

Instruction time is valuable for every child, and we want to ensure our students do not have cell phone distractions impeding their learning. Cell phones are not allowed out during instruction **unless approved by staff** and used as a learning tool. Cell phones will be allowed during lunch/recess time. **When cellphones are a distraction or impede learning, we will implement a three-tier cell phone policy.**

Tier 1 - Warning	
IF . . . Student has their cell phone out or is using it during class time (without permission) or transition time. THEN . . .	
Staff will	Student will
Calmly instruct the student to put their phone away. "Please put away your cell phone." *Do not engage in a power struggle. Staff should use their best judgment, knowing the student, about how much to engage in this exchange.	Put the phone away within a reasonable amount of time. Be given the option of where to put the phone away during class (backpack, pocket, etc).
Tier 2 - Repeated: Phone is Recovered by Classroom/Support	
IF . . . Student was given a warning, and put their phone away, but took their phone back out at some point during the class. -OR- IF . . . Student was given a warning but did not put their phone away in a reasonable amount of time (staff should use their best judgment, knowing the student, about what a reasonable time means for that student). THEN . . .	
Staff will	Student will
Call classroom support and continue to teach. Classroom support will collect the phone and take it to the main office. The main office staff will document the phone being recovered in the tracker.	Hand their cell phone to a staff member and understand that the phone will be held in the main office until the end of the day.
Tier 3 - Phone is Recovered by Classroom Support Three times	
IF . . . Student continues to have their phone out THEN . . .	
Staff will	Student will
Call for Classroom Support, and a staff member will come to teach the classroom, ask the student to enter the hallway, and retrieve their phone.	Hand their cell phone to a staff member and understand that the phone will be held in the main office.
Office staff will notify Ms. McKennie and Mr Rosas. The phone will need to be dropped off in the office at the beginning of the day and retrieved at the end of the day, daily for five days.	