



K-12 Day and Boarding School

NOBLESSE
INTERNATIONAL SCHOOL

A Classical Education for the Modern World
An IB World School



Student Handbook Academic Year 2018-2019

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Our Mission

Our students become successful learners, confident individuals, and respectful, responsible world citizens who contribute effectively to a competitive global society.

Noblesse International School operates on an open application, selective admissions process. Applications are accepted throughout the year. Admissions and acceptance are determined on an individual basis.

The Noblesse Experience

When we speak about Noblesse International School we discuss the Noblesse Experience. We are much more than a school. We are developers of human potential; the potential of your children, our future leaders, entrepreneurs, artists, doctors, inventors, employees, and citizens of the world.

We work to create a community, a culture of success. We are a collaboration of teachers, parents, administrators, and others who provide care and support for all of our students. We strive to create an atmosphere where our students grow socially, emotionally, and intellectually.

Transforming Knowledge to Wisdom

The Noblesse experience provides a broad education through scaffolding of knowledge, skills, and capacities from early years through graduation. Noblesse is designed to help students achieve a balanced education that embraces academics, athletics, activities and the arts.

Small class sizes and student-teacher interaction are the heart of the Noblesse experience. Our teachers implement differentiation strategies to assist our students learn to think, to question, to solve problems and to apply critical and creative thinking skills associated with an outstanding education.

- Noblesse offers the only International Baccalaureate Diploma in Pampanga. Noblesse students are actively engaged in community building projects and service learning our students are afforded numerous volunteer and service opportunities through our CAS program (Community, Action Service)

As a school community, Noblesse International School evaluates our overall performance each year based on the Quality Schools Framework

The Leader In Me

Noblesse International School is proud to be a “Leader in Me” School. The “Leader in Me” philosophy is an approach to being effective in attaining personal goals. Through this program the school and its students proactively design and maintain a culture that reflects the seven “7 Habits of Highly effective People”. The 7 habits are the key component of the “Leader in Me” process and are a foundation to our school culture. The “Leader in Me” is also aligned to many national and international academic standards. The process teaches students the skills needed for academic success. These skills include critical thinking, goal setting, listening and speaking, self directed learning, presentation-making and the ability to work in groups.

Noblesse International School is dedicated to instilling and promoting these habits and beliefs through supporting these we are able to better prepare our students for success in their post secondary education.

The first three habits surround moving from dependence to independence.



1. Be Proactive:

This is about the concept of Circle of Influence and Circle of Concern. Working from the center of your influence and constantly working to expand it. Don't sit and wait in a reactive mode, waiting for problems to happen before taking action.

2. Begin with end in mind:

This is about envisioning what you want in the future so you can work and plan towards it.

3. Put first things first:

This is about the difference between Leadership and Management. Leadership in the outside world begins with personal vision and personal leadership. This is about what is important and what is urgent.

The next three habits talk about Interdependence (working together)

4. Think Win-Win:

This is about genuine feelings for mutually beneficial solutions or agreements in your relationships. Value and respect people by understanding a "win" for all is ultimately a better long-term resolution than if only one person in the situation had gotten his or her way.

5. Seek first to Understand, then to be Understood:

This focuses on empathic listening to genuinely understand a person, which compels them to reciprocate the listening and take an open mind to being influenced by you. This creates an atmosphere of caring and positive problem solving.

6. Synergize:

This combines the strengths of people through positive teamwork, so as to achieve goals that no one could have done alone.

The Final Habits is that of continuous improvement in both the personal and interpersonal spheres of influence.

7. Sharpen the Saw:

Balance and renew your resources, energy and health to create a sustainable, long term, effective lifestyle. It primarily emphasizes exercise for physical renewal, good mental meditation and good reading for mental renewal.

We believe that through promoting these habits we can create meaningful and consistent progress that will result in growth, change and constant improvement.

Internal and External Communications

Quarterly Newsletter

Each quarter we distribute the NIS Report. A combination of a newsletter and email, the E-paper reports on the most recent events at NIS. In addition, student work, regular columns, special reports, and other items are featured. We look back at the most recent month and look ahead. Issues are designed to be read on a computer but hard copies are made available to those who request them.

Blog



- **Twitter**
- **Instagram**
- **Facebook**

Parent Meetings

Our parents and the community at large are invited twice a year for a formal parent teacher meeting. These are held at the end of the First Semester and the end of the Second Semester. At the end of each Quarter progress report are sent out so that parents are kept informed of their child's progress.

E-Connect

Our parents are able to check on their student progress via Engrade. This is a school wide system to maintain attendance, grades and reports. Through this system parents can monitor their child's progress. Also, many teachers utilize Google Classroom. Parents are encouraged to request access to this extremely useful site.

Email

Upon entry to the school, every student is given an assigned email address. This year we will be issuing parents a Gmail address. This allows our parents to connect with any teacher at any time. It is our policy to respond to emails within 24 hours whenever possible.

Personal Appointments

Requests for meetings with the headmaster, administrative services or a teacher are made by calling the receptionist. Appointments will be made in accordance with the available of the employee. Appointments will be confirmed within 24 hours by the receptionist or the headmaster's secretary.

Parent Teacher Conferences

Regular teacher conferences are scheduled at the end of each quarter. Please refer to the yearly calendar for the specific days and times.

Attendance

Unexcused Absences:

- Students will receive no credit and an F for all work missed.
- A student with 4 or more unexcused absences during the **academic year** will fail the course and may not be promoted to the next level. A request for expulsion may also be filed.

Excused Absences:

- Students are responsible for any and all assignments during an excused absence.
- It is the student's responsibility to get assignments from their teachers.
- Teachers will give assignment due dates for the missed work.
- A student with 2 unexcused absences in a semester will be subject to discipline from the school including Saturday detention. In addition they will receive no credit (0) and an F for all work missed.
- A student with 3 unexcused absences in a course during any semester must sign an academic and attendance contract. Consequences may include removal from all activities serving detention and or Saturday school. They dates for makeup assignments. Any assignment left uncompleted by the due date shall be considered "late" and will be subject to a deduction of value.

Excessive Absences:

Due to the rigour of the academic year, Noblesse has a firm policy on total absences. While we take individual class attendance throughout the day our official homeroom attendance is

taken twice a day in the morning and just before lunch. If a student misses the first homeroom attendance, they will be marked as missing half a day. If a student misses the second homeroom attendance, they will be marked as absent for the full day. For the academic year, a student cannot miss more than **18 total days** (excused or unexcused). **If a student exceeds these number of days, they will not graduate and must repeat the academic year. 3 late arrivals to school before the bell rings count as 1 full day unexcused absence.**

Tardiness

Students are expected to be in class on time. Attendance is tracked by class throughout the day through Engrade Pro. Excessive tardiness hinders a student's ability to achieve and learn on a high level. **3 late arrivals to school before the bell rings count as 1 full day unexcused absence.**

Penalties for Tardiness

- Less than 15 minutes per month - Coordinator's decision
- 15 minutes to 29 minutes per month - 4 hour Saturday detention
- Greater than 30 minutes - 8 hour Saturday detention
- Repeat offenders will be subject to suspensions and expulsions -Headmaster's decision
- An unexcused absence from a Saturday detention will result in an automatic three day suspension

Classroom Expectations

Being Prepared:

Students need to be prepared for class. This means that all required books, computers, Kindles, writing utensils and paper must be supplied

Classroom Discipline:

The classroom discipline plan is at the individual teacher's discretion, and posted and communicated clearly in each classroom. Teacher-initiated consequences for breaches of discipline are established in all classrooms at each developmental level at the discretion of the teacher. Students are expected to respect each other, respect each other's property, and respect the teacher at all times. If these basic expectations are not met, then consequences will occur.

Turning in Work on Time:

Work must be turned in on the due date and time set by the teachers. Without timely a completed homework, students will fall behind and will be unable to succeed from lesson to lesson. Both parents and students have a responsibility to check engrade on a regular basis in order to assure that work is being submitted in a timely manner. Parents will be supplied with an email account in order to access this program. If work is turned in after the required time, it is considered late and will be subject to a reduction in points. **It is the student's responsibility to turn work in on time. Teachers are not responsible for late student work.**

10% reduction - Turned in same day but after the expected time

20% reduction - Turned in the next day

40% reduction - Turned in 2 days late

60% reduction - Turned in 3 days late

80% reduction - Turned in 4 days late

Homework Make Up Policy:

Students will be allowed to make up work that they missed due to an excused absence, but it is the student's responsibility to find out what work was missed.

Make-up Exams/Quizzes are given for two reasons only:

- A student provides a medical certificate to validate their absence
- The Headmaster gives written permission after conferring with the teacher

Dress Code

The NIS school uniform(s) are mandatory when attending school.

Formal Dress Days are Monday, Wednesday and Friday

Boys:

- White polo shirt with tie, and khaki pants
- A belt must be worn and the pants/shorts must be worn at or above the hip.
- Plain white undershirt
- Black shoes
- No jewelry may be worn except one stud earring per ear.

Girls:

- White blouse with skirt
- Plain white undershirt
- Black shoes and white socks (no high heels, slippers, flip-flops, or shower shoes)
- Light color makeup and nail polish is permitted. While the term “light” is subjective, there are some hard and fast guidelines. Dark shades of lip tint, purple, red, orange and black, are not permitted. Face blush is also not permitted. If a student breaks the makeup policy then that student will be prohibited from any makeup and suspension could be implemented.

Casual Dress Days are Tuesday and Thursday.

Boys:

- White or Blue NIS polo shirt with light brown pants or shorts (shorts are only permitted in EYS)
- A belt must be worn and the pants/shorts must be worn at or above the hip.
- Plain white undershirt
- Any color shoes

- No jewelry may be worn (except one “stud” earring per ear)

Girls:

- White or Blue NIS polo shirt with light brown skirt
- Plain white undershirt
- Any color shoes and white socks (no high heels, slippers, flip-flops, or shower shoes)
- No jewelry may be worn (except one “stud” earring per ear)
- Light color makeup and nail polish is permitted. While the term “light” is subjective, there are some hard and fast guidelines. Dark shades of lip tint, purple, red, orange and black, are not permitted. Face blush is also not permitted. If a student breaks the makeup policy then that student will be prohibited from any makeup and suspension could be implemented.

The **PE uniform** may only be worn during PE class or to homeroom when PE is the first period of the day. Only NIS sweatshirts or jackets may be worn inside the school premises. Extra items like blankets, snuggies, scarves or bandanas are prohibited.

Consequences for Violations of Dress Code

- First offense will result in a written warning
- Second offense will result in four hours of Saturday Detention
- Third offense will result in eight hours of Saturday Detention
- Fourth or greater offense will result in a three day suspension.
- An unexcused absence from a Saturday detention will result in an automatic three day suspension

Behavior

Technology and Digital Citizenship

Noblesse International School has adopted McGraw Hill Digital Curriculum and is a Google Training site. Therefore, the use of student technology is vital to instruction at NIS. Every electronic device used by any student or employee must be registered with the IT department. This includes cell phones, iPad, laptops, or any device that uses a Wi-Fi or digital interface.

It is the responsibility of the student, as supervised by the classroom teacher, to be using the device for the purposes of teaching and learning only. Misuse of digital technology in the classroom or in the school carries a consequence administered by the classroom teacher for the first and second violation. A third violation will involve the Office of the Headmaster or his designee, the student and the teacher. A fourth violation will be considered a reason for expulsion.

The school reserves the right to search all electronic devices for inappropriate content and to confiscate them. The school reserves the right to confiscate anything which is deemed inappropriate (or *inappropriately used*).

CONSEQUENCES

Students are expected to follow the rules of NIS. Teachers are encouraged to resolve discipline and infraction of the rules in accordance with their discipline plan. The rules also apply for students residing in NIS dormitories and are in effect 24 hours 7 days per week.

Major Offenses such as bullying, violence of any kind, academic dishonesty, cheating, theft, or disrespect to school employees or school property are immediately referred to the Headmaster.

Punishments may include but are not limited to:

- Detention, Saturday school campus work detail, suspension recommendation for expulsion.
- Students caught selling or supplying alcohol, cigarettes, or narcotics to other students on campus will be subject to suspension, possible arrest, and

expulsion. Adults doing so will be arrested. Employees will be fired.

- Students caught under the influence of alcohol, cigarettes, or narcotics, will be referred to a drug and alcohol counselor. Cost of that counseling will be incurred by the parents. Students must complete the required cycle of counseling in order to remain enrolled.

Weapons of any kind are not permitted on campus. If a student, parent, employee or anyone is caught on campus with any type of weapon it shall be deemed a major offense with the consequences as outlined earlier. These consequences include possible arrest and expulsion.

Expulsion Procedure

The Headmaster of the school will initiate expulsion proceedings, which will be reviewed and approved (or denied) by the School Board. Upon approval, parents are notified of the decision in-person (or via email for parents residing overseas). The school accepts no further responsibility for the student following the parents' receipt of the expulsion notice. School records and any tuition fee refund are released pending review by the School Board.

NOTE: The school reserves the right to immediately expel students for conduct determined detrimental to NIS.

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to any academic activity at NIS. It can include:

- **Plagiarism:** The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.
- **Deception:** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating:** Any attempt to give or obtain assistance in annual academic exercise

- **Bribery:** or paid services. Giving assignment answers or test answers for money.
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- **Impersonation:** assuming a student's identity with intent to provide an advantage for the student.[1][2][3][4]

Cheating will result in significant consequences. All forms of cheating will be dealt with in the presence of the Headmaster. Consequences for cheating at any level may include:

1. Suspension from school and failure of the class for the current term.
2. Suspension from school and failure of the class for the entire semester
3. Suspension from school and the failure of the class for an entire year
4. Suspension from school including penalties cited in number 1,2,3 above with a request for expulsion.

Locker Policy

Students will be issued a locker at the beginning of the school year. Students must provide a padlock. These lockers are required to be locked at all times in order to discourage theft. The school is not responsible for any lost, missing or stolen items as it has provided the aforementioned safe areas for the students to lock up valuable. Lockers are also subject to search without notice by the Coordinator or Headmaster.

Tracking student progress

NIS teachers assess student progress using a variety of methods including: formative & summative assessment, diagnostic testing, observation, teacher- student interview, teacher-teacher consultations. The various methods are then used to determine the fluency level of the student and whether or not they are prepared to move to the next grade level.

During the first week of school, all students will take a diagnostic test in English and Math. The results of these tests will determine placement in appropriate programs and classes. Teachers will give periodic assessments throughout the term.

Homework

Homework is typically given on a daily basis. Completion of homework assignments to the satisfaction of the instructor is mandatory.

Average Homework Time

- G 1 to 2 30 minutes or the amount necessary to complete the project or assignment
- G 3 to 5 50 minutes. or the amount necessary to complete the project or assignment
- G 6 to 12 60 minutes or the amount necessary to complete the project or assignment.

English Acquisition practice is not included in the average homework time. Additional practice and study will depend upon the experience of the student and the motivation to master the language. Students will be expected to pass an appropriate mastery of English assessment in order to move from elementary school (K-5) up to middle school (6-8) and from middle school up to high school (9-12).

End of Term Exams

Study guides will be provided by the teachers at least one week prior to the exams. An exam schedule will be posted on the school website. All end of term exams must be reviewed by the appropriate instructional coordinator and approved by the Headmaster before being issued to students.

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Graduation Requirements at NIS

Noblesse International School provides two graduation pathways for its students: *Full IB Diploma*, and *NIS Diploma (Course Only)*. 30 Graduation credits:

NIS Diploma Requirements: 3 IB Subject certificates (At least 1 HL and 2 SL) TOK, 50 Hours of CAS, Personal Research Project or Full IB Diploma Program.

NIS Credit Hours: 4 Credits of Science, 4 Credits of Math, 2 Credits of Arts, 4 Credits of Language Arts, 3 Credits of Social Studies, 2 Credits of PE/Health, 4 Credits of Foreign Language, 2 Credits of TOK Theory of Knowledge, 2 Credits of Electives, Total: 27 Graduation Credits

IB Diploma Requirements: According to IB regulations: Requirement A9.a. *The school provides for the full DP and requires some of its student body to attempt the full diploma and not only individual diploma courses.*

In line with that requirement, students who are assessed as able to do the full diploma, are required to attempt the full diploma. The DP Coordinator, Mr. Ben Parsons, will assess and decide which students are Full IB Diploma and which are NIS Diploma (Course Only) on a case-by-case basis. Full IB Diploma students are required to complete all IBDP requirements as usual, and will receive both an IB and NIS Diploma. NIS Diploma (Course Only) students will need to attempt at least 3 IB certificates, as well as a modified NIS Core consisting of the Theory of Knowledge course, a Personal Research Project, and at least 50 CAS hours. NIS Diploma (Course Only) students will receive a NIS Diploma and at least 3 IB Course Certificates.

NIS DIPLOMA (COURSE ONLY)	FULL IB DIPLOMA
<p>Completion of 3 NIS Subjects, plus</p> <ul style="list-style-type: none"> ● at least 3 IB subject certificates (at least 1 HL & 2 SL); OR ● At least 5 AP Certificates <p>Completion of the NIS Core</p> <ul style="list-style-type: none"> ● 2000 - 3000 word Personal Research Project ● Theory of Knowledge (TOK) ● At least 50 CAS Hours 	<p>Completion of 6 NIS & DP Subjects</p> <ul style="list-style-type: none"> ● One subject from each subject group: Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics and The Arts. ● Passing score of 4 or higher ● 3 at Higher Level, 3 at Standard Level <p>Completion of the DP Core:</p> <ul style="list-style-type: none"> ● 3000-4000 word Extended Essay ● Theory of Knowledge (TOK) ● Creativity, Activity, Service (CAS)

Grading Scale

Grade	%	GPA
A+	97-100	4.0
A	93-96	
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	BELOW 60	0.0

Class Weighting for Grades 1 to 10

Assignment Type	Percentage of Total Grade
Tests and Quizzes	30%
Semester Exam	20%
Homework and Classwork	20%
Projects	20%
Class Participation	10%

Class Weighting for Grades 11 to 12

Assignment Type	Percentage of Total Grade
Tests and Quizzes	30%
Semester Exam	20%
Homework and Classwork	20%
Projects	30%

Promotion Policy for Grades 3 through 12

Students who fail a core subject (end-of-year average) must attend a parent/student/teacher consultation at the end of the year to determine the best course of action. These actions may include retaking the class (usually the case of math courses), employing a tutor or attending an afterschool/summer program

Students who fail 2 core subjects must complete the following before being permitted to move onto the next grade level.

- sit for and pass make-up exams in August for both classes
- attend and pass with a grade of C or better a pre approved summer school program. Attendance at a non-NIS Summer Program must be approved in advance by the headmaster or his designee.

Students who fail 3 or more core subjects will need to repeat the entire grade level.

Retention for Grades Nursery – Grade 2

The retention of student in Nursery through Grade 2 requires a face to face conference with the Parents, Headmaster, Elementary Coordinator and classroom teacher. Social development and academic proficiency must be discussed to determine if a student is capable of meeting the year level expectations both cognitively and emotionally.

After School Activities

Academic Assistance (tutoring)

Teachers are encouraged to provide after school tutorial services to students. Parents will pay the school directly for this one-on-one service. Rates vary according to the number of students. All tutorials are done on campus. Please contact the school business office to arrange for tutorials.

Activities are defined as any approved extra or co-curricular experiences offered to NIS students after school, in the evening or weekends other than competitive team sports. Drama, dance, certain musical and arts activities and club sports are included in the

definition.

Athletics refers to any team sport that practices after school and holds organized athletic competitions with other schools locally and regionally. Our activity and athletic programs are provided to help NIS students to grow academically, physically and socially. NIS will encourage and support broad participation from our student body.

In partnership with student and parent/guardian, the purpose of our activity and athletic offerings are to create success in an honest and professional manner by modeling to our student a positive attitude and teaching safe and appropriate standards of behavior. These behaviors include but are not limited to: reliability, dependability, integrity, self-discipline, self-esteem, teamwork and commitment to serving and improving the school and civic community.

We believe that students and the teacher/coaches/parents who participate in Leadership through service in the arts, athletics and community at large must:

- Display attributes and personal qualities that the true leadership requires
- Provide opportunities for the student-artist, athlete, and leader to participate in a safe manner.
- Play under a code that fosters enjoyment and participation and helps individuals strive for personal and team success.
- Not use tobacco, alcohol and other illegal drugs/substances, or use profanity on the field, in the school or in the community.

We acknowledge

- Parents, guardians and other responsible adults play a vital role in the development of the student-artist, athlete, and leader.
- Teachers, coaches and NIS employees play a major role in guiding our students successfully through all their academic endeavors.

We know that:

- All adults must display attributes and personal qualities that reinforce Success at Noblesse and that the profession demands.

- Coaches, activity leaders, and contracted personnel must remain at the school until all student participants have departed the school grounds after practices and games.

Clinic Procedures

Health and wellness of the NIS Community at all levels are top priorities. To maintain the health of our entire school while encouraging the healing of the individual student, we require that parents and guardians keep the at child home from school and seek appropriate professional medical attention if:

- Has a temperature of 100 F or above
- Is vomiting and /or has diarrhea
- Shows signs of a contagious disease such as: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, strep throat, German measles, mononucleosis, and scarlet fever.

Students will normally be sent home if they develop something while at school such as

- a temperature of 37.8 degrees (100 Fahrenheit) or above
- showing signs of a contagious disease such as: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, strep throat, German measles, mononucleosis, and scarlet fever.
- Students may be asked to rest in the clinic and return to class if symptoms appear to be temporary.

In case of an accident at school:

The teacher will complete the Accident/Illness Report Form and bring the student to the clinic with the form

The nurse will review the Accident/Illness Form and /or additional information (if available) and will

- Provide the necessary first-aid (if medicine is required, the nurse will refer to the student's Medical Waiver Form)

- Return to class
- Remain in the clinic
- Be sent home
- Be sent to the hospital

In the rare instance that the child is to be sent home the parent/guardian will be notified the parent/guardian will

- Pick-up the student from school or arrange to have the student picked up by an authorized adult.

HEALTH RELATED EMERGENCY

1. Contact the clinic and receptionist of any medical emergency.
2. When reporting the situation to the nurse or administrator, provide the name (if known), condition and location.
3. The nurse will report to the location of the medical emergency.
4. The health needs will be addressed and, if needed, emergency medical services will be notified.
5. Parent/Guardian will be notified by the Headmaster or his representative.

Severe Weather Procedures

In accordance with Executive Order #66 by the President of the Philippines, Noblesse International School will AUTOMATICALLY cancel all classes in the event that a Signal #2 or #3 Alert is issued by PAGASA. Noblesse will remain open for a Signal #1 Alert.

Additionally, Noblesse will AUTOMATICALLY cancel all classes if the Angeles City Mayor's Office announces the cancellation of classes in the city for ALL grade levels.

Noblesse will remain open if the Mayor's office announces the cancellation of classes for only the Primary/Elementary level.

Early Release (In Case of School Closing Early)

The following procedures will be used to ensure that students arrive home safely.

1. An attempt will be made to contact the parent (or emergency contact person) by the administration
2. If a parent or emergency contact is not contacted, the student will be kept at school (safe and supervised) until a parent arrives.

Transportation Policy

The Parent will:

- Complete the *Student Transport Fee and Request Form*
- Pay the necessary fees before the service begins
- Inform the school (by updating the *Student Transport Fee and Request Form*) if the student will no longer use the service

I have read the Parent-Student Handbook and understand the policies and procedures of the school.

PRINTED Student Name

Grade

Student Signature

Parent/Guardian Signature

Today's Date: _____

Photo Release Information:

I allow my son/daughter to have his/her picture taken and to be posted at NIS school website or any affiliated materials of NIS.

I do not allow my son/daughter to have his/her picture taken and to be posted at NIS school website or any affiliated materials of NIS.

Noblesse International School accepts no liability for the damage, loss, or theft or computers, digital communication devices or personal possessions.