



**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**BEL AIR ELEMENTARY**  
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OFFICE OF THE  
PRINCIPAL

**At Bel Air we understand that students bring their cell phones to school for various reasons. Recently, we have had to review the policy with our students so that they understand to turn their cell phones off and put them away during the instructional day. Please read and discuss the district policy with your child and have them return the policy to school with your signature. Thank you.**

**District Policy**  
**Possession of Cellular Phones and Other Personal Electronic Signaling Devices**

The Governing Board believes that the personal use of electronic signaling devices during the school day creates a distraction which interferes with the educational process. Students in kindergarten through grade twelve may possess but not use cellular phones and other electronic signaling devices during the instructional day. The electronic signaling device must remain turned off during the instructional school day. Students are prohibited from using an electronic signaling device(s) including, but not limited to: cellular or digital phones, including those with the capability to capture/transmit digital images and/or photographs; pagers; beepers; and personal digital assistants, e.g., palm pilots, sidekicks, and blackberrys, during the instructional day or at a school activity without written permission from the school administration. Students are prohibited from using an electronic signaling device to forward school documents, or unauthorized data, or to sell or purchase assignments, test/exams, book reports or other forms of student work. Electronic signaling devices are considered to create substantial disorder and interfere with the orderly operation of the school. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school related events and subject to disciplinary action including, but not limited to, confiscation of the device, suspension, or transfer to alternative programs in accordance with Board policy and administrative rules. Students are permitted to use an electronic signaling device in the following circumstances:

1. before school;
2. after school and/or
3. non-instructional extracurricular activities.

However, the use must not create a disruption or a distraction to the orderly operation of the school or interfere with the activity. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes. (Education Code 48901.5) Students are not permitted to use any type of electronic signaling device during class time, passing periods or breaks without the permission of the school administration. The electronic signaling device must remain turned off during the instructional school day. If a student receives permission by school administration to use an electronic signaling device, it shall not disrupt the educational program. If disruption occurs, the school staff shall direct the student to turn off the device and/or confiscate it.

If a school staff member finds it necessary to confiscate a device, parents will be notified promptly and the device will be returned in accordance with school rules after the administrator or designee has consulted with the student's parent/guardian. The school is not responsible for lost or stolen electronic signaling devices. Students are to make arrangements with their parent(s) or guardian(s) to contact the school office when attempting to reach them during the school day.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to

use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts. Students who act in violation of this policy shall be subject to the District's progressive discipline as follows:

1. Initial violation – electronic signaling device will be confiscated by school staff and secured in a safe location. The electronic listening device will be returned to student at the conclusion of the staff work day;
2. Second violation – electronic signaling device will be confiscated and secured in a safe location. The electronic listening device will not be returned to the student unless and until the student's parent or guardian meets with school administrative staff for the purpose of clarifying this policy;
3. Third violation – the electronic signaling device will be confiscated and secured in a safe location. The electronic listening device will not be returned to the student unless and until the student's parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic listening device during the instructional day;
4. Fourth violation – the electronic signaling device will be confiscated and secured in a safe location. The student will be subject to suspension;
5. Fifth violation – the electronic signaling device will be confiscated and secured in a safe location. The student will be subjected to loss of school privileges;
6. Any further violations will subject the student to disciplinary action as set forth in Board AR 5144.1.

**I have read and discussed the district cell phone policy with my child.**

**Parent Signature:**\_\_\_\_\_