

## Cell Phones

Cell phones have become the normal means for parents/guardians to coordinate after-school activities, schedules, and transportation issues. Recognizing this reality but also needing to ensure that the educational process is not disrupted and the integrity of testing is not compromised, the following policy will apply to the issue of cell phones within the school:

- Cell phones and other electronic devices must be off and put away while in school except as itemized:
  - Cell phones and other electronic devices may be used in the cafeteria during lunches. Silent cell phone use may occur in the hallways during class changing time. Silent cell phone use is allowable for students' individual communication needs; photography and videography are prohibited in the halls without prior permission. This privilege must not interfere with students arriving to class on time and the phone must be turned off before entering class. This right can be taken away at any point if so determined by the Head of School
  - Cell phone use is allowed in the classroom for teacher directed educational purposes only. No cell phone is to be used in the classroom without explicit direction from the teacher. Substitute teachers are not authorized to allow cell phone use by students during the class period being covered.
- Any student using a cell phone in class without prior permission from the teacher (text messaging, phone conversations, checking messages or the time, or using as a calculator) will have his or her phone confiscated and may face disciplinary action to include detention and/or suspension. Use of the cell phone in unauthorized ways to include inappropriate picture taking and harassing and bullying behavior or a complete disregard for the policy could result in more serious actions such as referral to the alternative school and/or possible expulsion. Any student who repeatedly violates this policy will have his or her privilege to carry a cell phone in school terminated and face other disciplinary action as deemed appropriate.
- Failure to surrender the device to faculty member or administrator when asked will result in a one-day suspension from school or further action as determined by the Head of School.
- Cell phones that have been confiscated will not be returned directly to the student. The parent/guardian may collect the cell phone from the house office either 30 minutes prior to the start of school or 30 minutes after the close of school (7:30-8:00 a.m. and 2:30-3:00 p.m.) or by appointment.
- Though the school will secure the phone, the ultimate responsibility for any loss or damage remains with the student who violated this policy.
- Parents are requested not to contact their child during the school day via cell phone. Any parent who feels the need to reach his/her child during the school day is asked to call the house office. In the case of an emergency, students can be reached very quickly.