Technology Violation Process

Park Center Senior High School

Board Policy 505 | Board Procedure 505

Students are expected to have their phone and other electronic devices turned off and stored away every class period; bell-to-bell anywhere in the school during instructional time. Exceptions that will be made based on documented medical needs as indicated in 504, IEP, and/or health plans.

When a device is used during instructional time anywhere in the building, staff will:

1. Ask for the device.
2. Bag it and tag it. (Bags and labels will be provided to teachers.)
3. Secure it up in a cabinet/drawer.
4. Deliver it to the Student Support Office to Jill Rosby for secure storage with the students' SMS until pick-up.
   *If a device is confiscated during **the last hour of the day**, fill out the slip, bag it, and secure it. Give the phone back at 2:00 p.m. and bring the slip to the office so the confiscation can be documented and communicated.

	First Violation	Second Violation	Third Violation	Fourth+ Violation
Communication	Contact home via email/phone/ TalkingPoints	Contact home via email/phone/ TalkingPoints	Contact home via email/phone/ TalkingPoints	Contact home via email/phone/ TalkingPoints and SMS meeting/ Individual Technology Plan
Return Plan	Student pick up	Student pick up	Parent/guardian device pick up	Parent/guardian device pick up

Refusal to Turn In Cell Phone

If a student refuses to hand over their device to a staff member, call the office for an escort to the office 88070 to meet with an SMS. Upon arriving to the office, SMS will work with the student and family to:

- Communicate expectations and next steps
- Review any past violations.
- Document behavior with an Office Referral
- Meeting with parent/guardian to create a plan for following school digital device expectations in the future.

	First Violation	Second Violation	Third Violation
Communication	Contact home via email/phone/ TalkingPoints	Contact home via email/phone/ TalkingPoints	Contact home via email/phone/ TalkingPoints
Disciplinary Action	Considered 2nd Offense + Office Referral + ATS	Considered 3rd Offense + Office Referral + ATS	Considered 4th Offense + Office Referral + ATS + Individual Technology Contract

Return Plan	Student pick up	Parent/guardian device pick up	Parent/guardian device pick up