

Staff Information

Principal: Lee Raines

Assistant Principal: Dan Doseck

Administrative Assistants: Sandy Bond and Dawn Jeffers

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

Special Education Coordinator: Shiela Cullums

Athletic Director: Natalie Lucas

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

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.

Students who arrive between 7:30-7:45 should report to the cafeteria. Parent drop off procedures and locations. Jr. High/High School students drop off time is 7:45 am. Students can report to their homerooms or the cafeteria for breakfast. Breakfast students are dismissed from the cafeteria at 8:00 and must be in homeroom by 8:05 to avoid a tardy.

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.

Tardy

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.

Early Release/Sign-out Procedure

Students are expected to be in school for the full day. When it is necessary for a student to leave school early, a parent/guardian must enter the building at the main entrance and report to the school office to sign out the student. The parent is not permitted to go directly to a classroom to retrieve a student, and the student will not be called out of class prior to the arrival of the parent or guardian.

Student drivers must present a written note signed by parent or guardian with a specific reason(s) for leaving school before school begins. Even though the student may be 18 years of age, this note is still needed. The note must be provided to the office between 7:45-8:00 on the morning of the requested early release. PLEASE DO NOT CALL THE OFFICE TO REQUEST A STUDENT DRIVER BE RELEASED. The parent or guardian may be phoned and asked to clarify a note in advance of any student checking out. 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.)

Accumulation of excessive non-medical tardies will result in discipline.

CURRICULAR PROGRAMING

Because education is a lifelong process, the educational program provides a curriculum that serves the general academic needs of all students and presents opportunities for individual students to develop specific talents and interests in career-technical and other specialized fields and to grow toward independent learning. The basic curricular program is viewed as important to the development of intellectual curiosity, critical thinking, problem-solving abilities and aesthetic appreciation, which serves the student during his/her school experiences and throughout life.

Course Offerings

The coursebook is a listing of the courses available to students. Courses are offered based on staffing, state requirements, and student-interest. These coursebooks are published annually on the website under the "Counselor's Corner." The junior high coursebook can be found on the junior high counselor's page and the high school coursebook can be found on the high school counselor's page.

Scheduling Courses

Scheduling begins annually in the spring for the following year. Those dates can be found on the website under the "Counselor's Corner."

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.

After the first two weeks of 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.

Study Hall

Students are permitted to take one study per semester grades 9-12. In order to register for more than one,

administrator approval is required.

1. Students are to be in their assigned seats when the tardy bell rings.
2. Students are to remain quiet.
3. Books or schoolwork are to be brought to the study hall.
4. Students are to remain in their assigned seats unless given permission to move by the study hall supervisor.
5. As always, students are to follow the code of conduct.

Summer School

Summer School is offered during the first two weeks of summer break. Students who are required to attend will be notified during the last week of school. Summer school is used to not only recover credits but also to provide enrichment opportunities.

College Credit Plus

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/guardian 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. Any CC+ course failed by a student requires BOARD POLICY
6. Athletes should consult with the Athletic Director to determine eligibility.

Career Technical Programs

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 workforce, continue their education if desired, or enlist in the military. All junior and senior academic courses required for graduation from Alexander High School are offered at Tri County. The diploma comes from Alexander High School

To be accepted to TriCounty 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 initially attend Tri-County and then return to Alexander prior to completing 12th grade will still have to meet the twenty (20) credits and course requirements for graduation.

To see the programs of study available at Tri-County, visit their website at:

<https://www.tricountyhightech.com>

Graduation Requirements

The minimum academic requirements for graduation are successful completion of:

1. Earning a passing score on Ohio's high school Algebra I and English II EOC exams.
OR
2. Students can complete alternative options set forth by the Ohio Department of Education. Please go to the following website or meet with your school counselor for more information.

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

AND

3. The completion of the following credits:

Courses	Required Credits
Language Arts (Eng. 9,10,11,12)	4.0
Mathematics (Through Algebra II)	4.0
Science	3.0
Social Studies	3.0
American History	1.0
American Government	1.0
World Studies	1.0
PE (Two .25 credit classes) or a waiver for specific participation in a qualifying school activity.	0.5
Health	0.5
Electives (two (3) elective courses must be in the fine arts and one must be in financial literacy)	5.0
Total Credits	20

Graduation Seals

In addition to fulfilling curriculum requirements and meeting the competency requirements listed above, students also must show they are prepared for their next steps after high school. State law created 12 diploma seals for students to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions. More information on Graduation Seals may be found [here](#).

Honors Diploma

Depending on whether a student is completing a college preparatory or career-technical educational curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the regular diploma plus criteria for honors listed.

High school students can gain recognition for exceeding Ohio’s graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students may choose to pursue one of six honors diplomas:

1. Academic Honors diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma (includes dance, drama/theater, music, and visual art.)
6. Social Science and Civic Engagement Honors Diploma

State Board of Education Approved Criteria may be found [here](#).

Graduation Plans

In accordance with [Ohio law](#), each student, beginning in grade 9 and continuing on through high school graduation, is required to develop and maintain a graduation plan.

The graduation plan will be developed and updated annually with the school counselor in conjunction with choosing courses for the upcoming school year. It will address the academic pathway to meeting graduation requirements, document progress and deficiencies, and include career advising opportunities. When appropriate, a student’s IEP will be used in lieu of a separate graduation plan.

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 Exercises

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. In order to participate in the commencement ceremony, students must attend graduation practice.

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 third 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.

Graduation Dress Code

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

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 students to remain in school until they are eighteen years of age or until satisfactorily completing the school's requirements for graduation.

GRADING

Grading is a system of measuring and recording student progress and achievement that enables students, parents and teachers to assess strengths and weaknesses; plan an educational future for students in the areas of the greatest potential for success; and know where remedial work is required. (See Board Policy IKA)

Grade Scale

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

Report cards and progress reports

Report cards are issued at the end of each nine-week grading period. Interim reports will be on the parent portal of Infinite Campus at the midpoint of the grading term. If you wish to discuss a grade with a teacher, please use email to contact them or attend a parent teacher conference day. Those days are provided on the district yearly calendar.

Online Gradebook Access

Infinite Campus is an online gradebook program utilized by the staff to communicate assignments and grades to both students and parents. The link is on the school web page. 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.

Alexander Honor Code

Alexander Local School District students dedicate themselves to the highest level of academic integrity. In doing so, all students are held to the standards set forth in the following Alexander Honor Code:

- Authenticity of knowledge cannot be acquired through academic dishonesty.
- Cheating lowers feelings of self-worth.
- A student's genuine ability cannot be measured when he or she has falsified schoolwork.

Academic dishonesty includes, but is not limited to, the following actions:

- Altering grades on student papers or teacher's records
- Viewing another student's test papers or allowing another student to have a clear view of your test paper.
- Giving or receiving information from a test or quiz prior to the administration of the assessment.
- Stealing copies of test or quizzes
- The use of hand signals, codes, electronics, written, or oral communication to share answers during a test.
- The act of plagiarism.
- The use of papers written by other students or obtained from an electronic source.
- Copying or using other classmates' work in any way.
- Shared writing of assigned papers or out of class assignments.
- The reliance upon other group members to do all the work for a project grade.
- Any other act that involves the acquisition of a grade in which dishonesty is involved.

Any violation of the Alexander Honor Code will result in some or all of the following consequences:

- No credit awarded.
- Discipline referral sent to appropriate administrator.
- Notification of parents and teachers.
- Loss of privileges.
- Suspension or dismissal from extra and or curricular activities, including athletics.

Make-up work

Students have the right to make up all work missed during an excused absence and **may** make up assignments for an unexcused absence for full credit. Tests/Quizzes given on the day a student returns may be delayed by the same number of excused days missed. Projects that have been assigned weeks ahead and have due dates will be expected to be turned in on the date assigned. In general, the number of days the student has to complete this work will be the same as the number of days of the excused absence. In cases of prolonged or frequent absences, the number of days a student has to make up the work may be adjusted. **In all cases, it is the student's responsibility to contact the teacher to arrange for the work to be made up.** During absences, students are encouraged to contact classmates in order to get homework assignments and check the homework section in Infinite Campus for information from their individual teachers. Only email teachers if the teacher has requested you to do so under these circumstances. **In case of pre-arranged absences, assigned class work is due upon return.** Students are requested to meet with their individual teachers during academic coaching concerning missed assignments and turn-in dates.

Academics

Academic Supports

Special Education Support Services

The district is committed to providing quality special education services that provide access to the curriculum based on students' needs. If parents/guardians suspect that their student may qualify for Special Education services and wish to have the student evaluated, they must contact the school in writing requesting an evaluation. The district then has 30 days to respond to the request either agreeing to evaluate the student or explaining why they will not evaluate the student.

504 Plans

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against students on the basis of disability. A student who is believed to need services under Section 504 is typically referred for evaluation by a parent, guardian, teacher, other certified school employee, the student if 18 years of age or older, or other concerned adult individual. If you feel that your child may be eligible for a 504 plan, or for more information, including a copy of Alexander's Policies and Guidelines for Identifying and Servicing Students with a 504 Plan, please contact your child's school counselor.

Honors/Recognition Programs

High School and Jr. High Honor Roll

Students who earn all A's and B's in every subject attempted during a nine-week grading period earn Honor Roll recognition. These students are recognized each nine-week grading period and their names are published in the local newspaper.

If students make the honor roll the first three nine weeks, they are invited to attend an honor's breakfast.

Homework

Teachers have the freedom to sign homework as they see fit. Individual teachers will state and post their homework policy at the beginning of the year.

Student Publications

School publications afford an educational experience for students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines are as follows.

1. Faculty advisers advise on matters of style, grammar, format and suitability of materials.
2. The school publication reflects the policy and judgment of the student editors. Material of a controversial nature should not be prohibited unless it:
 - A. threatens to disrupt the educational process of the school, damage other individuals or advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);
 - B. threatens any person or group within the school or advocates unlawful discrimination;
 - C. advocates violation of the law or official school regulations;
 - D. is considered false or libelous, based upon available facts and is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
3. The final decision as to the suitability of material rests with the principal after consultation with the student editor and faculty adviser. Parties have the right of appeal to the Superintendent.

STUDENT CONDUCT AND DISCIPLINE

Student Rights and Responsibilities shall include the freedom to pursue educational goals, the freedom of expression and inquiry, the right to privacy and confidentiality of records, and the right to due process as established in the Code of Student Conduct.

The Student Code of Conduct can be found in the district handbook. Following is a list of the disciplinary sanctions utilized at the high school in response to violations of the Code of Student Conduct.

Disciplinary Sanctions

- A. Lunch Detention - students will get their lunch and then report to the assigned room.
- B. After School Detention is held after school. Parents are responsible for ensuring 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:

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. This 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 extracurricular 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 the 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 a 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 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 knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury. 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 ordinance, 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.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental 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 student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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, blankets, and sunglasses are not to be worn inside the school unless for special dress up days approved by administration. Flip flops are discouraged due to safety and on tile floors. Appropriate exceptions will be made for religious needs (ex. headcovering) as needed.

Distribution of Materials

Individuals or groups not affiliated with the District, who desire to distribute materials to the members of the school community, must first receive approval of such materials through the Superintendent/designee. Students and staff members who desire to distribute materials to members of the school community must first receive approval from the building principal and when in doubt the Superintendent.

Materials must be approved if they fall under one of the following categories:

1. publications of services, special events, public meetings or other items of interest to students or parents/guardians;
2. distribution of promotional materials of a commercial nature to students or parents/guardians;
3. paid advertisements on District property, including but not limited to billboard advertisements
4. paid advertisements on or in school-sponsored publications, yearbooks, announcements and other school communications and/or
5. products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products.

STUDENT RECORDS

The Alexander Local School District maintains many student records including both directory information and confidential information.

Release of Directory Information to Military Recruiters

Names, addresses, school email addresses and telephone listings of secondary school students must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information. The District notifies parents and students (age 18 or older) of their right to submit a written request not to release such information.

Confidential Information

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of his/her/their right to a hearing on the matter.

Student Surveys

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her/their parent/guardian(s), to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- I. political affiliations or beliefs of the student or the student's parents/guardians;
- J. mental or psychological problems of the student or the student's family;
- K. sex behavior or attitudes;
- L. illegal, anti-social, self-incriminating or demeaning behavior;
- M. critical appraisals of other individuals with whom respondents have close family relationships;
- N. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- O. religious practices, affiliations, or beliefs of the student or him/her/their parents/guardians; or

- P. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov.

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 readmitted.
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 a 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.

Non Discrimination

The board of education is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.



Athletic Contact Information

Athletic Director: Natalie Lucas

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 the 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 OHSAA 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 (OHSAA).

OHSAA Bylaws for Eligibility

- All beginning seventh graders are eligible in so far as the scholarship bylaws of the OHSAA.
- 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 doing so, 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/win ter	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 professional assessment.

Chart # 2

	<u>HS</u> <u>JH</u>
Baseball	7 N/A
Basketball	5 4
Cheerleading/fall	3 2
Cheerleading/winte r	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 sports 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) excuse or a doctor's excuse.

PENALTY: The student is not permitted to participate in that day's 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 classroom.
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 canceled 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 unless that student just moved into our school district.