

# Alexandria Township School

## Student/Parent Handbook 2025-2026



The Alexandria Township School District expects students to treat others with respect and demonstrate positive and courteous behavior to all, to respect and value differences in race, religion, and ethnic background, and to make others feel valued and accepted.

### **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 and guidelines within the student handbook are 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.

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 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

### **Alexandria Township School Mission Statement**

**Tomorrow's leaders take off from Alexandria Township School today. To support our students as they prepare to navigate the ever-changing world around them, we strive to empower each student to discover their talents through supportive, collaborative, and relevant learning experiences. Our students will understand the importance of perseverance, the significance of teamwork, the rigor of critical thinking, the confidence to learn from mistakes, and the enthusiasm of accomplishment. By creating an accepting and connected school community, our students will appreciate differences and understand we have so much more in common. As we celebrate our success, we recognize that to keep progressing, we must reflect and take proactive steps to meet the needs of our students and provide every individual with the opportunity to soar.**

## Arrival and dismissal procedures

### Arrival- regular arrival time

Students are permitted to enter the building at 8:40 a.m. as teacher supervision is provided at this time.

1. Morning arrival time begins at 8:40 a.m. with homeroom starting at 8:50 a.m. Students not in their homeroom by 8:50 will be marked tardy for the day.
2. PreK parents may park in the back lot to help their children out of the car and report to the assigned spot. All other students should exit from their car in the car line.
3. All cars pull into the lower parking lot. There will be staff there to supervise students exiting cars and ensure safe passage to the building.
4. Staff will direct vehicles to exit the premises in a safe and orderly manner.
5. Abstain from using the front driveway before 8:50, as this is a bus only lane.

### Arrival- tardy to school

Beginning at 8:50, students should be dropped at the main entrance and not in the lower parking lot. Doors at the side entrance will be locked when homeroom begins at 8:50. If you know ahead of time that your child will be late, please use Pickup Patrol to alert the school. If you have a note from an appointment, please turn it into the main office upon arrival.

### Dismissal- regular dismissal time

1. **Pick-up time is 3:27pm**
2. **If you will be picking up your children at the end of the school day, please make every effort to ensure it is noted in Pickup Patrol. If you miss the deadline to report in Pickup Patrol, please call the main office (908)996-6811 extension 2369.**
3. **Parents may park and walk up to the gym entrance at the lower parking lot.**

### Dismissal- early dismissal

Use the Pick Up Patrol program to alert the school that you plan to pick your child up before the end of the school day. When this is done ahead of time, students will be called to the main office in anticipation of your arrival. The cut off for this is 2:00 on a regular school day but the earlier it is done, the better to ensure the main office staff sees the plan and can ensure everyone is informed and that your child will be called down and ready for dismissal. If you have any trouble accessing your Pick up Patrol account, contact Andrea Damboise at [damboise@alexandriaschools.org](mailto:damboise@alexandriaschools.org).

## Athletics

A variety of sports are available at ATS. Ability to join the team may vary from year to year, depending on enrollment numbers in each grade. When possible, students in fifth and sixth grades may be permitted to join select teams. The athletic coordinator, Mr. Matthew Blazure, will communicate this information.

Fall Sports	
Girls Volleyball	Grades 6-8
Soccer (Co-ed)	Grades 6-8
Cross Country (Co-ed)	Grades 5-8
Field Hockey	Grades 5-8

Winter Sports	
Boys Basketball	6-8
Girls Basketball	6-8

Spring Sports	
Baseball	6-8
Softball	6-8
Boys Lacrosse	6-8
Girls Lacrosse	6-8

*5th graders will be allowed to participate if attendance is low in a sport.*

### School Sports Participation Requirements

Students interested in school sport grades 6 - 8 (5th grade if needed for participation) are mandated to present a Medical Eligibility Form and activity fee to the Health Office, prior to participation. Therefore, in order to participate in school sports the PPE must be completed by your child's physician and submitted to the Health Office by the specified due dates per sport. The school physician approves the student's participation in athletics based upon the medical report. Students will not be able to participate without the Medical Eligibility Form and additional forms, listed below. Required forms include:

- ☐ Preparticipation Physical Evaluation (signed by parent, student, and physician) – Must be completed within 365 days of the first official practice in an athletic season. This form remains in the doctor's office.
- ☐ Health History Update Questionnaire – must be completed if PPE was submitted more than 90 days from the first day of practice, or there have been recent significant changes in student's health.
- ☐ Medical Eligibility Form
- ☐ Permission to Participate - Review; acknowledgement form must be signed by parent/guardian and student athlete.

- ☐ Sudden Cardiac Death in Young Athletes Pamphlet – Review; acknowledgement form must be signed by parent/guardian and student athlete.
- ☐ Sports-Related Concussion and Head Injury Fact Sheet - Review; acknowledgement form must be signed by parent/guardian and student athlete.
- ☐ Opioid Drugs Fact Sheet - Review; acknowledgement form must be signed by parent/guardian and student athlete.
- ☐ Sports Related Eye Injury -Review

These state forms may be downloaded from our school website and in Genesis under Parents - Forms <https://www.dvrhs.org/cms/lib/NJ01001243/Centricity/Domain/337/Physical%20Forms%202022-23.pdf>

## Attendance and Punctuality

The compulsory education law (*N.J.S.A. 18A:38-28 through 31*) requires all children between the ages of 6-16 to attend school. The Board of Education, Superintendent, and staff recognize the importance of daily, punctual attendance to a student's academic success. Parents and guardians play an integral role in pupil attendance and will be included in the conversation regarding attendance and how we can work together to ensure each child is getting to school on time each day. If a student is absent 10% of the school days or for 18 days of a 180 day school year, they are considered chronically absent. Chronic absentee rates must be reported to the state and while the district may indicate time missed as 'excused' if a doctor's note is provided, these absences are not considered excused by the state. Excuses classified as excused from the state are listed below:

The full policy regarding pupil attendance can be found on the district website or through this [link to policy 5200](#). Prolonged or repeated absences deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level. Additionally, unexcused absences from school or from classes within the day may subject the student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition.

Important milestones to note:

1. Four cumulative unexcused absences
  - a. For each absence, starting at the fourth cumulative unexcused absence, the appropriate school counselor will reach out to the family to notify of the absence, determine the cause and offer assistance, if necessary.
2. Five to nine cumulative unexcused absences
  - a. Continuing as stated above for four absences, the appropriate school counselor will reach out to the family to notify of the absence, determine the cause and offer assistance. It shall be determined in a meeting between the parent, counselor, and school administration what an appropriate action plan should be to support the student and their regular attendance. This could include but is not limited to the following interventions:
    - i. Refer or consult with the building's intervention and referral services team, pursuant to N.J.A.C. 6A:16-8;
    - ii. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
    - iii. Consider an alternate educational placement;

- iv. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
- v. Refer to a court or court program pursuant to (a)4iv below;
- vi. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10 if a potential missing or abused child situation is detected

**3. For cumulative unexcused absences of 10 or more, a student between the ages of six and 16 is truant, pursuant to N.J.S.A. 18A:38-25, and the school district shall:**

- a. Make a determination regarding the need for a court referral for the truancy, per (a)4iv below;
- b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
  - i. A court referral may be made as follows:
    - 1. When unexcused absences are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the district board of education's policies, in accordance with (a) above, the parent may be referred to municipal court;
    - 2. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the municipal court; or

- 4. The school will always cooperate with law enforcement and other authorities and agencies, as appropriate.

Any student who is loitering in the hallway, bathroom or other area, who leaves class or arrives late without a pass, or who is not in class for any other unexcused reason will be subject to disciplinary action from any adult in the school building.

**Bell Schedules**

	Regular Day	Early Dismissal	Delayed Opening
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<b>Student drop off begins</b>	<b>8:40</b>	<b>8:40</b>	<b>10:20</b>
<b>Homeroom begins</b>	<b>8:50</b>	<b>8:50</b>	<b>10:30</b>
<b>K-2 Lunch</b>	<b>11:12</b>	<b>10:43</b>	<b>12:51</b>
<b>3-5 Lunch</b>	<b>11:55</b>	<b>11:15</b>	<b>1:23</b>
<b>6-8 Lunch</b>	<b>12:38</b>	<b>11:47</b>	<b>1:55</b>
<b>Dismissal bell</b>	<b>3:27</b>	<b>1:12</b>	<b>3:27</b>

### Birthday celebrations

Celebrations are at the discretion of the teacher or grade level team. Any students in grades PreK- fourth grade may be 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.

### Bus

- You should ride the bus you are assigned to ride and you may not go on another bus. You must exit the bus at your regularly assigned stop unless you have written permission from a parent or guardian AND a note indicating this change from the school. This should be picked up in the main office PRIOR to riding the bus and given to the driver as you board 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. Students will be responsible for cleaning graffiti on the bus and may be liable for financial costs of repairing damage or replacing the fabric of the seat if the graffiti cannot be removed.
  - 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.

### **Cafeteria (and beyond)**

- 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 for grades K-4. Students in grades 5-8 may be permitted to bring their school issued devices to the cafeteria. Phones must remain powered down and in your locker for the entirety of the school day.
- 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.



- 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.
- 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

### **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.
- If this becomes a frequent issue, 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 as soon as they enter the building and pick it up at the end of the day after the final bell has rung. There will be disciplinary action if a student refuses to give a teacher their phone or fails to comply with the rules as explained here.
- 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 or videos of other students on school or personal devices. This will result in detention or suspension, depending on the severity of the event, as well as the student needing to leave their device in the main office each day, as outlined above. '
- Smart watches may be worn but students should not use them to communicate during the school day. If a student is found to be violating this rule, they will be required to remove the device. Teachers will send any devices to the office and the student may pick them up at the end of the school day.
- Students will be required to remove smart watches prior to school or state testing.

### **Child Care Program**

As mentioned above, only students in grades third and above may get off of the bus without an adult present. We recognize this may present a hardship for your family and, as such, have a contract with an outside agency to provide care beyond school hours for a fee. The company we utilize is [Work Family Connection](#) and care is provided by their agency on our premises. If you need care before 8:45 am or after 3:26 pm, we encourage you to reach out to them regarding the program.

### **Class Preparedness**

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.

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 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.

## Clubs

Select clubs are available to students in various grades. There is a \$15 activity fee that is due for any child who participates in a club outside of school hours.

## Code of Conduct

Governed by [district policy 5600](#)

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 3:30-4:15 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.

Infraction:	Elementary Grade (K-4) Consequence:	Middle Grade (5-8) Consequence:
Late for class	N/A	Lunch Detention
Tampering with another's desk, cubby, locker, or personal belongings	Parent contacted by teacher	Parent contacted by teacher & lunch detention
Use of electronic devices (cell phones, smart watches, electronic games, music players, etc)	Confiscated & brought to office 3rd occurrence: parent picks up the device from main office OR child must leave device in the main office at the start of each school day	
Inappropriate, disruptive, or unacceptable behavior in the cafeteria, on school grounds or at school events.	Staff-managed reset, then parent contacted by teacher & lunch detention *dependent on severity, ISS/loss of privileges to participate in extracurricular clubs, sports and/or events	
Repeated, willful disobedience/defiance	Parent contacted by teacher & lunch detention *dependent on severity, ISS/loss of privileges to participate in extracurricular clubs, sports and/or events	
Having and/or eating candy/gum	Open - discard Sealed - confiscated	

Eating food outside designated time	Discard	
Inappropriate School Attire	Students will be sent to the main office and permitted to call home for a change of clothes. If unavailable, ATS attire will be provided. Main office will email home notifying parents. Attire must be cleaned and returned within 1 week, or a fine will be incurred.	
Unacceptable language/gesture	Staff-managed reset, then parent contacted by teacher	Parent contacted by teacher & Lunch detention
Cutting class/hiding in other classes or restrooms	n/a	Parent contacted by teacher & Lunch detention
Forgery	Notify parents	Notify parents
Academic dishonesty, including but not limited to plagiarism/cheating	Notify parents, 0 credit for assignment	Notify parents, 0 credit for assignment
Lying to a staff member	Staff-managed reset, then parent contacted by teacher	Staff-managed reset, then parent contacted by teacher
Violating Technology Handbook and/or Acceptable Use policy	Parent contact, potential loss of privilege to use technology, lunch detention, ISS/OSS, depending on severity of infraction	Parent contact, potential loss of privilege to use technology, lunch detention, ISS/OSS, depending on severity of infraction
Sexual Harassment	Parent contact, in-school suspension	Parent contact, in-school suspension
Intentionally disruptive, harmful, or violent physical contact including but not limited to fighting, biting, or use of force (pushing, throwing objects, tripping, etc)	Parent contact, in-school suspension	Parent contact, in-school suspension
Inappropriate physical touch of self or others including but not limited to public displays of affection	Parent contact	Parent contact, lunch detention
Hitting another student or involvement in a fight	Parent contacted by teacher or administration & detention or ISS/OSS and potential police notification	Parent contacted by teacher or administration & lunch detention or ISS/OSS and potential police notification

Stealing/Theft	Parent contacted by teacher & detention or suspension	Parent contacted by teacher & lunch detention or ISS
Vandalism (including defacing student work, ripping paper, breaking chair, clogging toilets)	Parent contacted by teacher & lunch detention *dependent on severity, ISS/loss of privileges to participate in extracurricular clubs, sports and/or events	Parent contacted by teacher & lunch detention *dependent on severity, ISS/loss of privileges to participate in extracurricular clubs, sports and/or events
Harassment, intimidation or bullying (HIB) by an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, disability or by any other distinguishing characteristic	Handled at administrative level. Consequences may include but not limited to, counseling, character education classes, ISS or OSS and/or disciplinary action as determined by administration. Possible I&RS referral and police notification	Handled at administrative level. Consequences may include but not limited to, counseling, character education classes, ISS or OSS and/or disciplinary action as determined by administration. Possible I&RS referral and police notification
Mocking or demeaning any individual or group	Parent contacted by teacher & lunch detention	Parent contacted by teacher & lunch detention or ISS/OSS
Violent threat towards any individual or group	Parent contacted by administration & lunch detention or ISS/OSS and potential police notification	Parent contacted by administration & lunch detention, ISS/OSS and potential police notification
Possession of OTC or prescription drugs	Confiscation and parent notification by nurse or administration	Confiscation and parent notification by nurse or administration
Possession and/or use of alcohol, tobacco, other drugs, and/or electronic smoking device	Parent contacted by administration & OSS with potential police notification	
Possession and/or use of a weapon	Parent contacted by administration & ISS/OSS and potential police notification	Parent contacted by administration & ISS/OSS and potential police notification
Racial slurs, hate speech or other derogatory terms aimed to demean an ethnic, national or racial group	Parent contacted by administration & detention or suspension: potential police notification	Parent contacted by administration & OSS: potential police notification
Using an electronic device (both school-issued and personal) inappropriately to record, capture, or transmit any	Parent contacted by teacher & lunch detention, ISS/OSS, regulation of device use and potential police involvement	Parent contacted by teacher & lunch detention, ISS/OSS, regulation of device use and potential police involvement

audio, video, or images.	*dependent on severity, ISS/loss of privileges to participate in extracurricular clubs, sports and/or events	*dependent on severity, ISS/loss of privileges to participate in extracurricular clubs, sports and/or events
Any other misbehavior that interferes with the good order of the school	Parent contacted by teacher & lunch detention or ISS/OSS *dependent on severity, ISS/loss of privileges to participate in extracurricular clubs, sports and/or events	Parent contacted by teacher & lunch detention or ISS/OSS *dependent on severity, ISS/loss of privileges to participate in extracurricular clubs, sports and/or events

## 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 events and 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:***

- Obscenities, vulgarities or hate speech in word or picture form.
- Drug, alcohol, tobacco, or violence references.
- Sexually suggestive.
- Harassing or biased words or pictures related to race, religion, gender, national origin, or sexual orientation.
- 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 or are excessively tight.
- 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.

Teachers will address dress code violations and students are expected to comply with the request without necessitating intervention by administration. Students may visit the nurse for spare clothing or contact their parents using the phone in the main office or nurse's office in order to have different clothing dropped off at school. Noncompliance or undoing a modification will result in disciplinary action.

*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.*

## **Emergency School Closings**

If school is required to be closed due to inclement weather, failure of building systems, or any additional unexpected emergency, the decision will be made by the Superintendent and the information will be relayed via automated communication methods as soon as possible. We will communicate in as many methods as possible and post this information on our webpage.

## **Field Trips**

Field trips, which are an integral and exciting part of the instructional program, are scheduled by classroom teachers to ensure compliance with district and state curricular standards. There is often a fee for students to attend but the cost is minimized so as not to burden families or create a barrier for all to attend.

Teachers will contact parents/guardians to chaperone field trips as needed. Chaperones are asked to cover the cost of admission. Chaperones should follow the instructions given by the teacher and remain with their assigned group for the entirety of the trip. Cell phones should be used sparingly as they may distract from the necessary duties of supervision.

### **Food Services**

The district has a contract with Maschio's to provide meals for the staff and students at ATS.

Bills will be sent home by the kitchen manager periodically throughout the year. If a student has a large outstanding bill they will not be able to purchase the regular lunch.

Student lunches will cost \$3.50. Should students wish to select a hot or cold offering, they will do so in homeroom when the lunch count is taken.

### **Grading System and Report Cards**

#### **Academic Probation**

Students who do not meet certain criteria pertaining to academic achievement may be excluded from extracurricular activities and events. Any student who is put on academic probation will receive written notification from the office of the superintendent.

#### **Genesis**

The school utilizes Genesis as the student information system for the district. The parent portal, which is a quick link on the website, offers the ability to easily monitor your child's grades and attendance records. We strongly encourage parents to check this frequently to monitor progress and reach out to teachers with questions or concerns. If you are unable to access this system, reach out to the main office for assistance.

#### **Progress Reports/Report Cards**

Progress reports are posted mid way through the trimester.

Report cards are posted at the conclusion of each trimester, approximately every 60 school days. Students in grades kindergarten through fourth grade will receive standards-based grades. There is a scale from 1-4:

1. Student is not yet meeting grade level standards.
2. Student is sometimes meeting grade level standards.
3. Student is meeting grade level standards.
4. Student is exceeding grade level standards.

If students are not evaluated, they will receive a NA. Grades 5-8 will utilize traditional numeric grading with corresponding alpha grades. Below is the table to explain potential grades:

<b>A+</b>	97 and above	<b>A</b>	94-96	<b>A-</b>	90-93
<b>B+</b>	87-89	<b>B</b>	84-86	<b>B-</b>	80-83
<b>C+</b>	77-79	<b>C</b>	74-76	<b>C-</b>	70-73
<b>D+</b>	67-69	<b>D</b>	64-66	<b>D-</b>	60-63
<b>F</b>	0-59	<b>I</b>	Incomplete	<b>PA/FA</b>	Pass/Fail

### Honor Roll

Students in grades 5-8 who distinguish themselves by high academic achievement will be listed on an honor roll at the end of each trimester. Two rolls will be published: honors and high honors. The high honor roll will include all students who have achieved a grade of not less than 90 in all subjects in that marking period. The honor roll will include all students who have a grade of 80 or better in all subjects, excluding those students named to the high honor roll in that marking period. A student who has been given a grade of incomplete in any subject will be ineligible for an honor roll in that trimester.

### Retention

Students who fail one subject may be retained if a summer program is not sufficiently completed. Students who fail more than one subject will be retained per policy 5410.

### Gum and Candy

Gum is not permitted anywhere in the building. Candy is permitted at lunch only. Teachers who see a student chewing gum should ask them to spit it out immediately. Willful disobedience of this rule is insubordination and may result in a lunch detention

### Health Services

Students may not call their parents/guardians to be picked up without the nurse's permission. The nurse will determine whether the student needs to go home. If this is the case, the nurse will contact a parent/guardian and arrange for the student to be picked up from the nurse's office. It is the responsibility of the parent or guardian to provide transportation for a sick child.

When the nurse is not available and a student is ill, the student should go to the office for help. In an emergency, where there is a life-threatening situation or serious injury, the School will call 911 to assess the situation and transport the child, if needed.

### Communicable Diseases

The parent or guardian of a student with a communicable disease such as flu, strep, or mono, should notify the school as soon as they have knowledge of the student's diagnosis so that the school can monitor trends.

### Food Allergies



Forms should be completed and returned to the nurse to make the school aware of any food allergies. The school nurses will then make teachers and other school staff aware to keep the child safe. Students who experience food allergies will have the ability to sit at an allergy table at lunch, depending on the severity of the allergy in addition to the preference of the student and/or family.

### Medication Policy

All medication must be in the original prescription bottle, displaying the student's name, name of medicine, physician's authorization, and dosage instructions. A parent or guardian must fill out and sign a medication authorization form permitting the nurse to administer prescribed medication at school. A medication authorization form must also be filled out and signed by the parent/guardian for any non-prescription medication to be taken at school.

**The only medications students are allowed to carry with them and/or self-administer are those medications needed for potentially life-threatening illnesses such as inhalers for asthma and an EpiPen for severe allergic reactions. A student may carry these medications only when the prescribing physician has given written authorization that the student may carry the medication.** Cough Drops may be sent to school with your child. A note from the parent must accompany the cough drops, giving the school nurse permission to dispense them to your child.

**Parents/Guardians need to fill out the health form in Genesis to give the nurse permission to administer Tylenol, Ibuprofen and Tums.**

*Medication may only be dispensed by a registered nurse on school grounds. In the event that the nurse is absent, no medication will be able to be dispensed on school premises by staff.*

### Physical Education and Outdoor Recess Exclusion

In cases where an illness or injury will prevent a student from participating in Physical Education or Athletics for one to three days, the parent/guardian must write a note addressed to the Physical Education instructor or coach. The student should hand the note to the nurse. The student must report to the Physical Education instructor every day for class even if excused from participating in the day's activity unless other arrangements have been made. In cases where the illness or injury will prevent a student from participating for more than three days, a written statement from a physician is required.

The pupil's physician or licensed health care provider must provide to the school district a written medical release/clearance for the pupil, indicating when the pupil is able to return to the activity.

If a student is unable to participate in physical education they are also unable to participate in outside recess.

### Harassment, Intimidation and Bullying Prevention

On September 1, 2011 the NJ Anti-Bullying Bill of Rights Act went into effect. All New Jersey Public Schools are required to follow policies and procedures aimed at prohibiting harassment, intimidation and bullying in the school setting. Every school has an Anti-Bullying Specialist and a School Safety and Climate Team on site. [Read the full NJ Anti-Bullying Bill of Rights Act.](#)

The Alexandria Township Board of Education prohibits acts of harassment, intimidation, and bullying against pupils (Policy 5510). Harassment, intimidation, or bullying means any gesture, written, verbal or physical act, or

any electronic communication that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability.

Anti-Bullying Policy, Anti-Bullying Reporting Forms and Anti-Bullying Personnel are all located on our website: [AlexandriaSchools.org](http://AlexandriaSchools.org).

### **Lockers**

School lockers are the property of Alexandria Township School and all items stored within must comply with school rules and regulations. Lockers are provided to students to store their belongings while in school. No illicit or forbidden items are allowed to be stored within and ATS reserves the right to search and examine all contents within school lockers.

Do not tamper with lockers, kick or hang on locker doors. Students who tamper with belongings of others or enter another student's locker is subject to disciplinary consequences.

### **Mental Health Resources**

There are many mental health resources listed on our school website, which can be found at [Alexandriaschools.org](http://Alexandriaschools.org). There are additional resources from the state which can be found on the [Department of Education website](#).

Additionally, The New Jersey Youth Helpline, 2ND FLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board.

### **Money, toys, valuables, electronics**

The purpose of attending school is to learn and academics should be the priority. Excess money, toys, electronics and valuables that are not essential to the learning process are strongly discouraged. Additionally, students should not be trading or lending these types of items as it may result in conflict and disrupt the learning environment. Parents/guardians will be notified when money is needed for events and we encourage students not to bring money otherwise. Students are always responsible for their own personal belongings. Additionally, students are not permitted to sell items at school and collect money from other students.

### **Student Services**

I&R S Process and linked handbook

504- contacts are Kerrie Eisenhardt for grades K-4 and Mary McIsaac for grades 5-8

IEPs are

### **Technology**

All Chromebooks and iPads remain the property of ATS. ATS reserves the right to collect and/or inspect your device at any time and to delete any material or applications deemed inappropriate or interfering with the intended educational purposes of the device.

There is an acceptable use policy which must be acknowledged through Genesis. The sole purpose and expected use of any school-issued device is to attend to school work and engage in educational activities. The school monitors these devices in several capacities to ensure students are on task and working appropriately. There is software that monitors for safety concerns which alerts school officials if keywords are used on a school device. If there is ever a concern, guardians would receive a call from a school administrator.

Intentional damage such as removing keys from a keyboard, carving into the device with a sharp object, or removing the bezel magnet so that the device does not automatically 'go to sleep', among other intentional acts of vandalism, are often not covered by insurance. If a student intentionally damages a device, you are subject to additional fees to cover the cost of repair. **Payment may be due prior to the student receiving a loaner device.**

Dropping devices frequently will cause damage over time. Even when a device seems ok following one or more drops, there is likely internal damage that has occurred. This often causes the battery to swell and students may notice difficulties with charging/inability to charge fully/quick discharge of battery/etc, in addition to keyboard issues because ribbons can come unplugged or severed on the drop, etc. While some of these issues may be corrected without the use of the insurance, some such as battery replacement will require use of the insurance to cover the repair cost.

Cases can only provide so much protection. Frequent dropping may result in damage despite being enclosed in a case. Parents are required to purchase a case this year. Replacements can be purchased if the case is broken and no longer able to be used.

Dropping a chromebook when the screen is open will likely result in damage to the screen regardless of whether there is a case or not. For this reason, we always encourage students to carry their chromebook while it is closed and minimize the chance of a drop while the device is open. Students should never be walking in the halls with their device open.

Any damage that a child did not do to their chromebook should be reported to the supervising teacher IMMEDIATELY. The teacher will either send the student to the office to report the damage or will send an email to report to the tech department. If you do not report this immediately, you will be liable for the damages and potential cost of repairs.

Chromebooks are not permitted to be in the cafeteria.

### Insurance and Damages

The cost of insurance for the 2024-2025 school year is \$25 per chromebook and is collected from students in **third through eighth** grade. This fee may be paid by sending a check made payable to "ATS BOE" into the main office or through the online portal through PaySchools. Please be sure to include your child/children's names on the memo line.

Insurance will include **one** fix and/or replacement. If a chromebook is broken and sent for repair, any additional damages will require the family to pay for the cost of repair. Any child who has the initial fee waived, as explained in the bullet above, will be required to pay for damage done to a device that is loaned and/or not initially assigned to them. The technology office has the right to withhold the device if insurance was not purchased or fees are not paid and the device must be collected for repair.

The insurance fee is waived for homeless/transplanted students, for all students that qualify for free and reduced lunch, or if you are approved after applying to the superintendent for additional

circumstances/hardships. There will be a maximum of three fees per family and any family that has more than three children in grades three through eight will not pay additional insurance fees.

Every student is issued a charger. If the charger is lost or not returned, there is a \$20 replacement fee.

Students may be given a spare device when their personal device is collected for repair. These devices are expected to be returned in the same condition in which they were lent out. If there is damage to the loaned device, the student will be responsible for a deductible to cover the cost of repair.

If you damage someone else's device, you will be responsible for paying to repair their device. Do not touch anyone else's device for any reason.

Defacing the device with a sharpie will not be covered under the Chromebook protection and you may be liable for the cost of the device.

### Basic Care and Use

Bring your device to school, fully charged each day. You are permitted to bring your own charger to school but it is strongly discouraged.

To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise. Headphones may be used at instructors' discretion and **all students are expected to provide corded headphones for their personal use.**

Be careful around food or drinks. DO NOT carry your device inside of a backpack with a water bottle.

Stickers that would be difficult to remove should not be placed on Chromebooks as they are not permitted to be returned with any stickers or markings. ***You will be required to clean off the stickers prior to returning your chromebook.***

Avoid leaning on your chromebook as excessive pressure on the lid may break the screen.

You are responsible for keeping your device safe. DO not place it on the edge of a desk where it may be pushed off, on the floor where it may be stepped on, or in a place where it could be broken or taken by someone else.

If you claim your chromebook is broken by another student you must know who it is so that the supervisor of technology can have a conference with both students. If it is determined the damage was caused by someone else, that student will be required to pay for the repair. If you claim someone else broke your device but you do not know who it was, you will be responsible for paying for the cost of the repair. **You are responsible for keeping your device safe and you are responsible for keeping your hands to yourself and off of other students' devices.**

GoGuardian allows for teachers and/or school administration to remotely monitor your device. Understand that your use of the device will be monitored to ensure a safe, effective and appropriate learning environment.

GoGuardian offers the ability for parents to monitor and control Chromebooks outside of school hours. Please [see our communication about the capabilities](#) and activate your account right away.

You are responsible for the appropriateness of all files, data, and Internet history on your Chromebook. Do not expect that files stored on your Chromebook will always be private. This is a school owned and issued device and will be fully monitored.

Photos and camera capabilities on the iPad will be disabled unless necessary for educational purposes, in which case the camera app will be temporarily enabled. You cannot transfer photos taken on the iPad off of the device for any reason.

You must leave your Chromebook's identifying barcode and name labels in place. Removing identifying information from the device is strictly prohibited and may result in disciplinary action.

You may personalize your home screen with appropriate media. Follow the school/district policies for what is appropriate and do not select a background that moves as this will severely diminish battery life.

**All users are prohibited from the following actions:**

Using technology for illegal activities such as downloading or installing personal, inappropriate or illegal software as outlined in federal or state law.

Disrupting, vandalizing or gaining unauthorized access to equipment, software, files or the operation of any system and/or violating copyrights or otherwise using the intellectual property of another individual or organization without permission or citation.

Obtaining or creating offensive, indecent or obscene text, graphics, or photographs.

Using abusive or obscene language to send hate mail, harass another individual, violate the law or school policy.

Logging on to the network or sending email using another's identity.

*If enrollment at Alexandria Township School (ATS) is terminated for any reason (i.e. transfer), you must return all devices and chargers as soon as possible. Failure to do so will result in the student's name being placed on the obligation list. Grades and/or transfer records may be withheld until all student obligations are*