

## **2023-2024 Cell Phone Procedures**

<b><u>Procedure</u></b>	<b><u>Rationale</u></b>	<b><u>Intervention</u></b>
<p>No cell phones or smart devices in instructional spaces at any time during the day.</p> <p>Students will put their phone and airpods in a pencil box or pouch at the beginning of the class (boxes remain in classrooms for each class to use)</p>	<p>Cell phones impede the learning of the student and others</p>	<ol style="list-style-type: none"> <li>1. Student reminder</li> <li>2. Student Conference / Teacher contacts parent (warning)</li> <li>3. Third warning is a call to admin or a CSA to remove the phone from the student for holding all day. An on duty teacher will escort a student to CSA/Admin to turn over the phone if they are not immediately available.</li> <li>4. School Counselor/Student/Parent conference</li> <li>5. Administrator/Student/Parent Conference (receive info about pouch and told that next intervention is #6)</li> <li>6. Phone is "Pouched" for 1-5 days</li> </ol>
<p>All students must attend a cell phone etiquette training program.</p>	<p>Students will understand the appropriate use of cell phones (even outside of instructional spaces)</p>	
<p>All teachers must attend a collaborative conversation led by committee members and admin that speaks to expectations and accountability for the implementation of the cell phone procedure.</p>	<p>Teachers can feel equipped, and well-informed</p>	

*The committee would like teachers to have access to extra chromebooks for student use in case they leave theirs at home or have one that is not functional.*