



Students and Telecommunication Devices Procedures

Electronic Devices including but not limited to cellphones, earbuds, headphones and any other non CLS- issued device should not be used during instructional time. Cellphone use to include phone calls, texting, pictures, and video recordings are not allowed without consent. Parents/guardians will need to call the main office and leave a message to be relayed to their student.

Educators and mental health professional observations show that students who don't use their phones to communicate during the school day:

- Have fewer distractions and less difficulty learning.
- Experience more face-to-face interactions with peers and teachers, which are important to social-emotional health.
- Have more opportunities to develop resilience and independent problem-solving skills.

We encourage families to talk to their student about the CLS cellphone policy and support their student by:

- Contacting the school's front office if there is a family emergency.
- Reminding their student, they have access to the school phone if they need to call home.
- Reminding their student to keep their cellphone secure in their backpack during the school day or by giving their phone to the teacher when they arrive at school to secure for them.
- Reporting any issues to CLS staff.

The use of personal recording devices is not permitted on CLS campuses, no exceptions. Conversations concerning student educational records are protected by Federal law under the Family Educational Rights and Privacy Act (FERPA). Therefore, students are prohibited from videotaping, recording, or taking pictures of any student or staff member without the consent of all parties. Failure to comply with these expectations could result in disciplinary action (please see the progression of discipline below).

PreK – 5th Grade:

It is the expectation that all CLS students keep their cellphones and headphones secured in their backpacks and out of sight for the entire school day. If a student doesn't have a backpack, the teacher can secure the student's phone until the end of the day.

6th – 12th Grade:

Middle & High School students are not permitted to use cell phones or other non-school issued electronics during instructional times. Cell phones may be used during passing periods, before and after school, and during lunch.

Progressive Discipline for violation of the cellphone/electronics policy are as follows:

First Offense: Student will receive a verbal warning. The teacher will ask the student to put the electronic device away. If the student refuses to comply, Administrations will be notified, and the device may be confiscated and returned to the student at the end of the day. Administration will contact the parents and notify them of the incident.

Second Offense: Teacher will send student to main office to meet with administration. Administration will contact the parents and notify them of the incident and violation of policy and the student will be given in-school discipline.

Subsequent Offenses: Student will be placed on an electronics use contract and will be required to turn in their electronic devices daily prior to school. This contract will be reviewed quarterly. Failure to comply will result in suspension.