

Cranston High School East

**A Regents' Commended School
A NEASC Accredited School**

Student Handbook

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This agenda belongs to:

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CRANSTON SCHOOL COMMITTEE

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Jeffrey Gale	Stephanie Culhane	Daniel Wall
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CENTRAL OFFICE ADMINISTRATION

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Chief Operating Officer

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Chief Financial Officer

Michele Simpson
Executive Director of Special and Related Services

Joseph S. Rotz
Executive Director of Educational Programs

James Dillon
Executive Director of Data Management Systems

***POLICIES PERTAINING TO
CRANSTON HIGH SCHOOL EAST***

*The following pages contain information concerning policies and procedures specific to Cranston High School East. Policies and procedures that are common to Cranston East and Cranston West are found in the Disciplinary Procedures for Cranston High School Grades 9-12. Please carefully review **both** of these important sections as both students and parent/guardian will be required to sign an agreement page for both the Disciplinary Procedure and the Technology Acceptable Use Policy.*

WELCOME

The administration, faculty and staff of CHSE would like to welcome you to the 2016-2017 school year. We hope that this handbook will assist you in planning and achieving your academic goals.

This handbook section attempts to cover the basic expectations, rules and policies, which govern the way we relate to each other in the school community. Our hope is to provide for the general welfare of our entire student population, while respecting the rights and aspirations of the individual.

This will serve as a map to guide you through your social, civic, and academic program of studies. The Cranston High School East community approved these expectations in March 2002 and has updated them regularly since. It has often been said that if you don't know where you're going, you'll probably end up somewhere else. This handbook is intended to assist you in your day-to-day activities. It also offers you a valuable tool for achieving your academic goals.

At Cranston High School East, we encourage all students to follow a simple plan for success:

1. Set Goals - - good grades, honor roll, graduation
2. Be Respectful - - respect yourself, others, and property
3. Be a Team Player - - work with all members of the school community
4. Practice the Fundamentals - - be diligent about doing two hours of homework each night.

R.I. DIPLOMA SYSTEM

R.I. high school students must demonstrate their ability to apply the knowledge and skills acquired through course work in order to graduate. R.I. students must demonstrate proficiency in six core areas – English, Language Arts, Mathematics, Science, Social Studies, the arts, technology and in applied learning.

Cranston High School East has designated Proficiency Portfolios and Comprehensive Course Assessment as the two indicators that potential graduates will use to demonstrate acquired proficiency in knowledge and skills. This demonstration of proficiency will ensure that the Cranston High School East graduate will be ready for higher education or the work force, and will be a productive, contributor to the community. **(Please refer to diploma handbook).**

SCHOOL CREED

We, the students of Cranston High School East, resolve to maintain, to the best of our ability, clean standards in the classroom and on the athletic field, to cooperate to the greatest extent with teachers and fellow students, and to cultivate in our characters qualities of honesty, independent thought, and reliability.

SCHOOL SONG

We all sing praise to our school.
Where loyal hearts will remain.
Oh how we love her, our Alma Mater
Cranston High!

With spirits true to our school.
We'll ever sing of her fame.
Our deep devotion, our steadfast faith
She'll ever claim!

THE MISSION OF CRANSTON PUBLIC SCHOOLS

In partnership with families and community, Cranston Public Schools will empower all students to achieve academic and personal excellence, exhibit persistent effort, and live as resourceful, inquiring, and contributing global citizens.

DISTRICT CORE VALUES AND BELIEFS ABOUT LEARNING

All students can learn in a school community that observes the Cranston traditions, respects all, embraces diversity, and strives for educational excellence.

In Cranston Public Schools we believe and value:

- Success for all
- Family and community engagement
- Rigorous and relevant curriculum
- School and community pride
- Respect and character
- Collaborative leadership
- Safe and healthy environment
- College and career readiness

CRANSTON HIGH SCHOOL EAST CORE VALUES AND BELIEFS ABOUT LEARNING

BOLTS

PRIDE

Balance Order Leadership Tradition Spirit

Perseverance Respect Integrity Diversity Excellence

- All students are active learners.
- All students take responsibility for their education and growth.
- Involved families help students’ academic and social well-being.
- All staff deliver high-quality programs and curricula.
- A safe and orderly learning environment supports and encourages productive learning experiences
- Versatile learning occurs in our classrooms, on our playing fields, in our arts programs, and in our community engagements.
- Our diversity is our strength and enriches the Cranston High School East learning experience.

THE CRANSTON HIGH SCHOOL EAST ADVISORY PROGRAM

The goal of the CHSE Advisory Program is to provide a nurturing environment where students have the opportunity to develop positive, meaningful relationships with their peers and teacher-advocates. By engaging in activities that enhance academic success, build group spirit, appreciate individual differences, and support one another through active advocacy, the school community should achieve a sense of personalization.

Social Expectation:

The Cranston High School graduate is a respectful, ethical, responsible, and a courteous individual, who can work both independently and cooperatively by following the rules outlined in the Cranston Public Schools Student Handbook.

- Annually collect student information related to citizenship, effort, attendance, and discipline

Civic Expectation:

The Cranston High School graduate is a contributing member of his/her community, and as such functions as an informed, involved citizen who advocates for positive changes in surrounding environment.

- Annually collect student information related to participation in various school activities and community service

2016 – 2017 CHSE Personalized Learning Environment Program Overview:

- Program activities created by a Personalization team and conducted by all faculty, staff, students and some parents/community members.
- Advisors work with students in an approximate 1:12 ratio.
- Advisory sessions occur weekly and in extended advisory assemblies
- Advisors use curriculum created by Personalization team
- Advisors/students create and record reflection on sessions.
- Students record reflections in Digital Portfolio.
- Students will complete and maintain ILP.

ACCIDENTS

Whenever an accident occurs in school or on school property it must be reported immediately to the teacher in charge, who then will report the accident to the Administrative Office and any other necessary authorities. The school, when necessary, will make proper medical referrals. To this end it is important that parents or guardians complete the EMERGENCY CARE CARD sent home at the beginning of the school year.

ATTENDANCE

College admission officers and employers use attendance records as a means of determining an applicant's dependability. To ensure a good record, regular attendance in school is necessary. See Attendance Policy

AUDITING POLICY

A student may request permission to audit a class for personal enrichment, academic preparation for a higher level class for which the student has not met the basic requirements, or to improve background in a course previously taken. Permission to audit is given by the Principal on a space available basis.

Students auditing a course receive a regular academic grade (which counts toward honor roll), but do not receive either academic or GPA credit. A student who audits a class is required to fulfill all class requirements, and will receive a regular grade (A+ through F-).

CAFETERIA

The school cafeteria provides students with the opportunity to either bring food from home or purchase a well-balanced lunch at a reasonable price. The cafeteria also provides a clean environment in which to eat. It is the student's responsibility to clean his/her area after lunch by depositing all litter in the wastebaskets. Food may not be taken from the cafeteria to any unauthorized area.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Students must inform the Guidance Office of any change of address or telephone number. Failure to do so will result in delays in receiving important academic communications or emergency calls from the school.

DETENTION

After school office detention may be assigned when a student violates the established discipline code. Students assigned to detention must report to the Main Cafeteria by 2:05 PM. Detention will be held from 2:10 to 3:10 P.M. on Tuesdays, Wednesdays and Thursdays at Cranston High School East. Failure to report to detention as required will result in further disciplinary consequences. Students who are assigned to detention are expected to bring sufficient materials to work on for the entire period. Any student assigned to detention will be given a 24-HOUR NOTICE, and is then expected to begin serving the assigned hours the following school day. Students will not be excused from detention for any reason other than a documented medical, dental, or legal note or by the special permission of an administrator. Part time jobs, rehearsals, games, practices, etc. are not acceptable reasons for being excused from detention.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities enrich the curriculum by providing a wide variety of experiences in which a student can participate. Students may request adding a new club or activity through the Principal, if sufficient students express an interest, a faculty advisor is available, and facilities can be provided.

Students are encouraged to participate in one or more extra-curricular activities, while accounting for other academic, home, Activities are scheduled after the school day. The advisor must supervise all after-school activities, and only officially recognized school groups may use the school building or facilities.

In order to be eligible to participate in any Interscholastic Athletic Program and/or school activity or club a student must:

Take at least the equivalent of five (5) credits and:

- Pass at least the equivalent of three 60% of the courses in the quarter when the sport or activity is taking place.
- Receive no more than two threes (3) in citizenship.

With the Principal's approval, certain activities may require higher eligibility standards.

EXTRA HELP

Students are encouraged to seek extra help from their teachers whenever there are questions or problems concerning assignments or an understanding of the material. This is particularly important after absence from school. It is the student's responsibility to request extra help with her/his teachers. To accommodate students all teachers will be available in their classroom or designated area from 2:00 - 2:20 every school day, except when their attendance is required at departmental or staff meetings.

FIRE DRILLS/SAFETY DRILLS

Fire, lockdown, shelter in place and evacuation drills will be conducted at regular intervals as required by law as a safety precaution. It is essential that when the first signal is given, everyone promptly complies. In the case of a fire drill or evacuation drill, students will quickly clear the building via the designated route. No one is to stay in the building during a fire/evacuation drills, and no one may re-enter the building until told to do so. Students are required to check-in with their teacher and remain with their class during the drill. Disciplinary consequences may apply if students do not adhere to drill procedures

GRADE PLACEMENT

A student is considered to be in a particular grade by virtue of the homeroom to which the student is assigned. Grade placement is a reflection of credits earned at the end of a school year and has nothing to do with the classes being taken. Grade placement is determined as follows:

- **GRADE 10:** Six (6) Carnegie credits by the end of August following grade 9

- **GRADE 11:** Twelve (12) Carnegie credits by the end of August following grade 10
- **GRADE 12:** Eighteen (18) Carnegie credits by the end of August following grade 11

GRADING SYSTEM

The following grading system is used in the Cranston high schools:

Academic Average	Reported Grade	Description
97-100	A+	Superior
93-96	A	Excellent
90-92	A-	Outstanding
87-89	B+	Very Good
83-86	B	Good
80-82	B-	Above Average
77-79	C+	High Average
73-76	C	Average
70-72	C-	Low Average
65-69	D	Poor
50-64*	F*	Failure
00-49 **	F**	Failure

* Eligible to attend summer school

** Eligible to attend summer school with the approval of the Principal

Tutoring may be used to make up failures when eligible students receive prior approval from the Principal. Students must receive a minimum of 30 hours of instruction over at least a 30-day period from a teacher certified in the subject area. To receive credit for the instruction, the student must pass a final exam prepared and administered by the school.

GRADUATION REQUIREMENTS

To be eligible for graduation a student must have met **ALL** of the following requirements:

- Earned a total of twenty-four (24) credits in grades 9-12.
- Earned four (4) credits in English, four(4) credits in math, three (3) credits in science, and three (3) credits in social studies including one (1) credit for having passed US history, one half (1/2) credit in technology, one half (1/2) credit in fine arts.
- Be enrolled in physical education/health unless excused by a physician. Students excused from PE must take the health portion of the course.
- NOTE: All students must take and PASS physical education/health in grades 9 through 12.
- All students are required to be enrolled in a full program with a maximum of three (3) classes in any one department.
- Seniors must be enrolled in five major subjects plus PE and health regardless of the number of credits earned before the senior year, and must pass the equivalent of three (3) major courses, regardless of the number of previous credits.

- Participate in any required state assessments. See Diploma Handbook for further information.
- Digital Portfolio and Presentation.
- Please refer to the Diploma Handbook for further information regarding PBGR requirements.

A student may earn a graduation credit only once per course unless specifically noted in the course descriptions. The Principal must first approve courses taken at other schools or colleges while a student is registered at a Cranston high school before being applied toward graduation credits. Students enrolled in enrichment programs during the summer must also have approval from the Principal to receive credit. Independent study credits may be earned for graduation credits with the prior approval of the supervising teacher, the Assistant Principal for Academic Affairs, and the Principal.

Occasionally a student may wish to finish high school in less than four years or to combine high school and college during what would be the senior year of high school. Any student who wishes to explore this possibility should make an appointment with the Assistant Principal for Academic Affairs at the beginning of **GRADE 11** to seek permission.

No Student will be allowed to participate in Graduation Exercises unless all graduation requirements are satisfied.

GUIDANCE SERVICES

Guidance services are available to all students. Many problems relating to school or one's personal life can be helped through counseling with a trained person. It is important that students seek help in dealing with such issues in order to be able to better deal with academic demands. The counselors, social worker, the psychologists, and other support personnel are trained to deal with such issues, and will be available to you with an appointment. Except in the case of an emergency, appointments should be made a few days in advance in the Guidance Office.

HEALTH EDUCATION

Families may exempt students from certain aspects of Health Education. R.I. law permits a parent to exempt his/her student from certain aspects of Health Education (R.I.G.L. 16 – 22 – 17. “AIDS education program” and R.I.G.L. 16 – 22 – 18. “Health and Family Life courses”)

HEALTH SERVICES

Students should inform parents if they do not feel well before coming to school. While students should be encouraged to minimize time out of school, a fever or vomiting in the last twenty-four (24) hours is reason to stay home. If a student becomes ill while in school, he/she may see the nurse after obtaining a pass from the classroom teacher. In urgent situations, students may be seen without a pass. Unless authorized by the nurse or an administrator, students may not leave the building due to illness. If the nurse is unavailable, students who are ill may report to the Office of Student Services.

For those extreme cases where it is necessary that medication be administered in school, a written physician's order and parent permission are required before prescription and/or over-the-counter medications can be given.

HOMEWORK

Please see CPS Homework Policy.

HONOR ROLL

Highest Honors:

Marking period grade of "A" in all subjects granting more than .25 credit with no grade below a "C-" in any subject

High Honors:

Marking period grade point average of 4.0 or higher in all subjects granting more than .25 credit, and no grade of "C-", or below, in any subject.

Honors:

Marking period grade point average between 3.0 and 3.999 in all subjects granting more than .25 credit with no grade below "C-" in any subject.

HONOR SOCIETIES

National Honor Society:

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those high school juniors and seniors who have demonstrated excellence in the following areas:

Scholarship: Students who have a cumulative grade point average of 3.5 or higher at the end of the 5th semester or the end of the 7th semester, are eligible for consideration on the basis of service, leadership and character.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem-solvers, promoters of school activities, dependable, and persons who exemplify positive attitudes about life.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and exhibits courtesy, concern and respect for others.

Rhode Island Honor Society:

The Rhode Island Honor Society serves to recognize outstanding seniors who have achieved a cumulative grade point average of 3.3 or higher by the end of the 7th semester.

Presidential Academic Achievement Award:

The Presidential Academic Achievement Award is presented to the outstanding members of the senior class who have achieved a cumulative grade point average of 3.5 or higher by the end of the 7th semester.

Thunderbolt Honor Roll:

The Thunderbolt Honor Roll serves to recognize any high school student who has achieved honor roll status for two out of

the first three quarters of the school year. Membership is determined, on a yearly basis, at the end of the 3rd quarter.

INCOMPLETE GRADE

When a student has been absent from school for an extended period of time and has missed a substantial amount of work, the teacher may assign a grade of INCOMPLETE at the end of the quarter. Since a grade of "I" cannot be a final grade, it is the responsibility of the student to arrange with the teacher a schedule to make up all work missed. All make-up work must be completed **NO LATER THAN TWO WEEKS BEFORE THE END OF THE NEXT MARKING PERIOD**. Until the incomplete grade is eliminated, students will not be considered for the honor roll or honor societies, and the GPA and Class Rank standing will not be computed.

INDEPENDENT STUDY

Directed independent study may be arranged for qualified students if there is a staff member willing to serve as mentor at no cost to the school system. Any student interested in exploring this opportunity should arrange to meet with the Director of Guidance to discuss the possibility.

INTERIM REPORTS

Interim reports will be issued by teachers any time during the school year to those students who are failing, are in danger of failing, or have dropped two or more letter grades since the previous quarter, or have otherwise manifested characteristics which should be called to the attention of the parent/guardian. The teacher will maintain a record of these reports.

LAVATORIES

Students may use the lavatories adjacent to the cafeteria during the lunch periods. During class time, students must secure a pass from their teacher before going to the lavatory. If a student is ill, he/she must report to the nurse's office with a signed pass from the teacher. Remaining in the lavatory for the period will be considered a cut from class.

LIBRARY/MEDIA CENTER

The Cranston East Library is open from 7:30AM until 2:20PM. There is a librarian on duty until 2:20PM each day. Students may use the library before and after school.

LOCKERS

A corridor locker will be assigned to every student, and aside from gym, this is the only locker the student may use. Lockers are to be kept neat and clean at all times. If a built-in combination locker is not available, the student is responsible for providing a lock. The combination or extra key for the locker must be given to the homeroom teacher. The locker is school property and is subject to inspection by the Administration at any time. Money or valuables **should not** be left in the locker since **THE SCHOOL IS NOT RESPONSIBLE FOR ANYTHING TAKEN FROM A STUDENT LOCKER**.

LOST AND FOUND

Lost items are usually kept in the Administrative Office or some other designated area. Found books are returned to the department from which the books were issued. Any personal items found by students should be turned into the Administrative Office where they will be retained for one month, and then discarded.

PARENT CONFERENCES

Parents may make appointments to meet with teachers or counselors during the school day by telephoning the Guidance Office.

PERMISSION SLIPS/BUILDING PASSES

Students are not permitted in the halls during class periods without a PERMISSION SLIP or BUILDING PASS from a teacher or administrator.

PHYSICAL EDUCATION POLICY

The following is a list of student guidelines from the physical education department:

For health and safety precautions, it is mandatory that all students change into and out of designated PE attire.

- *Appropriate attire includes: (WHITE) athletic t-shirt or sweatshirt, (GREEN, GREY, BLACK) athletic shorts or pants, and athletic sneakers.*
- *Unacceptable attire includes: button down shirts, polo shirts, sweaters, blouses, sports bras, skirts, spandex, jeans, cargo pants or shorts, pajama bottoms, open back footwear or footwear other than sneakers*
- *Students who do not change or dress inappropriately for class will receive a zero for the day. Those classes cannot be made up.*

Any student with an excused absence is required to make-up class within two weeks of return.

- Make-ups are to be completed before or after school and must be pre-arranged with your teacher.

Doctors' notes are to be submitted to the teacher within two weeks of the debilitating illness, injury, or upon the student's return to school.

- *Any student that is medically excused for the duration of two weeks or more must complete an alternate assignment designated by his/her teacher prior to the end of the quarter.*

Grading will be based on the following: class participation, effort, skill testing, knowledge testing, and fitness assessment, and attire.

- Participation, prep – 80% All testing – 20%

PE lockers are available during class time only. Students are strongly encouraged to bring their own locks to secure their belongings. **Loss of personal property, money, etc., is the responsibility of the student.**

SCHOOL EVENTS

Specific dates for each event will be announced in school throughout the year.

PROGRAM CHANGES

Program changes necessitated by final failure, summer study, or program conflicts are made automatically by the Guidance Department during the summer. Once the school year has begun it is not school policy to permit students to change a course for reasons of homework, teacher, location of the classroom, or time of class. The Assistant Principal for Student Services will consider changes after consultation with teachers, counselors and parents.

If a course is dropped after the end of the 1st quarter, the student will receive either a “WP” (Withdrew Passing) or a “WF” (Withdrew Failing). College preparatory students should be aware that colleges do not look favorably upon withdrawal grades unless there is a truly unique and compelling reason.

If a course is dropped during the last three (3) weeks of the marking period, the student generally will receive a grade in that subject for the marking period. Exceptions are by teacher recommendation with the approval of the Principal. If a course is dropped after the Christmas Recess the student will receive a first semester grade that becomes a permanent part of the student's record. Therefore the student will receive a grade of "W" (withdrawal) for the second semester. College preparatory students should be aware that colleges do not look favorably upon withdrawal grades unless there is a truly unique and compelling reason.

REPORT CARDS

Report cards are issued at the end of each quarter and are used to inform parents of their child’s progress. To ensure that parents see the report card, students must return the report card stub signed by a parent or guardian to his/her homeroom teacher.

RIGHTS AND RESPONSIBILITIES OF STUDENT INQUIRY AND EXPRESSION

Effective schools afford the greatest possible opportunity for freedom of inquiry and expression to all members of the school community. Thus, teachers and students are free to examine and discuss significant issues, however controversial the issue might be. The Administration encourages students to utilize both classroom settings and assemblies as proper forums for such discussions. This right is guaranteed by the Constitution and protected by the school.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment, furniture, and facilities supplied by the school. Students who lose OR destroy and school property will be required to replace or pay for the item.

SCHOOL SPIRIT

School spirit includes **courtesy** towards all members of the community, **pride** in the school and its accomplishments, **good sportsmanship**, and **loyalty** to the school, its staff, and its students. All students are encouraged to develop this kind of school spirit.

STUDENT COUNCIL

The Student Council provides students with an opportunity to express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The Council elects officers in the spring of each year and one representative from each homeroom is elected in the fall. It is the responsibility of these representatives to report to their homerooms the activities of the Council

STUDENT DISMISSAL POLICY

All requests for dismissal from school must be in writing and submitted to the appropriate school personnel before school on the day of the dismissal. Requests by telephone during the day or by written notes not submitted before school will be subject to the following procedure:

- The office will call the parent/guardian to verify the request.
- The parent/guardian will be **REQUIRED**, under School Department policy, to come to the school to release the student.
- .In cases of emergency the school administration will make the final decision on release.

STUDENT INSURANCE

The school department provides information concerning a group accident insurance policy. Coverage under this policy is available to all students for a nominal cost at the beginning of the school year.

SUBSTITUTE TEACHERS

Substitute teachers should be given the same respect as the regular classroom teacher.

TARDY TO CLASS

All students are expected to arrive to class on time. Failure to do so will result in teacher detention. Failure to report to assigned teacher detention will result in a referral to the Office of Student Services (OSS).

TARDINESS TO SCHOOL

The tardy policy for Cranston High School East is as follows:

- Students will follow the district's tardy policy. Office detention assigned on 5th - 8th tardy. Tardy #9 results in Social Suspension (ineligible to participate in athletics and any other extra-curricular activities). * Tardies reset at the beginning of the year and the beginning of third quarter.
- Excused absences are clearly defined in the Disciplinary Procedure Code and it is the student's responsibility to take note of them.
- As outlined in the Disciplinary Procedure for Cranston Schools, stricter sanctions can be taken depending on the disciplinary record of the individual student.

BEHAVIORAL EXPECTATIONS

- Pass through corridors quietly, especially where there are classes in session.
- Use the containers provided for all refuse.
- Leave the school building promptly at the end of the school day.
- Students are prohibited from going to parking lots during the school day.
- Cranston High School East students are prohibited from traveling in front of or through City Hall during the school day
- Violations may result in office detention and/or suspension.

VISITORS

It is required that all visitors report to the Administrative Office upon entering the building. Students may not bring visitors to school without obtaining administrative permission in advance of the visit. All others will be considered trespassing. Police will be notified.

PSAT/SAT/ACT DATES

PSAT – October
 SAT - Nov., Dec., May
 ACT – Dec., Apr.

TEXTBOOKS

The school furnishes students with all necessary textbooks. Once a student receives a textbook it becomes his/her responsibility and damaged or lost books must be replaced or paid for.

TELEPHONE VIOLATIONS

Cell phones or other electronic devices are not to be used in the classroom unless specifically allowed for by the teacher.

- Non-talking cell phone use is permitted during passing time and lunch
- Earbuds/headphones are not permitted at any time

If a cell phone or similar electronic device is used in class without teacher approval:

- The phone/device will be confiscated by the teacher and turned into OSS
- The student's parent/guardian must claim the phone between the hours of 7:00am -8:00am or 2:00pm – 2:45 pm.
- The student will be assigned four hours of office detention.
- If a student fails to turn in the phone/device when requested by a teacher or administrator, the student will be assigned in-school suspension (ISS) for a minimum of one school day and receive four hours of office detention.
- Additional offenses may result in further consequences.