



## **ELECTRONIC DEVICE PROCEDURE - Cell Phones**

Cell phones have become a generalized possession and yet often distract from learning. Teachers should enforce the school-wide limits outlined below to minimize distractions. Generally, unauthorized cell phone use during instructional time will result in disciplinary action, namely confiscation of the device. The following expectations for students and staff procedures on cell phone violation during instructional time.

\*Teachers should only permit students to use a personal cell phone in class for academic purposes.

\*If a student uses a cell phone during instructional time (without permission), the teacher should instruct the student to turn it off and put it away.

\*If the student refuses to comply or the problem persists, please send the student to the ISS room to turn in their phone.

- This will be documented in the Educator's Handbook and:
  - On the first violation, the phone will be returned to the student at the end of the school day.
  - On the second violation, the parent must pick up the phone.
  - On the third and subsequent violations, the cell phone privileges will be taken for a period determined by the School Administration.

\*Please make contact with the ISS room first (and if you cannot reach the ISS room please call the front office to communicate this cell phone violation).

\*Teachers should also be mindful that earbuds are included as part of the electronic device concerns and follow the same pattern of discipline flow.