

**ALEXANDER LOCAL  
SCHOOL DISTRICT**

**PARENT/STUDENT  
HANDBOOK**

**2011-12**



## **WELCOME TO ALEXANDER SCHOOLS**

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 that you respect yourself, your peers, and the adults who work here every day.

The Board of Education of the Alexander Local School District has adopted numerous policies governing the operation of its schools and the conduct of its students. While this Handbook provides information about some of these policies, students and parents are subject to all policies of the Board of Education, as they now exist or as they are hereinafter adopted or amended, whether or not these policies are referenced in this Handbook.

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

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

Sincerely,  
Jeff Cullum, Elementary PK-2 Principal  
Nedra Zirkle, Elementary 3-5 Principal  
Kara Wingett, Middle School Principal  
Frank Doudna, Ed D., High School Principal  
Lee Raines, Assistant High School Principal

## **DISTRICT & SCHOOL 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 life-long learning.

The mission of Alexander Schools is to provide a positive learning environment that inspires students to achieve through a variety of instructional methods.

### **ALMA MATER**

THROUGH THESE HALLOWED HALLS OF HONOR,  
MAY OUR VOICES 'ER RESOUND  
IN PRAISE OF ALMA MATER,  
WHERE WE ARE HONOR BOUND.  
WITH PRIDE WE HAVE HER BANNER HIGH,  
AND AS THE YEARS GO BY,  
WE WILL CHERISH ALL OUR MEMORIES,  
OF ALEXANDER HIGH.

SELF PRIDE !!!  
TEAM PRIDE !!!  
SCHOOL PRIDE !!

ALEXANDER LOCAL SCHOOL DISTRICT  
2011-2012

Mon 8/22..... Teacher Work day  
Tue 8/23..... 1<sup>st</sup> day for students  
Mon 9/5..... Labor Day - No classes  
Fri 10/21..... End of 1<sup>st</sup> qtr.- 43 days  
Thurs 11/10..... Teacher Inservice - No classes  
P/T Conferences (evening)  
Fri 11/11..... P/T Conferences (morning) - No classes  
Thurs 11/24..... Thanksgiving - No classes  
Fri 11/25..... No classes  
Mon 11/28..... No classes  
Tue 12/20..... End of 2<sup>nd</sup> qtr.- 37 days  
Weds 12/21..... Winter break begins  
Tues 1/3..... Classes resume  
Mon 1/16..... MLK day - No classes  
Thurs 2/16 ..... P/T Conferences (evening)  
Fri 2/17..... P/T Conferences (morning) - No Classes  
Mon 2/20 ..... President's Day – No Classes  
Fri 3/16..... End of 3<sup>rd</sup> qtr.- 51 days  
Fri 4/6..... No classes  
Mon 4/9 ..... No classes  
Thurs 5/24 ..... Last Day for Students  
End of 4<sup>th</sup> qtr. – 47 days  
Fri 5/25..... Teacher Work day

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Instructional days with students .... 178  
Parent/Teacher Conference Days .... 2  
Teacher Work/Inservice Days ..... 3

The Board of Education meets the third Wednesday  
of each month at 7:00 p.m. in the Alexander Library.

## **ATTENDANCE**

### **Arrival and Dismissal**

MS and HS students arriving between 7:30 and 7:45 a.m. must report to the cafeteria.; Elementary students must report to the gymnasium. No students may go to classrooms before 7:45 a.m. 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 and initialed by the office.

### **Attendance Policy**

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

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

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

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

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

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

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

1. Parent or guardian must write a signed excuse giving student's name, date, days of absence and reason for absence, upon the students return.
2. Students must present excuse to the homeroom teacher in the Elementary and to the office at the HS & MS.
3. Credit will not be given for work missed during an unexcused absence.
4. Students must be in attendance on the day of an activity before attending or participating.
5. Unexcused absence is defined as any absences not recognized in statue but requested by the parents. Unexcused absences may include, but are not limited to shopping, getting a haircut, missing the bus, and leaving school grounds for lunch.
6. Five unexcused absences will be reported to the attendance officer.

### Absences

For the purpose of Alexander Schools, absences shall be classified as follows:

1. The schedule is divided into periods in addition to homeroom. Absences will be counted accordingly.
2. Students are permitted eight (8) absences per period per year with a parent note. Thereafter, all absences other than medical or otherwise authorized by the principal will be deemed unexcused absences.
3. Students arriving after 8:05 are considered tardy and must report to the office with a note from a parent or guardian or doctor explaining the reason for tardiness. Tardiness will be classified as follows:
  - a. Students checking in after 8:05 will be given an AM tardy.
  - b. Students checking out between 2:30-2:45 will be given a PM tardy.
  - c. Missing more than 15 minutes of a class period will result in the student being marked absent for that class.

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

### Loss of Grades for Excessive Absence

Alexander School District has a commitment to providing a quality education to its students. To achieve this goal, students must consistently be in attendance at school. Excessive absences, even if the absences are excused, cannot be tolerated. Continuity in the learning process is seriously disrupted by a student's excessive absences. Make-up work cannot be adequately substituted for classroom work. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. The lack of good attendance causes students not to reach their potential, and these students frequently experience difficulty in school. Missing more than 15 minutes of a class is considered an absence. Therefore, to ensure the highest level of student success, Alexander Local School District has instituted the following policy with respect to excessive student absence. The consequences contained in this policy are in addition to any other consequences in Board policy for violation of attendance rules.

### No Credit Policy

1. Any high school student who is absent for seven or more days of non-medically excused absences during a semester may receive no passing grades for those courses taken during that semester. For Elementary and MS students, the number of days is 13 during a school year.
2. A medically excused absence is defined as an absence documented by a medical professional. A note from a parent, or from any other non-medical professional, does not constitute a medically excused absence.
3. For purposes of this policy, the following will not be considered as absences: school field trips, college visits, participation in school athletic contests, assemblies, school-sponsored extracurricular activities, and educational options.
4. A warning letter will be sent to a student's home after four days of non-medically excused absences in any one semester. After seven or more days of non-medically excused absences during a semester, a letter will be sent home stating that the student may not be receiving passing grades for any courses during that semester.

### Right of Appeal

1. A student who receives no passing grades for semester courses under this policy may appeal to the Principal if the absences were the result of unusual or extenuating circumstances. Circumstances which may be considered in any appeal include:
  - a. Unusual family emergencies or circumstances
  - b. Actual grades earned in courses
  - c. Nature and number of absences
  - d. Previous attendance history
2. In order to appeal a no-passing grades determination, the student or student's parent or guardian must file a **written appeal** with the Principal within ten days of the date the letter was sent to the student's home indicating that the student had accumulated seven or more days of non-medical absences. The appeal must state the reason why the student's absences warrant special consideration.

3. The appeal will be considered by the Principal who may uphold the no-passing determination, reverse the no-passing determination, or extend the number of allowable absences. The decision of the Principal is final.
4. Students are responsible for coming to class during an appeal, and also after losing passing grades for semester classes. Loss of passing grade does not relieve a student from the responsibility to attend school, and will have no effect on any other penalties established for truancy by law or by Board policy.

#### Half Day Attendance

State law requires that students be scheduled for a full day of school except under the following conditions: (1) the student is enrolled in an approved work program, (2) the student is enrolled and taking classes given at Ohio University and/or Hocking College. A full day is defined as 5 ½ hours and lunch or 7 periods.

#### College Visits

A student may be excused to visit a two or four year college providing he or she completes the necessary form available in the office. Juniors are permitted 2 days and seniors 3 days. No college visits may be taken after April 30.

#### Sign Out Procedures

Students may be released from school on an emergency basis if parents request the release. However, unless an emergency can be established, written excuses must be submitted in advance (e.g. a student with a dental appointment should notify the school one day prior to the appointment). A NOTE MUST, IN ALL CASES, BE SUBMITTED WITHIN TWO DAYS OF THE STUDENT'S RETURN TO SCHOOL.

Before a student leaves school property, he or she MUST sign out in the main office in the following manner: (Parents must keep in mind Alexander's Attendance Policy in regards to credit for each class.)

1. The student must present a written note signed by parent or guardian with a specific reason or reasons for leaving school. Even though the student may be 18 years of age, this note is still needed. This note must be presented to the office before school begins.
2. The parent or guardian may come to the school office and sign the student out. Parents are not permitted to go directly to the classroom.
3. The parent or guardian may be phoned and asked to clarify a note in advance of any student checking out. The parent or guardian may phone the school in order to sign a student out and have the student present a note as stated in the emergency sign out procedure.
4. The student must report to the office and sign out immediately before leaving the school. Students should not sign out until it is necessary to leave school. (There must be no loitering at school after signing out.)
5. Students and parents must be very conscious of our attendance policy regarding credit.

#### Vacations

Any student who takes a family vacation during the school year, and misses days of school, must have it preapproved by the building principal and make arrangements with all of their teachers prior to their vacation to get all of their work. Students failing to do this may get a "0" on the work they fail to get.

#### BUS POLICY – see STUDENT DISCIPLINE

#### CLASS AND BUILDING INFORMATION

##### Activities (Day and Night)

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. Any student involved in disorderly

conduct, possession of alcohol, drugs, fighting, smoking or possession of tobacco products, improper dress, etc, will be subject to strict 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. We will not allow a few unruly students to spoil these activities for the majority of our students who have the right to enjoy themselves.

#### School Rules for Dances

1. Students pay an admission to be admitted to a school dance.
2. Once a student leaves the dance, he/she will not be re-admitted.
3. All school and state laws pertaining to users or possession of alcohol, tobacco products or other harmful drugs are in effect.
4. Proper conduct is required at all times.
5. School dances will be chaperoned by advisor(s) and at least 2 other adults plus 2 uniformed police officers.
6. Guests will be admitted to dances during the school year but they must be high school students, not 8<sup>th</sup> graders or below. Guests must secure permission from the principal's office prior to the beginning of the dance. NO EXCEPTIONS.

#### Announcements (PA)

Only approved students can make announcements. All announcements must have prior teacher and administrative approval.

#### 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.

#### Copy Machine Use

Students will not be permitted to use the copying machines in the office workroom. The only exceptions to this are office aides and special education assistants and teacher aides.

#### Dress Code

See V (Rules of Conduct)

#### Fees and Fines

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

#### Invitations

Invitations to parties or other functions **may not** be handed out at school to classmates or through teachers.

#### National Honor Society

When the National Honor Society was founded in 1921, the hope was to create an organization that would recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Scholarship, character, service, leadership, and citizenship are the ideals that remain as relevant today as they were in 1921.

Through NHS chapter service activities, members maintain and extend the qualities that won them selection. Membership is thus both an honor and an obligation.

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

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

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

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

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

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

### **Parent-Teacher Conferences**

We believe that Parent-Teacher Conferences are very important in helping to better understand and meet the needs of our students. 1<sup>st</sup> and 2<sup>nd</sup> semester Parent-Teacher Conference Days are held yearly and parents are urged to attend.

Teachers and parents sometimes foresee a need for additional conferences throughout the year. These are 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 if you would like to schedule a conference.

### **Parking - Elementary**

Unfortunately, parking is limited and at times creates a problem. In order to provide parking for visitors and create a safe pick-up and drop-off zone for buses, please use the following guidelines:

From 8:00 a.m. – 2:00 p.m. visitors are welcome to park in front of the Elementary building using the spaces outlined in white. There is heavy bus traffic from 7:00 a.m. – 8:00 a.m. and 2:00 p.m. – 3:00 p.m.; therefore, please use the designated parent parking spots located at the front and rear of the building. These spots are marked with signs that say parent parking.

### **Recess - Elementary**

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

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

### **School Publications (Sponsored & Non-sponsored)**

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

### **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 that wish school officials not to release directory information should send a signed statement to the school.

Student directory information is to be shared with military recruiters upon request unless parents request that our guidance office not share this information.

### **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 is provided for student use when necessary.

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

### **Textbooks**

The school furnishes books 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.

## **EDUCATIONAL OPTIONS**

### **Class Acceleration**

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

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

### **Correspondence Courses**

Any request to take a course by correspondence shall be made to the building principal. The North Central Association of Colleges and Schools must accredit the selected course curriculum.

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

### **Credit Flexibility**

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

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

### **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. The purpose of the twenty-one credits is to guarantee a minimum education experience for students, while the purpose of Alexander High School is to provide the maximum education experience possible for students. Students graduating in 2014 and beyond will need 20 units of credit. Ohio law requires a student to remain in school until he or she is eighteen years of age or has satisfactorily completed the school's requirements for graduation.

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

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

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

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

### **Post-Secondary Options Program**

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

To be eligible to participate, students need to be accepted by the college/university and participate in a Student/Parent counseling session. Enrollment forms are available in the guidance office. Athletes should consult with Athletic Director to determine eligibility.

### **Summer Courses Credit**

Post Secondary: Students may receive high school credit for high school or college level courses taken during the summer. It is the student's responsibility to send copies of transcripts from these courses to the guidance counselor in order to receive credit. No credit will be given until all fees are paid.

Summer School: Students may receive high school credit for high school courses taken during the summer. It is the student's responsibility to send copies of transcripts from these courses to the guidance counselor in order to receive credit. No credit will be given until all fees are paid.

### **Talented and Gifted**

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

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

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

**Tri-County Joint Vocational School**

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

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

To be accepted to Tri County Career Center, students must have a total of 9 credits at the end of the 10<sup>th</sup> grade year. These credits should include 2 English, 2 Math, 2 Science, 2 Social Studies, ½ Physical Education and ½ Health. Students lacking academic credit will have make-up work to complete which might involve summer school, after school, on-line course work, correspondence, etc. Students who attend Tri-County and the return to Alexander will still have to meet the twenty-one (21) credits and course requirements for 2011-2013 graduates. Students graduating in 2014 and beyond will need 20 credits and course requirements.

**PROGRAM OF STUDY**

Adm	Administrative Office Professional
Ag/	Industrial Mechanics
Au	Automotive Collision Technology
Aut	Auto Service Technology
	Carpentry
C	Cosmetology
Cu	Culinary Arts
Crim	Criminal Justice/Law Enforcement
Ear	Early Childhood Education
Electrical	Electrical Trades
Fashi	Fashion Retail & Business Management
	Landscaping
M	Medical Occupations
Restaura	Resorts & Resorts

College Tech Prep (CTP) is a program that offers three areas of study. Upon successful completion of a CTP program, students earn a full tuition scholarship to Hocking College. To be accepted to a CTP program, student must have a total of 11 credits at the end of the 10<sup>th</sup> grade year. One of these credits must be Algebra I with the ability to continue to Algebra II.

**COLLEGE TECH PREP PROGRAMS**

Com	Computer Tech Academy
	Drafting/CAD
Heal	Health Technologies

**ENROLLMENT**

A new student enrolling in the Alexander Local School District must be accompanied by his or her parent or legal guardian. The parent/guardian must present:

1. The student's birth certificate (or substitute document as allowed by the Ohio Revised Code);
2. Health and immunization records;
3. Proof of residency;
4. Certified copies of legal custody documents, if any, allocating parental rights and responsibilities and designating a residential parent and legal custodian (certified copies of subsequent modifications of legal custody documents must also be provided).
5. Any records given the student by the school most recently attended.

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 the Alexander Local Schools until the expiration of the expulsion period. Such student 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.

Fees and Fines – see Class & Building Info)

Withdrawal Procedures – see Grading Policy

## GRADING POLICY

### Auditing Classes

Students may choose to audit (take for no credit) any ¼ credit non-required elective. This would include school service, PE leadership, and any physical educational course following completion of the required ½ credit. Students auditing classes must have prior principal approval to do so.

### Award of Merit Eligibility

The requirements listed below have been adopted for the “Award of Merit”. This certificate will be awarded by the Ohio State Board of Education to all those who meet the criteria specified in A and C or B and C below.

#### A. College Pre-Curriculum Requirements

Complete the following minimum requirements:

1. **English** – four (4) units. May include one (1) unit of fundamentals of speech.
2. **Mathematics** – three (3) units. Must include one (1) unit of Algebra and one (1) unit of Geometry.
3. **Science** – three (3) units. Must include two (2) units from among biology, chemistry and physics.
4. **Social Studies** – three (3) units. Must include two (2) units of history and one-half (1/2) unit of civics or government.
5. **Foreign Language** – three (3) units. Must include no less than two (2) units of any language for which credit is sought, i.e., three (3) units of one language or two (2) units of two languages.
6. Complete two (2) units from one or more of the following or two (2) additional units from one or more of the areas listed in items A. 1 through A. 5 above.
  - a. Business
  - b. Computer Science
  - c. Visual or Performing Arts

Courses taken as part of the post-secondary option apply to the criteria for the “Award of Merit”.

#### B. Career-Technical Curriculum Requirements

1. Complete a career technical occupational preparation program.
2. Complete the following curriculum requirements:
  - a. English—four (4) units
  - b. Mathematics—three (3) units
  - c. Science—two (2) units
  - d. Social Studies—three (3) units

Applied academics credits earned via career-technical education shall apply to the criteria for the “Award of Merit”.

3. Complete two (2) units from one or more of the following or two (2) additional units from one or more of the areas listed in items B. 2 above.
  - a. Business
  - b. Computer Science
  - c. Foreign Language

- d. Visual or Performing Arts

**C. Performance Criteria (Applied to both Curricula)**

1. Maintain above average attendance for grades 9 through 12(compared to a rolling four-year state average). For 2010 the four-year state average is 94.17 percent attendance.
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following:
  - a. earning the equivalent of an overall grade point average of 3.25 on a 4.0 scale for grades 9 through 12
  - b. earning the equivalent of an overall grade point average of 3.5 on a four scale for grades 11 and 12 or ranking in the top 25% of the class, whichever is more inclusive
3. Participate in co-curricular, extra-curricular or community activities in accordance with procedures established by the District Board of Education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the Board of Education.

**Class Withdrawals In A Semester**

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

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

	<u>Percent</u>	<u>Traditional</u> Point Value	<u>Accelerated</u> Weighted Point Value	<u>AP/Honors</u> Weighted Point Value
A	100-93	4.00	4.50	5.00
A-	92-90	3.67	4.17	4.67
B+	89-87	3.34	3.84	4.34
B	86-83	3.00	3.50	4.00
B-	82-80	2.67	3.17	3.67
C+	79-77	2.34	2.84	3.34
C	76-73	2.00	2.50	3.00
C-	72-70	1.67	2.17	2.67
D+	69-67	1.34	1.84	2.34
D	66-60	1.00	1.50	2.00
F	59-00	0.00	0.00	0.00

**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.

**Incomplete Grades**

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

6. If the student ends the year with an incomplete, an explanation of the work to be made up is to be written, dated, and signed by the teacher and turned into the principal. The incomplete grade received at the end of the year must be made up within one (1) week following the end of the school year or the mark shall be converted to appropriate mark. \* See # 5.
7. If a student receives an incomplete in a required course, the student will not be able to graduate without making up the incomplete.
8. If a student receives an incomplete in a non-required course and does not have enough credits to graduate without the course, the student will not be able to graduate without making up the incomplete.
9. If a student receives an incomplete in a non-required course, but has enough credits to graduate without the incomplete course, the student will be permitted to graduate.

**Loss of Grades – see ATTENDANCE**

**Make-Up Work for Excused Absences**

**MS and HS:**

1. Students are permitted to receive credit for make-up work for excused absences only.
2. Students will receive a day to make-up work for each day of excused absence they have.
3. Students must submit a legitimate excuse for absence within two (2) days following absence.
4. The student must assume responsibility for completing make-up work.
5. In some subjects, because of the nature of the class, students may be required to complete all work assigned, whether or not the absence is excused. However, students will only receive credit for make-up work when the absence is excused.
6. A zero (0) must be given for unexcused absences.
7. It is the students responsibility to obtain from teachers all make-up assignments upon their return to school.

**Elementary:**

Students who are absent for any excused reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. One day will be allowed for make-up work for each day missed. Make-up work not turned in on time will not receive credit.

Due to the structure of the school day, it is virtually impossible to provide assignments for ill children the day they are absent. Assignment requests will most likely be sent home the FOLLOWING day at the end of school. During short term absences of one or two days, it is usually better for the child to get his/her make-up assignments when s/he returns to school.

It is the student's responsibility to obtain from his/her teachers all make-up assignments upon his/her return to school from an absence.

**Physical Education**

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

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

### **Repeating Classes**

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

### **Report Cards and Interim Reports**

Report cards are issued at the end of each nine-week grading period and interim reports are sent to parents during the third to sixth week of the nine-week grading period.

### **Schedule Changes During the First Two Weeks of a Semester**

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

### **Valedictorian/Salutatorian**

Students are selected for the distinctions of valedictorian/salutatorian based on grade-point average ranking on a 5.0 scale at the end of the 3<sup>rd</sup> nine weeks.

### **Withdrawal Procedures**

#### **MS & HS:**

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

#### **Elementary:**

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

## **GRADUATION**

### **Award of Merit – see GRADING POLICY)**

#### **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.

**Diploma With Honors (Academic) for Graduating Classes of 2011 and Beyond (Students need to fulfill 7 of the following 8 criteria)**

English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry
Social Studies	4 units
Foreign Language	3 units, including at least 2 units in each language studied
Fine Arts	1 unit
Career-Technical	Not counted toward requirements and may not be used to meet requirements
Electives	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score	27 ACT/1210 SAT (excluding scores from the writing sections)
Additional Assessment	None

Diploma with Honors requirements pre-suppose completion of all high school requirements in Ohio Revised Code including:

- ½ unit physical education
- ½ unit health
- ½ unit in American history
- ½ unit in government

SB 311 allows school districts to adopt a policy exempting students who participate in athletic, band or cheerleading for two full seasons from the physical education requirement.

**Diploma With Honors (Career-Technical) for Graduating Classes of 2011 and Beyond (students need to fulfill 7 of the following 8 criteria)**

English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry
Social Studies	4 units
Foreign Language	Not counted toward requirements
Fine Arts	Not counted toward requirements
Career-Technical	Now counted in Electives
Electives	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score	27 ACT/1210 SAT (excluding scores from the writing section)
Additional Assessment	Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit physical education
- ½ unit health
- ½ unit in American history
- ½ unit in government

SB 311 allows school districts to adopt a policy exempting students who participate in athletics, band or cheerleading for two full seasons from the physical education requirement.

**Dress Code for Commencement**

1. No jeans.
2. Boys wear dress slacks, dress shoes (no sneakers), and dress shirts. (Ties optional)

3. Girls wear dresses, skirts, or slacks and blouses, and dress shoes

**Required Units Of Credit**

Twenty (21) units of credit and passing the Ohio Graduation Test is required for graduation from Alexander High School for 12<sup>th</sup> graders. In addition to the 21 units of credit, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades must pass the Ohio Graduation Test.

The units of credit listed below represent a minimum number required for graduation. The minimum course requirements are as follows:

Classes of 2011, 2012, & 2013

- English ..... 4 units
- Social Studies... 3 units
- Science..... 3 units
- Math..... 3 units
- Health/PE..... 1 unit
- Electives..... 7 units

One of the 7 units must be chosen from the area of business/technology, fine arts, and/or foreign language.

TOTAL.....21 units

\*The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 50 contact hours(.50) credit in its place.

Class of 2014

- English..... 4 units
- Social Studies.....3 units 4
- Science.....3 units 3
- Mathematics..... 4 units 1
- Health.....1/2 unit
- Physical Education...1/2 unit 2
- Electives.....5 units 5
- Other Requirements 6.....Economics & Financial  
Literacy 6 Fine Arts 6

TOTAL.....20 units

- 1 Mathematics units must include 1 unit of Algebra II or the equivalent of Algebra II.
- 2 The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, and or cheerleading for two full seasons from the physical education requirements. Students must take another course of at least 60 contact hours (.50) in its place.
- 3 Science units must include 1 unit of physical science, 1 unit of life sciences, and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science, astronomy, physical geology, or other earth or space science.
- 4 Social Studies units must include ½ unit of American history and ½ unit of American government.
- 5 Elective units must include one or any combination of foreign language, fine arts, business, career-technical education, family & consumer sciences, technology, agricultural education or English, Mathematics, Science, or Social Studies courses not otherwise required.
- 6 All students must receive instruction in economics and financial literacy during grades 9-12 (this requirement is incorporated into the American Government course) and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

**Valedictorian/Salutatorian** – see GRADING POLICY

**MEDICAL**

**Accidents and Illness at School**

All serious accidents and illness at school must be reported to the teacher in charge and then to the clinic. The nurse on duty will use professional judgment as to the seriousness of the illness or injury, and every effort will be made to contact parents. Students are not to leave the school grounds and not be taken home unless authorized by parents.

INFORM THE OFFICE IF YOU CHANGE YOUR ADDRESS OR PHONE NUMBER. IT COULD BE VERY IMPORTANT IN CASE OF AN EMERGENCY. By law emergency medical forms, which are requested at the start of each school year, are kept on file in the office.

**Head Lice – Nit-Free Policy**

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

When a student is found through routine checks to have head lice parents will be notified and the student will be sent home with information on how to remedy the problem. Unfortunately, head lice are a common problem in schools much like a cold or the flu. Every effort is given in the prevention of the spread of head lice. No more than two days of absences will be excused for lice.

**Immunizations**

Acceptable medical records certifying that the pupil 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. Current physicals are required for admission to preschool.

Prior to entering the 7th grade, students must have documentation of two doses of live measles, mumps and rubella vaccine. The second dose at least 30 days after the first dose. One dose of Tdap or Td vaccine must be administered prior to entry to 7<sup>th</sup> grade. This law will substantially reduce the pool of susceptible and therefore eliminate or limit outbreaks of these diseases in Ohio.

**Medication Policy**

1. If at all possible, parents should arrange with their physician to have medication administration scheduled before and/or after school so that school district personnel are not required to administer said medication.
2. When medication must be administered at school, parents should, if possible, make arrangements to visit the school to administer the medication to their children.
3. In the event paragraphs (1) and (2) of this policy cannot be followed, the Board of Education authorizes the health aide to assist in dispensing medication during the regular school day (including over-the-counter medication) which has been prescribed by a physician. The Health Aide will supervise and handle the storing and dispensing of medication.
4. Assistance in dispensing medication must be requested by a parent/guardian and physician. The request for assistance in dispensing medication must be in writing on the Authorization for Administration of Medication Form approved by the Board of Education. This form must be completely filled out and must include the signatures of both the prescribing physician and at least one custodial parent or legal guardian of the student. This form may be obtained from the office.

5. Where medication is presented to school personnel by a student or parent/guardian for dispensing without the appropriate form, the health aide(s) shall accept custody of the medication, and the following procedures shall be used:
  - a) The Health Aide shall inform the parent/guardian about the proper procedure for requesting assistance in dispensing medication.
  - b) The Health Aide shall contact the office of the prescribing physician to verify the request and the drug to be administered and advise that an appropriate form will be transmitted to physician for completion and signature.
  - c) Upon verifying that both parent/guardian and the physician authorize the request for assistance, and upon receipt of the appropriate form, the Health Aide may dispense the medication.
6. The Health Aide authorized to administer medication shall receive a copy of the Authorization for Administration of Medication Form signed by the parent/guardian and physician.
7. The medication must be received by the Health Aide authorized to administer the medication in the container in which it was dispensed by the prescribing physician or other licensed professional.
8. The Health Aide will establish a location in each school building for the storage of medication to be administered. All such medications shall be stored in that location in a locked storage place. Medication that requires refrigeration should be kept in a refrigerator in a place not commonly used by students.
9. A month's supply of medication may be sent to the school at one time. The health aide may dispose of any unused medication fourteen (14) days after the termination of administration of medication if attempts to return the unused medication to the parent/guardian have failed. The principal and at least one other school staff member will witness the disposal and both shall sign a dated statement attesting to the disposal.
10. The parent/guardian must submit a revised statement signed by physician who prescribed the medication if any of the information provided by the physician changes.
11. No person who has been authorized by the Board of Education to administer medication and who has a copy of the most recent Authorized Form which was to him/her prior to administering the medication will be liable in civil damages for administering or failing to administer the medication, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
12. Board policy and regulations regarding the administration and dispensation of medication may be changed, modified, or revised by action of the Board.

### **Pregnant Students**

Educational opportunities are part of the value system of a free society. In our increasing complex and technological society education is a prerequisite for the opportunity to lead a full and productive life. Therefore, the Board affirms the right of a pregnant student and the father (if a student) to continue her/his participation in the public school program.

As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a member of the pupil personnel, counselors, or principal to plan her educational program.

With a staff member involved, the student may elect any of the following education plans or suggest alternatives:

1. She may remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health.
2. She may temporarily receive homebound instruction from the date of her pregnancy leave until her physician states that she is physically able to return to school.
3. She may enroll in an approved education program.

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

## **STUDENT DISCIPLINE**

Bus transportation is provided as assistance to and a privilege for our students. For safety's sake, students who travel by bus are expected to observe the following guidelines on the way to and from school:

### Behavior Management Program

Minor Offense; behavior within a driver's control

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

### Rules

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

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

### Safety Intervention

1. Parent/Guardian courtesy letter sent home after 3 offenses recorded by bus driver.
2. First referral to the office: The student will receive one day bus suspension.
3. Second referral to the office: The student will be suspended from the bus for 3 days.
4. Third referral to the office: The student will be suspended from the bus for 5 days.
5. Fourth referral to the office: The student will be suspended from the bus for 10 days.
6. Fifth referral to the office: Removal from the bus for the remainder of the year.

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

## **CODE OF CONDUCT**

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or even whether on property owned, rented, or maintained by the Alexander Board of Education or property owned, rented or maintained by another party. Additionally, students may be disciplined for

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

### **Student Rights and Responsibilities**

Each student has a right to know what is expected of him or her and the consequences of violating school rules. Each student also has the responsibility to behave in a way that will not interfere with the rights of others.

School authorities will treat each student fairly by following the due process procedures outlined in Board policy, with each discipline situation being considered on an individual basis, taking all available facts into consideration.

### **Rules of Conduct**

- A. Abuse of Property: A student shall not cause, attempt to cause or engage in any activity that causes damage or defacement (graffiti) to any school or private property, including but not limited to buildings, grounds, equipment, materials, computers or other technology and books. A student who violates and/or the student's parent will be expected to repair, replace, or pay for the damaged property or otherwise make full restitution, in addition to any other appropriate disciplinary action.
- B. Arson and unauthorized use of fire: A student shall not ignite, attempt to ignite, or cause to be ignited any material without authorization.
- C. Assault on a Teacher: When a teacher reports a personal assault by a student, that student will be immediately removed from the teachers' room. The student will not be permitted to return to the classroom until a meeting is held with the parent(s), principal, and teacher, and a plan has been developed. When a teacher reports a second personal assault by the same student, the child will be immediately removed from the teacher's room and an assessment will be conducted by the school psychologist. If the child is disabled or suspected of having a disability, a team meeting will be held to conduct a manifestation determination. A decision will be made as to whether the child will return to the classroom or alternate placement.  
  
Students may be prosecuted under Ohio Revised Code 3109.09 for assault on students, teachers, or other adults. Students convicted of a felony may be expelled from school and parents may be held liable for damages to property or injury.
- D. Book bags: These may be brought to school, but must be left in the students' lockers in the morning and not taken out until dismissal time.
- E. Bus Conduct: In addition to those rules specifically concerning behavior on school buses, students shall conform to all of the rules contained in this Code of Conduct while waiting for and while on the school buses. Student behavior as it relates to school buses has been defined by the Alexander Board of Education and is posted with other procedures.
- F. Cafeteria: Students are to return lunch plates, silverware, paper and milk cartons to the kitchen after eating. Appropriate behavior is expected.
- G. Card Playing: Card playing is permitted during the school day as long as the games involve no gambling or inappropriate activities. This includes computer card games.

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

sexual favors, or other verbal, non-verbal, or physical conduct on one or more of the basis just stated, when:

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

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

- T. **Hazing /Bullying/Cyber Bullying:** Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental 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 cyber bullying 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, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone, or tolerate any hazing, bullying and/or cyber bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing, bullying and/or cyber bullying.

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

- U. **Horseplay:** Immature acts, mischief or lack of self-control which may result in self-injury, injury to others, or damage to property or disruption of the educational process, are not condoned. Examples of horseplay include, but are not limited to, pushing, shoving, tripping, excessive teasing, throwing an object, chasing one another and stacking lockers.

- V. **Inappropriate Dress:** Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school. Therefore, students are expected to meet reasonable standards in their dress and grooming. The following items of clothing are prohibited: hats or other head coverings; sun glasses; tank tops, tops with spaghetti straps, or tops with bare midriff, large arm hole tops unless another top is worn underneath, or any that allow undergarments to show; transparent clothing; sagging pants below the hip bone; exercise wear such as spandex or lycra; cleats; clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items; clothing that depicts violence or is associated with gang activity; clothing that contain sexual innuendo; heavy chains worn around the neck, wrist or waist or other clothing deemed inappropriate by the

administration will not be permitted. Skirts and dresses shall be no shorter than mid-thigh (half way between the hip bone and middle of the knee). The length of shorts shall be no shorter than mid-thigh. Inappropriate shorts include (but are not limited to) boxer shorts, spandex -lycra, and torn shorts. 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.

- W. 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.
- X. 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.
- Y. 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.
- Z. 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.
- AA. Plagiarism: A student shall not pass off as one's own the ideas or words of another or from an existing source.
- BB. 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.
- CC. 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.
- DD. 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.
- EE. Restrooms: Students shall not loiter in the restrooms.
- FF. 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.
1. "Under the influence" is defined as manifesting signs of drug or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restless, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.
  2. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as the student and parent comply with Board Policy regarding the administration of medication to students. Unless authorized by Board Policy and applicable law, students may not possess or self administer any prescription medication and may not distribute over the counter or prescription medication to other students.

3. Alcoholic beverages means intoxicating liquor, alcoholic wine, beer, mixed beverages, malt liquor and malt beverages as defined in Section 4301.01 of the Ohio Revised Code. The term alcoholic beverage means any liquid substance, used as a beverage, or capable of being used as a beverage, which contains alcohol in any proportion or percentage.

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

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

- GG. Theft: A student shall not steal, attempt to steal, encourage others to steal, be associated with others while they steal, or be in possession of stolen property. This includes computer copyright infringement and unauthorized copying of computer materials. It also includes unauthorized use of someone else's property.
- HH. Tobacco Products: A student shall not bring, possess, distribute or offer to distribute, smoke, burn or use tobacco products or look-alike tobacco products in any form anywhere on or about school property or at school sponsored activities. Students shall not wear any clothing that promotes tobacco products. 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 specified dismissal time without permission from his/her parents and school officials.
- KK. Physical inappropriateness and unauthorized touching, disruptions, fighting, or hitting: A student shall not cause or threaten to cause physical injury or behave in such a way that could cause any person to be put in fear of his or her personal safety or that could cause physical injury to any person. A student who violates this rule is subject to all of the disciplinary provisions of this Code of Conduct and additionally may be referred to law enforcement officials for prosecution.
- LL. Violations of Law: Students shall not violate any law or ordinance not otherwise mentioned in the Code while under the authority of the school.
- MM. Weapons and Dangerous Instruments: A student shall not possess, handle, transmit, conceal, or use any object or a facsimile of any object which might be considered to be a dangerous weapon or instrument of violence, including but not limited to firearms, knives, chains, explosives, and harmful chemicals or other materials, nor shall a student threaten to do any of the foregoing or incite another to do any of the foregoing. Any jewelry considered dangerous such as spikes and collars are also prohibited. (Note:) A student who violates this section by possessing a knife or firearm may be subject to expulsion for one calendar year and referral to the Bureau of Motor Vehicles and Juvenile Judge for suspension of their instruction permit or driver's license.
- NN. Other Acts of interference or endangerment: No student shall engage in any conduct that in any way interferes with the good order, discipline, or educational purpose of the school or that endangers any person or property, including immoral acts.

### **Disciplinary Sanctions**

1. Lunch Detention - students will get their lunch and then report to assigned room.

2. After School Detention is held after school. Parents are responsible for insuring that their children have a way home after detention. Students serving detention are expected to bring study materials to detention with them and it will be a quiet study period.
  - a. You will receive a copy of the Discipline Form with a description of your misbehavior and the day you will serve detention.
  - b. If a student does not serve the assigned detention, the detention will be changed to suspension or Saturday school.
  - c. If you cannot pick up your child on the date scheduled, you must call and talk to the principal so that an alternative date may be set. Do not send notes or messages with your child.
3. 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.
4. In-School Intervention is the removal of a student from his/her regularly scheduled classes for not more than ten (10) consecutive days. Students will be under the supervision of a certified teacher during in-school intervention and will do school assignments. In-school intervention will be assigned at the discretion of the administration, following an informal meeting at which the student may contest the grounds for the in-school intervention.
5. Saturday school is an alternative to suspension wherein the students will continue to attend their regular classes but are allowed to attend Saturday school instead of being suspended. If the student fails to report to Saturday school, suspension or other appropriate action will proceed. The focus of Saturday school will be counseling, remediation, and academic and behavioral progress.
6. Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.  
The following steps will be used when suspending a student:
  - a. Written notice of intention to suspend will be given to the student stating the reasons for the intended suspension.
  - b. The student will be allowed to challenge the reason for the intended suspension or otherwise explain his/her actions at an informal hearing before the Principal, Assistant Principal, Superintendent, or Superintendent's designee. This informal hearing may occur immediately.
  - c. If the outcome of the informal hearing is suspension, the student, the student's parent, guardian or custodian, and the Treasurer of the Board of Education will be notified of the suspension in writing by the principal or Superintendent within one school day of the suspension. The notice will include the reason for the suspension, notice of possible permanent exclusion, where applicable, and information regarding the appeal rights of the student, parent, guardian or custodian. If the student, parent, guardian or custodian appeal the suspension, the imposition of the penalty shall not be stayed pending the appeal. Students shall serve their suspensions immediately. If the suspension is overturned, the student will be given the opportunity to make up assignments and tests missed while the student was suspended.
  - d. During the period of suspension, the student may not attend school, be on the school property, or participate in any extracurricular activities. No credit will be given for any work or tests missed during this time.
  - e. In conjunction with, or in place of suspension, the Superintendent may require a student to perform community service within the school or in the larger community, during school or non-school hours. Such requirement may extend beyond the end of the school year in lieu of applying the suspension into the following school year. Use of this community service option and any related reporting by, or monitoring of, students performing such community service shall be determined by the Superintendent, in his or her sole discretion.
  - f. The student has the right to appeal the decision and have a hearing before the Board of Education or its designee, and to be represented in the appeal by a representative of his choosing. The student may request that any decision before the Board of Education be held in executive session. Any action by the Board shall be taken at a public meeting. If the student wishes to appeal the suspension, the principal must be notified in writing ten (10) calendar days from the date of the notice of suspension. The imposition of the penalty shall not be stayed pending the appeal.

7. 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:
- The Superintendent, principal or assistant principal may remove the pupil from curricular activities or from the school premises.
  - 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.
  - 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.
8. Alternative Education Program - Alternative School is an option in lieu of suspension and/or expulsion. Through an agreement with the Athens-Meigs Education Service Center students may be placed in the Athens Alternative Education Program. 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:
- Special services not offered in the Alexander Local School District (i.e. behavior modification needs identified in assessment).
  - Attending classes at this site instead of being suspended or expelled from school (allows a student to continue school work to earn credit).

Students attending the Alternative School in lieu of suspension/expulsion are not permitted to participate in extra-curricular activities.

9. 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:
- 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.
  - 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.
  - If the outcome of the informal hearing is expulsion, the student, the student's parent, guardian or custodian, and the Treasurer of the Board of Education will be notified in writing by principal or Superintendent within one school day of the expulsion. The notice will include the reason for the expulsion, and, where applicable, notification of the possibility of permanent expulsion. The notice also will describe the rights of the student and the student's parent, guardian or custodian to request a hearing before the Board or designee to appeal the expulsion and to request that any hearing be before the Board be held in executive session.
  - If an expulsion is for more than twenty school days or extends into the next school semester or year, the notice sent to the student and to the student's parent, guardian, or custodian,

additionally shall include information regarding services or programs offered by public or private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. The information shall include names, addresses, and phone numbers of the appropriate public and private agencies.

- e. During the period of expulsion, and any appeal, the student may not attend school, be on school property, or participate in any extracurricular activities. In its discretion, the Board of Education may, but is not required to, provide education services to the student in an alternative setting. No credit will be given for any work or tests missed during the expulsion.
- f. In conjunction with or in place of expulsion, the superintendent may require a student to perform community service within the school or in the larger community, during school or non-school hours. Such requirement may extend beyond the end of the school year in lieu of applying the expulsion into the following school year. Use of this community service option and any related reporting by or monitoring of students performing such community service shall be determined by the Superintendent, in his or her sole discretion.
- g. The student has the right to appeal the decision to the Board of Education or its designee, to be granted a hearing before the Board of Education or its designee in order to be heard against such expulsion, and to be represented in the appeal by a representative of his choosing. The student may request that any hearing before the Board of Education or in executive session. If the student wishes to appeal the expulsion, the Superintendent must be notified in writing ten (10) calendar days from the date of expulsion notice. By majority vote of the Board in public session or by action of the designee, the Board may affirm the expulsion, reinstate the pupil or otherwise alter the order of expulsion. The Board or its designee shall make a verbatim record of its hearing. The imposition of the penalty shall not be stayed pending the appeal.

10. 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.

K Knives:

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

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

#### Acts That Result In Serious Harm to Persons or Property

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

#### Bomb b Threats

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

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

#### Reduction of One-Year Expulsion

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

11. 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).
12. 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.

### **Driving and Parking – SEE STUDENT SAFETY**

#### **Food and Drink Policy**

1. Consumption of food and drinks is permissible only in the cafeteria or a classroom with prior teacher approval.
2. Consumption of food and drinks is never permitted in the halls.
3. The only food and drinks permitted into school from home are sack lunches, drinks in clear containers or unopened canned drinks.
4. No outside “restaurant” food may be ordered or brought in to school at lunchtime.
5. Bottled water allowed in classroom with teacher permission.

## **STUDENT SAFETY**

### **Closed Campus**

We have a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissal. Students must bring a written parental request to the office in order to leave the grounds for any reason. All students leaving school are to be signed out by their parent or guardian in the office.

### **Closing or Delaying School**

Parents may sign up for the “Alert Now System” which is a phone system used to notify parents of any closing, delays, or early releases. The following procedures will be used when making a decision to delay or cancel school because of adverse weather conditions:

1. Alert Now System will be implemented.
2. The superintendent will announce as early as possible to local radio stations when school will be delayed or closed due to inclement weather.
3. When it is questionable whether school should be cancelled, the superintendent will delay the start of school. Delays 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 Alert Now System will be implemented, the radio stations will be notified, bus drivers called 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 what to do or where to go in the event that 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 ([alexanderschools.org](http://alexanderschools.org)) or the school information line for delays, closings or early dismissals rather than call the school, principal or superintendent.

### **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.

### **Driving and Parking**

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

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

1. Fill out an application available in the high school office.
2. Provide a copy of a valid driver’s license.
3. Provide a copy of a current insurance policy.
4. Pay a parking permit fee of \$5.00.

#### **A. Parking**

1. A student who wishes to use the student parking lot must register and pay a fee each school year. The student will be issued a parking sticker which must be displayed in the front windshield of the vehicle; this sticker may only be used by the student to whom it was issued.

2. Students may park their vehicles only in the student parking lot, which is located directly in front of the school.
3. No student may park in the staff parking area, which is located near the gym. Parking at the Vocational Agriculture ("Vo. Ag.") building and at the end of the gym is also not permitted.
4. All vehicles are to remain parked until all school buses have left unless school personnel directing traffic indicate otherwise.

**B. Driving**

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

**C. Penalties**

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

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

**D. Search of Vehicles**

Dangerous and/or illegal items may not be kept in vehicles parked on school property. A building principal or other individual designated by the Superintendent may search a student's vehicle, while it is parked on school property, whenever there is reasonable individualized cause to believe that the search will uncover stolen property or an item or substance which may be illegal, dangerous to the student, to others, or to property, or which is disruptive of the safe and orderly environment of the school, or which otherwise constitutes evidence of a violation of law or of school rules.

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

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

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

**Internet Policy**

Students and parents are required to sign an Internet Policy before being permitted to access the Internet. The policy will require students never to give out the following information: home address, phone number, the name and location of the school, or a personal picture. Students will notify the teacher immediately if they come across any information that makes them feel uncomfortable. They will always treat people online with respect and will not reply to any messages that make them feel uncomfortable.

**Lock-down Procedure**

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.

### **Locker Searches**

Student lockers 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 and its contents at any time. Random searches may be conducted without regard to whether there is reasonable suspicion that any locker 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.

### **Lost and Found**

All textbooks, articles, 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 articles 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.

### **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:

1. Extra money should not be brought to school.
2. Combination locks should NOT be set to open with only the last number of the combination.
3. Combinations should not be shared with others.

### **Security**

All school buildings and grounds will be electronically monitored for security purposes at all times.

### **Visitors**

Students are not allowed to bring visitors to school. Parents are always welcome, but must request the opportunity to visit a classroom through the building principal. Twenty-four (24) hours notice must be given. All visitors are to report to the office to receive permission to visit classes or be in the building.

# 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 extra-curricular 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.

Frank Doudna  
Josh Merckle  
Lee Raines  
Kara Wingett

### **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 Local High School and Middle School.

### **Appropriate Dress**

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

### **Athletic Philosophy**

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

1. To provide students with the opportunity to engage in competitive activities and to come to understand that word “compete” is derived from Latin words meaning, “to strive together”.
2. To provide students with the opportunity to experience self-discipline, sacrifice, and dedication as means of achieving goals.
3. To provide students with the opportunity to exemplify good sportsmanship as a means for learning good citizenship.
4. To provide students with the opportunity to experience working as a member of a team in order to achieve a goal, and in the process, learn that cooperation and competition are not mutually exclusive concepts.
5. To provide students with the opportunity to experience both winning and losing. Students should come to understand that losing provides opportunities to learn, setting the stage for future winning, and that winning

is not as important as an end result, as it is as 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.

### **Banquets**

An awards program and banquet will be held after each of the three sports seasons during the school year. The fall banquets will be held in November and will include members of the football, volleyball, cross-country, soccer, golf, wrestling teams and cheerleaders. The winter banquet will be held in March and will include basketball players, cheerleaders, and swimmers. The spring banquets will be held in May and will include baseball, softball and track and field. All athletes must attend their scheduled banquet. If attendance is not possible, arrangements must be worked out with the coach and Athletic Director. Failure to attend the awards banquet may result in an athlete not receiving an award as determined by the athletic director.

A senior sports banquet will be held in May honoring all senior athletes. The athletes will be required to wear appropriate clothing for this special banquet.

### **Eligibility**

#### **Alexander Local School Board policy:**

Seventh and eighth-grade students must be currently enrolled in a member school (OHSAA), must maintain a minimum 1.2 grade point average each grading period and have received passing grades in a minimum of five subjects that receive a grade or a pass/fail in the immediately preceding grading period.

High School students must maintain a 1.5 minimum grade point average each grading period, with no more than one failed class per grading period. Students must also pass 5 credits each grading period, per OHSAA guidelines.

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### **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.
- All beginning ninth graders must have passed 75 percent of the subjects taken in the last grading period in order to be eligible.
- 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:** To be eligible, a student athlete must be currently enrolled in a member school and have received passing grades in 75 percent of subjects in which enrolled the immediately preceding grading period.
- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.**

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

A student participates in athletics by choice. In so doing, the student also chooses to adhere to the athletic participation rules. **A Spartan student athlete will not do anything that will jeopardize their chances for playing or the team's chance for success.** The following is a list of regulations and penalties that apply to all athletic activities at Alexander Middle 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: 1<sup>st</sup> offense Professional assessment.

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

### **Chart # 1**

	<u>HS</u>	<u>MS</u>
Baseball/Softball	3	N/A
Basketball	2	2
Cheerleading/fall	1	1
Cheerleading/winter	2	2
Cross Country	2	N/A
Football	1	1
Golf	2	N/A
Soccer	2	1
Track	2	1
Volleyball	3	2



3<sup>rd</sup> offense will result in permanent exclusion from Alexander Local School athletics.

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

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

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

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

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

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

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

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

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

**Any student under suspension/expulsion or attending the Alternative School in lieu of suspension or expulsion cannot participate in any extra-curricular activities.**

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

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

### **Participation**

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

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

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

Some disadvantages are:

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

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, 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 permission from the Athletic Director.

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 A.D. and building administrators decide that a suitable modification in a practice cannot be made, practice will be cancelled for that day. If the heat index warning extends, a decision will be made daily using this procedure.

**Student Participation**

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