

MARK T. SKINNER WEST CLASSICAL, FINE ARTS & TECHNOLOGY SCHOOL

CHICAGO PUBLIC SCHOOL DISTRICT 299



STUDENT- PARENT HANDBOOK 2019 - 2020

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Principal

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Located at:

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This Assignment Notebook belongs to:

Name _____

Homeroom _____

Your personal **discoverzone**: www.mydiscoverzone.com/signup

id: _____ password: _____

WELCOME

The entire staff of Skinner School would like to welcome all of our students to the new school year. We know that this will be another year of outstanding educational growth for all.

We are pleased to distribute the Skinner School Handbook and Assignment Notebook. This notebook will help you with the policies and procedures, which keep our school running smoothly. It will also serve as a tool to organize your life at school. Take care of it; use it; keep it with you at all times.

We hope this year will be an exciting, challenging, and productive year for each one of you.

Deborah M. Clark
Principal

MARK T. SKINNER (1813-1887)

Mark T. Skinner, a prominent lawyer and civic leader, first arrived in Chicago in 1836. Here he spent the remaining fifty-one years of his life in demonstrating his interest in the welfare of the people of his adopted city.

He served this city and state as Judge of the Cook County Court of Common Pleas, City Attorney of Chicago, City School Inspector, member of the State Legislature, United States District Attorney of Illinois, member of the United States Sanitary Commission and President of the Chicago Sanitary Commission.

Mark T. Skinner helped organize the "Young Men's Association", a forerunner of the Great Chicago Public Library, and was founder of a Chicago school established for the laudible purpose of educating homeless boys. He was one of the corroborators of the Chicago Gas Light and Coke Company, the old Chicago Marine and Fire Insurance Company, the State Insurance Company, and director of the Galena, Chicago and Union Railroad and the Chicago, Burlington and Quincy Railroad.

In 1859 city fathers acknowledged the civic contributions of Mark T. Skinner twenty-eight years before his death by naming for him the Mark T. Skinner School.

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Skinner Colors:
School Mascot:
School Song:
School Motto:

Purple and Gold
SuperStars
“I’ve Got That Skinner Spirit.....”
It’s The Spirit That Counts

Vision

Mark T. Skinner School's vision is to be the premier elementary school in metropolitan Chicago for educating Classical, Neighborhood/Magnet and Special Needs children and to serve as the outstanding model for all such schools.

Mission

The Mark T. Skinner School is an exceptional community committed to helping a diverse student body achieve academic, social, and personal excellence through a partnership among children, parents, staff, and community.

In accordance with the Chicago School Reform Act, our mission is to:

- 1) Provide quality education for our students;
- 2) Assess our education program annually in order to ensure that students are prepared for the next level of academic achievement;
- 3) Utilize effectively all available resources to achieve these goals through effective management and communication, quality professional staffing and staff development, and parental involvement.

Skinner Citizenship Pledge

At the beginning of this school year, every homeroom teacher will discuss the Uniform Discipline Code adopted by the Board of Education. In addition, a pledge of citizenship and a code of human rights also are incorporated as helpful guides to responsible student behavior.

Pledge

I pledge to respect my parents/guardians and to act so as to bring them honor.

I pledge to respect my teachers and staff and obey all school rules.

I pledge to cherish my school, for it gives me the tools with which to think and work.

I pledge to follow the school rules and to help others stay on the right track.

I pledge to be a credit to my country and to make my community a better place in which to live.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
he learns to condemn.
If a child lives with hostility,
he learns to fight.
If a child lives with fear,
he learns to be apprehensive.
If a child lives with pity,
he learns to be sorry for himself.
If a child lives with jealousy,
he learns to feel guilty.
If a child lives with encouragement,
he learns to be confident.
If a child lives with tolerance,
he learns to be patient.
If a child lives with praise,
he learns to be appreciative.
If a child lives with acceptance,
he learns love.
If a child lives with approval,
he learns to like himself.
If a child lives with recognition,
he learns to have a goal.
If a child lives with fairness,
he learns what justice is.
If a child lives with honesty,
he learns what truth is.
If a child lives with security,
he learns to have faith in himself.
If a child lives with friendliness,
he learns that a world is a nice place
in which to live.

-Dorothy Law Nolte

Our Human Rights

The following human rights for students were adopted by Skinner School. We are grateful to the Des Moines Public Schools and the Human Relations Department, Madison Public Schools, Madison, Wisconsin for developing these rights.

I have a right to be happy and to be treated with compassion in this room:

This means that no one
will laugh at me or
hurt my feelings.

I have a right to be myself in this room.

This means that no one will treat me unfairly based on
my skin color,
tall or short,
boy or girl,
the way I look,
or my disability.

I have a right to be safe in this room.

This means that no one will
hit me,
kick me,
push me,
pinch me, or
hurt me.

I have a right to hear and be heard in this room:

This means that no one will
yell,
scream,
shout,
make loud noises, or use profanity.

I have a right to learn about myself in this room.

This means that I will be
free to express my feelings
and opinions in an appropriate
manner and time without being
interrupted or punished.

I have a right to learn according to my own ability.

This means no one will call
me names because of the way I learn.

Assemblies

Assemblies are scheduled as part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, performers are very conscious of their audience. Talking, whistling, foot stamping, and booing are discourteous.

Attendance

If a child is not at school, the student will miss the opportunity for classroom instruction. Students should not stay home for frivolous reasons. The Illinois School Code recognizes only illness as a legitimate reason. Please call the school and the bus company as early as possible to report an absence.

It is important that each child, upon returning to school after being absent, bring a note signed by a parent stating the reason for absence. Notes for religious holidays are also required.

Occasionally, parents must take their children out before school hours are over. To do this, you must send a note to your child's teacher, and the child must be signed out by the office. No child may leave without an adult.

Awards

Throughout the year, students are honored for service to the school, academic achievement, and other appropriate areas. Students may receive "Superstar Slips" at any time of the year to notify parents of "good news" from the teacher.

Care of School Property

Students should not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint or any other instrument. Students must not tamper with the fire alarms, fire extinguishers, or any electrical systems. We want students to take pride in our beautiful school grounds by putting trash in the containers provided.

Finally, please discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

Corridor Courtesy

Students are asked to keep corridors open to traffic by walking to the right and to pass through corridors quietly and be considerate of others in the halls and classrooms.

Discipline

Although most of our Skinner boys and girls have excellent home training and good manners, we do find occasions when we must deal with discipline problems. Skinner School will implement the following Discipline ladder when misbehavior/misconduct occurs:

- In class verbal warning
- Student conference with teacher
- Written notification to parent - YELLOW (CAUTION) SLIP!
- Telephone call to parent - (OPTIONAL)
- Parent, teacher conference
- Parent, teacher, principal conference
- Removal of privileges (Class parties, field trips, movies, dances etc.)
- Anecdotal records (may be kept throughout the discipline process)
- Referral for support services

Skinner Parents will:

- Continuously encourage good behavior in school
 - Sign and return YELLOW SLIP the following school day
 - Attend parent, teacher conferences
 - Assist child in correcting behaviors
 - Offer suggestions to teacher in working with child
- Follow through with recommendations

CONTINUOUS, REPEATED, AND/OR SERIOUSLY DISRUPTIVE BEHAVIOR MAY RESULT IN: Time-out Room

PLEASE NOTE:

The Chicago Public Schools Uniform Discipline Code, which is always in effect at all times for all students, may include:

- In-School Suspension

- Out of School Suspension
- Disciplinary Reassignment

Dress Code

All students are expected to observe the basic standards of cleanliness, modesty, and good grooming. During the cold weather season students should be dressed properly with warm jackets, hats, gloves, and scarves. This can ensure good health and, therefore, good attendance. We appreciate that our parents use good judgment in seeing to it that students are dressed appropriately for school.

When entering the building, all males are requested to remove their hats or caps.

Emergency Days and Early Closing

Should an emergency arise necessitating calling off school for the day, radio and TV stations will announce emergency closing news.

In the event that an early dismissal of school has been authorized, students will be dismissed provided they have a safe place to go (home, relative, or neighbor). Children who are unable to go home are to remain at school until regular dismissal or be picked up early by a parent or a parent's designee.

Fire and Disaster Drills

Precautions are taken for the safety and protection of every child during the school day. There are monthly fire drills and periodic tornado drills. Two bus evacuation drills are held yearly. Such drills prepare children to react appropriately during actual emergency situations.

Fees

From time to time, we ask that our children purchase materials, such as workbooks, which help reinforce skills developed in the classroom. Money collected as fees is spent directly for the purpose given by the teacher. No teacher, administrator, or other adult has a vested interest in fees, but they all have an interest in maintaining quality programs for children. No child will be denied educational activities and no penalties will be imposed because his or her parents cannot afford the said fee.

If a student is unable to pay a fee, the principal or assistant principal will provide the student with a request for waiver of fees.

Parties and field trips are not included in this policy. Graduation and Recognition Day fees will be issued as a separate schedule in the spring.

Field Trips

Field trips are scheduled throughout the year as part of the regular school program. Field trips offer unique learning experiences and we encourage your child's participation. Parents will be invited to assist teachers for the events.

All students must have a permission form on file with the classroom teacher that is to be filled out by the parents in September. A reminder notification and notice of a possible fee will be sent home prior to each trip. Students are expected to behave as ambassadors of Skinner on all trips. All students should eat a hearty breakfast on the day of the field trip and dress appropriately.

Forbidden Items

There are certain items that children bring which can cause disruption to the educational program. They are of no educational value and may take time away from the business of learning. We ask that you see that the following things are not brought to school:

- 1) Gum and candy
- 2) Radios, pagers, cell phones, and other electronic equipment
- 3) Any form of a toy
- 4) Firearms, weapons, knives, laser pointers and other potentially dangerous items

Teachers have been instructed to confiscate these articles and notify the parent. The items will only be returned to the parent.

Homework Policy

The Chicago Reform board of Trustees mandates that each school must develop, implement and monitor local school expectations concerning homework. As outlined in the Skinner School Handbook and the Chicago Public Schools' A Guide to Homework Success, homework is a necessary component in the sequence of a child's education. Children who spend more time on homework, on average, do better in school and the academic benefits of homework increase as children move through the upper grades. Homework assignments that are well planned and challenging and completed successfully can increase

student achievement, develop good study habits and foster a positive lifelong attitude for love of learning.

HOMework IS ASSIGNED FOR SPECIFIC REASONS:

- To reinforce learning within the class
- To complete unfinished work
- To study for tests
- To prepare oral and written reports
- To create projects
- To provide enrichment activities for students
- To allow for extra credit opportunities for students
- To extend learning beyond school hours
- To make up work missed due to absence
- To prepare for the next day's lesson
- To foster a closer relationship between home and school
- To provide opportunities to use community resources
- To provide positive ongoing parental involvement in student's education

HOMework IS ASSIGNED EVERY NIGHT

Kindergarten	15-30 minutes every night
Grades 1,2,3	30-60 minutes every night
Grades 4,5,6	45-90 minutes every night
Grades 7,8	60-120 minutes every night

NOTIFICATION OF HOMEWORK ASSIGNMENT

K-1	Teachers circle pages or highlight/work sheets
Grades 2-8	Students write down assignments daily in their assignment notebook. All students have been assigned a homework buddy.

Students are expected to complete all homework assignments carefully and accurately.

HOMework MUST BE TURNED IN ON THE DATE THAT IT IS DUE

■ PARENTAL INVOLVEMENT

Parents are expected to:

Follow suggestions outlined in *Guide to Homework Success* published by the Chicago Public Schools

Look over completed assignments

Initial the bottom of the homework paper or sign the assignment notebook every night after child has completed the work.

Communicate to the teacher if the child had extreme difficulty doing or completing an assignment.

Use their best judgment to end a homework session if the child is taking an undue amount of time to complete an assignment.

Write a note to child's teacher if the child could not complete an assignment by the expected due date.

Parent may also write directly in the assignment notebook to communicate any concerns or feedback about a homework assignment.

■ HOMEWORK GRADES

Homework grades are counted as a certain percentage of the final grade for each marking period. The percentage is as follows:

Grades 1, 2	10% of marking period
Grades 3,4,5	20% of marking period
Grade 6,7,8	15% of marking period
Physical Education	25% of marking period
Science	20% of marking period

■ LATE HOMEWORK ASSIGNMENTS-CONSEQUENCES:

- Written notification from teacher homework slip
- Telephone call from teacher
- Parent conference
- Mandatory attendance in morning (9:00) study hall
- Removal of privileges
- Lowered grade for marking period
- Referral to Social Worker for homework management plan

Lost and Found

Articles which are found around the school should be turned in at the office. Unclaimed articles are stored

in lockers opposite the office. At the end of the school year, unclaimed items will be donated to charity.

Lunch and Breakfast

Breakfast and hot lunch are served in our school lunchroom. Applications for free or reduced breakfast and lunch are sent home during the first week of school.

Medical Information

By state law, all children must have medical and dental examinations upon entry to school. Also, each child must have complete immunization records. Please be sure to obtain these records, as we must exclude children without proper information.

Medications

If it is absolutely necessary that medication be taken during school hours, a medication permission form must be filled out by your doctor and be on file in the school office. The medication will be stored in a locked cabinet in the principal's office or nurse's office. It will be administered under the supervision of the principal or school nurse. The medicine must be in the original prescription container with the student's name and directions on the label.

Parent Organizations

Forum--The Skinner School Forum is a federally registered not-for-profit corporation that acts as a friend of Skinner School. Membership and participation in the forum is strongly encouraged as its funds benefit the entire school. The fund-raising activities are to develop awareness and support for the Skinner School program.

LSC-- in accordance with the State Reform Act, the LSC is composed of six parents, two teachers, two community representatives and the principal. The LSC's responsibilities include budget approval, curriculum planning, school improvement plans, and principal selections. LSC members are elected every two years.

We would like to see more parents attending

regular LSC meetings. Notifications will be posted.

LSC Communications Committee – The goal is to develop an infrastructure that provides timely & informative content to the Skinner Community through various methods of communications.

LSC School Improvement Committee – A standing committee of the Local School Council which facilitates the social and academic needs and focus of students, parents and faculty of the Classical and Neighborhood/Magnet Programs. The committee also assists in the development of the Continuous Improvement Work Plan.

LSC Facilities Committee – Services in an advisory capacity for identifying issues and recommending solutions in reference to the physical structure and maintenance of the Skinner West School environment.

Friends of Skinner West – Friends of Skinner West is designed to support the school through volunteerism and fundraising. It is our goal to help meet and exceed the needs of the School Continuous Work Plan, while nurturing our students through extracurricular activities and educational opportunities.

Gallery 111 – Mission is to provide arts exposure and education as it relates to the core subject areas. Due to the rigorous nature of the academic structure at Skinner School, arts are used to reinforce the curriculum in a creative way.

Volunteer Program - There is also a volunteer program, and we hope to see many of you helping the school.

We urge our parents to be active in our school organizations.

Physical Education

The physical education program at Skinner School helps to provide optimal physical, mental, and social development through the mastery of a continuum of physical skill and exercises. Students are required to wear socks and gym shoes, white T-Shirts or blouses with navy blue shorts. Every student should have a pair of extra gym shoes only for school P.E. class.

These shoes should not be worn outside.

In order to facilitate changing for gym, it is suggested that the student wear his/her navy blue shorts under regular clothes to school on gym day.

Report Cards

These are issued four times a year. For the first and third marking periods, parents are required to pick up the report cards. You will receive more information, which will give details and dates in later bulletins.

Student Organizations

Color Guard--The student color guard is an organization that opens every school assembly with a salute to our nation's flag. Students from grades 7 through 8 and special education students may apply for the school color guard. This organization teaches the correct handling and display of our country's flag.

Intramural Sports--Intramural sports provide adequate athletic programs to encourage pride and positive self-image. Student ages 10 and up are invited to try out.

Cheerleading--Cheerleading is offered to all Skinner students. Try-outs will be held at the beginning of the year. Basic cheerleading skills will be taught.

Student Council--The Student Council is the student governing body of Skinner School. Representatives from each grade meet with the faculty advisors. They assist in planning school activities, making recommendations, and discussing ways for improving Skinner School. Representatives are elected by their classmates at the beginning of each school year.

School Records

Under the Federal and State laws, parents have the right to inspect school records kept on their children. They also have the right to receive a copy and of their children's records. If they feel that any information in the records, other than grades, is misleading, inaccurate, or invades their children's or family's

privacy, they may request that such information be corrected. Before the school can release student records to persons outside of the school system, the school must first obtain the parent's written consent. If children transfer to another school district, parents have the right to inspect student records prior to the release of the records to the new school district. For additional information regarding access to school records, please contact the principal.

School Supplies

Each teacher will let the children know what supplies are needed. Children should be prepared at all times. Parents are requested to occasionally check to see if supplies need replacing.

As a reminder, all students in 2nd grade through 8th grade should have an assignment notebook.

Sex Equity/Title IX

The SEX EQUITY POLICY seeks to insure that all facilities and programs for one sex should be comparable to the facilities and programs provided to the opposite sex.

It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, creed, national origin, religion, age handicap unrelated to ability, or sex in its educational program, employment policies practices. Sexual harassment is considered to be a serious act of misconduct and will be disciplined. Inquiries concerning the application of Title IX of the Education Amendments of 1972 and the regulations promulgated thereunder concerning sex discrimination should be referred to the Title IX coordinator, Board of Education of the City of Chicago, 125 S. Clark Street, Chicago, Illinois 60603. Telephone: 773/535-1000.

Student Expectations

1. Be on time to school and class.
2. Be prepared for class and learning.
3. Be respectful to all people.
4. Be in control--walk and talk quietly.
5. Be proud of your school--keep it looking great!
6. Be dressed in an appropriate manner.
7. Be honest.
8. Be aware of and do all assignments.

Student Non-Discrimination Policy

School District #299 does not discriminate because of

race, national origin, religion, physical or mental handicap, or sex in the educational programs or activities, which it operates.

Student Valuables

Students are asked not to bring large amounts of money, radios, cameras, etc., to school. Students are responsible for keeping track of their own keys, glasses, purses, and watches. To avoid the risk of temptation, money should never be left in a desk. Students must carry their money with them.

Teacher Conferences

We want our parents to know they are welcome at Skinner School. Parent-Teacher conferences are scheduled by appointment only. Parents should send a note requesting a conference. The classroom teacher will call the parent and schedule a conference at a mutually agreed time.

Textbooks

Textbooks are the single most essential element in the educational program. The school supplies each student with textbooks free of charge. Parents may be asked to pay for consumable workbooks.

We require that all the children cover their books and take care of them. Please reinforce how important it is to take good care of their books. Covers in poor condition must be replaced throughout the year. Teachers are directed to recheck periodically the condition of student's books. Students must pay for damaged or lost books.

Transportation

Bus Route--Parents will be notified of pick-up, time, and place by mail.

Morning Pick-up-- Students should be at the pickup point 10 or 15 minutes before the bus is due. They should have all their books and other materials ready before the bus arrives. It is very important that students be ready before the bus comes. If the bus has to wait for each child, all the children could be late for school.

Buses can be chilly during the winter from the constant opening of the doors, so children should be suitably dressed for the weather.

Afternoon Drop-off--After school, your children will be picked up by the bus at the school and returned to the

same place they were picked up in the morning. Bus drivers have been told not to drop children off at other places, so children should not ask them to do so.

Student Not Riding The Bus--If your child is going to be absent from school for any reason, please let your bus company know as early as possible. This is especially important for children being picked up at home. You should also call the school.

Bad Weather--Sometimes, the winter weather may force us to cancel bus service. When the weather is bad, check the radio or television for announcements of school closing or cancellation of bus service.

Even if your school is open and the buses are running, the bus may be late for the morning pickup. Your child should be prepared to wait a bit longer than usual.

Late Bus--Occasionally, a bus may be late because of traffic or other problems. Please call your bus company or school.

SKINNER SCHOOL TRANSPORTATION

(Ask for the Bus Coordinator) (773) 534-7790

Bus Safety--It is very important that your child knows what to do on and around a school bus. You should talk with the student about how to get on and off the bus safely. The student should always wear the seat belt, and should use the handrails in getting on and off the bus. The student must remain seated until the bus comes to a complete stop.

Bus drivers have been told to drop off children so that the children do not have to cross the street. If your driver is not doing this, please call you bus company.

Your child should always listen to and obey the bus driver.

Proper Behavior--Children on buses are expected to behave at all times. They must obey the following safety rules:

- Sit in the seat assigned by the driver or school staff.
- Do not open any windows without the driver's permission. Windows must never be open more than three inches.
- Do not talk to the driver unless absolutely necessary.
- Do not ask to be dropped off anywhere except your regular stop.
- Keep your head, hands and arms inside the bus

at all times.

- Never throw things into or out of the bus.
- Do not move around the bus when it is in motion.
- Do not touch the emergency doors or the fire extinguishers.
- In an emergency, stay in your seat until the driver tells you what to do.
- No eating on the bus.

Children who disobey these rules might have bus service withdrawn. They could also be subject to other discipline from the school. Talk to your school principal about the Uniform Discipline Code.

Withdrawing Bus Service--If your child does not behave on the bus, the principal may decide to suspend bus service. You will be told before service is withdrawn. Bus service may be restored when your child can behave properly during the bus ride.

Truancy

Students who are repeatedly absent from school without a valid excuse (illness) are considered truant. Most parents comply with the Illinois Code Of The School Attendance. However, sometimes it is necessary to have our school investigate excessive or unexcused absences. If the school finds extreme and gross neglect on the part of the parent, the Illinois Code of School Attendance states that legal action may be taken to allow for the child's education.

Visitors

All visitors are required to sign in and out of the building. Parents are required to pick up a guest badge before leaving the office area. This is also a matter of safety. We do not permit unauthorized people in the building. Teachers have been instructed to question anyone not wearing a visitor's nametag. If you are stopped, please remember that this is for the safety of our children. Parents are also asked not interrupt class instruction during school hours by "dropping in" for a conference. This practice is disruptive to the instructional program and unfair to our students. Make an appointment with the teacher.

SKINNER SCHOOL GRADING SCALE MARKING CODES

The marking codes A, B, C, D, and F reflects your child's progress in learning skills and understanding concepts.

CRITERIA FOR SUBJECT ACHIEVEMENT MARKS

				progress in daily work. Does all assigned work and is willing to do enrichment and independent activities.
		B	80-89	Meets expected standard and shows good grasp of fundamental skills in daily work. Does all assigned work.
		C	70-79	Performs a minimum expected standard and shows understanding of skills in daily work. Does limited amount of assigned work.
W	Indicates child has mastered specific skills with 86-100% accuracy .			
P	Indicates child has mastered specific skills with 78 -85 % accuracy .	D	60-69	Performs below expected standard and shows limited understanding of skills in daily work. Does limited amount of assigned work.
B	Indicates child has not mastered specific skills and needs improvement .	F	59 & below	Works much below expected standard. Does not complete or seldom completes assigned work.

/ Indicates area not graded.

Grades 1- 8

Letter Grade	Numeric Grade	Quality & Quantity of Work
A	90-100	Masters fundamentals thoroughly and exceeds expected standard of

HONOR ROLL

“**ON A ROLL**” is our name used for the honor roll system. There are three ways to recognize students in five areas of achievement: Super Scholars, Merit Roll, and Perfect Attendance. The “**On a Roll**” will be posted after each ten week marking period for students in grades 4, 5,6, 7, 8 and special education classes.

In addition, special social activities will be sponsored by the Skinner Student Council to recognize and reward students who are “**ON A ROLL**”.

The five areas of recognition are:

1. SUPER SCHOLARS - a student must receive straight A’s in all subjects with the exception of handwriting. In addition, social and work habits must be exemplary with no checks for needing improvement.
2. MERIT ROLL - a student must receive A’s and B’s in all subjects with the exception of handwriting. In addition, social and work habits must be exemplary with no checks for needing improvement.
3. PERFECT ATTENDANCE - a student who attains perfect attendance for a marking period will be placed on the Perfect Attendance Roll.

We believe that with hard work every Skinner student will have the opportunity to appear “**ON A**

ROLL”. The more students take responsibility for their grades and behavior, the better they do. The Skinner School community is looking forward to encouraging and supporting academic and social achievement for all of our students.

PAGING DEVICES/CELL PHONE POLICY

Under CPS Board of Education policy, students are not permitted to possess a remotely activated paging device on any school property at any time. In addition, students are not permitted to use cellular phones while school is in session. **Phones must be turned off while student are in the building and may only be turned on after school hours, outside the building.**

Those in violation of this policy will have their devices confiscated by the building principal, faculty, and/or staff.

If, because of an emergency, you would prefer your son or daughter to carry a cell phone, we ask that you submit a letter of permission to Mrs. Clark that will remain on file in the Office for the school year.

Thank you for your cooperation in this matter.