



## CELL PHONE/DEVICE, & ACCESSORY POLICY

\*\*This policy also applies to iPods, iPads, MP3 players, bluetooth speakers, personal laptop computers, and all other handheld electronic devices and device accessories.

Orange County Public School District policy allows **the possession** of a cell phone on school property, at after school activities, and at school-related functions, provided that during school hours and on a school bus, the cell phone **remains off and is concealed**. Devices must be concealed in a purse, book bag, etc., and **may not be kept on the student's person (in a pocket of pants, coats, etc.)**.

For the purposes of this policy, "school hours" begin at the time the student crosses the threshold into the classroom, first period, until the time the student crosses the threshold to leave the classroom, seventh period. During this time **cell phones, earbuds, etc. must be turned off, may not be stored on the student's person, and may not be used**. These devices and accessories have become a significant distraction to the classroom learning environment, disruptive to the school climate, and compromise student and staff safety and privacy, as well as the academic integrity and authenticity of many classroom assessments, on a daily basis.

In an instance in which emergency communication with your child is necessary, a SunRidge Middle School staff member will **immediately** assist a parent or student via the use of a school telephone. When a parent needs to speak to a student, in an emergency situation, he/she should call the front office for assistance.

### Violations

Your child will only be asked to surrender their cell phone etc., for the following reasons:

1. The student's cell phone **rings or vibrates**, indicating the phone is turned on.
2. The student has the device out and/or in use for any purpose during the school day.

## Violation Procedures

If a student has violated the cell phone/accessory policy, he or she will be asked to surrender the device to school personnel, and the procedures below will be followed. In accordance with the student code of conduct, at no time shall OCPS be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

**First violation** – The student will be asked to surrender the device and/or accessory to the staff member. The student can retrieve their device from the staff member at the end of the class period, after they have left the classroom. The teacher will document the incident in Parent Access and a teacher phone call, e-mail, or text the parent.

**Second violation** – The student will be asked to surrender the device and/or accessory to the staff member. *The student can pick up the device and/or accessory from the staff member after the 7<sup>th</sup> period bell rings at the end of the day.* The teacher will document the incident on a discipline referral form, (**Level 1KK Electronic Device Violation**) and consequences will be applied by the grade level dean. The teacher will also document the incident in Parent Access and call, e-mail, or text the parent .

**Third violation** – The student will be asked to surrender the device and/or accessory to the staff member who will then turn it over to the grade level dean, or other available administrator, before the end of the school day. *The dean/administrator will contact the parent and make arrangements for the device to be picked up by a parent.* The incident will be documented on a discipline referral (**Level 2M Other Serious Misconduct**), and consequences will be applied by the dean. The incident will also be documented in Parent Access.

**Fourth violation** – The student will be asked to surrender the device and/or accessory to the staff member who will then turn it over to the grade level dean, or other available administrator, before the end of the school day. *The dean/administrator will contact the parent and make arrangements for the device to be picked up by a parent.* The incident will be documented on a discipline referral (**Level 3Y Electronic Device Violation**), and the student will not be permitted to bring the device to school for a specified amount of time. The incident will also be documented in Parent Access.

### STUDENT REFUSAL TO SURRENDER CELL PHONE (ETC.) DEVICE PROCEDURE

If the student refuses to surrender the device immediately to a teacher or staff member, a campus supervisor, dean, or administrator will be called to assist. The student will be taken to the office of an administrator or dean, where the administrator or dean will give the student another opportunity to surrender the device. If the student does so, a parent will be contacted and arrangements will be made for the parent to pick up the device. As a result of refusing to surrender the device immediately, the student will receive a discipline referral (**Insubordination and Tech Violation**), and consequences will be applied by the dean.

If the student refuses to surrender the device after parent intervention, he or she will receive a **disciplinary referral (Level 3Q Other Serious Misconduct)**. **Consequences will be applied by the dean and the student will not be permitted to bring the device to school for the remainder of the year.**