








Cell Phone Policy in Classrooms:

PURPOSE: To ensure an equitable learning environment that supports responsible use of technology in the classroom.

Expectations:

1. Cell phones may be used on school grounds before school, during lunch, and after school.
2. Students who arrive after 8:20am (9:18am on Wednesdays) will have their cell phone collected by the front desk until the end of the day.
3. Cell phones must be in silent mode at all times.
4. Unless explicitly allowed by a staff member, headphones, airpods, and other listening devices may only be used during passing periods, before school hours, and after school hours.
5. If a student needs to place an emergency phone call during the day, they should request to go to the main office.
6. Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples: cheating, bullying, harassment, and unlawful recording or photographing.
7. The school and its staff are not responsible for any damage to or theft of a student's cell phone.
8. Consequences to the violation of this policy occur within one week and reset the following week. However, school administration reserves the right to adjust these consequences on a case-by-case basis if needed.

If a student chooses to violate any of the expectations **within a week in one classroom**, the following will occur:

	<p style="text-align: center;">Reminder</p> <ul style="list-style-type: none"> • Your teacher will remind you about the school's cell phone policy • Put your phone away
	<p style="text-align: center;">1st Offense</p> <ul style="list-style-type: none"> • Your teacher will notify you of your 1st Offense • Turn in your phone to your teacher until the end of the period • Have a conversation with your teacher about how you can improve your cell phone use • Refusal to turn in your phone escalates to a 2nd Offense
	<p style="text-align: center;">2nd Offense</p> <ul style="list-style-type: none"> • Your teacher will notify you of your 2nd Offense • Turn in your phone to your teacher/security officer/dean who will turn it in to the Front Desk until the end of the day. • Your teacher will notify your parents. • Front Desk will review the policy with you when you pick it up.
	<p style="text-align: center;">3rd Offense</p> <ul style="list-style-type: none"> • Your teacher will notify you of your 3rd Offense • Your name will be recorded and it will go on a list at the Front Desk. • Every day for the rest of the week, your phone will be collected at the Front Desk when you arrive and it will stay there until the end of the day. • The deans will have a restorative/goal setting conversation with you, notify your parents, and you will receive a misconduct.
 <i>Every week, this process will reset</i>	