A drawing of a building and a parking lot

Description automatically generated**John Poole Middle School**

**Cell Phone Use Policy**

**2024-2025**

**Cell Phones & Accessories:**

* Cell phones should be “off (silenced) and away” in classrooms and hallways to help:
  + Improve safety and the overall learning environment.
  + Remove distractions.
  + Improve student discourse and connections in the classroom.
  + Prevent students from lingering in the hallways and bathrooms.
* AirPods, earbuds, headphones, and the like should be out/off of ears in the hallways to help:
  + Improve safety.
  + Remove distractions.
  + Prevent students from lingering outside of the classroom.
* Students are allowed to have their cell phones out/be on their cell phones and have their AirPods, earbuds, headphones, or the like:
  + In the morning, before the beginning of Period 1.
  + During lunch.
  + For **academic purposes with teacher permission** (e.g. to complete an assignment, play an instructional game, complete a task while outside on the trail or in the outdoor classroom, etc.).

Parents/guardians should call the school to get a message to their child(ren) and/or text their child(ren) during lunch with messages, etc.

If a student does not follow school-wide cell phone and accessory expectations, then the level of the offense will be determined, and corresponding disciplinary actions will be taken:

* + Level 1 (mild offense -- when student has a cell phone out but is not actively using it)
* Teacher will give the student a verbal warning and remind him/her/them of school-wide expectations.
  + Level 2  (moderate offense -- when student has a cell phone out and is actively using it but not for approved instructional purposes)
* Teacher will speak with the student, remind him/her/them of school-wide expectations **AND** contact the student’s parent(s)/guardian(s).
  + Level 3  (elevated offense -- when student has a cell phone out and is actively using it but not for approved instructional purposes multiple times)
* Teacher will submit a referral to administration and will contact the student’s parent(s)/guardian(s) by phone or email to share that the student has been referred to an administrator.
* Administrator will confiscate the cell phone and/or accessory from the student and contact the student’s parent(s)/guardian(s) to determine when the cell phone and/or accessory will be returned to the student.
  + Level 4  (severe offense -- specific/individual cases identified by an administrator)
* Administrator will contact the student’s parent(s)/guardian(s) to develop a plan for the student (e.g. the student will drop his/her/their cell phone off with a main office secretary upon arrival, the student will leave his/her/their AirPods at home, etc.) for a specific period of time.