

Student Specific Exception to Limits on Use of Electronic Devices:

Petition, Consideration, & Appeal Process

[Petition Process](#) – how families petition for a student-specific exception

[Consideration Process](#) – how petitions are reviewed and decided

[Appeals Process](#) – how families can challenge a decision on a petition

Petition Process

Purpose: To provide a consistent way for families to request that their student be allowed limited or unlimited use of an electronic device during the school day for verified needs.

[Digital Petition Form](#) - Digital submissions will be routed to the head principal.

Consideration Process

Purpose: To ensure requests are reviewed consistently and fairly across the district.

Who reviews:

- School principal
- School nurse
- School counselor

Steps:

1. Verify documentation and completeness of petition
2. Assess need
3. Determine level of access if approved:
 - Access at all times (rare)
 - Access at specific times or in specific locations (e.g., nurse's office)
4. Document decision in a secure log
5. Notify family in writing with:
 - Decision
 - Specific parameters of approval (if granted)
 - Start/end date (exemptions reviewed annually or sooner if circumstances change)
 - Instructions for student on permitted use
6. For approved cases, there is now a flag available in Infinite Campus to indicate the student is approved to carry a personal device.

Approval criteria (examples only; not exhaustive list):

- Medical need: Demonstrated, documented medical necessity

Appeals Process

Purpose: To ensure families have the right to a review process if they believe the initial decision was incorrect.

Steps:

1. Family submits written appeal within 10 school days of decision
 - Must include reason for appeal and any new supporting documentation
2. Appeal reviewed by Executive Director of Student Services in consultation with the Health Coordination Specialist and Area Chief
3. Final decision issued within 15 school days of receiving appeal
4. Decision is final for that school year unless new information emerges, in which case, a new petition should be filed citing that new information and the prior petition