

Crabapple Middle School
Personal Communication Device (PCD) Procedures
March 2025

Students are allowed to bring cell phones or other personal communication devices (PCDs) to school; however, the devices should be turned off and stored in students' backpacks or lockers during school hours.* The idea is that we should not see or hear the devices during the school day. Smart watches are allowed to be worn as long as they are not being used as a communication device. *Please note, the school is not liable for lost or stolen devices. Students bring these items at their own risk.*

Expectations for Cellphones/Personal Communication Devices (PCD):

- Phones/PCDs may NOT be used during the school day from when students are dismissed to go to homeroom around 8:50am-dismissal announcements.
- Phones/PCDs may not be out or on during the school day.
- If a staff member sees a student with a phone/PCD, they will:
 - Collect the phone and turn it over to an administrator. Students can collect their phones from the front office after the dismissal bell.
 - After the 3rd PCD infraction, a parent notification will be sent home. If there are further infractions, the parent may be required to pick up the device or the student may lose the privilege of carrying a cell phone to school.
 - If the student will not turn over the phone/device, the teacher will email their grade level administrator. We will not forcibly confiscate items.
- If a student uses a cell phone/PCD to create a disruption at school or take photos/video of an incident at school, they will lose their privilege of carrying a cell phone/PCD to school.
- Students may look at their cell phone/PCD when dismissal announcements begin to check for any changes on how they will be getting home.
- Students will be given access to a phone if needed to contact their parents for things like afterschool club changes, forgotten items etc...

Parents/guardians please refrain from calling/texting your child during the school day (that will cause them to break a rule if they read or respond to the communication before dismissal).

During the times that cell phone use is permitted (dismissal), students are not allowed to:

- Take photos or videos without someone's permission
- View or show anything inappropriate
- Record disruptions at school
- Post on Social Media

Expectations for wireless ear buds/headphones:

- Wireless ear buds/headphones are not allowed at school since there is no educational need for them
- If your child uses them on the bus, they must be put away before entering school
- If a student has wireless ear buds/headphones out during the school day, they will be given a warning and asked to put them away. If this is a regular occurrence, the item(s) will be confiscated and students can collect them in the office afterschool. Parents will be contacted if the problem persists.
- Wired ear buds/headphones are the expected method used for listening to educational material on student devices

Confiscated cell phones MUST be handed over to an administrator. Staff members will not store phones in their classrooms. An administrator will determine if the phone will be returned to the student or parent pick up is required.

Note: This process is in line with the FCS Code of Conduct rules, 18.eI, 18.fII, and 18.gIII.

**Exceptions will be made for students with an IEP or 504 that requires a personal communication device for medical purposes.*