



Cell Phone Guidelines (All Grade Levels)

Overview: Palacios ISD in accordance with House Bill 1481 has implemented a new electronic communications policy aimed at reducing student distractions and minimizing interruptions to the learning process. While students are permitted to have electronic devices, they must keep them powered off and stored in a bag, purse, personal vehicle, or backpack throughout the school day. Storing the device on their person is not allowed. This encompasses class time from the first to the last instructional period, passing periods, restroom breaks, and lunch.

Palacios ISD Board Policy: All PISD students will be required to adhere to the new cell phone policy found at policy code, FNCE(LOCAL).

Palacios ISD Board Policy FNCE (LOCAL) Outlines the Following:

1. Using, displaying, or having in operational mode, a personal communication device (see definition below) at school during the school day.
2. Personal Communication Device definition: a telephone, cell phone such as a smartphone or flip phone, tablet, laptop, Chromebooks, smartwatch, radio device, paging device, or any other electronic device capable of telecommunication or digital communication. The term does not include an electronic device provided to a student by a school district or open-enrollment charter school
3. Accordingly, electronic games, iPads, MP3 players, stereo headsets, ear pods, air pods, tablets, connectivity capable eyewear, personal computers, Chromebooks, or smartwatches or any other electronic equipment are not allowed. Exceptions for medical or documented IEP needs may be allowed on a case by case basis. Medical exceptions must be obtained from a specialist in the area of need and not from a general practitioner or PRN. All medical exceptions are subject to PISD administration, legal and possible expert review.

District Expectations:

- **Device Usage:** Cell phones and other personal communication devices must be powered off during school hours. Placing a device on vibrate, silent, airplane mode or using it for texting is prohibited, except before and after school.
- **Headphones and Bluetooth Devices:** Headphones, earphones, and earbuds with Bluetooth or other connectivity capabilities are not allowed to be worn on campus other than as described above.
- **Restricted Areas:** Cell phones and other personal communication devices may not be used in hallways, restrooms, or any common areas throughout the school day.
- **Recording Prohibition:** Recording anyone or any situation using a cell phone or personal communication device, including fights or altercations, is strictly forbidden.

- **Student Refusal to Cooperate Protocol:** A staff member may confiscate a cell phone or personal communication device if it rings, vibrates, is used without permission, or if found in use or on a student's person while on campus during school hours, except before and after school or pursuant to an approved exception referenced above. Students refusing to follow a request from school personnel to surrender a device, or suspected device, will be subject to disciplinary action for both the refusal to cooperate and the actual violation of policy. Refusal to Cooperate Consequences shall include:
 1. A Parent/Student/Administrator conference, exclusion from any extracurricular activities for 1 week, and suspension (OSS) suspension for up to 3 days.
 2. Repeat occurrences will result in DAEP placement for a minimum of 10 days.
 3. A student removing a SIM card or battery from a phone prior to surrendering the device will be in violation of failing to surrender the device and subject to the disciplinary action spelled out for failing to surrender the device. Students will also not be allowed to clear or reboot any devices before surrender.
- **Storage Requirement:** All cell phones and personal communication devices must be stored in a backpack, purse, personal vehicle, or bag during school hours. Carrying devices on the body is not permitted.
- **Emergency Drill Access:** During emergency drills, students may not carry their backpack, bag, or purse, for access to their cell phone for emergencies.
- **Emergency Situations:** In case of an emergency, students may seek permission to use designated school phones.
- **Staff Support:** All staff members are required to adhere to the law and the district's expectations of maintaining the personal communication device environment as outlined. It is expected that all staff members model this expectation with their own devices during instructional time which is the entirety of the class period, passing periods and all other times, unless on a scheduled conference or lunch. Staff members found to be on their devices will see disciplinary action taken.
- **Staff Exceptions:** Staffs who have exigent circumstances must communicate this to all campus administrators and refrain from excessive use of devices. If a call or text must be made or answered, it is to be done outside the classroom and not from inside the classroom. At no time should students be out of the teacher's sight and supervision.



Discipline Consequences: Palacios Jr/Sr High: (Beginning August 07, 2025)

First Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; The confiscation must be documented. Parent or Guardian must pick up the device from the campus office.
Second Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; After School Detention for 3 days. Parent or Guardian must pick up the device from the campus office.
Third Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; In School Suspension for 3 days. Parent or Guardian must pick up the device from the campus office. Loss of extra-curriculars for 5 calendar days.
Fourth Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; Out of School Suspension for 3 days. Parent or Guardian must pick up the device from the campus office. Loss of extra-curriculars for 10 calendar days.
Fifth Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; DAEP for 10 days. Parent or Guardian must pick up the device from the campus office.
Sixth Offense and Subsequent Offenses	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; DAEP for at least 30 days. Parent or Guardian must pick up the device from the campus office.



Discipline Consequences: Palacios Elementary School DAEP Consequences only affect 4th and 5th Grade Students (Beginning August 7, 2025)

<p>First Offense</p>	<p>Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; The confiscation must be documented. Parent or Guardian must pick up the device from the campus office.</p>
<p>Second Offense</p>	<p>Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; After School Detention for 3 days. Parent or Guardian must pick up the device from the campus office.</p>
<p>Third Offense</p>	<p>Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; In School Suspension for 3 days. Parent or Guardian must pick up the device from the campus office. No extra-curriculars for 5 calendar days.</p>
<p>Fourth Offense</p>	<p>Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; 3 days OSS; Parent or Guardian must pick up the device from the campus office. No extra-curriculars for 10 calendar days.</p>
<p>Fifth and Subsequent Offenses</p>	<p>3rd Grade and under; Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; 3 days OSS; Parent or Guardian must pick up the device from the campus office. No extra-curriculars for 10 calendar days.</p> <p>4th and 5th Grade Students; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; 10 days DAEP; Parent or Guardian must pick up the device from the campus office.</p>



Any phones not picked up within 90 days of the confiscated date will be destroyed. After 10 days of the phone not being picked up the District will send a letter to the address on file with the student giving the date the phone must be picked up before destruction.

Students who have documented medical needs for their phone such as a wearable Glucose monitor will be allowed to use their phone in the Nurse's office for a reading.

Students who have documented learning needs and accommodations that require the use of their phone in their IEP will also be allowed to use their phone under the supervision of their teacher.

Pick up times at the Jr/Sr High will be the day after confiscation between 9:00 am and 11:00 am. Pick up times for the Elementary campus will be the day after confiscation between 4:30 pm and 5:00 pm. Pick up will occur the next school day after the device is confiscated. If a parent or guardian is unable to retrieve the device they may designate, in writing, another trusted adult to retrieve the device.

