

## Personal Electronic Devices Policy

### In the Classroom:

- Cell Phones, Listening Devices, and Personal Electronic Devices: Students in grades 6-12 will be required to turn off cell phones and listening devices (e.g., earbuds, headphones) and place them in a designated container upon entering the classroom. No device use will be permitted during class or while on a hall pass.
- Educational Use Exception: Teachers must request permission from the administration for students to use their cell phones or listening devices for specific educational purposes. Approval will be granted on a case-by-case basis to ensure that the device use aligns with instructional goals.

### Medical and 504/IEP Exemption:

Students who require the use of personal technology as outlined in a 504 Plan, Individualized Education Plan (IEP), or due to a documented medical condition will still be allowed to use it. Documentation for medical conditions may be requested as needed by the school nurse, who will review the request and notify relevant staff if an exemption is granted. Devices permitted under a 504 Plan or IEP will be used as specified in those plans.

### During Breaks:

- **Middle School (Grades 6-8):** Middle school students must keep their phones turned off and are not allowed to use them during class changes or lunch. However, they may keep their phones on their person (e.g., in pockets or backpacks).
- **High School (Grades 9-12):** High school students may use their cell phones and listening devices in the hallways during class changes and in the cafeteria during their assigned lunch period, as long as it aligns with authorized use guidelines.

### Consequences for Violations:

- First Offense: The device will be confiscated and returned to the student at the end of the school day.
- Second Offense: If there are repeated violations, a parent or guardian will be required to pick up the phone or listening device at the school. Continued non-compliance may lead to further restrictions, such as the phone being locked in the main office during the day or restricting the student's ability to bring the device to school.
- Unauthorized Use: Unauthorized use—including taking pictures or videos without permission or engaging in harassing behavior—could lead to more serious consequences.

## **Policy for PreK through Grade 5:**

For students in PreK through grade 5, cell phones and listening devices will remain in backpacks throughout the school day. These devices will not be used during the day, ensuring a distraction-free learning environment for our youngest students.

### **Communication with Your Child:**

If you need to reach your child during the school day, please call the main office, and we will ensure they receive your message promptly, especially in case of an emergency.

Thank you for your support and partnership in fostering a focused, supportive learning environment for all students. We look forward to hearing any feedback you have and are confident that this policy will positively impact student well-being and academic success.