

Hamlin Collegiate High School

Cell Phone Policy



Cell phones are strictly prohibited in HCHS
Classrooms during the school day,
Cell phones must be off and out of sight.

Addressing Violations

The classroom teacher will signal the start of class by reminding students that all phones should be turned off and put away. If a student's phone is visible or in use after the start of class, the teacher will ask the student for the cell phone.

- If the student surrenders the phone freely, the teacher will call the office and state that a phone needs to be picked up. The teacher should secure the phone until an Administrator arrives to take possession of the phone. Consequences will be applied as described below.
- If the student refuses to surrender the phone as directed, the teacher will call the office and request an escort for the student. An Administrator will come to the room immediately to remove both the student and the phone. Consequences will be applied in accordance with the policies below.

Students who do not comply with staff directives the first time given, will (at a minimum) spend the rest of the school day in ISS. Standard disciplinary consequences will still apply.

Consequences

- **First Offense:** Phone will be confiscated, the parent/guardian will be notified, and the phone will be returned to the student at the end of one school day.
- **Second Offense:** Phone will be confiscated, the parent/guardian will be notified, and the phone will only be returned to the parent/guardian at the end of one school day.
- **Third Offense:** Phone will be confiscated, the parent/guardian will be notified, the phone will be held for three days, and will only be returned to the parent/guardian after payment of a \$15 fine is paid. (ISS for Habitual Abuse of a rule will be implemented, Typically 5 days.)
- **Fourth Offense:** Phone will be confiscated, parent/guardian will be notified, and will only be returned to the parent/guardian after a fine of \$15 is paid. Additionally, (ISS for Habitual Abuse of a rule will be implemented, typically 5 days, could have OSS depending on frequency of the offenses) Parent Meeting will be requested.
- **Fifth Offense:** Phone will be confiscated, parent/guardian will be notified, and will only be returned to the parent/guardian after a fine of \$15 is paid. Additionally, (ISS for Habitual Abuse of a rule will be implemented, typically 5 days, could have OSS depending on frequency of the offenses) Parent Meeting is requested and discussion of potential DAEP placement.

All confiscated phones will be securely stored in the office.

Teachers may not keep a student's cell phone with the intent of returning it to the student at the end of the period/day.

All violations of this policy must go through the office for documentation purposes.

All FEES collected will go to benefit the current years senior fund.

While the focus of this document is cell phones, all electronic devices and accessories not issued by HCISD are prohibited in classrooms during the school day. Violations involving these items will be treated the same as a cell phone.