

Attachment A: Colcord Schools Cell Phone PED Policy

Due to the potential disruption a cell phone or PED (Personal Electronic Device) may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced.

The use of cell phones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, school assemblies, and any other structured or non-structured instructional activity that occurs during the normal school day. Devices may be kept in a student vehicle or placed in a school designated area. This prohibition includes **all** emergency situations unless the student is directed to use a cell phone or PED by a school employee or other official.

Specifically:

- This policy is in effect from the time a student arrives at school until the completion of the instructional day or school sponsored activity.
- Students are **never** permitted to use cell phones in the restrooms and locker rooms.
- Students are not allowed to use cell phones in the common areas, lunchrooms, gyms, or hallways during the regular instructional day or during a school sponsored activity.

Disciplinary Consequences and Actions

1. Staff members have the right to confiscate cell phones when in violation of policy. Students who refuse to relinquish a phone or other PED may be referred to the principal or designee.
2. Phones and PEDs will be released only to a parent/guardian. Parents/guardians are encouraged to pick up devices as soon as possible. School officials will attempt to give parents notification of confiscated devices.
3. Colcord Public Schools assumes no liability for the theft, loss, or damage of cell phones and other PEDs possessed by students who violate the school policy.
4. Disciplinary actions for students who violate this policy are as follows:

First violation: The student will serve THREE (3) days In-School-Intervention (ISI).

Second violation: The student will serve FIVE (5) days ISI.

Third and Subsequent violation: The student will serve TEN (10) days ISI. **In addition**, the student will receive 5 hours of community service.

Students with Serious Medical Conditions or Other Unusual Circumstances

1. Students with life-threatening medical conditions may be allowed to possess/use a cell phone or other PED that is determined by a licensed physician to be essential for the health of the student. A signed letter from the physician will be required in such cases. Use of the device during the school day shall be restricted to the immediate health concerns of the student. Violation will be subject to the above stated disciplinary actions.
2. Principals are authorized to give permission for a student to possess and use a cell phone or other PED under highly unusual circumstances. Use of the device during the school day shall be restricted to the specific circumstances. Violation will be subject to the above stated disciplinary actions.

Off-Campus and After-School Activities

Cell phone or PED possession/use during off-campus or after-school activities will be determined at the discretion of the sponsor or coach.