

LENORE PK-8 SCHOOL STUDENT HANDBOOK 2024-2025



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PRINCIPAL'S MESSAGE

Welcome to Lenore PK8 School for the 2024-2025 school year. We are delighted to have you as members of the Lenore PK8 family. Our purpose is to foster an environment of academic excellence that will effectively prepare all students for successful postsecondary studies and the challenges of the 21st century.

The Faculty, Staff, and Administrative teams are dedicated to promoting and sustaining academic excellence. The purpose of this handbook is to provide the framework for excellence. The guidelines and procedures outlined in this handbook are in accordance with both Mingo County Schools and West Virginia Schools mandates and regulations.

As elementary and middle school educators, we pledge to support our students through this critical time in their lives by providing an avenue for expression and creating a nurturing and safe learning environment. In addition, we will provide them with meaningful and engaging educational opportunities to prepare them for their place in society as productive responsible citizens.

We are looking forward to an exciting and rewarding school year!

Chris Harris

Principal

MISSION STATEMENT

To Empower our Youth to Rise to Greatness.

VISION STATEMENT

To Encourage Students to Become Lifelong Learners and Fulfill their Dreams and Ambitions.

NOTICE OF NON-DISCRIMINATION The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment (See Mingo County Board policy 2266). Furthermore, the Board does not discriminate on the basis of race, religion, color, national origin, ethnicity, ancestry, sex (including gender status, change of sex, or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability or any other characteristic protected by law (collectively, "Protected Classes"), or any other legally protected category in its programs and activities including employment practices (See West Virginia State Board of Education policy 4373). Please report any concerns to the Title IX Coordinators: Rocky Hall or Leah Wireman, Mingo County Schools 110 Cinderella Road Williamson, WV 25661 Phone: 304-235-3333 Email: Rocky Hall-rahall@k12.wv.us or Leah Wireman-lwireman@k12.wv.us (The coordinators also serve as Compliance Officers for non-sexual harassment, 504/ADA). If you have web accessibility issues, please contact: Virginia Lee Taylor-Mounts @ vmounts@k12.wv.us or 304-235-3333.

SCHOOL SCHEDULE

The middle school schedule is made up of four subjects (math, science, language arts, and social studies) along with related arts courses (physical education, art, and music) for 6th, 7th, and 8th grades. The middle school curriculum is aligned with the WVCCRS (WV College and Career Readiness Standards). The school operates on nine-week grading periods with midterm updates every 4 ½ weeks.

BELL SCHEDULE

1 st Period	8:30-9:15 a.m.
2 nd Period	9:17-10:02 a.m.
3 rd Period	10:04-10:49 a.m.
4 th Period (PK, K-3 Lunch)	10:51-11:36 a.m.
(4-8 Lunch/Physical Activity)	11:38-12:43 p.m.
5 th Period	12:45-1:30 p.m.
6 th Period	1:32-2:17 p.m.
7 th Period	2:19-3:04 p.m.
8 th Period	3:06-3:51 p.m.

GRADES AND GRADE REPORTING

Progress reports for **4.5, 13.5, 22.5, and 31.5 weeks** will be issued throughout the school term. Report cards are issued at the end of the nine-week grading period.

The grading system mandated in Mingo County Schools Policy 5421 is as follows:

PRE-SCHOOL: Early Learning Scale Assessment KINDERGARTEN to SECOND GRADE: Standards Based Report Card GRADES 3-8:

Average	Grade	Quality Points
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0

PLANS FOR REMEDIATION

Deficiency Reports will be issued to students who are failing or in danger of failing. Reports will be sent to parents/guardians at the end of the second nine-week grading period (end of the first semester) and the end of the third nine-week grading period. Parents who desire a conference with any of their child's teachers should contact the school to schedule a meeting with administration and teachers.

MAKEUP WORK POLICY

When a student has an excused or unexcused absence, any work missed must be made up. It is the student's responsibility to obtain the missing assignments and complete the work at the teacher's convenience.

In accordance with Mingo County Schools Policy 5200, the teacher may allow one day for completion of missed assignments per day missed. For example, if a student misses three days of school, he/she will be given three days to complete the assignments for those missed days.

In the case of missed tests or quizzes, make-up tests and quizzes will be administered at the teacher's discretion. A student who has been absent on the day of a test/quiz and/or the proceeding day should return to school prepared to take the test/quiz.

When dealing with an extended absence (5 or more consecutive excused absences), the teacher will work with the counselor and assistant principal to determine the best plan of action to allow the student to make up missing assignments, projects, tests/quizzes. The teacher will establish specific guidelines for making up long-term assignments (research papers, projects, etc.).

If the work is not completed within the allotted time, the student will receive a zero for the incomplete work. A student who has been suspended will be given the opportunity to make-up all the missed work. The makeup rule does not apply to previously assigned due dates on assignments (research papers, projects, etc.). In that case, the student is expected to turn in work on the first day back to school.

*Missing assignments beyond the assigned period may be made up at the discretion of the teacher.

TEXTBOOKS, MUSICAL INSTRUMENTS, EQUIPMENT, AND SCHOOL PROPERTY

Textbooks are supplied by the school system and may be issued to each student by his/her teachers. This is a loan for the period the student uses the textbook. All books should be treated as borrowed property. In the event of loss or abuse of textbooks, a fee will be charged for replacement cost of the book(s). In the event of loss or abuse of school issued instruments, equipment, or property, restitution payment will be determined by the amount it costs to replace or repair instruments, equipment, or school property. **The school is not responsible for any loss of personal items such as instruments, books, purses, cellular phones, iPods, tablets, other electronic devices, etc.**

ACADEMIC DISHONESTY

Cheating on a test, quiz, or assignment is considered a serious breach of conduct. The student will be penalized with a zero for the work with notification to parents/guardians of the reason for the action. These actions are considered to constitute cheating:

1. Using unauthorized materials in a test situation.
2. Receiving unauthorized information regarding a test.
3. Knowingly giving information to another in a test situation.
4. Giving definite questions or answers to someone who has not yet taken the test.
5. Turning in work for credit that is not one's own.
6. Plagiarism.

ATTENDANCE

According to Mingo County Schools' Attendance Policy 5200, the educational program offered by Lenore PK8 is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Mingo County Schools recognizes that a direct relationship exists between students' daily attendance and academic performance, graduation, and good work habits in the workplace. To facilitate good attendance, this school system will maintain a positive, safe learning environment and commit to helping students develop responsibility, self-discipline, and other good work habits.

Therefore, parents/students will abide by the following guidelines concerning student attendance:

Students returning from an absence should provide an excuse to his/her homeroom teacher. The excuse must provide the student's name, WVEIS #, date (s) of absence(s), and reason for absence.

All students absent from school for more than **three** consecutive days will be reported to the administration or school counselor. They will then contact the student's parent(s)/guardian(s) via letter and/or phone.

The assistant principal shall contact any parent, guardian, or custodian of the student and hold a meeting with such person, the student, and any other person that the principal deems a relevant participate when the enrolled student has accumulated five (5) unexcused absences from attendance.

STUDENT CONDUCT/STUDENT DISCIPLINE

Learning occurs everywhere. Because many children and adults spend multiple hours together in school, rules of behavior exist to ensure that everyone can be free of distraction, fear, or discomfort so that learning can take place. We believe that each student and each teacher have the following rights in school:

- To work in pleasant, safe, and orderly surroundings
- To be free from insulting or abusive treatment from others
- To have an atmosphere that encourages learning

Therefore, we have established the following classroom expectations for each class in the Lenore PK8 environment:

While in the classroom, students are expected to:

- Apply themselves attentively and constructively during all instructional activities.
- Respect the rights of others in the classroom by listening and participating without being disruptive.
- Express disagreement in a courteous, respectful, and constructive manner.
- Listen with an open mind and without ridiculing the ideas and opinions of others.

We realize students will make mistakes and believe in progressive discipline and logical consequences. Self-control and good citizenship are the main objectives of good discipline. Through pupil and staff discussion, reasonable and appropriate guidelines for self-control and good citizenship will be reinforced. The principal will decide each student's situation on its own merit, act accordingly, and make every effort to resolve problems informally. Problems are to be solved through discussion rather than physical contact.

Students are expected to give the maximum in courtesy and respect to all school personnel, other students, and school policies. Rules and expectations for conduct apply not only to the school day, but also the school bus and school sponsored events and activities.

While it is not possible to list everything which might be considered misconduct, the following are considered Level 1 and Level 2 offences according to the Mingo County School Policy 5500 – Student Code of Conduct:

- Any act that disrupts the educational process
- Insubordination: It is expected that the directions of a teacher or administrator will be followed immediately
- Cheating/Deceit
- Habitual violation of school rules
- Inappropriate display of affection/Inappropriate language

- Profane language/Obscene gesture/Indecent act toward an employee or student
- Continuous violations of dress code
- Disrespect to school personnel or other students
- Damage/disrespect to school property or the property of any other person (i.e. vandalism)
- Loitering in hallways or bathrooms
- Possession of any inappropriate personal property
- Tardiness/Skipping class
- Leaving school without permission
- Physical Fight without injury
- Possession of Imitation Weapon
- Technology misuse

The following are considered to be Level 3 offenses – Imminently Dangerous, Illegal, and/or Aggressive Behaviors:

- Battery against a student
- Defacing School Property/Vandalism
- False Fire Alarm
- Fraud/Forgery
- Hazing
- Larceny
- Sexual Misconduct
- Threat of Injury/Assault against an employee or student
- Trespassing
- Harassment/Bullying/Intimidation
- Imitation Drugs: Possession, Use, Distribution, or Sale
- Possession/Use of a substance containing tobacco and/or nicotine

If rules are disregarded, appropriate action will result through parent, teacher and/or principal involvement. When school rules have been violated, any or all of the following could result:

- Discussion involving the school principal, child, teacher, and/or parent/guardian
- Quiet timeout area (office, guidance area, separate class)
- Teacher detention
- Office detention
- Loss of privileges
- In-school suspension
- Out-of-school suspension

Level 4 offenses breach the WV Safe Schools Act and require that the principal, Superintendent and County Board address Level 4 behaviors in a specific manner as outlined in WV Code 18A-5-1a:

- Battery against a school employee
- Felony
- Illegal substance related behaviors
- Possession and/or use of a dangerous weapon

According to Mingo County Schools Policy 5500, students may be subject to discipline for violation of the Student Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but which is connected to activities sanctioned or managed by the Board or its personnel or incidents that have occurred on property owned or controlled by the Board. Such discipline shall be consistent in all respects with the form and procedure for disciplining students set forth in Board policy 4373.

STUDENT SUSPENSIONS

Suspension from school involves the denial of a student's privilege to attend school and its activities. All parents/guardians and students should understand that an out-of-school suspension means that the suspended student may not be in school or on school grounds for any reason, attend any classes, take part in any athletic or other activity until after midnight of the last school day of the suspension without the express permission of the Principal.

The suspension of a student is at the determination of the Principal or Assistant Principal when she/he concludes that no other action is suitable or likely to result in the correction of a student's unacceptable behavior.

A parent/guardian signature on the suspension papers that are provided to a student when he/she is suspended is required before a suspended student will be allowed to return to school. Suspensions vary in length from one (1) day in-school suspension up to and including consecutive days of suspension. All students will be provided with due process when subject to suspension in-school, out-of-school, or expulsion.

SCHOOL BUSES & OTHER TRANSPORTATION

RIDING A BUS IS CONSIDERED A PRIVILEGE NOT A RIGHT, WHICH MAY BE DENIED IF A STUDENT'S BEHAVIOR ENDANGERS HIS/HER SAFETY OR THAT OF THE GROUP. The bus driver will give any student who engages in disruptive behavior a referral. All students transported in school buses are under the authority of and responsible to the driver of the bus. **Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any student.** Students must ride the bus assigned to them and sit in assigned seat if deemed necessary by the bus driver. If a child needs to ride a different bus, a parent note making that request must be sent to the principal/assistant principal. All notes requesting a student to ride another school bus must be submitted to an administrator no later than the morning of the change in bus assignment and must include the student's name, the change in bus assignment, phone number, and a parent's signature.

CONDUCT AT SPORTING EVENTS

Students are required to display appropriate school behavior while in attendance at any sporting or school sponsored activity held on or off campus. Students are expected to exhibit sportsmanship at all times towards our host, guests, and officials. **ALL SCHOOL RULES AND REGULATIONS ARE IN EFFECT AT ALL ACTIVITIES AND WILL BE ENFORCED.**

CONDUCT AT SCHOOL ACTIVITIES

To make our school activities more enjoyable for all students, the following rules have been adopted:

1. Students who leave the activities will not be readmitted.
2. All school and Mingo County rules and regulations are in effect at all school activities.
3. **Failure to comply with these rules may result in suspension from subsequent events and possible administrative action.**

CONDUCT AT ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be an educational as well as an entertaining experience. Regardless of the nature of the program, Lenore PK8 expects students to be polite, respectful, and appreciative. Failure to comply with school rules can result in suspension from school and exclusion from future school activities.

ATHLETICS

The athletic program at Lenore PK8 School includes football, volleyball, basketball, cheerleading, baseball, soccer, and softball for sixth, seventh and eighth grade students. Information on eligibility, practice schedules, and other requirements may be obtained from the school's athletic director or the coach of the specific sport.

Administrative Guidelines for Attendance and Participation in Athletics and Extracurricular Activities

Attendance Required for participation in Extracurricular Activities:

1. Students must be in attendance for at least 50% of the school day to participate in an athletic practice or contest, or to participate in an extracurricular activity (does not pertain to attending a public athletic contest as a spectator). A medical excuse or parent excuse is required the day of the partially missed school day. Exceptions will be made for documented medical appointments. Medical emergencies will be considered on a case-by-case basis. The school principal's decision is final.
2. An athlete/extracurricular participant suspended out of school is automatically suspended from the team. The suspended athlete/participant cannot practice or participate in a game/event until the suspension is over and he/she is reinstated to school by the school administration. This means, for example, that a student who is suspended from school on Friday will not be eligible to practice or play in any games on Friday or Saturday because reinstatement to school can occur no earlier than Monday morning.
3. Parents/Guardians are encouraged to make medical appointments at times that will allow the student to be at school no less than half the school day. Exception for appointments made at health care facilities located at distant proximities, which will not allow for travel back to the extracurricular event will be considered.

PROCEDURES

PARENT DROP-OFF AND PICK-UP

Parents who bring their children to school or pick them up in the afternoon should do so in the designated area marked for parent drop-off and pick-up. Morning drop-offs (8:15-8:30 a.m.) and evening pick-up (3:40-3:55 p.m.) will be at the back door leading to the football field. **DO NOT PARK IN THE BUS LANE. ALL STUDENTS, PARENTS, AND VISITORS MUST ENTER THE BUILDING AT THE MAIN ENTRANCE AND SIGN IN AT THE MAIN OFFICE.**

****Students may not be signed out after 3:00 p.m. to avoid disrupting parent pick-up and bus dismissal. This rule WILL be enforced.***

LATE PICK UP

Any student remaining in the building or on campus after 3:45 p.m. must be under the supervision of a teacher or activity sponsor. All students who are not involved in a school-sponsored activity must leave the building or be in the pick-up line by 3:45 p.m.

LATE ARRIVALS

When a student arrives at school after 8:30 a.m., he/she must report to the main office and sign in with the office. We have provided a QR code to help streamline this process. Instructions for using the QR code are displayed at the front office. A parent/guardian should provide a note for tardiness; a parent signature and a telephone number must be listed. ***Please be advised that the student must be in school by 8:30 a.m. to be considered on time.***

EARLY DISMISSALS/CHECK-OUT

To prevent unnecessary interruption of instruction, a parent, guardian or other designated adult must come to the main office to check out a student. Any student leaving the school campus during the day must be checked out of school. We have provided a QR code to streamline this process. Instructions for using the QR code are displayed at the front office. Relatives, neighbors, brothers, sisters, etc., will not be allowed to check out any student, unless they are listed on the child's record. Proper ID must be presented.

There is NO check-out after 3:00 p.m.

CAFETERIA

Breakfast is Grab and Go and takes place inside the classroom for grades 3-8 starting at 8:20
K-2 students will eat in the cafeteria. Each student eating breakfast in the classroom must:

1. Keep the classroom clean and place trash in designated trash bins.
2. Use good table manners.
3. Follow all classroom rules while eating breakfast.

During the lunch period, students may not be in the halls except when moving directly from classrooms to the cafeteria with a teacher at the designated time. Food is not permitted, nor to be eaten, in any place other than the cafeteria or classrooms during designated times. Please do not bring celebration items to the school, such as balloons, flowers, birthday cakes, doughnuts, ice cream, etc.

Students are not to leave the cafeteria (without permission) or school campus (for any reason) during lunch period. Unruly cafeteria conduct will result in disciplinary action.

USE OF TELEPHONE BY STUDENTS

Office telephones are strictly for school business. Students may not be permitted to use the office phones for personal calls (i.e., calling home regarding forgotten assignments or to get permission to go home with a friend, etc.). Only in an emergency situation will a message be delivered to a student while he/she is in class.

ILLNESS AT SCHOOL

A student who becomes ill at school will be referred to the school nurse by his/her teacher. A parent will be notified, if necessary, and a parent or guardian may check out the student.

MEDICATION

Mingo County School employees **may not** provide or administer any medication to a student except as authorized. A student who is required to take medication during the school day must have the appropriate documentation on file. Please see the school nurse to obtain these forms.

CHANGE OF ADDRESS OR PHONE NUMBER

If, at any time during the school year, it becomes necessary for parents/guardians to change their home or mailing address or phone number, parents/guardians are asked to report this change to the school counselor as soon as possible. Please provide documentation as proof of address change. This information is needed so that school records can be updated.

If it is necessary for a student to be picked up at school for any reason (illness, emergency, discipline, etc.), the persons listed on the student emergency form will be contacted. If a parent or contact cannot be reached after several attempts by the counselor or administrator, the parent/guardian will be contacted by letter to update the information on the emergency form.

LOCKERS

Each student will be assigned a locker to help keep books and personal items organized. **STUDENTS SHOULD NOT SHARE LOCKERS OR LOCKER COMBINATIONS WITH OTHER STUDENTS.** Students will not be

allowed to carry book bags into the classroom, except in extenuating circumstances (i.e. a student on crutches, in a wheelchair, etc.).

Students are permitted to go to their lockers **at the designated times only**. The administration will determine those times. Students should NOT leave any money or valuables in the lockers. Lenore PK8 School is not responsible for items placed in lockers. LOCKERS ARE THE PROPERTY OF LENORE PK8 SCHOOL AND ARE SUBJECT TO INSPECTION AND SEARCH BY SCHOOL OFFICIALS.

Lockers are a privilege, not a right and may be taken from students for the following reasons:

1. Banned items found in the locker.
2. Using the locker at an unauthorized time.
3. Misuse or vandalism of the locker.
4. Placing an additional lock on the locker.
5. Failure to follow instructions: repeatedly tardy to class, 'hanging-out', etc.
6. Sharing lockers

EMERGENCY DRILLS

Periodically, fire and emergency drills will be held. During these drills, students must realize the importance of obeying rules and regulations, remaining calm, and taking the drill seriously. The teacher must give careful attention to specific instructions. In each classroom, diagrams of the various exit routes are posted. Students are encouraged to familiarize themselves with these emergency exit routes and/or locations.

HONORS PROGRAM

Lenore PK8 School hosts an annual student recognition program at the end of each year. The program is held each May (specific date and time will be announced as the event approaches). The criteria for each is below:

Principal's List – 4.0 in all classes.

Honor Roll – 3.0 in all classes.

**Additional awards (to be determined) will also be presented at the awards ceremony.*

PARENT VOLUNTEERS

Parents or legal guardians are encouraged to volunteer at Lenore PK8 School. Parents who desire to volunteer must complete the required documentation and background check as required by Mingo County Schools. Please see the school administrators or the school's Parent Volunteer Coordinator for necessary paperwork and information.

EXPECTED BEHAVIORS

All teachers will teach expected behaviors during the first week of school and review the expected behaviors throughout the year. These are the expected behaviors for students in grades PK-8. It is important that parents also discuss acceptable behavior in the classroom setting to ensure that students understand how to behave in each area of the school. This will guide student behavior and promote their attainment of positive behavior incentives.

STUDENT DRESS CODE

The atmosphere of a school must be conducive to learning. A student's appearance can positively or negatively impact the climate of a school. Students must adhere to Mingo County Schools' Dress Code (Policy 5511) requirements. Students who fail to comply with district/school dress code requirements may be charged with the following offenses: Level 1 – Inappropriate Appearance, Level 2 – Habitual Violation of School Rules, and/or Level 2 – Insubordination.

The Lenore PK8 School Dress Code is as follows:

- **Tops:** Shirts should not reveal midriff, undergarments (i.e. bra), or cleavage. Spaghetti strap tank tops (can be worn under razorback tanks but cannot be worn alone), cropped shirts, cut off t-shirts, backless shirts, strapless shirts, and shirts that are overly revealing are prohibited.
- **Bottoms:** Skirts, shorts, and dresses that are excessively short are prohibited; this means dresses, skirts, and shorts that expose undergarments or pockets are generally prohibited.
- **Shoes:** Student choice of athletic, low-heeled, flat shoes, sandals, or flip flops. Athletic shoes are required for PE and/or outdoor activities. House shoes/slippers are *not* permitted.
- **Bags/Purses:** While students are permitted to carry backpacks to school, they must put them in their lockers upon arrival and cannot get them out of their lockers until the end of the day. **Bookbags are not permitted in class.** Female students **may** carry a small purse or clutch for personal items. However, if carrying a purse becomes a disciplinary issue for a female student, she can be denied the privilege to carry a purse to class (in which case she would be allowed to go to her locker before going to the restroom to retrieve any needed personal items).
- **Hats/Hoods** are prohibited to be worn in the building.

Students who violate the dress code will be required to change clothes and/or call home for a change of clothes. Students having to wait for a parent to bring a change of clothes will wait in In-School Suspension until the parent arrives.

****School administrators have the final authority to determine when personal appearance and dress do not meet school standards.***

RESTRICTED ITEMS

In order to ensure a proper learning environment, students are **NOT PERMITTED** to bring to school any items that do not directly enhance learning, which will interrupt the learning in the classroom. Such items include, but are not limited to, the following:

Chewing gum, over-the-counter medications, vitamins, canned/bottled energy drinks, CD players, iPods, iPads, tablets, eReaders, radios, cameras, camcorders, laser pointers, balloons, portable gaming devices, sports/playing cards, water pistols, toy guns, handcuffs, fidget spinners, squeeze bottles, baby dolls, pacifiers, tobacco products (including electronic cigarettes), headphones, ear buds, AirPods, or pets.

Teachers will confiscate any restricted items and will turn them over to an administrator. Items of an illegal nature, such as weapons of any kind (including chains and handcuffs), drugs, alcoholic beverages, etc. are prohibited and should be immediately reported to any adult in the building. **These items should not be touched or handled by a student.**

Students are not permitted to sell any items, consumable or non-consumable, while at school, on school property, or at a school activity without APPROVAL FROM THE PRINCIPAL. The only items approved for sale by school organizations are school spirit items, school newspapers, yearbooks, literary magazines, etc. Under no circumstances will any items be approved for sale at a time when the instructional program may be interrupted. Unauthorized items brought to school for selling will be confiscated.

CELL PHONE POLICY

CELL PHONES MUST BE PLACED IN LOCKERS AT THE BEGINNING OF EACH SCHOOL DAY AND MUST REMAIN THERE DURING THE ENTIRE SCHOOL DAY!

Students are **not** permitted to have a cell phone out in the hallway, classroom, restrooms, outside, cafeteria, or gymnasium for any reason, unless receiving prior approval from an educator.

The following procedures will be taken if a student has a cell phone during the school day. Cell phones are to be confiscated if it is out, student is using it, or if it is causing a disruption.

A cell Phone Log will be created and placed in the office and each infraction shall be recorded.

- 1st offense: Teacher takes students phone and returns to student at the end of the day and records offense in log.
- 2nd offense: Teacher confiscates phone and brings it to an administrator and records in log.

Administrator will call home and return phone to student.

- 3rd offense: Teacher confiscates phone, brings phone to an administrator, and records in log.

Parents must come to get the phone.

- 4th or more: Teacher confiscates cell phone, brings to an administrator, and records in log.

Student receives a discipline referral (habitual violation of school rules or insubordination) and a 1-day suspension or comparable consequence. The administrator will contact parents to pick up the phone and schedule a student/parent conference to sign a behavior contract.

***Students who use a device to record and/or share inappropriate material will be suspended for up to 10 day**

