

Parent/Student District Handbook
2026-2027

Board Approved
June 29, 2026

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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 herein after 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 give

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: Miranda Smith

Director of Special Education: Kara Bolin

School Psychologist: Erin Roush

Attendance Officer (Homeless Liaison): Stacey Crook

Grounds and Maintenance Supervisor: Bryan McCollum

Transportation Supervisor: Joe Smith

Cafeteria Supervisor: Shasta Murphy

Technology Coordinator: Mark Rice

Technology Field Technician: Justin Blick

Athletic Director: Nate Perez

Clinic Staff: Whitney Warren and Cheryl Woodgerd

Media Center Specialists: Beth DiBenedetto

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.

AI Use

Alexander Junior High and High School recognizes that Artificial Intelligence (AI) is a tool that, when used appropriately, can support learning. It is not a replacement.

Student use of AI is determined entirely at the discretion of the classroom teacher for each specific assignment. Students should adhere to the following guidelines in the classroom.

- **Red Light (AI Prohibited):** The assignment must be completed entirely by the student without any assistance from AI tools (including brainstorming, drafting, or editing).
- **Yellow Light (AI Conditioned):** Students may use approved AI tools for specific, limited tasks—such as brainstorming ideas, outlining, or proofreading—but the final product must be original student work.
- **Green Light (AI Integrated):** Students are encouraged to heavily co-create or collaborate with approved AI tools as a core part of the assignment.

If a teacher has not explicitly stated that AI is allowed for an assignment, the student should assume that it is prohibited.

Academic Integrity & Disclosure
When AI is permitted, students should state its use. Presenting AI-generated content (text, code, images, or multimedia) as your own original work is considered academic dishonesty.

AI Student Privacy and Data Safety (FERPA & Ohio Law)
To protect your data, students are strictly prohibited from typing confidential, sensitive, or Personally Identifiable Information (PII) into any public AI tool. This includes names, addresses, student IDs, grades, or health information. Students may only use AI tools that have been explicitly approved by the district administration for school use to ensure compliance with student data privacy laws.

AI Prohibited Conduct

Using AI to create, distribute, or modify content in a way that harms others will result in disciplinary action and possible referral to law enforcement, when necessary. This would include using AI tools for bullying, harassment, intimidation, or cheating and/ or generating false, knowingly misleading, or derogatory digital representations ("deepfakes"), images, or audio of other students, staff, or volunteers.

(see board policy EDEC)

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.

Attendance

Philosophy of 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.
Alexander Local School District is committed to promoting regular attendance through prevention, early intervention, family partnerships, and supportive practices designed to remove barriers to attendance and encourage student success.

Attendance Policy
The Parents/guardians, students, and school staff share responsibility for promoting regular attendance. Students are expected to attend school each day school is in session unless an absence is excused in accordance with Ohio law and Board policy. Alexander Local Schools will monitor attendance data and communicate with families regarding attendance concerns. Attendance interventions may be implemented when attendance patterns indicate a student is at risk of becoming chronically absent or habitually truant

Chronic Absenteeism
Ohio law defines a student as **chronically absent** when the student misses **10% or more of the school year for any reason**, including:

- Excused absences
- Medically excused absences
- Unexcused absences

- Out-of-school suspensions

The district will monitor attendance throughout the school year and provide supports and interventions when attendance concerns arise. Families may be contacted before a student reaches the chronic absenteeism threshold in order to identify barriers and provide assistance.

Habitual Truancy
In accordance with Ohio Revised Code 3321.19, a student is considered habitually truant when the student is of compulsory school age and is absent without legitimate excuse 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 one school year.

When a student becomes habitually truant, The District shall refer the student to an Absence Intervention Team (as required by law. The team will develop an Absence Intervention Plan designed to address attendance barriers improve school attendance.

The district will make reasonable efforts to involve the parent, guardian, or custodian in the intervention process no time will a student be suspended or expelled solely for excessive absences or truancy.

Early Intervention
Alexander Local Schools believes prevention and early intervention are the most effective methods for improving attendance. School personnel may communicate with families when students begin accumulating absences, even if those absences are excused.

Examples of support may include:

- Attendance conferences
- Student and family outreach
- Mentoring or check-ins with staff
- Referrals to school or community resources
- Academic and wellness supports
- Attendance improvement planning

These supports are intended to identify barriers and promote successful school attendance.

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 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.

1. 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. A parent/guardian may provide written documentation to excuse a student's absence for up to eight (8) occurrences during a school year. The District reserves the right to require medical or other appropriate verification when a pattern of absences exists or when attendance concerns arise.

Medically Excused Absences (requires accepted note from medical provider)
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:
1. Needed at home (For those 14 and over and limited to emergency conditions set forth in OAC 3301-69-02) (A) (2).
2. Death in the family.
3. Religious observances.
4. College visits.
5. Foster care-related absences.
6. Homelessness-related absences.
7. Pre-approved educational opportunities.
8. Emergency circumstances permitted by Ohio law.
9. Other absences approved by the Superintendent or designee.

Unexcused Absences
An unexcused absence is any absence from school without a legitimate excuse.
Examples may include:

- Oversleeping
- Missing the bus
- Shopping trips
- Personal grooming appointments

- Hunting or recreational activities
- Failure to provide required documentation
- Exceeding the allowable number of parent excuses

Students may not be able to make up work missed during unexcused absences.

Attendance and Retention
In accordance with Ohio Revised Code and district board policy IKE any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

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
The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. This will count toward a student's 8 allowable parent notes for the school year.
See board policy JED.

Make Up Work for Absences

Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures.

1. Students are permitted to receive credit for make-up work from excused 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.

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

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

Unpaid meal charges are subject to board policy regarding debt. Please see Board Policy JN.

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. If allowed, drinks should be in non-glass, shatter-proof containers with a sealable lid.
2. The only food and drinks permitted into school from home are sack lunches.
3. Students are not permitted to order food for delivery.
4. Outside drinks are not permitted beyond the cafeteria unless they have a sealable lid. Canned beverages are prohibited outside of the cafeteria.

Cell Phone and other connected devices

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of **Alexander Local Schools** determined the use of cell phones by students during school hours should be prohibited. *This policy prohibits devices that connect to a cell phone, including, but not limited to cordless headphones, air pods, smart watches, etc.*

The objective of this policy is to strengthen focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

1. Research
Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

2. Applicability
This policy applies to the use of cell phones by students while on school property during school hours.

3. Use of Cell Phones
Students are prohibited from using cell phones at all times.

4. Exception
Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern. Documentation from a healthcare provider will be required.

5. Storage and Discipline
Each Building will have specific parameters in their handbook around storage and discipline. Please reference building handbooks.

Smart Glasses / AI Wearable Technology

The use of smart glasses, AI-enabled glasses, or other wearable technology capable of recording, transmitting, or receiving audio, video, or digital information is prohibited during school hours and on school property unless specifically authorized by school administration for educational or medical purposes. This restriction is in place to protect student and staff privacy and to maintain an appropriate learning environment.

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 the 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
To better manage and limit the spread of head lice infestations within our school community, the following procedures and protocols will be followed:

Identification and Reporting. All school employees are required to report any suspected cases of head lice to the school nurse or designated staff member.

Examination. Upon receiving a report, the school nurse or designee will promptly examine the student for head lice.

Procedures for Nits and Live Lice

1. Nits Found, No Live Lice: If nits (lice eggs) are found but no live lice are detected, the school nurse or designee will conduct a follow-up inspection of the student in 7-10 school days. Parents/guardians will be notified if nits are found during the initial examination.

2. Live Lice Found: If live lice are found, the parent/guardian will be notified immediately via phone.

The principal will determine whether the student should be sent home immediately or can stay until the end of the school day.

Parents/guardians will be provided with information on head lice, effective methods to eliminate infestations, and instructions on how to check household contacts for lice and nits.

Treatment and Rechecking. Parents/guardians are encouraged to begin treatment as soon as possible after notification. Information on recommended treatment options will be provided to ensure proper and effective lice management. Upon the student's return to school, they will be re-examined by the school nurse or designee to ensure the treatment has been effective.

Attendance and Ongoing Issues. Absences resulting from repeated occurrences of head lice may be considered unexcused at the principal's discretion. No more than two days of absences will be excused for lice.

Intervention Strategies. Students with ongoing issues with head lice may be referred for additional intervention strategies to help manage and resolve the problem effectively.

By adhering to these guidelines, we aim to effectively manage head lice infestations and minimize their impact on our school community. Cooperation from both school staff and parents/guardians is crucial in maintaining a healthy and lice-free environment for all students.

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.

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.

Student Injury

Student safety is a shared responsibility of all staff members. When a student is injured or involved in an accident while under the supervision of a staff member, the staff member will assess the situation, and notify the clinic and/ or office when necessary.

For **minor injuries**, such as small cuts, scrapes, or bumps, basic first aid (e.g., cleaning the wound and applying a bandage) may be administered. When appropriate, this may be handled by staff. The student may resume regular activities as appropriate.

For **more significant injuries**, such as those that may require additional care or medical attention, the student will be referred to the health clinic for further evaluation by clinic staff. Examples may include, but are not limited to:

- Head injuries (even if symptoms are not immediately severe)
- Cuts or scrapes that continue to bleed
- Nosebleeds that are difficult to control
- Possible dislocations or broken bones
- Any injury causing significant pain or concern

When necessary, the building principal will be notified in these cases, either verbally or through written documentation.

If a student is seen in the clinic due to a significant injury, an attempt will be made to contact the parent or guardian before the end of the school day. In the event of a serious injury or emergency, families will be contacted as soon as possible.

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.

Enrollment Dispute
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 JECBB-R(1) .

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.

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 1) Combination locks should NOT be set to open with only the last number of the combination. 2) Combinations should not be shared with others.

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 JN)

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 entered into our student information 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)

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.

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 the superintendent 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, limitations may be placed on content under certain circumstances.

See Board Policy KJA

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.

Invitations

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

Outside Deliveries

To maintain a safe, secure, and distraction-free learning environment, outside deliveries and services to students are prohibited during school hours. Students are not permitted to receive outside deliveries or services during school hours. This includes, but is not limited to, food delivery services, flower deliveries, and other personal items or services.

The following types of deliveries and services are prohibited from being received by students during school hours:

- Food delivery services (e.g., pizza, fast food, meal delivery apps).
- Flower deliveries.
- Gift deliveries.
- Personal services (e.g., personal grooming services, transportation services).
- Any other items or services deemed inappropriate by school administration.

Exceptions:
Deliveries that are related to school activities and have been pre-approved by the school administration are allowed (e.g., materials for class projects, school-sanctioned events).

Handling Unauthorized Deliveries:
The front office staff reserves the right to refuse to accept unauthorized deliveries. If an unauthorized delivery is accepted, it will be held in the front office until the end of the school day. The student may collect the item after school hours. Please note, that some items may not be accommodated on school transportation and parents may be called to arrange pick-up.

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.

Personal Devices

Personal electronic devices, including laptops and tablets may not be connected to the district wireless network and should not be used for instructional or school-related purposes. District-issued technology is the approved resource for classroom and academic use. This policy applies to all students, including those enrolled in College Credit Plus (CCP) or other dual-enrollment courses.

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

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 (i.e.: phones, iPod, tablets, e-readers, etc.) should not be brought to school.
- Trading cards or other items of personal value (sports cards, Pokémon cards, coin collections, etc.) should not be brought to school.
- Jewelry of personal or monetary value should not be brought to school.

Religious Release Time

Per board policy JEFB, the district permits students to be released from school for religious instruction as required by state law for one period per week, provided:

1. the student's parent or guardian submits a written request to the building principal and consents to participation in the released time course in religious instruction;
2. the sponsoring entity providing instruction maintains attendance records and makes them available to the District;

3. the sponsoring entity makes provisions for and assumes liability for the student and
4. the student is not absent from core curriculum subject courses.

Alexander Local School district requires the sponsoring entity to provide verification on an annual basis that it has a BCI background check for any individual who serves as an instructor or volunteer. Additionally, the entity providing the religious instruction must verify that it has not permitted any individual to serve their entity if they have been convicted of or pleaded guilty to a crime. The district does not endorse and is not affiliated with any programs who provide religious release time.

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.

ALEXANDER LOCAL SCHOOLS SAFETY FLOWCHART

Staff on Alert

- Facility perimeter is on lockdown.
- Students and teachers maintain the educational process.
- Teachers are notified and aware of the situation and take measures to ensure student safety and location.
- Staff waits for further directions.
- Movement will continue as normal within the main building. Students and staff will not be permitted to move outside such as to and from the ARC or playgrounds.

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Working Lockdown

- Facility is locked down.
- Classroom doors are locked and all students are accounted for.
- No one is permitted in the halls but the education process continues in the classroom.
- Staff waits for further directions.
- Parents are notified via the adopted messaging system for the district.

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Lock Down

- Facility is locked down.
- Classrooms are locked down wiht lights off and no one is in sight.
- No door should be opened at any time.
- Staff barricades doors and waits for further directions.
- Parents are notified via the adopted messaging system for the district and the same information is placed on the district website.

Parent Protocol

- If the administration initiates a working lockdown or full lockdown, parents will be notified through the district's designated messaging system with a brief description of the threat, as soon as staff are able to do so after ensuring student safety.
- Parents will wait for further information/instructions and refrain from calling the school and overloading the phone lines.
- If required, the location to pick up students will be posted on the district website and a notification will be sent via the adopted messaging system for the district.
- Law enforcement will determine severity and if other public notices should go out.

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. Only established on-site providers will be permitted to meet with students. Outside agencies and counselors without an established on-site partnership agreement will not be permitted to meet with students on campus during school hours. This includes telehealth.

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.

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.

Student Sign-Out/ Early Dismissal

To ensure the safety and security of all students, students may only be signed out of school/ released from school by their legal guardian(s). In the absence of a legal guardian, a student may be signed out by an authorized individual only if prior written permission has been provided by the legal guardian.

If a legal guardian wishes to authorize another individual to sign out their child, they must submit written permission to the school office in advance. The written permission must include:

- The full name of the authorized individual.
- The date(s) on which the authorization is valid.
- The legal guardian's signature.
- The authorized individual may be asked to present valid identification that matches the name provided in the written permission.

Emergency Situations:
In emergency situations where a legal guardian is unable to provide written permission, the school administration will use the emergency contact information on file to verify and authorize the sign-out. School administrators have the discretion to make decisions in the best interest of the student's safety.

Student Wellness and Prevention Education

In accordance with Ohio law and district policy, students may participate in age-appropriate instruction and activities related to student wellness, safety, and prevention. Topics may include, but are not limited to, suicide prevention, social inclusion, healthy relationships, dating violence prevention, and other social-emotional learning supports designed to promote student well-being and school safety.

Instruction and activities may be provided through classroom lessons, assemblies, small-group discussions, guest speakers, counseling services, or other educational formats throughout the school year.

Parents/guardians who do not wish for their child to participate in such instruction or activities may opt their child out by submitting written notification to the school counselor or building administration.

Talented and Gifted

The Alexander Local Board of Education ensures equal opportunity and access to fair equitable assessment in the required whole grade screening areas of giftedness: Superior Cognitive and Specific Academic. The district will identify students as required by law but will not be providing service due to staffing limitations.

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 building administration.

(See Board Policy IGBB)

Subject Acceleration
Alexander Local School District is committed to meeting the needs of all learners. In order to appropriately challenge our students, subject acceleration may be used. Subject acceleration refers to the formalized process of a student skipping a grade level in one or more subject areas.

Alexander Local School District will offer subject acceleration on a limited basis, when staffing and resources allow. Subject acceleration will be considered on a case by case basis for students who exhibit outstanding performance and aptitude in particular subjects.

The decision to accelerate a student will be made using a comprehensive evaluation process. Subject acceleration will not be granted based solely on parent requests.

Each year that a student may be eligible for the subject acceleration program, administration will review relevant student data, which may include, but is not limited to:

- Results of all available diagnostic data from locally approved assessment tools
- Results of all available state assessment scores
- Results of all available gifted screeners
- TAG identification

Administration will compile this data for review by an acceleration committee, which may include the building principal(s), Director of Curriculum and Instruction, school counselor(s), and classroom teacher(s). Based upon available data, the team will decide if a student is a candidate for subject acceleration and make individual recommendations accordingly. Parents will be consulted prior to finalizing an accelerated placement and participation in any subject acceleration program is voluntary. If it is determined that the acceleration is not benefiting the student, the committee may consider alternative options, including returning the student to the standard curriculum.

The district currently offers a formal subject acceleration pathway in mathematics, beginning in 5th grade. Families are notified in the spring of the student's 4th grade year if their child is identified as a strong candidate for acceleration. In order to ensure success of all students and best utilize district resources, parent requests will not be accepted. Additional opportunities for advanced placement in mathematics are available at the end of 7th grade and again in high school.

General Notice of Monitoring or Accessing Student Activity on School-Issued Devices
In accordance with Senate bill 29, the district is required to provide annual notice to parents and guardians that the school district may monitor or access student activity on school issued devices. These divides are provided to support student learning and ensure safe and responsible use of technology in alignment with district policies. This notice is provided annually through electronic communication and the school district's website.

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 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. 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 palm rest and the screen. The screen will break. This is a very common occurrence.

B. 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.

C. 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.

D. 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.

E. 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 decide 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.

F. Costs and Values:

1. The costs for the district are as follows:

a. Chromebook: Approximately $355.00 (purchased in quantity) Replacement cost range $275 to $355. (based on current market value)

b. Bump Armor Case $20.00

c. Replacement Power Supply: $20.00

d. Students will use the very same Chromebook each year. If a student leaves the district the Chromebook will be returned to the district.

e. Grades 5 through 8 Bump Armor Case $24.00; students in Grades 9-12 should purchase their own sleeve or protective case.

G. 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.

Transportation

The primary purpose of the Alexander Local School District transportation system is to provide a safe, efficient, and orderly means of transporting students to and from school and school-sponsored activities. Student transportation is a privilege, not a right, and may be suspended or revoked when student conduct jeopardizes the safety and well-being of others.

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. Questions related to bus routes, schedules, or transportation concerns should be directed to the Transportation Supervisor.

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.**

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 **5 minutes 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.

15. No glass, balloons or other items that may pose a safety hazard.

Student Discipline on School Transportation

School buses are considered an extension of the school environment. Student conduct on school transportation is governed by the Student Code of Conduct and applicable Board policies.

- Bus drivers have authority over students while they are being transported and may assign seats, redirect behavior, and report misconduct. Consequences for violations may include:

- Verbal warning
- Assigned seating
- Parent/guardian notification
- Detention

- In-school or out-of-school suspension
- Bus suspension
- Loss of transportation privileges for part or all of the school year

Serious misconduct, including fighting, threats, physical aggression, possession of weapons, use of drugs or alcohol, vandalism, or actions that endanger the safety of others, may result in immediate suspension of transportation privileges and additional disciplinary action.

The district reserves the right to modify disciplinary consequences based on the severity of the offense, student age, developmental level, disability-related considerations, and other relevant factors.

Video Surveillance

The Board of Education authorizes the use of video recording equipment on school buses to promote student safety and assist in investigating incidents of misconduct. Recordings may be reviewed by school officials and used as part of disciplinary proceedings in accordance with Board policy and applicable law.

Progressive Discipline for Bus Conduct

The goal of progressive discipline is to correct inappropriate behavior while maintaining a safe transportation environment for all students. Consequences may increase based on the frequency, severity, or nature of the misconduct.

Typical interventions may include:

First Offense

- Verbal warning
- Student conference with bus driver and/or administrator
- Assigned seating

Second Offense

- Parent/guardian notification
- Assigned seating
- Notification to Bus Supervisor and Building Administrator

Third Offense

- Parent/guardian conference with Bus Driver, Bus Supervisor and Building Administrator
- Detention or other school-based consequence
- Possible temporary suspension of bus privileges

Repeated or Continued Misconduct

- Bus suspension
- Extended loss of transportation privileges

- Additional disciplinary consequences consistent with the Student Code of Conduct

Certain behaviors may result in immediate removal from the bus or immediate suspension of transportation privileges without following the progressive discipline steps above. These behaviors may include, but are not limited to:

- Fighting or physical aggression
- Threats or intimidation
- Bullying, harassment, or hazing
- Possession of a weapon or dangerous object
- Possession or use of drugs, alcohol, tobacco, nicotine products, or vaping devices
- Vandalism
- Tampering with emergency equipment or exits
- Behavior that significantly disrupts the safe operation of the bus

The district reserves the right to modify disciplinary consequences based on the severity of the offense, student age, developmental level, disability-related considerations, and other relevant factors. Transportation suspensions may result in the loss of transportation privileges for regular routes, field trips, extracurricular activities, and other school-sponsored transportation during the suspension period. 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**)**

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.

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. Cell Phones: Cell phones and devices connecting to cell phones are prohibited as outlined in the district handbook. More specific information can be found in each building handbook.

I. 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.

J. Chewing Gum: No student shall chew gum or have gum in the classroom, in the building, or on the school grounds.

K. 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.

L. 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.

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. Appropriate dress includes attire that does not pose a potential safety hazard to self or others.

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 aiding 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.

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.

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. We're excited to partner with you on your child's educational journey. At Alexander Elementary, we believe every child can succeed—and that success starts with strong,

collaborative relationships between families, the school, and our community. By working together, we can provide the academic, social, and emotional support students need to grow and thrive.

Our dedicated team of teachers and staff is committed to creating a safe, welcoming, and engaging environment where every child feels valued and empowered. Open and ongoing communication is essential to this partnership, and we encourage families to stay connected with us throughout the year.

Enclosed, you'll find important information specific to Alexander Elementary. For broader district guidelines, please refer to the district-wide section of the student handbook. In cases where there is a discrepancy between the handbook and Alexander School Board Policy, board policy will take precedence, as it is updated throughout the year while the handbook is revised annually. (See Board Policy)

We're looking forward to a successful year together!

Sincerely,

Mrs. Megan Karr
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: Megan Karr
mkarr@alexanderschools.org

Assistant Principal: Rich Maskiell

rmaskiell@alexanderschools.org

Administrative Assistants: Andrea Carr and Amy Gould

School Counselor: Ben Shultz
bshultz@alexanderschools.org

Athens County Children Services Outreach: Kent Felts

Director of Special Education: Kara Bolin
kbolin@alexanderschools.org

Address
6105 School Rd., Albany, OH 45710

Phone Number
Elementary Phone 740-698-8831, option 1, then:
1 - School Office
2 - School Information
3 - Report Child Absent
5 - Clinic
Fax 740-698-2137

Staff Email: Staff may be contacted through email as follows:
First initial + Last Name @alexanderschools.org

District Website: www. alexanderschools.org

Elementary Facebook Page: Search- Alexander Elementary School Albany, Ohio
https://www.facebook.com/Alexanderprek5/?fref=ts

Arrival and Dismissal

Elementary students must be in their homerooms by 8:05 each day. If a student plans to have breakfast at school, they need to arrive by 7:50. 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.** Families are required to have a school issued pick-up line tag displayed in their vehicle. If the tag is not displayed, staff may request an ID to verify that the individual is an approved contact. 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.

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 escorted to a restroom and provided assistance by the clinic staff or another staff member if the clinic staff is unavailable. 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.

Cafeteria/ Lunch

Alexander Elementary has three staggered lunch periods, serving students in grades PK-5. In order to effectively serve all students, and help ensure the safety of staff and students, please take note of the following:

- Alexander Elementary is a closed campus. Outside food deliveries are not permitted on campus.
- Due to safety and limited seating, we cannot accommodate additional guests during regularly scheduled lunch periods. Therefore, outside of special events, parents/ guardians/ special guests are not permitted to eat in the cafeteria.
- Glass food storage containers are not permitted.
- Elementary students do not have access to microwaves. Please note, staff must be available to monitor the cafeteria, and are not able to warm up food for students.

Cell Phones

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the use of cell phones by students during school hours is prohibited. This includes devices, such as smart watches or cordless headphones, that are linked to a student's cell phone. All devices are to be powered down and kept secured in the student's backpack at all times throughout the school day.

Discipline
If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- Give the student a verbal warning and require the student to store the student's cell phone in their backpack.
- Place the student's cell phone in the school's office for the remainder of the school day.
- Place the student's cell phone in the school's office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's cell phone Use and/ or after school detention at the building principal's discretion.

Special Note
Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern, with approval by district personnel.

Deliveries

As stated in the district section of the handbook, outside deliveries and services to students are prohibited during school hours. Any necessary deliveries must be made directly to the school office. In order to not disrupt the school day, parents and guardians are not permitted to deliver items directly to the classroom. Any deliveries will be held in the school office until the end of the school day, unless otherwise necessitated and deemed appropriate by the building principal.

Items such as balloons, flowers, etc., will not be delivered to the classroom under any circumstance. Items will be held in the office and the parent may be required to arrange pick up at the end of the school day. Due to safety, we are not permitted to send any student with balloons or glass on the school bus. *See district section of the handbook.*

Dress Code

Appropriate dress is the responsibility of both the school and the home. Students are asked to wear comfortable clothing and shoes that do not distract from the educational process and are appropriate for the weather. If a child's dress is deemed inappropriate, further action may include calling of parents, changing of clothes at school, or changing of clothes at home prior to returning to school. All clothing should not show any undergarments. Hats, hoodies, and sunglasses are not to be worn inside the school unless for a special dress up days approved by administration. Flip flops are discouraged due to safety on the playground and on tile floors. Appropriate exceptions will be made for religious needs (ex. head covering) as needed.

Emergency Medical Information

By law, emergency medical information must be kept on file in the school office. It is the parent/guardian's responsibility to ensure the school has updated information at all times. Alexander Local School District has moved most required documents to an online platform. In addition to the district-wide required electronic forms, Alexander Elementary also requires parents to complete and return a hard copy of the Emergency Medical Form. In the event of a school wide emergency, or a lack of internet access and/ or technology, maintaining a hard copy ensures we have contact information for each student.

Food Safety, Snacks, Etc.

Due to a large number of food allergies, all classroom snacks and/ or treats must be store bought. Homemade treats are not permitted. We ask that any food be sent in its original packaging, along with all nutrition and ingredient information whenever possible.

Please contact the classroom teacher and make any necessary arrangements prior to sending in food items to be shared with the classroom

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, Ben Shultz.

Grading Policy

The grading scale used by Alexander Elementary varies based on the grade level of the student and the course content. The younger grades (K-2) will use a standards-based report card in order to better communicate students' needs and current abilities. In grades kindergarten, first, and second, students will receive academic performance level ratings of 1 through 4 as shown below for grade level standards. Grades 1 and 2 will receive percentages for overall grades core subject areas as well.

In upper grades (3-5), letter grades (A-F) and percentages are used for ALL core content areas.

Elective courses such as technology, Music, and PE courses will be graded using the academic performance level ratings 1 through 4 for all grade levels. (See Board Policy IKA)

Grade Scale		
A	100-93	4.0

Grade Scale		
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	2.0
C -	72-70	1.67
D +	69-67	1.34
D	66-60	1.00
F	50-0	0.0

Academic Performance Levels for K-2	
4	Exceeds the standard
3	Meets the standard
2	Approaching Standard
1	Minimal progress to standard

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.

6. Grades will not be modified after they are posted by the classroom teacher unless a grading error is identified or if the student was issued an incomplete when grades were posted.

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 KJA

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.

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.

Lost and Found

Alexander Elementary School keeps a lost and found for any items that are located and turned in to the office. For convenience, the Lost and Found is located at the end of the 1st and 2nd grade hallway, near the 1-5 playground entrance. Students are encouraged to check the lost and found frequently.

Parent-Teacher Conferences

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

Due to the volume of students in our district, we ask that the parent/guardian call the school office at least one week in advance of Parent-Teacher Conferences to schedule an appointment. In addition, each conference is scheduled for 15 minutes and we ask all parties to adhere to that time so everyone has a chance to discuss their child(ren). In order to allow teachers the appropriate time needed to prepare for conferences, we ask that conferences are scheduled with 24 hours advance notice. Teachers will do their best to accommodate conferences scheduled after that time to the best of their ability.

Finally, 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.

Parking

Unfortunately, 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 guideline. From 7:00-8:00am and 2:00-3:00pm there is heavy bus traffic in the front parking lot; therefore, all parents and visitors must park in the parking lot to the side of the Elementary building 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 building in available spaces in the island area designated by the "Parent Parking" signs. The numbered parking spaces in the front of the building are assigned to staff ONLY. If there is no parking available in the front during this time, parents and visitors will have to park in the back lot in the designated areas.

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 Determination. 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 no later than the last Friday in April. 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. 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.

Preschool

There are three 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.

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.

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)

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). Please be advised that when students attend physical education classes, they 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.

School Wide Expectations and Discipline

The Student Code of Conduct is outlined in the district wide section of the Student Handbook and applies to both the elementary and junior high/ high school. In order to maintain a safe school environment for all

staff and students, all elementary students are expected to adhere to all district wide and school wide expectations at all times. *For more information, see Code of Conduct in the District Handbook.*

Discipline at the elementary level will follow district policy, and will be progressive in nature. When a student is assigned discipline through the school office, a reasonable attempt to contact the child's guardian will be made to discuss the incident and discuss any disciplinary action. If negative behaviors are ongoing, a parent meeting may be requested between the building principal and the student's parent/ guardian.

Disciplinary measures may include, but are not limited to: time out, restorative practices, lunch/ recess detention, after school detention, in school suspension, emergency removal, out of school suspension, and expulsion. District policy allows for the building principals to use discretion as is appropriate.

Parents are responsible for providing any required transportation when disciplinary action necessitates.

Special Note on Discipline K-3
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 JGDA)

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 JGD)

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.

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 another 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.

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.

Parent permission is required to participate in any school sponsored field trip. If a parent or guardian does not provide permission prior to the field trip, the student will not be permitted to attend.

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)

Student Placements and Teacher Requests

Building principals, general education classroom teachers, and special education teachers work collaboratively to make appropriate classroom placements to meet the needs of all learners. Teachers and administrators consider factors, including district provided services, areas of strengths, specific learning needs, behavior supports, support staff availability, classroom dynamic and makeup, among other factors when creating class lists *(see below).* We do our best to take into thoughtful consideration all information to help our team make informed classroom placements. Accordingly, as a general policy, we cannot accept specific teacher requests.

Placement Considerations:

1. *Equity for All Students:* Assigning students to classes is a complex process that involves many factors, including academic needs, social dynamics, and individual learning styles. Allowing specific teacher requests can inadvertently create imbalances and inequities among classes.
2. *Teacher Strengths and Expertise:* Our teaching staff is composed of highly qualified, dedicated professionals who bring diverse strengths and expertise to their classrooms. We trust that every teacher at Alexander Elementary School is capable of providing an excellent education to all students.
3. *Balanced Classrooms:* Creating balanced classrooms is crucial for maintaining an effective learning environment. This includes considering the mix of student abilities, genders, social dynamics, and other factors that contribute to a harmonious and productive classroom community.
4. *Student Needs and Staff Availability:* When creating class rosters, we must consider a wide variety of student needs, including how to best serve students who receive support services or who require the assistance of an intervention specialist. When looking at student needs, we also must consider the availability of support staff.
5. *Administrative Efficiency:* Managing and accommodating numerous individual requests is administratively challenging and can detract from our focus on providing high-quality education and support to all students.

If you have specific concerns regarding your child, we encourage you to discuss these with your child's classroom teacher or building principal.

Student Supervision Outside of School Hours

To help ensure the safety and well-being of all students, children who are on school grounds outside of the regular school day must be under the direct supervision of a responsible adult at all times. This expectation applies to students using the playground before or after school, attending athletic practices or games, participating in extracurricular activities, or attending any other event on school property. School staff are not responsible for supervising students who are on campus outside of designated school hours unless they are participating in a supervised school activity. Students who are not under adult supervision may be asked to leave the area or remain with their supervising adult.

Subject Acceleration

Alexander Local School District is committed to meeting the needs of all learners. In order to appropriately challenge our students, subject acceleration may be. Subject acceleration refers to the formalized process of a student skipping a grade level in one or more subject areas.

Alexander Local School District will offer subject acceleration on a limited basis, when staffing and resources allow. Subject acceleration will be considered on a case by case basis for students who exhibit outstanding performance and aptitude in particular subjects. The decision to accelerate a student will be made using a comprehensive evaluation process. Subject acceleration will not be granted based solely on parent requests.

Each year that a student may be eligible for the subject acceleration program, administration will review relevant student data, which may include, but is not limited to:

- Results of all available diagnostic data from locally approved assessment tools
- Results of all available state assessment scores
- Results of all available gifted screeners
- TAG identification

Administration will compile this data for review by an acceleration committee, which may include the building principal(s), Director of Curriculum and Instruction, school counselor(s), and classroom teacher(s). Based upon available data, the team will decide if a student is a candidate for subject acceleration and make individual recommendations accordingly.

Parents will be consulted prior to finalizing an accelerated placement and participation in any subject acceleration program is voluntary. If it is determined that the acceleration is not benefiting the student, the committee may consider alternative options, including returning the student to the standard curriculum.

The district currently offers a formal subject acceleration pathway in mathematics, beginning in 5th grade. Families are notified in the spring of the student's 4th grade year if their child is identified as a strong candidate for acceleration. In order to ensure success of all students and best utilize district resources, parent requests will not be accepted. Additional opportunities for advanced placement in mathematics are available at the end of 7th grade and again in high school.

Talented and Gifted (TAG) Services

Alexander Elementary School is committed to meeting the needs of all students. The Alexander Local Board of Education ensures equal opportunity and access to fair equitable assessment in the required whole grade screening areas of giftedness: Superior Cognitive and Specific Academic. The district will identify students as required by law but will not be providing service due to staffing limitations. Alexander Elementary screens all students, with exceptions based on parent request or permission, for services in

grade 2. If you feel that your child may qualify or to receive more information on identification or services available, please contact the curriculum director.

(See Board Policy IGBB)

Kindergarten Admission Requirements

Beginning with the 2026-2027 school year, students who are five (5) years of age on or before the first day of instruction for the school year are eligible for admission to kindergarten.

Students who meet the age requirement for admission will be enrolled through the district's standard kindergarten registration process.

Eligibility for Early Entrance to Kindergarten

A parent or legal guardian may request consideration for Early Entrance to Kindergarten if the child does not meet the district's standard age requirement for kindergarten enrollment but will attain five (5) years of age prior to January 1 of the school year for which admission is requested.

Children who will turn five (5) years of age after the first day of instruction but before January 1 may either:

- Enroll in kindergarten during the following school year when age-eligible; or
- Be referred for consideration for Early Entrance to Kindergarten in accordance with district policy.

Children who will not attain five (5) years of age prior to January 1 of the requested school year may be considered only through the district's acceleration process in accordance with Ohio Revised Code 3324.10 and Board Policy governing academic acceleration.

All applicants must successfully complete the district's evaluation process and demonstrate readiness for placement. Submission of an application does not guarantee admission.

Title I, Parent's Right to Know

In accordance with the requirement of federal law, each school receiving Title 1 funds must make sure that all parents of students in that school are notified that they may request, and be provided, information about staff certification and student achievement.
Please see the attached letter (next page).

Alexander Local School District

Albany, OH 45710 740-698-8831 www.alexanderschools.org

District Office
6091 Ayers Rd.
fax 740-698-2038

Elementary
6105 School Rd.
fax 740-698-2137

Jr./Sr. High School
6125 School Rd.
fax 740-698-3614

RE: Parent's Right to Know

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
II. II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
III. III. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
IV. IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may ask for the information by returning this letter to the address listed above or you may e-mail your request. Be sure to give the following information with your request:

Child's full name: _____

Parent/guardian full name: _____

Address: _____

City, state, ZIP: _____

Teacher's name: _____

Sincerely,

Mrs. Megan Karr
Principal

Title I, Family Engagement Plan and Compact

Alexander Elementary School
Parent and Family Engagement Policy
2026-2027 School Year

Purpose of this Policy and Compact

Efforts will be made to clearly articulate the school's intentions to engage with and involve parents/caregivers in the educational process.

Alexander Elementary is a Title I school within the Alexander Local School District. Alexander Elementary School receives Title I funds, which are put in the general funds, district wide pool. The intention of Title I funding is to improve student achievement and help all students meet learning objectives, aligned to Ohio Learning Standards. A partnership with families is essential to meeting this goal.

Under Title I, Part A of the Elementary and Secondary Education Act, schools that receive Title I funds are expected to collaborate with families to develop and maintain a parent and family engagement policy that describes the school's approach to involve families in students' learning and includes a compact expressing the partnerships among staff, caregivers, and students to reach high academic goals for every student.

This policy is jointly developed with members of the school community, utilizing parent feedback gathered from our annual parent survey. Several the provisions specifically address state or federal expectations for the policy and compact.

This policy and compact is distributed to all caregivers in a language that families can understand. Caregivers have opportunities to provide comments and feedback on the policy and compact through PTO Meetings, communication with the building principal, emails and other district provided communication tools.

This policy and compact are made available in the Alexander Elementary School parent/ student handbook and will be updated annually.

Important Dates

Open House: August 17, 2026

Parent-Teacher Conferences:
October 22, 2026
October 23, 2026
February 11, 2027
February 12, 2027

Report Card Distribution

Report Cards are distributed quarterly, in line with the conclusion of each grading period. A message will be sent home to parents, notifying them of when report cards will be distributed.
October 2026
December 2026
March 2027
May 2027

School Events

Additional events may be added to the school calendar as needed. Events will be communicated to all parents monthly through our monthly newsletter. App message, the school website, and social media platforms will be utilized as needed.

Open House/Back to School Event
PTO Meetings-Monthly
Family Literacy Night
Family Math and Science Night
Veterans Day Assembly
Halloween Parade
PTO/ ACCS Family Movie Night
Kindergarten Holiday Program
PTO/ ACCS Spring Carnival
PTO Spring Bookfair Family Night
Grandparent's Day Kindergarten Celebration
Fifth Grade Math Fair
Fifth Grade Promotion
Preschool End of Year Picnics
End of the Year Awards Assembly

Building Capacity for Involvement

Efforts will be made to ensure parents/caregivers are actively involved in the development, implementation, monitoring, and evaluation of the school's Title I program, including the following:

- Provide family members a voice in decision-making on committees, such as Parent Teacher Organization and annual parent surveys.
- Engage caregiver input when developing the Title I Parent and Family Engagement Policy and Compact and plans for use of Title I family engagement funding.
- Invite family members to help in organizing and executing a variety of school events to build collective ownership.
- Provide opportunities for caregivers to volunteer within the school in various ways.
- Encourage families to take part in the annual evaluation of the division-level Title I parent and family engagement policy in order to identify barriers to greater family participation through participation in the parent survey distributed annually.

Effective Communication with Parents

Efforts will be made to ensure parents/caregivers receive meaningful communication in a timely manner, including the following:

- Use multiple methods of communication to families such as monthly newsletter, Remind, district and school website, district and school social media platforms, red daily communication classroom folders, and specialized communication as needed.
- Encourage all caregivers to attend an annual meeting at our annual open house, to share information about Title I services, explain Title I grant requirements, and inform families of their right to be involved in the school.
- Share school and student performance data with families such as Open House/Back to School Event and parent-teacher conferences.

- Maintain resources for caregivers to review student assignments and ongoing communication about student work such as monthly newsletters, classroom folders, and access to Infinite Campus (with support resources as needed).
- Provide ongoing feedback on student progress through quarterly progress reports that show specific areas of proficiency and areas for continued growth.
- Provide an opportunity for parent-teacher conferences, offered on a variety of dates to provide flexibility for parents and caregivers.

Shared Responsibilities for High Academic Achievement

Efforts will be made to ensure parents/caregivers receive materials, training, and benefits from school partnerships with social and academic services, community-based organizations, and businesses, including the following:

- Offer opportunities for families to learn directly from school staff about the school's academic, behavioral, and social programming through regular communication.
- Provide ongoing access to resources in the school, such as those provided by our Athens County Children Services School Outreach Coordinator. These may include, but are not limited to: Backpack Program, School Supplies, Clothing and Shoe Closet, etc.
- Provide opportunities to donate and access supplies donated by others (see above).
- Leverage partnerships with local businesses and organizations to enhance school programs and events.
- Support parents in accessing county and community resources, such as sharing school and community events, connecting with school personnel, and working closely with school parent liaisons.
- Offer outreach and training for targeted families, such as information regarding any Family Engagement meetings and learning events in the community.

Welcoming All Families

Efforts will be made to ensure that all parents/caregivers are welcomed and provided opportunities to actively engage within the school, including the following:

- Create a welcoming atmosphere at the school.
- Share information regarding any school affiliated events so that all families are aware of dates and times and are encouraged to attend.
- Provide interpretation services for parent-teacher conferences, workshops, and meetings if necessary.

Compact Provisions

School staff, parents/caregivers, and students must work together to ensure student success.

The staff will:

Provide a high-quality curriculum and instruction that enables students to meet challenging academic standard through the following actions:

- Teach all students according to the state's rigorous standards using approved curriculum resources.
- Provide ongoing professional development and support to all teachers to ensure effective instructional practices are used in all classrooms.
- Communicate clear expectations of student behavior and academic learning.
- Be aware of and responsive to the individual needs of each child.

Provide a supportive and effective learning environment for students through the following actions:

- Provide clear expectations for student behavior and academic learning.
- Offer a variety of resources to help students with their learning.
- Be aware of and responsive to the individual needs of each child.

Provide assistance to caregivers in understanding the school's program through the following actions:

- Hold an annual meeting to present information on the school's Title I programs.
- Provide opportunities and avenues for caregivers to ask questions and give input.

Build caregivers' involvement in the school's Title I program through the following actions:

- Consult parent and caregiver feedback when developing building wide action plans related to family engagement.
- Invite them to attend Open House, Back to School Events, Parent Teacher Conferences, and other school events.

The parents/caregivers will:
Demonstrate understanding that participation in my child's education will help his or her achievement through the following actions:

- Participate in decisions related to school programs and my child's education and share my questions or comments about the programs in my child's school.
- Participate in school activities, as my schedule allows.
- Encourage and support my child's learning at home and at school.
- Encourage and support my child's consistent daily school attendance.

The student will:
Share the responsibility to improve my academic learning to achieve the state's challenging standards through the following's actions:

- Get enough sleep every night.
- Come to school on time unless I am sick.
- Try my hardest and work with my classmates to complete learning tasks.
- Give my parents all notes and papers from my teacher.
- Ask for help when I'm not sure what to do.
- Meet all classroom and building expectations so that I can do my part in building a safe and effective learning environment.

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.

For more information, see Ohio's Third Grade Guarantee Guidance Manual.
(See Board Policy IGBEA and IGBEA-R)

Transportation

Please see the transportation section included in the district wide handbook. If you have a question regarding transportation, please contact the transportation supervisor in the bus garage.

As a special note, please keep in mind that due to limited seating and safety, there will be times where we cannot allow students to board the school bus with large items or items that might pose an immediate safety hazard.

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.

Go back to District Transportation section here

Vacations

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

Volunteers

Alexander Elementary welcomes parents or guardians that are able and willing to volunteer throughout the school year, as needed. If you are interested, please contact either the school administrator or your child's teacher for additional information.

All volunteers must be approved by the building principal. 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. Any volunteer who will be working in the school on an ongoing basis will be required to have a current background check on file in the district office.

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.

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

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.


ALEXANDER
HIGH 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,

Mrs. Abby Rouse

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: Abby Rouse
arouse@alexanderschools.org

Assistant Principal: Natalie Lucas
nlucas@alexanderschools.org

Administrative Assistants: Sandy Bond and Dawn Jeffers

School Counselors: Marideth Rock, Jr. High
Andrea Chimo, High School

Special Education Coordinator: Kara Bolin

Athletic Director: Nate Perez

Contact Information

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 are expected to arrive at school and to each class on time to maximize learning opportunities and minimize disruptions.

- Students arriving after **8:05 AM** must report to the main office and check in. A written note or phone call from a parent/guardian or doctor explaining the reason for the tardy is requested.
- Students checking in after 8:05 AM will be marked with an **AM tardy**.

- Students who check out between **2:30–2:45 PM** will be marked with a **PM tardy**, unless the early dismissal is for a documented medical or family reason.
- Missing **more than 15 minutes of a class period** (either at the beginning or end) will result in the student being marked **absent for that class**.

Tardy Consequences

- Tardiness without a valid excuse (e.g., illness, medical appointment, family emergency) is considered unexcused.

- Repeated unexcused tardies may result in progressive disciplinary action, such as warnings, parent contact, detention, or other school-based consequences.

- Students who drive to school may have their **parking privileges suspended or revoked** if they continue to arrive late without valid reason.

- Excessive tardiness may result in a **referral to the Athens County Juvenile Court**, in accordance with compulsory attendance laws.

Building administrators will review patterns of tardiness and apply appropriate interventions. The goal is to support student success by encouraging consistent, timely attendance.

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.

Pre-Approved Late Arrivals and/or Early Releases:
Students may request permission to arrive late to school or leave early on a regular basis, due to off-campus commitments such as work-based learning or other educational opportunities. These arrangements are considered **privileges** and are subject to administrative approval.

Eligibility Requirements:

1. **Written Parent/Guardian Consent**
   Students must complete an application each school year. This application must be signed by the parent/guardian. Applications are made available in the school office.
2. **Academic Standing**
   The student must be **on track to graduate**, as determined by the school counselor and administration. This includes being current on all required credits for their grade level and maintaining satisfactory academic performance. **Students must carry 5 full credits both semesters.**
3. **Attendance & Conduct**
   Students must demonstrate good attendance, behavior, and responsibility to be considered for this privilege.
4. **Responsibility of Student and Parent/Guardian**
   Approval to arrive late or leave early does not shift the responsibility for academic success. It is the responsibility of both the student and the parent/guardian to ensure the student remains on track for graduation and fulfills all course and credit requirements.
5. **Supervision Responsibility While Off-Campus**
   When a student is not on campus during scheduled school hours, even if that time has been approved for early dismissal or late arrival, the student is presumed **under the care and responsibility of their parent/guardian**. The school is not responsible for supervising students while they are off-campus during these times

Additional Notes:

- Students must sign in or out through the main office daily, as required.
- Students may not be in the building during unaccounted for hours without prior approval.

- Transportation arrangements are the responsibility of the student/family.
- This privilege may be revoked at any time if the student fails to meet eligibility criteria or if misuse is observed.
- Students are expected to attend classes on alternative schedules (2 hour delay/ 2 hour early release). This means the student may be required to remain on campus in order to attend regularly scheduled classes, even if the times differ.

All requests will be reviewed on a case-by-case basis by school administration. **Approval is not guaranteed.**

Adjusted Schedules (Late Arrival/Early Release) and Two-Hour Delays or Early Dismissals

At times, the district may operate on an adjusted schedule due to a two-hour delay or early dismissal. These schedules differ from a normal school day and may impact student arrival and dismissal times.

Students with pre-approved late arrival or early release privileges are still expected to attend all scheduled classes during a two-hour delay or two-hour early dismissal schedule unless otherwise approved by the building administration.

Students who must leave during a scheduled class period for an approved College Credit Plus (CCP) course are responsible for all missed instruction, assignments, and classwork.

Students leaving campus for any reason other than an assigned CCP course must provide a signed note from a parent/guardian in order to sign out and miss any assigned on-campus classes. Submission of the signed note serves as acknowledgment that the parent/guardian understands the student may miss instructional time.

Morning Drop-Off and Afternoon Pick-Up Procedures

Times & Location

- Morning Drop-Off: 7:30 a.m. – 8:00 a.m.
- Afternoon Pick-Up: 2:45 p.m. – 3:15 p.m.
- Standard Location: All regular drop-offs and pick-ups must take place in the designated area behind the school complex. Parents and guardians are prohibited from using unauthorized locations on campus.
- Late Arrivals / Early Pick-Ups: Any drop-offs or pick-ups occurring *outside* the standard timeframes listed above must take place at the Junior High and High School main entrance.

Safety Rules & Expectations

To ensure the safety of all students and staff, please adhere to the following traffic and pedestrian rules:

- Follow Instructions: Students must follow all directions given by the staff members on duty at all times.
- Loading Zone Only: Students must wait in the designated area until their parent/guardian has pulled up completely to the curb.
- No Parking Lot Crossings: Students are not permitted to walk between vehicles or cross the parking lot on foot.
- Stay in Line: Drivers must wait for the traffic ahead of them to pull forward before exiting the line. Passing or driving around other vehicles is prohibited.

Students who fail to follow instructions from the staff on duty will be subject to school-issued discipline.

Curricular Programming

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 school counselor. The counselor may seek input from parents, teachers, psychologist, and administrators, after which he or she will decide 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.

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 school 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 reimbursement to the district according to board policy IGCH-R.

6. Athletes should consult with the Athletic Director to determine eligibility.

Attendance Policy for College Credit Plus (CCP) Students

The school is required by law to maintain accurate student attendance records. Because CCP students split time between campuses, the following tracking policies apply:

If a CCP student is absent from their on-campus classes, the school will assume they are also absent from their scheduled off-campus (CCP) classes. Attendance will be marked as an absence for the entire day.

If a student misses their regular on-campus classes but does attend their off-campus CCP classes, they must submit verification to the front office to correct their attendance record.

Acceptable forms of documentation include:

- A Written Note: Must state the date of attendance and be signed by a parent/guardian or the CCP instructor.
- An Email: Sent directly from the CCP course instructor to the school administration.

It is the student's responsibility to submit this documentation in a timely manner to ensure attendance records are accurate.

College Credit Plus and Scheduling

Students who choose to participate in the College Credit Plus (CCP) program will be scheduled out of the building during the periods in which they are enrolled in CCP coursework, five days per week. For attendance and scheduling purposes, students may not be partially rostered in on-campus classes during those periods.

For example, a student enrolled in a CCP course during 3rd and 4th periods on Tuesdays and Thursdays will not be permitted to remain on campus during 3rd and 4th periods on Mondays, Wednesdays, or Fridays.

Due to limited class capacity, students will not be permitted to attend study hall during these scheduled off-campus periods.

Exceptions for special circumstances or school-related events may be granted at the discretion of the building principal.

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 Tri-County Career Center, students must have a total of 9 credits at the end of the10th 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

Driving and Parking Privileges

Driving to school and parking on school property are privileges, not rights. Students who choose to drive to school are expected to operate their vehicles safely and in compliance with all school rules, traffic laws, and parking regulations.

All student drivers must obtain and display a valid parking permit issued by the school office before parking a vehicle on campus. Vehicles parked on school property without a valid permit may be subject to disciplinary action, and will not be permitted to park on school property until a permit is issued. Beginning the 2026-2027 school year, the fee for an annual parking permit will be $20 per registered vehicle.

Alexander Junior High and High School reserves the right to suspend or revoke a student's parking privileges at any time for violations of school rules or parking regulations. Reasons for suspension or revocation may include, but are not limited to, unsafe driving, reckless operation of a vehicle, excessive tardiness, poor attendance, disciplinary violations, misuse of parking privileges, or failure to comply with school procedures.

Students are responsible for ensuring that their vehicles are parked only in designated student parking areas. Students are also responsible for immediately reporting any accident or damage to vehicles while on school grounds.

In accordance with Ohio law, school districts may notify the Ohio Bureau of Motor Vehicles regarding students under the age of 18 who are in violation of certain attendance requirements or other provisions established by state law. Such notification may result in the denial, suspension, or revocation of driving privileges.

Fees and Fines

In accordance with board policy, Alexander Junior High and High School 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.

Fee Schedule for the 2026-2027 School Year

- Individual classes may impose individual fees, depending on classroom needs.
- There will be an athletic fee of $100 per student, per activity. There will be an individual cap of $200 and family cap of $700.
- There will be an athletic fee of $35 per student, per club. There will be an individual cap of $70 and no family cap. *Fees will not be imposed for NHS, after prom or prom.*

(See Board Policy JN)

Field Trips

Field trips are conducted from time to time under the supervision of a faculty member. Students are responsible for work missed as a result of a field trip. These assignments are to be completed by the conclusion of the next school day unless prior arrangements have been made with individual teachers. Students may be denied participation in field trips due to behavior issues. Infinite Campus must be updated no less than 48 hours prior to the field trip date in order to attend. In some cases, a student may be prohibited to attend a field trip if an absence from school is not in the student's best interest.

Full-Time Student Status

To be considered a full-time student, a student must be enrolled in a minimum of five credits per semester. This requirement applies to all students, including those participating in Work Study or College Credit Plus (CCP).

Students are responsible for monitoring and maintaining the required number of credits at all times. Any student participating in Work Study or CCP who loses their work placement, withdraws from, or drops a course that results in enrollment falling below five credits per semester must immediately notify their school counselor.

Failure to maintain full-time status may affect a student's academic standing and/ or eligibility to participate in extracurricular activities, parking privileges, and other school-related opportunities.

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 American History American Government World Studies	**3.0** 1.0 1.0 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. Determination will be made once senior grades have been calculated and/or a minimum of one week prior to graduation. 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. Teacher discretion is used when determining if credit will be given during unexcused absences. Students and parents should know that due to the nature of some classes, activities, and assignments, assigning credit during unexcused absences may be difficult. 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. Students who make the honor roll the first three quarters of the school year will receive a special recognition.

National Honors Society
Membership in the National Honor Society is both an honor and a responsibility. NHS recognizes students who exemplify the pillars of Scholarship, Leadership, Service, and Character. NHS is open to eligible juniors and seniors. Eligible candidates are invited to apply after the 1st semester of the school year. Invitations and additional information are sent via the student's school email. It is the responsibility of the student to check email regularly in order to not miss important deadlines and other related school information.

Eligibility Criteria:

1. **Enrollment:** Candidates must have completed at least one full semester at Alexander High School.
2. **Scholarship:** A minimum cumulative GPA of 3.5 on a 4.0 scale is required.
3. **Candidate Packet:** Eligible students must complete and submit the Candidate Packet by the specified deadline.

Selection Process:

1. **Faculty Evaluation:** Faculty members assess candidates based on Leadership, Service, and Character.
2. **Faculty Council Review:** A Faculty Council reviews faculty evaluations and Candidate Packets to make final membership decisions.nationalhonorsociety.org

Definitions:

- **Leadership:** Demonstrated through initiative, resourcefulness, and positive influence in both school and community activities.
- **Service:** Participation in school organizations and community service without compensation.
- **Character:** Exemplified by qualities such as dependability, honesty, and respect for others.nationalhonorsociety.org

Maintaining Membership:

Members are expected to uphold the standards of Scholarship, Leadership, Service, and Character. Failure to maintain these standards may result in disciplinary action or dismissal, as outlined in the chapter bylaws.

Homework

Teachers have the freedom to assign 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.

2. 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.

Sportsmanship

Student attendance at school-sponsored activities is encouraged. As representatives of Alexander Junior High and High School, students are expected to demonstrate positive, respectful, and courteous behavior at all times.

Students are encouraged to support Alexander Junior High and High School by cheering for their team rather than against opponents. Negative chants, taunting, profanity, or verbal abuse directed toward athletes, coaches, officials, spectators, or event staff will not be tolerated.

Students who fail to conduct themselves in a manner that reflects positively on Alexander Junior High and High School may be asked to leave the event and may be subject to school disciplinary action, including the loss of the privilege to attend future school-sponsored activities.

Signs, banners, and other displays are prohibited unless approved in advance by school administration.

Students Age 18 and Older

Students who reach the age of 18 while enrolled at Alexander Junior High and High School remain subject to all school rules, regulations, policies, and disciplinary procedures. Students are not exempt from attendance requirements, academic expectations, behavioral standards, or any other obligations associated with school enrollment.

The school district reserves the right to communicate with parents or guardians regarding matters related to a student's attendance, academic progress, health and safety, disciplinary issues, and participation in school activities.

Students who are 18 are required to provide documentation from a parent or guardian for all absences, tardies, and early dismissals. Students who are 18 years of age or older may not excuse their own absences or sign themselves out of school without a note from a parent or guardian without direct approval from the school principal.

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.

Alexander Junior High and High School Cell phone policy: all cell phones and devices connecting to cell phones are prohibited as outlined in the district handbook.

> *Storage:* Students shall keep their cell phones in a secure place, such as the student's locker or vehicle at all times when cell phone use is prohibited.
>
> *Discipline*: If a student violates this policy, a teacher or administrator shall take the following

progressively serious disciplinary measures:

- 1st and 2nd violation: Place the student's cell phone in the school's office for the remainder of the school day.
- 3rd and 4th violation: Place the student's cell phone in the school's office to be picked up by the student's parent or guardian and the student will be issued an after school detention.
- 5th and 6th violation: Place the cell phone in the school's office for the parent or guardian to pick up and issue a Thursday school.
- Additional violations: *After the 6th violation, students may be subjected to additional consequences at the principal's discretion, including, but not limited to, being required to store their cell phone in the school office for the duration of the school day. A meeting between administration and parents may be required.*

If a student is in violation of the school's cell phone policy and refuses to turn their cell phone in, additional discipline will be issued.

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 from 2:45-3:45 p.m.. 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. The student will receive a copy of the Discipline Form with a description of your misbehavior and the day you will serve detention. It is the student's responsibility to provide this copy to their parent/ guardian.

b. If a student does not serve the assigned detention, the detention will be changed to suspension or Thursday 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. This must be done prior to the assigned after school detention. 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 staff member 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.

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 JGE).

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

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 a shared responsibility between the home and school. Students are expected to wear clothing that is comfortable, weather-appropriate, and does not disrupt the learning environment. The school maintains reasonable expectations regarding attire to promote a safe and respectful academic setting.

If a student's attire is deemed inappropriate, school staff may contact a parent or guardian and may ask the student to change clothing at school or return home to change before re-entering class. Exceptions will be made as needed for religious or medical reasons (e.g., head coverings).

General Dress Expectations

Students must wear:

1. **Footwear** at all times (no house slippers, cleats, or skate shoes). Athletic shoes are required for physical education classes.

2. **Clothing that covers undergarments** at all times, including during movement (e.g., standing, sitting, raising arms).

3. **Tops** that cover the midsection, chest, and back. Clothing should not expose the torso or sides through arm holes or oversized openings.

4. **Bottoms** (shorts, skirts, dresses) that sufficiently cover the upper thigh area.

Students may not wear:

1. **Clothing or accessories** that advertise or depict alcohol, tobacco, drugs, weapons, profanity, hate speech, or anything illegal for minors.

2. **Head coverings or accessories** (hats, hoods over the head, sunglasses, toboggans) inside the building unless approved for a specific occasion or necessary for religious or medical reasons. Headwear that obstructs identification or distracts from learning is not allowed.

3. **Blankets, pillows, or costumes**, unless part of a school-approved event.

Flip-flops are discouraged due to safety concerns, particularly on tile floors. 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.

Enforcement

All staff are responsible for supporting the dress code in a respectful, consistent manner. Concerns about attire will be addressed privately, when possible, to maintain student dignity.

- First-time violations may result in a student changing into alternate clothing (if available) or a parent being contacted to bring appropriate attire.
- Repeated violations may be treated as insubordination and addressed in accordance with the school's disciplinary procedures.
- Final decisions regarding dress code violations rest with the building principals, who will exercise discretion as appropriate.

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:

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

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.

2. All school and state laws pertaining to users or possession of alcohol, tobacco products or other harmful drugs are in effect.

3. 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.

4. School dances will be chaperoned.

5. 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.

6. 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.


SPARTANS
ATHLETICS

Athletic Contact Information

Athletic Director: Nate Perez

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.

Student athletes are expected to dress for practice in attire that matches that in which they will compete. Tops and Bottoms must be worn. Practicing in undergarments or shirtless is not permitted.

Athletic Participation Fees

In the event the district is collecting athletic participation fees, please understand that participation fees do not guarantee playing time. Playing time is at the discretion of the coach.

Athletic participation fees must be paid in full prior to the first official game of the season. If fees are not paid, the athlete will be allowed to continue to practice, but cannot compete in a game until the fee has been paid in

full. If a student athlete chooses to quit the team at any point during the season after tryouts have occurred, the participation fee will not be refunded.

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. High School students must also pass 5 credits each grading period, per OHSAA guidelines. Junior high students must enroll and pass the equivalent of 4-one hour credit classes.

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 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 four 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 are 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

	HS JH
Baseball/Softball	3 N/A
Basketball	2 2
Cheerleading/fall	1 1

Cheerleadin g/winter	2 2

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

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

Chart # 2

	HS JH
Baseball	7 N/A
Basketball	5 4
Cheerleading /fall	3 2
Cheerleading/ winter	5 4
Cross-Country	4 N/A
Football	3 2
Golf	5 N/A
Soccer	4 4

Softball	7 N/A
Track	4 3
Volleyball	6 4
Wrestling	5 4

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

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

Rule 2: The sale, possession or use of tobacco (including snuff) and vape products are prohibited.
PENALTY:
1st offense will result in a suspension of (see **Chart # 1)** season contests

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

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

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

Rule 3: Being convicted of a misdemeanor crime, or any non-felony juvenile court conviction including being placed in the first offender program
PENALTY:
1st offense will be determined by the administration and coach.

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

1. 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

2. 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

3. Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person

4. 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.