CELL PHONE / SMART DEVICE GUIDANCE

Cell phones/smart devices/ earbuds can be useful for legitimate educational purposes with direction from teacher and/or administration.

IN-CLASS GUIDANCE

- Designed to strike a healthy balance in phone/device management
- Stored silently, out of sight to promote an engaging, respectful and focused learning environment that allows students a structured opportunity to demonstrate responsibility
- Provides a consistent approach to bring clarity of expectations to students, families, and school-based staff

OTHER CONSIDERATIONS

- Cell phones can be used to support learning, with authorization from the teacher and the principal
- Parents can call the front office if an urgent family matter arises is an acceptable way for parents to contact their child at school, if needed
- Students should use devices for documented, medical-based needs is allowable (Action Plan must be on file and reviewed with School Nurse)
- Students should follow the direction of school-based staff in the case of an emergency
- Schools will notify parents in emergency situations.

ELEMENTARY SCHOOL

- During the school day, on the bus, and in all non-instructional transitional periods including lunch, cell phones/ smart devices should be stored on silent mode and out of sight as a standard practice.

MIDDLE SCHOOL

- During the school day, cell phones/ smart devices should be stored on silent mode and out of sight as a standard practice.
- Cell phones/ smart devices may be used during non-instructional time (before and after school only)

HIGH SCHOOL

- During the school day, cell phones/ smart devices should be stored on silent mode and out of sight as a standard practice.
- Cell phones/ smart devices may be used during non-instructional time (before and after school, cafeteria, during transition)

SUGGESTED TIERED RESPONSES

- **Level 1: Teacher Intervention**
  - Reminder to put device away
  - Recommend student to store device in alternate location out of sight
  - Remind students of rationale
  - Contact parent and follow school-based behavior plan
- **Level 2: Administrative Intervention**
  - Follow CCSD Code of Conduct guidelines
  - Parent communication

*ADDITIONAL, SPECIFIC GUIDANCE FOUND ON PAGE 94 (APPENDIX M) IN CCSD CODE OF CONDUCT

SCHOOL YEAR 2025-2026