

## Maple Street Cell Phone Policy and Procedures

Our Student Handbook reads:

### ELECTRONIC EQUIPMENT AND CELL PHONES

Tablets/iPads, electronic toys, computer games, speakers, video/audio cameras, earbuds/headphones, MP3 players, cell phones, and other electronic equipment is NOT PERMITTED to be used in school during school hours unless authorized by school personnel. They are a disruption to the learning environment and are a safety concern. These items will be confiscated until the end of the school day. Students are permitted to use a school phone when parent communication is needed. Those phones are available in the main office and in each classroom.

Cell phones have become part of everyday life; however, they are a disruption to the learning environment and are NOT permitted to be used in any area of the school building until students have been dismissed for the day. Cell phones are NOT permitted from the moment a student enters our doors until the dismissal bell rings.

A student violating the cell phone policy will have their phone confiscated and it will be held in the main office. Continual violation of the cell phone policy could result in further disciplinary action.

### Our building procedures to uphold the above policy will be as follows:

- Should a student bring a phone to the building, it must be stored out of sight. Carrying the cell phone in the hand is not an option. All students are issued lockers that lock. Turned off and in a locker is the most ideal location for a cell phone that is brought to school.
- Staff will confiscate any and all student phones that are visibly being used. (Any and all usage of the phone, including, but not limited to, texting, calls, camera, music, games, scrolling social media, etc.) \* Air Pods in ears AND smartwatches are connected to the phone via Bluetooth. If a student is visibly using either of these, the cell phone will be confiscated. A smartwatch may be worn, but using it to text or communicate in any way is not allowed.
  - Upon confiscation, the phone will be taken to the main office and stored in a locked cell phone cabinet.
  - The student may get the phone back after 2:20 on the same day that it was confiscated. Should a student be unable to retrieve the phone at that time, the student may get it the following day beginning at 7:25. The student may not be tardy to 1st hour.
- A log of confiscated phones will be kept.
- On the 3rd time a student's phone is confiscated, the student will receive a one day OSS [Out of school suspension]. This will repeat on every 3rd offense.

We know that it is important to all of our families that you are able to reach your student when needed. Please know that you can call our office at **269-337-0730** and we will deliver a message to your student.

Other ways to make contact:

- Email non-urgent messages to your child. [All student emails are *firstnamelastname@kalamazoopublicschools.net*]
- You may email your student's teacher or team of teachers and they can deliver your message.

It is important to us that our families understand our policy and help us to support it by either discussing the policy and procedures with your student, keeping the cell phone at home, or both, which is strongly encouraged.