

Alexandria Township School Student Handbook 2023-2024



Welcome to the 2023-2024 School Year

Dear Students:

The staff at Alexandria Township School welcomes you! We are excited about the school year and look forward to providing you with interesting, engaging, and challenging opportunities. We encourage you to set high standards for yourself and be assured that the ATS staff is ready to help you achieve your goals. We encourage you to be active learners and active participants in all aspects of school life. We are committed to your academic, social, and emotional growth and development. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents/guardians. We look forward to working with you and your families to help prepare you for the future. Your success is very important to us.

Respectfully,

Mr. McPeck
Administrative Principal

What is the Code of Conduct?

The Alexandria Township School District expects students to treat others with respect and demonstrate positive and courteous behavior to all. *Do the job that your school and your parents/guardians expect of you.*

Guiding Principles:

- Every person, students and school staff, deserves to be respected.
- Every person shall be safe, feel comfortable, and be free from harm.
- Students attend school to learn academics, behavioral, and social skills and this learning is only possible in a physically and emotionally safe environment.

The Code of Conduct is enforced:

- At all times while on school property.
- While you are on the bus.
- At school-sponsored events and other events in our building or away from school grounds including field trips, dances and sporting events.

Daily Expectations:

- Attend school and be on time each day. Excessive absences or tardiness may affect academic performance and could result in disciplinary action by the school.
- Be on time for school and class. Avoid loitering in the hallways, bathrooms etc. Students must be on time for classes. This means arriving before the bell has rung signifying the start of class. Any student arriving after the bell may receive disciplinary action. Individual teachers may have different policies on the allowed number of tardies before receiving a detention or other consequence. You should refer to your teacher's individual rules for specific expectations.
- Students in grades 5-8 must have an EHallpass every time they leave the classroom. If found to be in the hallway without a pass, students may receive a lunch detention and/or be sent back to the class from which they came.
- Be prepared with materials you will need for class. This includes your charged chromebook. Spare chromebooks are limited and not guaranteed to be available if you forget your device at home or fail to charge it at night.
- Make the best use of all educational time. Do not disrupt class by distracting your peers or interrupting the lesson.
- Cooperate with all staff members and your peers at all times.
- Turn in all work within the allotted time frame. Refer to your teachers' individual policies on the acceptance of tardy work, as well as the impact the tardiness may have on your grade.
- Follow the dress code, which is specifically outlined later in this handbook. The dress code is intended to encourage students to dress appropriately for school.
- Students should respect the school, the staff and the custodian and clean up after themselves as much as possible. Bottles, wrappers, and items that can be easily collected should be attended to by the students.

SCHOOL-WIDE EXPECTATIONS

- Resolve disputes without verbal or physical confrontation (ASK FOR HELP from an adult). Do not resort to the use of profanity, obscenity, insults, put downs, or threats.
- Respect and value differences in race, religion, and ethnic background.
- Avoid any form of unwanted physical contact while in school or at school events. Understand that any student involved in a fight will receive disciplinary action. Students should not engage in physical fighting and regardless of whether they initiate the interaction or they respond in a physical way, there will be consequences. Consequences will be given after the totality of the situation has been investigated.
- Treat school property with respect including lockers, bulletin boards, chromebooks and other school materials.
- Leave property which does not belong to you alone. Return all found items to the main office.
- Do not intentionally damage school property.
- Refrain from all forms of bullying, harassment and intimidation. Instances of HIB should be reported to the school to be investigated.
- Aside from PE, walk at all times, in all places within the school building.
- Students are expected to treat all emergency and fire drills as serious events and behave accordingly. Student safety is the priority and everyone must be able to hear directions therefore there should be no talking during drills.
- Students are expected to demonstrate integrity in academic work; cheating and plagiarizing will not be tolerated. Any such act will result in academic consequences as well as disciplinary action.
- Students are expected to leave their personal electronics, toys, valuables, and non-academic items at home. The school accepts no responsibility for items brought to school in opposition to these restrictions.
- Students should only bring water to consume during the school day in their water bottles. The bottle must be able to be closed to be carried between classes and no drinks such as coffee, tea, gatorade, juice or soda should be contained in the bottle.
- Students are not permitted to sell items at school and collect money from other students.

In the hallway:

- Walk quietly and orderly in the hallway.
- Use an inside voice (absolutely no screaming).
- Stay to the right.
- Respect other people's space and belongings. Keep your hands and feet to yourself.
- Respect the learning that is going on in the classes that you pass by being quiet.
- Hold the doors for others.
- Absolutely NO RUNNING or horseplay.

In the cafeteria:

- Seats will be assigned at the start of the school year. Tables will be grouped by homeroom at the start of the year. This may be relaxed and students may be allowed to choose their seating later in the year, provided the cafeteria is orderly during the lunch period and left clean at the end of the period. This privilege may be revoked at any point if the cafeteria is not orderly or clean at the end of the lunch period.
- Follow directions and cooperate with the staff on duty. Anyone who is not cooperative or is disrespectful will be subject to disciplinary action such as lunch detention, selectively assigned seating, or other similar consequences.
- Do not throw food or objects. Leave the table and surrounding area clean and free from food or trash.
- Use good manners and an appropriate voice level. Please do not yell.
- Remain seated unless purchasing food or throwing out your trash. No one is permitted to wander around from table to table or to be standing around a table where they do not have a seat.
- Place cans and trash in the proper bins by walking up to the bin, DO NOT throw it from a distance.
- There are brooms and dustpans that students are welcome to use throughout the lunch period, as needed.
- Electronic devices are not permitted in the cafeteria. You may not bring your school-issued chromebook, nor are you permitted to have your phone.
- Students who cut the lunch line will go to the back of the line and may receive additional disciplinary action.
- Each table will be held responsible for keeping their table and the area under the table free of debris. Students may be assigned to eat at other locations by the staff if an area cannot be kept clean and orderly.
- Do not take any food from others unless you have permission.
- Do not leave the cafeteria without permission from a teacher on lunch duty. Fifth, sixth, seventh and eighth graders must sign out using EHALLpass in order to leave the cafeteria.
- Study Hall tables may be provided to students who would prefer this to going to recess. In this case technology would be permitted but would be kept at a separate table away from all food and drinks.

On the bus:

- You should ride the bus you are assigned to ride. You may not go on another bus without written permission from a parent or guardian and approval from the school PRIOR to riding the bus.
- Students who are in third grade and above are not required to have a parent present while exiting the bus. Any student in second grade or below should have an adult present at the bus stop or visible to the bus driver.
- You are expected to behave appropriately and respectfully on the bus and follow these basic rules:
 - Never deface the bus by drawing on the seats or breaking any component of the bus. You may be liable for financial costs of repairing damage or replacing the fabric of the seat if you are responsible for damage.
 - Never stand on the seats or wear the seat belt in an improper or dangerous

manner. The belt should be worn around the waist and not legs.

- No standing or changing seats while the bus is moving.
 - No yelling, using inappropriate or offensive language, or being rude to peers. Speak in a reasonable volume and be considerate of the many different people on the bus. Older kids, remember there are much younger children on board.
 - No eating. There should be no garbage left on the bus.
- Treat your bus driver with respect. They are the adults in charge on the bus and you need to listen to what they say and be accountable for your actions and decisions.
 - Consequences for breaking the rules are determined by the number and severity of previous offenses as well as the seriousness of the current infraction. Students may receive lunch detention, before or after school detention, or suspension from the bus as potential consequences for misbehavior.
 - Riding the bus is a privilege that can be revoked for any length of time if students cannot act appropriately.

On the playground:

- Line up and wait for instructions from the teachers before going outside.
- Follow all teacher directions and cooperate with them.
- Stay within the designated areas.
- Use equipment appropriately and responsibly. (ex: one person allowed on swing)
- Demonstrate good sportsmanship to ensure the safety and fairness for everyone.
- When the teacher blows the whistle, quickly gather all equipment and line up at the designated area.

Discipline

Before school detentions are held from 7:45- 8:30 and require a parent or guardian to drop the student off early. After school detentions are held from 3:15-4:00 and require a parent or guardian to pick up the student late.

Suspensions may be served in-school or out of school. A re-entry meeting may be required following an out of school suspension, depending on the infraction. This will include the student and an administrator, and may also require a parent or guardian and the school counselor. The details of who is required to attend will vary on a case-by-case basis.

Policies:

Backpacks/Messenger Bags/Chromebook Cases

Student use of backpacks/messenger bags is for the purpose of transporting their belongings to and from school. Backpacks/messenger bags are not permitted in any classroom or the cafeteria. Students are permitted to use a chromebook case to carry the device only. Books, folders, and other materials are not permitted to be carried inside

Student birthday celebrations

Students in grades PreK- fourth grade are allowed to bring store-bought food with clearly labeled nutrition labels and allergy information. This may be shared with their homeroom class. Students in grades five and above are not permitted to bring in birthday treats.

Cell phones and smart watches

Phones should be powered down and stored in the locker or backpack at all times when in the building. If a student is using their device during the day, the teacher will take the phone and send it to be held in the main office until the end of the day. On the first and second offenses, the student should pick up the phone at the end of the day from the main office. Any infraction beyond these two warnings will result in the parent needing to pick up the phone from school. Beyond this, the phone may be required to be left in the main office each day during the school day. In this case, the student should drop their phone off in the office in the morning and pick it up at the end of the day. There will be disciplinary action if a student refuses to give a teacher their phone or fails to comply with the rules.

Students who need to contact their parents during the school day should go through the proper channels. A student who is not feeling well should go to the nurse. The nurse will make a determination and contact the students' parents, if necessary. A student needing to call home for any other reason can use the phone in the main office. Students should NOT be using their personal device from their locker at any point.

Disciplinary consequences will apply if a student uses social media during the school day or takes photos of other students on school or personal devices.

Alexandria Township School District Dress Code

School is a place where learning is the priority. Students should feel welcome and comfortable and able to engage in the educational environment. Each individual student should be able to dress comfortably and express themselves in an appropriate manner without fear or shaming. Students and staff are responsible for managing their own personal “distractions” without regulating individual student’s clothing or self-expression beyond what is outlined in this policy.

The dress code shall be enforced at all school-sponsored activities.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Prevent students from wearing clothing or accessories with offensive images or inappropriate language or images.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, vulgar, or obscene,
- Promote student participation and engagement in class.

No article of clothing should have messages that contain:

1. Obscenities, vulgarities or hate speech in word or picture form.
2. Drug, alcohol, tobacco, or violence references.
3. Sexually suggestive.
4. Harassing or biased words or pictures related to race, religion, gender, national origin, or sexual orientation.
5. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.

The following are not permitted:

Accessories that could be considered dangerous or could be used as a weapon.

Shirts that do not cover the back (backless shirts).

Any clothing that reveals visible undergarments including sheer tops or bottoms.

Shirts that have spaghetti straps or straps that are less than one inch in width.

Shorts with a bottom edge that does not meet the leg.

Hats and hoods, excluding head coverings worn for religious purposes.

Shirts that do not meet the tops of pants/bottoms.

Pants that cannot stay up under their own power or sag in a way that affects normal walking.

Extremely low cut neckline that is excessively revealing.

Additional guidelines:

Footwear should be worn at all times. Footwear must be securely fastened to the foot. Flip flops, slides, or any other shoe that is not secured to the foot may not be worn.

Slippers may not be worn as shoes (with the exception of school spirit days).

Shorts should have an inseam and cover the buttocks completely.

Shirts should meet the pants when the student is standing with normal posture.

Some classes may require certain dress-code related considerations:

- Physical education may have additional stipulations and requirements in order to participate safely. Guidelines will be given by the physical education teachers and noncompliance may result in exclusion from the class activities with a potential negative impact on student grade.
- Science labs may require safety clothing or equipment and all students are expected to adhere to the rules and regulations set forth by the classroom teacher. Most clothing requirements for class will be provided by the district.

Procedures for addressing dress code violations:

1. The teaching staff will address the dress code violations discreetly with the individual student, citing the dress guidelines that are in violation.
2. The student will be allowed to change clothes if clothing is available.
3. Violations that are excessively disruptive or dangerous must be rectified before the student is allowed to return to class.
4. If a student is not able or not willing to change clothes the student will be referred to the office and parents will be requested to drop appropriate items to rectify the issue.
5. When appropriate, the student will continue the day with a verbal warning but without addressing the violation with the understanding that a subsequent violation will result in more severe consequences.
6. If the student in some way “undoes” the modification or remedy, he or she will be cited as insubordinate and will receive appropriate administrative consequences.
7. In the event of repeated, ongoing offenses of the guidelines, parents will be contacted and a conference will be scheduled with the Assistant Principal.

Alexandria School District's student dress code supports equitable educational access. To ensure effective and equitable enforcement of this dress code, the dress code shall be enforced in a manner that does not reinforce or increase the marginalization of any group based on race, sex, gender identity, gender expression, ethnicity, religion, cultural observance, household income or body type/size.