

**WAYNE PREPARATORY ACADEMY
HIGH SCHOOL PROGRAM**

**STUDENT/PARENT INFORMATION
2019-2020**



**Bob Boehman, Principal
5248 W. Raymond Street
Indianapolis, IN 46241**

Wayne Preparatory Academy

Student /Parent Handbook

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MISSION STATEMENT

The alternative program at the Wayne Preparatory Academy provides a high quality, standards-based, student-centered program that prepares students to earn a high school diploma and gain the social and emotional skills to become productive members of society.

BELIEF STATEMENTS

Wayne Preparatory Academy will challenge students, grades 6-12 to reach their full potential academically, emotionally, and socially. The Wayne Preparatory Academy will equip students for the demands and opportunities of the twenty-first century by offering differentiated and individualized instruction that addresses the “whole child.” A professional and highly trained staff, in partnership with home schools and the community, will work to ensure students achieve and successfully transition back to their home school or graduate by supporting academic and character growth. The Wayne Preparatory Academy will provide a disciplined and caring environment, based on mutual respect, where each student is valued, has their individual needs met, and is encouraged to develop morally.

ATTENDANCE

Students attending the Wayne Preparatory Academy are expected to attend school as scheduled for them. For most students this is every day, Monday – Friday either from 9:05 a.m. – 12:15 p.m. or from 1:05 - 4:10 p.m.

Student Hours

Morning Session: Monday – Friday 9:05 a.m. – 12:15 p.m.

Students may enter the school at 9:00 a.m. If students are not using the MSD Wayne transportation, they need to have transportation available at 12:15 p.m. Students are considered tardy if they arrive past 9:25 a.m. All doors are locked at 9:25 a.m. Students who are tardy must sign in at the office.

Afternoon Session: Monday – Friday 1:05– 4:10 p.m.

Students may enter the school at 1:00 p.m. If students are not using the MSD Wayne transportation, they need to have transportation available at 4:10 p.m. Students are considered tardy if they arrive past 1:25 p.m. All doors are locked at 1:25 p.m. Students who are tardy must sign in at the office.

Reporting Student Absence

A parent/guardian needs to call the school by 9:45 a.m. for the morning session attendees and by 2:00 for the afternoon session attendees to report a student absence from school. If you reach a recording, please leave the following information:

- The student's name
- The name of the person making the call and relationship to the student
- The reason for absence/tardy
- The date of the absence/tardy
- A telephone number so that the call can be verified.

Absences: Definitions

Excused Absence: Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Exceptions to compulsory attendance: These absences are not recorded as an absence in the student file – active duty in the National Guard; serving as a Page; service on the election board; appearance by subpoena in court; authorized school field trip and religious observances.

Unexcused Absences: An unexcused absence is any absence not covered under the definition of excused or exceptions.

Reporting Truancy (Unexcused Absences)

The Indiana Department of Education (IDOE) recommends that truancy be defined as “when a student is absent from school without the permission of parent/guardian.” Under I.C. 20-33-2-

11, a child who is designated a habitual truant is defined as “a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.” Under SEA 1, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 30-40.”

NOTE: MSD of Wayne Township has chosen to report students who are “habitually absent from school” to the department of child service (CPS). We will be reporting students who accumulate more than 10 days of unexcused absences.

Early Release

Students will not be permitted to leave school early without the prior permission from a parent. The parent is expected to notify school prior to the expected time of the student's departure or to personally come in the office and sign the student out. If a student becomes ill during the school day, they will have an opportunity to contact the parent to receive permission to leave school. If the parent cannot be reached, the student is expected to remain at school.

CODE OF CONDUCT

It is expected that students will observe the Wayne Township Code of Conduct included with the enrollment packet.

Our goal is for each student that enters Wayne Preparatory Academy to successfully complete his/her assigned classes and program. We have established the elements of the Pyramid using relationships, wellness, community, mentoring, and Academics to establish school wide supports to assist students in meeting their goals. We do have high expectations for student achievement and behavior and will work to provide the supports for the students to meet those expectations.

High School Behavior Management Plan

The high school program has a 12 step specific behavior management plan that is followed by all the classrooms. Classroom teachers will support and encourage student academic and behavioral achievement. The plan will include positive supports including earning Wayne Prep dollars, as well as strategies to prevent and respond to behaviors that are disruptive to the educational setting. An office referral will be made if a student's behavior cannot be managed in the classroom setting. Classroom teachers will contact parents as part of their classroom plan.

Behavior Referrals:

Students who exceed the limits of the classroom behavior management plan, disrupt the learning environment or pose a threat to staff or students, will be removed from the classroom and receive a behavior referral. Depending upon the seriousness and frequency of the offense, behavior referrals may result in an administrator-student conference, assigned time out of the class, phone calls to parent, assignment related to offense to be completed, in school suspension, suspension or expulsion.

CUMMINS BEHAVIORAL HEALTH SERVICES

We are fortunate to have Cummins Behavioral Health Services in our school. A licensed Social Worker from Cummins may be able to help students and families address issues that interfere with school success. An administrative staff member may refer students to Cummins Health Services or students and parents may request services themselves. During the first meeting with Cummins staff members, a determination will be made if services are needed and how services can be accessed.

CURRICULUM

The curriculum at Wayne Preparatory Academy is standards-based technology courses using It's Learning. Course expectations are based upon the Indiana State Standards and follow the requirements of coursework offered at Ben Davis High School.

Earning Credits

It is expected that students will earn at least 3 credits each nine weeks and/or 6 credits each semester. Work completed previous to enrollment will be reviewed and applied to coursework at Wayne Preparatory Academy. In order to earn credits, students are expected to complete work from home on a regular basis.

Independent Study Courses

In addition to courses offered at Wayne Preparatory Academy, to assist students in earning credits, students will have opportunities to earn some credits through Independent Study. Information will be sent home about these courses as they become available. Some courses that can be completed as Independent Study are: Physical Education, Peer Tutoring, Cadet Teaching.

Course Work Related to Referral

Students will also be enrolled in a Basic Skills Development Course. This course content will be individualized to address the issues, concerns and/or needs related to their referral to Wayne Preparatory Academy. Students will be able to earn a credit for this course.

DRESS CODE AND ELECTRONIC DEVICES GUIDELINES

MSD Wayne Township has adopted new guidelines regarding student dress and personal electronic devices. It is essential that students follow these guidelines at all times. Students **must** follow these guidelines in order to attend classes. Students not following these guidelines will remain in the office, parent/guardian called and/or sent home. These guidelines are included in your enrollment packet as a separate document and are attached to the end of this handbook.

There are a few exceptions to the MSD Wayne Township guidelines for the high school students attending Wayne Preparatory Academy. **Students may use personal listening devices (MP3 players, IPODS) when they are working independently. Students MUST be on task and completing the expected level of work to have this privilege. Students assume responsibility for any personal listening device they choose to bring to school. Students may use cell phones during passing ONLY.**

See the district Dress Code and Electronic Devices Guidelines at the end of this handbook. Items in **BOLD** are enforced at WPA.

DRIVERS LICENSE OR PERMIT SUSPENSION

Indiana law requires a student to be in good standing in school attendance and discipline to obtain or continue to hold a valid driver's license or permit. The Bureau of Motor Vehicles may be notified concerning any student who is less than 18 years of age and who:

- Is a habitual truant
- Is suspended from school a second time in a school year
- Is under expulsion from school
- Has withdrawn from school for a reason other than financial hardship.
- A student whose name is submitted to the Bureau of Motor Vehicles will not be eligible to be issued a driver's license or learner's permit; and will have an existing driver's license or learner's permit invalidated. The license will remain invalid until:
 - 120 days have passed or the end of the semester during which the student returns to school, whichever is longer.
 - The student is 18 years old.
 - The student's license is recommended for reinstatement by an administrator.
 - The suspension or expulsion is removed.

DUE PROCESS

Students enrolled at Wayne Preparatory Academy will be afforded all due process procedures as outlined by the Indiana General Assembly.

EMERGENCY DRILLS

Fire, tornado, earthquake and lockdown drills will be held according to state regulations.

EMERGENCY SCHOOL CLOSING INFORMATION

It may become necessary to close school because of emergency situations. As a practice, instruction is offered and school kept open as long as a learning environment can be maintained. There are three types of emergency situations which could require the closing of our schools:

- Weather or Facility Problem: If school closing becomes necessary, the radio and television stations listed will be notified.
- Emergency Early Dismissal: If dismissal becomes necessary and students are sent home, the radio and television stations listed will be notified.
- Emergency Evacuation and Relocation: If an immediate closing of school becomes necessary and sending students home would be unsafe, students would be transported to a temporary location for pickup by parents or until school can safely resume or until students could be transported home.
- Should it be necessary to close school for any of the reasons above, the following procedures will apply:
 - Announcements will be made on major radio, television stations and the @WaynePrep Twitter account. Announcements will state the reasons for the school closing. If the closing results in evacuation, the announcement would state where the students have been taken and what parents should do. Parents need to make special arrangements with their children in the event of an emergency early dismissal during the school day. When the schools remain open during inclement weather, the school corporation recognizes the

basic right of parents and guardians to decide whether or not to send their child to school under such conditions. Such absences will not be considered unexcused.

GRADING SCALE

The following grading scale will be used for all students attending the Wayne Preparatory Academy.

Standards-based	Scoring Guide	Value on a 4-point Scale	Percent Based	Letter Grade	Description of Achievement Level on the Applicable Standards
Exemplary	4	4.0	93-100	A	The student demonstrates mastery at or above the 90% level on the appropriate state standards as evidenced on district or school common assessments.
		3.7	90-92	A-	
Proficient	3	3.33	87-89	B+	The student demonstrates mastery at or above the 80% level on the appropriate state standards as evidenced on district or school common assessments.
		3.0	83-86	B	
		2.7	80-82	B-	
Progressing	2	2.37	77-79	C+	The student demonstrates mastery at or above the 70% level on the appropriate state standards as evidenced on district or school common assessments.
		2.0	73-76	C	
		1.7	70-72	C-	
Not Yet Meeting Standard	1	0	0-69	I or F	The grade of I indicates the student does not exhibit mastery at the 70% level on the appropriate state standards as evidenced on district or school common assessments. The grade of F indicates that the student was unable to raise achievement to sufficient levels after specified additional time and effort.

GRADUATION REQUIREMENTS

The requirements for graduation from high school include:

- A student shall complete 40 credits of high school work to earn a Core 40 diploma. The 40 credits must include 29 credits of required work and 14 credits of electives. Students may earn a Regular Diploma by earning 40 credits.
- Students in grades 10-12 must pass the required portions of the ISTEP to receive their high school diploma.
- Course Requirements
 - English 8 credits
 - Math 6 credits
 - Science 6 credits
 - Social Studies 6 credits
 - Health 1 credit
 - Physical Education (2 semesters) 2 credit
 - Electives 11 credits
 - TOTAL 40 credits

HEALTH SERVICES

There is not a nurse on duty at Wayne Preparatory Academy. The staff will provide basic first aid for illness or injury during the school day. The nurse from one of the other schools will be contacted in the event of any medical injury beyond that of normal cuts and scrapes.

Medications

Wayne Preparatory Academy complies with Indiana State Codes and State Law Health Policies. All medications, both prescription and non-prescription are to be kept with the school secretary. Medications must be brought from home in the original container and a medication form from the physician must be on file. We cannot supply students with cough drops, throat lozenges or throat sprays. Students may keep inhalers with them but a written permission slip by the parent and student's physician must be on file in the office.

In the case of over-the-counter (OTC) medications, a parent note must accompany each medication and the medication must be given to the secretary. The secretary will give the manufacturer's recommended dosages.

Going Home Due to Illness

A student who becomes ill while attending school will be released only after consulting with parent/guardian.

INDIVIDUAL SERVICE PLAN

At enrollment or within 2 weeks of placement, each student, with parent and staff support, will have an individual service plan (ISP) written specifically to address their goals for academic, behavior/character, career and personal needs. The ISP will be monitored by the student's homeroom teacher/case manager and progress reported to parent at least one time each semester.

PARENT/STUDENT CONFERENCES

At least one time during the school year, all parents/guardians will be contacted by their student or a teacher at Wayne Preparatory Academy to schedule a Student Led Conference. This conference will be led by the student and facilitated by a staff member.

PERSONAL PROPERTY

Students should limit items brought to school to those necessary for school activities. **Students should NOT bring in large amounts of money to school. All valuable articles should be in possession of the owner at all times. THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR MONEY OR VALUABLE ITEMS WHICH ARE LOST OR STOLEN AT SCHOOL. To aid in recovery, thefts must be reported to classroom staff immediately.**

SAFE AND ORDERLY SCHOOL ENVIRONMENT

Drug and Alcohol Policy/Testing

Possession or use of drugs, inhalants and alcohol as stipulated in the MSD Wayne Township Student Code of Conduct is prohibited at Wayne Preparatory Academy, including in the building and on the grounds. The use of illegal drugs, inhalants, and alcohol is prohibited and requires interventions. Students may be tested through voluntary testing which requires parental/guardian permission or through required testing based upon individualized, reasonable suspension by school administration or based upon part of the placement recommendations from Ben Davis High School or Ben Davis Ninth Grade Center (see Alternative to Expulsion information). Students who are found to be positive for drugs/alcohol will be enrolled in an intervention program as part of their continued placement at Wayne Preparatory Academy (in addition to any outside counseling that may be required).

Alternative to Expulsion

Students who are placed at Wayne Preparatory Academy as an Alternative to Expulsion due to drug/alcohol issues will be enrolled in an intervention program as part of their placement at Wayne Preparatory Academy (in addition to any outside counseling that may be required). Such students will also be subject to urine drug screens at the discretion of administration and could face expulsion if found under the influence or involved with drugs/alcohol. Parents will be notified of the results of all drug screenings.

Harassment

It is the policy of the MSD Wayne Township to maintain a learning and working environment that is free from harassment that includes hazing, sexual harassment (verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature), bullying and intimidation. "Harassment" behavior is behavior directed toward another person for a non-school purpose after that person has clearly stated or shown the behavior is unwelcome. Students who experience "harassment" should report the incident to a school counselor or administrator immediately for investigation.

STUDENT CONTRACT

Each student that enrolls at the Wayne Preparatory Academy is required to agree to the terms of placement by signing the student contract. Parents are required to sign also as an agreement to the placement conditions.

TECHNICAL RESOURCES ACCEPTABLE USE POLICY (IJND)

Much of the curriculum at the Wayne Preparatory Academy is computer-based learning. This curriculum was adopted so that each student can be provided an individualized learning program where they work with teacher support and direction, at their own pace to complete courses and earn credits. If a student would lose their computer privileges, the Wayne Preparatory Academy placement may not continue to be an option for them.

Wayne Preparatory Academy Student Computer Procedures:

- Do not attempt to modify the appearance or operation of any computer.
- Tampering with or vandalizing hardware, software or data is not permitted. Students must report any problems to the teacher immediately.
- No diskettes or CD's are allowed unless specified by the teacher. The teacher is required to scan the diskette for a virus prior to use.
- Each student must save files to his/her directory on the file server. Any files stored on the hard drive will be erased without notice. Files may not be downloaded from the Internet.
- A student is responsible for his/her own password. A student may log in using his/her own User ID and password and should never be in another student's directory or files. Giving your password to another student could result in loss of computer privileges.
- Students may not access their private E-mail accounts from any school computer and may not send messages (unless they are part of a school project) over the network.
- Only authorized students may use the Internet and they must abide by the conditions of the MSD of Wayne Township Board Policy, Technical Resources Acceptable Use Policy.
- The Internet at Wayne Preparatory Academy is for educational use only!

TELEPHONES

Classroom telephones are for staff use but may be used by a student with staff permission. If a student needs to make a call, he/she needs to let the classroom teacher know that he/she would like to make a call and the purpose of the call. If the teacher determines the call is necessary and needs to be made during class time, the teacher may let the student use the classroom phone or will send the student to the office with a pass to use the phone in the office. If the teacher determines the call is necessary but can wait, the student may come to the office during passing to use the office phone.

Parents must call the office if they need to get in contact with their child. **DO NOT CALL OR TEXT YOUR CHILD ON HIS/HER CELL PHONE DURING SCHOOL HOURS.** According to the MSD Wayne Township Dress and Electronic Guidelines, cell phones are not to be seen, heard or used by students during the school day.

TRANSPORTATION

Bus Transportation

Bus transportation is a privilege provided for students attending the Wayne Preparatory Academy. Bus rules must be followed in order for this privilege to continue. If transportation privileges are denied, it is the parent/guardians responsibility to provide the means of transportation to/from school. To help ensure student safety, videotaping may occur on the bus. The following rules must be followed:

At the Bus Stop:

- Be on time.
- Stay out of the street and away from the road.
- Help protect surrounding property while waiting for the bus.
- Wait to enter the bus until it comes to a complete stop.

On the Bus:

- Always obey the driver promptly and respectfully.
- Be seated promptly and remain in the assigned seat.
- Keep all books and materials on your lap or contained in a backpack or sack.
- Be courteous and use no profane language.
- Speak in low tones.
- Never push, shove, scuffle or horseplay.
- Keep your head, hair, hands, feet and all belongings to yourself and inside the bus.
- No smoking.
- No fighting, throwing objects, eating or drinking on the bus.
- Treat bus and equipment with respect and keep the bus clean and orderly.

Leaving the Bus:

- Take your turn and do not push.
- Once off, clear the area immediately.
- If crossing the street, wait for a signal from the bus driver before crossing in front of the bus.
- ***The transportation department must be called if bus transportation is not needed for the day. Failure to call will result in loss of transportation privileges for 3 days to the remainder of the semester.***

Driving Privileges

Students driving to school are expected to follow safe driving procedures in the school parking lot and the streets adjacent to the school. *The school is not responsible for property stolen or damaged in the parking lot.* DRIVING TO SCHOOL IS A PRIVILEGE.

- All vehicles must be registered with the school and display a current parking permit. In order to receive a parking permit, the student must give proof of insurance and valid driver's license.
- Student parking is limited to the student parking area only which is the lot east of the school. The lot directly in front of the school is for staff parking and visitors only.
- Students are expected to follow driving regulations including seat belt laws for the driver and all passengers. The school security officer has the power to enforce school parking violations.
- The student parking lot is still considered school property and all school rules apply while in the parking lot (i.e. No Smoking).
- Students are required to park between lines, not using more than one parking space.
- Students may not be in their vehicles during the school day. Upon arriving at school, student must lock and leave their vehicles immediately and enter the building. No student is permitted in the parking lot during school hours without a valid pass.
- The school reserves the right to examine a student's vehicle and the contents.
- Students violating the above rules and regulations are subject to the following:
 - A warning
 - Suspension of school driving privileges
 - Uniform traffic ticket
 - Towing of vehicle at owner's expense.
 - Disciplinary actions.

VENDING MACHINES- CORRECT CHANGE REQUIRED

The vending machines are for student use before school, during lunch periods and after school only. Students may not use vending machines during class time. Students must have the correct change (dollar bills/change) for the machine. The office does not provide change.

WAYNE TOWNSHIP SMOKING POLICY

Wayne Preparatory Academy will follow the MSD Wayne Township No Smoking Policy for School Buildings and Activities and Ben Davis High School rules regarding student smoking. Students (regardless of age) are prohibited from smoking in any School Building or on school property.

There is no designated smoking area for any student attending Wayne Preparatory; therefore, students may not smoke anywhere on school grounds. This includes the student parking lot and surrounding areas. In order to be considerate of our Wayne Preparatory Academy neighbors, we ask that students do not smoke within the surrounding area of the school.

Students who violate the smoking policy could be assigned to "smoking school", be referred for drug testing, receive a behavior referral that could lead to suspension from school.

WORK PERMITS

Work permits will be issued to students who are attending school as scheduled. See the school secretary for further information regarding work permits.

M.S.D. of Wayne Township Student Dress Guidelines

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, students and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

Shirts / Tops

All shirts or tops must "cover" the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

Pants, Skirts, Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

Jackets / Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

Headwear and Glasses

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

Hair / Facial Jewelry

Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

Book bags / Backpacks

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

Undergarments / See-Through Materials

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute "cover."

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.



Metropolitan School District of **WAYNE TOWNSHIP** We Are Wayne

Bring Your Own Device (BYOD)

The Wayne Township High Schools offer a **filtered** Wi-Fi network on campus. Students may bring a personal device to school to use for educational purposes. Students are expected to connect to the filtered Wi-Fi network to ensure access to quality online resources.

Important Facts

- Users of the Wi-Fi network have **filtered** Internet access just as they would on a district-owned device.
- Wayne Township High Schools offer many educational resources via the Internet. These resources can be accessed anytime and anywhere students have access to the Internet; therefore, learning is extended beyond the classroom.
- Students may bring their own technology device (laptop, netbook, cell phone, tablet, etc.) to school to be utilized in the classroom at the discretion of the teacher.
- By connecting to the schools' Wi-Fi, users accept the terms of the MSD of Wayne Township's Responsible Use Policy (RUP) located on the MSD of Wayne Township website at <http://www.wayne.k12.in.us/itservices/pdf/IJND.pdf>
- Students are expected to exhibit digital responsibility/citizenship and follow the Responsible Use Policy (RUP) while using personal or district-owned technology.
- Students will log onto the Wi-Fi network by using their district-provided username and password.

Device Responsibility

1. Students are expected to connect to the filtered Wi-Fi while on campus.
2. The technology devices students bring to school are their sole responsibility.
3. The district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited time or resources will be spent trying to locate stolen or lost items.
4. Personal devices may be subject to investigation in accordance with district policy.
5. Students are to keep their devices secure at all times and not loan them to others.
6. Students must keep devices on silent mode during the school day.
7. Audible use of devices is not permissible unless authorized by a staff member.
8. Students are expected to arrive on campus with fully charged devices.
9. Students must follow school procedures for reporting illness, early dismissal, and other forms of communication home.

Appropriate Student Use

As with any tool, there are appropriate places and times for the use of devices while at school. **Staff members have the right to prohibit use of devices at certain times or during designated activities** (i.e. testing, campus presentations, theatrical performances, or guest speakers).

Usage	Allowed	Prohibited
When designated by staff for educational purposes (classrooms, offices, and media centers)	✓	
Commons	✓	
Halls during passing periods	✓	
Cafeterias	✓	
Restrooms		✓
Locker rooms		✓

Common Practices

Students should understand the common practices below which may be required at certain times.

Screens at 45 degrees



Screens down on desk



Devices on silent



Assessment Practices

Students are prohibited from having a personal electronic device during standardized assessments.

Assessment Type	Allowed	Prohibited
PSAT		✓
ECA		✓
ASVAB		✓
ACT		✓
SAT		✓
AP		✓
NAEP		✓
Acuity		✓
IB		✓

Access & Grading

Students who do not have access to personal devices may be provided with a comparable district-owned device during school where appropriate. Students not using technology devices will be provided with a similar assignment that does not require the use of a device to complete. Learning and grading will not be affected.

Tips for Success

1. Clearly label all devices and power cords with student's name.
2. Set a password or passcode on the device.
3. Bring devices to school fully charged and in good working order.
4. Silence devices during the school day.
5. Bring headphones to use with devices.
6. Record the serial number and model information at home.
7. Follow direct instruction from staff regarding usage.