



Electronic Communication Devices

PERSONAL ELECTRONIC DEVICES including cell phones, handheld video games, music players, electronic tablets, headphones, earbuds/airpods, and other devices are not allowed while in school from 7:45 a.m. - 3:00 p.m.

- Students are advised to keep personal electronics at home. Should a student bring a cell phone/personal electronics device to school the device is to remain in the student's locker or a designated classroom area.
- Using cell phones and/or video devices to record are not allowed in school at any time.
- Any student seen with a cell phone during school will be in violation of elementary guidelines.
- Students needing cell phones for medical purposes will be given pre-approval by administration and are limited to using the device for medical purposes only.

If devices are out between 7:45 a.m. - 3 p.m., the following steps will be followed:

<p>1</p>	<p>The staff member has the student place the personal electronic device in a designated area within the classroom until the end of the school day.</p> <p>STUDENT picks up device at the end of the school day.</p>
<p>2</p>	<p>Staff member turns the personal electronic device into the school office for the remainder of the school day. Administration communicates with parent/guardian.</p> <p>Meeting with administration and STUDENT picks up the device at the end of the school day.</p>
<p>3</p>	<p>Staff member turns the personal electronic device into the school office for the remainder of the school day.</p> <p>Meeting with administration and PARENT picks up device at the end of the school day. The student must check-in devices to the school office before 8:15 a.m. for five consecutive days and pick-up devices during school office hours.</p>
<p>4</p>	<p>Staff member turns the personal electronic device into the school office for the remainder of the school day.</p> <p>The student needs to check-in personal electronic devices to the school office before 8:15am for the rest of the Trimester and pick-up devices during school office hours.</p>

