

**ALCOTT COLLEGE PREP
CLASSROOM and SCHOOL WIDE POLICIES**

#1 Come to school EVERY DAY that you are not seriously ill.

Teachers please take this time to share with your students your specific classroom consequences. For example, department detentions, class participation points etc.

#2 Students should arrive to SCHOOL and CLASS on time.

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#3 Cell phones are to be used in the cafeteria ONLY. Headphones are removed once you leave the cafeteria.

SCHOOL WIDE POLICY

Students will receive one opportunity to put the device away.

If a student is seen again or refuses to put it away, the phone or device will be taken by staff and returned at the end of the day.

If the student continues to ignore this policy, devices will be taken and a parent must come to the school to retrieve the phone/device.

#4 Adhere to the dress code policy – ALCOTT supports expression of individuality, but in an appropriate fashion or manner.

- a. Dresses, skirts and shorts must be at least fingertip length
- b. Tops should not have stomachs or backs exposed
- c. Spaghetti straps are inappropriate and/or be covered by a sweater, shirt or jacket
- d. Clothing should not be transparent, exposing undergarments
- e. No low-rise or sagging pants for female and/or male students
- f. No hats or hoods. *Headwear is only allowed in the building if it's religiously affiliated
- g. No flip flops
- h. No clothing that displays or promotes: alcohol, narcotics, prescription drugs, violence/weapons, inappropriate jokes, culturally/racially insensitive or of sexual nature

SCHOOL WIDE POLICY

Students will be given the opportunity to remove hats and hoods. A 2nd offense results in the hat being taken and returned at the end of the day.

Students will be given the opportunity to put on additional clothing or change into something appropriate.

Students will be offered clothing provided by the school.

Students must make efforts to resolve the dress code violation.

#5 Students will be safe by not play-fighting or engaging in horseplay in any area of the building

Teachers please take this time to share with your students your specific classroom consequences. For example, department detentions, class participation points etc.

#6 If you are in the building, you must attend ALL classes

Teachers please take this time to share with your students your specific classroom consequences. For example, department detentions, class participation points etc.

#7 Students remain in the building for the entire day (unless traveling with or approved by a teacher)

#8 Food and drinks are to be consumed ONLY in the lunchroom areas

SCHOOL WIDE POLICY

All food items will be thrown away by faculty and/or staff

#9 Students are RESPECTFUL to all faculty and staff

- i. Examples of disrespect:
 - i. Wearing headphones
 - ii. Using cell phones
 - iii. Wearing hoods/hats
 - iv. Dressing inappropriately
 - v. Skipping class while in the building
 - vi. Excessive tardiness
 - vii. Using profanity in the building in the presence of an adult
 - viii. Not participating in class activities
 - ix. Remaining the hallway after the bell has rung
 - x. Never completing assignments
 - xi. Sitting on lunchroom tables
 - xii. Leaving school without permission
 - xiii. Eating food in the classroom
 - xiv. Inappropriate displays of affection (specific policies are listed below)

Teachers please take this time to share with your students your specific classroom consequences. For example, department detentions, class participation points etc.

#10 Students conduct themselves RESPECTFULLY when showing public displays of affection

- a. Holding hands is acceptable during school hours while in the building
- b. Brief hugs are acceptable during school hours while in the building
- c. Pecks on the lips are unacceptable during school hours while in the building
- d. Kissing on the lips is unacceptable during school hours while in the building

SCHOOL WIDE POLICY

- 1st incident - Student couples will be reminded about the policies listed above by any and all staff members.
- 2nd incident - Student couples will have a conference with the dean.
- 3rd incident – Student couples' parents will be contacted.

Note to Teachers:

It is expected that teachers will handle all 1st infractions as a part of their classroom management plan. If the behavior becomes excessive, teachers should request a conference with the student and the dean. Please maintain documentation of what you've done at the classroom level to address student behavior prior to requesting a school detention.