



MNHS



Cell Phone Guidelines

When in instructional space...



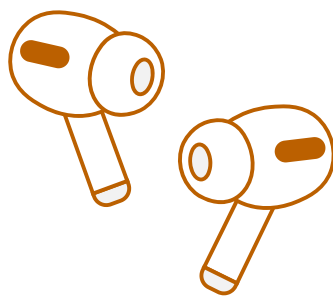
Students **may not** have their phones on them from bell to bell **across all 5 blocks**



Phones will be placed in the **designated phone holder** in their assigned numbered space



Phones must be set to **“Do Not Disturb”** or **OFF**



Earbuds and **headphones** must be stored away



Students will use **laptops** to create all passes

What are the consequences?

If you're caught with a phone after saying you **didn't have one** or using a **fake device**

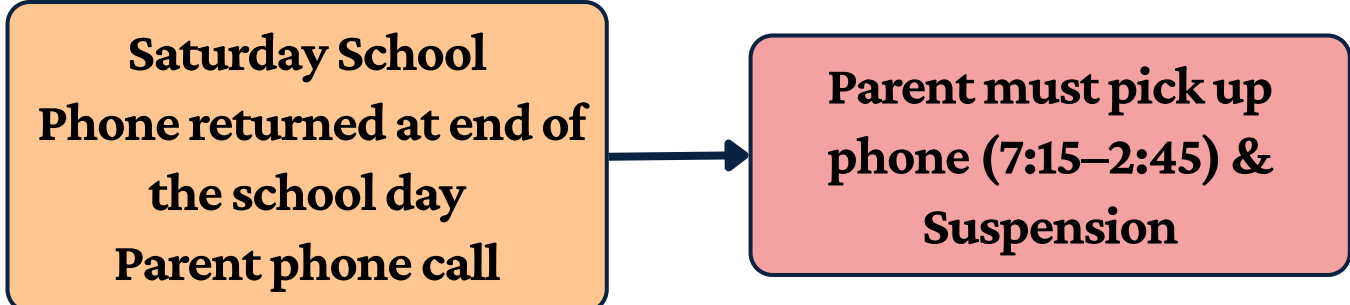
→ If you put it in the holder **when asked**:

- Behavior **Referral** Submitted
- **Email** home to parent/guardian



→ If you **refuse** to put it in the holder:

- **Security** will be called
- Phone will be turned into the **main office**



Where are phones not permitted?

- In the **classroom** or any instructional space
- **Bathrooms**
- **Nurses Office**
- **Student Services**
- **CCAC**



Where can students use their phones?

- **Hallway** during passing time
- **Cafeteria**
- **Library**
- **Study Hall**
- In the **auditorium** during a teacher's absence



*MNHS: CELL
PHONE POLICY
AND PROCEDURES
2025-26*



A close-up photograph of a person's hands holding a black smartphone. The person is wearing a blue and white striped shirt. The background is blurred, showing what appears to be a wooden railing or fence. The image is positioned on the left side of the slide, with a white diagonal line separating it from the text area.

AGENDA

- *INTRODUCTION TO CELL PHONE POLICY*
- *PHONE POLICY OVERVIEW*
- *PROCEDURES FOR PHONE MANAGEMENT*
- *CONSEQUENCES FOR NON-COMPLIANCE*
- *BATHROOM AND NURSE PROCEDURES*
- *EMERGENCY DRILL PROTOCOLS*
- *SPACES FOR PHONE USE*
- *CONCLUSION AND KEY TAKEAWAYS*

INTRODUCTION TO THE CELL PHONE POLICY ESTABLISHING EXPECTATIONS FOR CLASSROOM ENVIRONMENT

COMPREHENSIVE POLICY OVERVIEW: THE CELL PHONE POLICY IS DESIGNED TO CREATE A STRUCTURED FRAMEWORK THAT PROMOTES AN OPTIMAL LEARNING ENVIRONMENT. IT DELINEATES SPECIFIC EXPECTATIONS FOR STUDENT BEHAVIOR CONCERNING MOBILE DEVICE USAGE DURING INSTRUCTIONAL TIME.

SIGNIFICANCE IN INSTRUCTIONAL SETTINGS: THIS POLICY ACKNOWLEDGES THE POTENTIAL DISTRACTIONS SMARTPHONES CAN POSE. BY REGULATING THEIR USE, THIS POLICY FOSTERS GREATER ENGAGEMENT, MINIMIZES DISRUPTIONS, AND ENHANCES ATTENTIVENESS AMONG STUDENTS, THEREBY PROMOTING A MORE EFFECTIVE EDUCATIONAL EXPERIENCE.

GOALS OF THE POLICY: THE PRIMARY OBJECTIVES INCLUDE FOCUSED LEARNING, PROTECTING CLASSROOM INTEGRITY, AND ESTABLISHING CLEAR GUIDELINES THAT EMPOWER STUDENTS AND EDUCATORS ALIKE TO MANAGE TECHNOLOGY IN A BALANCED AND PRODUCTIVE WAY.





PHONE POLICY OVERVIEW *GUIDELINES FOR DEVICE MANAGEMENT*

DESIGNATED PHONE HOLDERS: STUDENTS ARE REQUIRED TO SECURELY PLACE THEIR DEVICES IN DESIGNATED HOLDERS UPON ENTERING THE CLASSROOM ACROSS ALL 5 BLOCKS OF THE SCHOOL DAY. THIS PROCESS NOT ONLY MINIMIZES CLASSROOM DISTRACTIONS BUT ALSO FOSTERS A CULTURE OF RESPONSIBILITY REGARDING PERSONAL DEVICES.

STORING EARBUDS AND HEADPHONES: IN ADDITION TO PHONES, STUDENTS MUST STORE THEIR EARBUDS AND HEADPHONES IN A DESIGNATED LOCATION (BOOKBAG), PREVENTING AUDITORY DISTRACTIONS THAT COULD DETRACT FROM THE COLLECTIVE LEARNING EXPERIENCE. *(EARBUDS AND HEADPHONES ARE NOT TO BE SEEN)*

RETRIEVAL PROTOCOL: AT THE CONCLUSION OF CLASS, STUDENTS WILL HAVE ONE MINUTE TO RETRIEVE THEIR PHONES. THIS PROMPT RETRIEVAL PROCESS ENSURES EFFICIENCY WHILE ALLOWING STUDENTS TO TRANSITION SMOOTHLY BETWEEN CLASSES.



PROCEDURES FOR PHONE MANAGEMENT OPERATIONAL STEPS FOR CLASSROOM DEVICE CONTROL



CLASSROOM ENTRY PROTOCOL

UPON ENTERING, STUDENTS MUST QUICKLY AND RESPONSIBLY PLACE THEIR PHONES INTO THE CLASSROOM HOLDERS IN THE NUMBERED SPACE THEY ARE ASSIGNED WITH THE PHONE TURNED OFF OR SET TO “DO NOT DISTURB”. THIS PROCEDURE SETS THE TONE FOR A FOCUSED CLASSROOM WITH STREAMLINED ORGANIZATION FROM THE OUTSET. **SUB PLANS:** ALL SUB PLANS SHOULD INCLUDE THE CELL PHONE PROTOCOL. THE PLAN WILL BE THE SAME AND ANY STUDENT WHO DOESN'T FOLLOW THE RULES WILL BE REPORTED TO THE CLASSROOM TEACHER.

ATTENDANCE VIA PHONE PLACEMENT

UTILIZING PHONE PLACEMENTS FOR ATTENDANCE TRACKING PROVIDES A DUAL BENEFIT: IT PROMOTES ACCOUNTABILITY AMONG STUDENTS AND ALLOWS FOR A QUICK AND EFFICIENT METHOD OF RECORDING DAILY ATTENDANCE WITHOUT INTERRUPTING CLASS FLOW. IF A STUDENT DOES NOT PUT THEIR PHONE IN THE HOLDER WHEN TAKING ATTENDANCE: THE TEACHER SAYS: “I ALMOST MARKED YOU ABSENT. PLACE YOUR PHONE IN THE HOLDER.” IF A STUDENT SAYS THEY DO NOT HAVE A PHONE: DO NOT QUESTION IT OR ARGUE. CARRY ON AS NORMAL.

PHONE-LESS STUDENTS

THERE WILL BE CASES WHERE STUDENTS DON'T OWN A PHONE OR HAVE LOST PHONE PRIVILEGE AT HOME.



CONSEQUENCES FOR NON-COMPLIANCE ADDRESSING POLICY VIOLATIONS

SCENARIOS: IF A STUDENT WHO SAID THEY DO NOT HAVE A PHONE IS OBSERVED WITH ONE OR IF A STUDENT PLACES A FAKE DEVICE IN THE HOLDER AND IS LATER OBSERVED WITH A PHONE:
TELL THE STUDENT TO PUT IT IN THE HOLDER.

INITIAL CONSEQUENCES: ADMINISTRATIVE DETENTION

IF THE STUDENT COMPLIES
WITH PLACING THE PHONE IN
THE HOLDER: SUBMIT A
REFERRAL TITLED
“CELLPHONE/INSUBORDINATION”
AND EMAIL HOME. (ADMIN WILL
GIVE A GENERIC EMAIL
INCLUDING LANGUAGE FOR
PROGRESSIVE DISCIPLINE)
CONSEQUENCES:
FIRST REFERRAL PER STUDENT:
ADMINISTRATIVE DETENTION

SECOND VIOLATION: SATURDAY SCHOOL

A SECOND INFRACTION
ESCALATES TO SATURDAY
SCHOOL, REINFORCING
ACCOUNTABILITY AND THE
SERIOUSNESS OF ADHERING TO
ESTABLISHED POLICIES TO
ENSURE A PRODUCTIVE
EDUCATIONAL ENVIRONMENT.

FINAL CONSEQUENCE: SUSPENSION AND PARENT MEETING

A THIRD VIOLATION OR MORE
WILL RESULT IN SUSPENSION,
ACCOMPANIED BY A MANDATORY
MEETING WITH PARENTS,
EMPHASIZING THE
COLLABORATION EFFORT
NEEDED TO ADDRESS
BEHAVIORAL CHALLENGES AND
UPHOLD SCHOOL STANDARDS.

CONSEQUENCES FOR NON-COMPLIANCE ADDRESSING POLICY VIOLATIONS

SCENARIOS: IF A STUDENT WHO SAID THEY DO NOT HAVE A PHONE IS OBSERVED WITH ONE OR IF A STUDENT PLACES A FAKE DEVICE IN THE HOLDER AND IS LATER OBSERVED WITH A PHONE:
TELL THE STUDENT TO PUT IT IN THE HOLDER.

INITIAL CONSEQUENCES:

***IF THE STUDENT DOES NOT COMPLY WITH
PLACING THE PHONE IN THE HOLDER:***
TEACHER WILL CALL THE MAIN OFFICE
FOR AN ESCORT FROM SECURITY TO TURN
IN THEIR PHONE

CONSEQUENCES:

***FIRST OFFENSE: SATURDAY SCHOOL, PHONE
GIVEN BACK AT THE END OF THE DAY AND A
PARENT PHONE CALL.***

SECOND OR MORE VIOLATION:

***A SECOND OR CONTINUED INFRACTIONS
ESCALATES TO STUDENTS' PARENTS WILL
NEED TO PICK UP THEIR PHONE BETWEEN
7:15 AND 2:45 AND SUSPENSION FROM SCHOOL.***

BATHROOM, COUNSELORS AND NURSE PROCEDURES

PROHIBITION OF PHONES IN THE BATHROOM:

TO PRESERVE PRIVACY AND DIGNITY, PHONE USAGE IN BATHROOMS IS STRICTLY PROHIBITED. THIS MEASURE PROTECTS THE PERSONAL SPACE OF ALL INDIVIDUALS WITHIN THE SCHOOL AND SUPPORTS DECORUM.

UTILYZING LAPTOPS FOR BATHROOM PASSES:

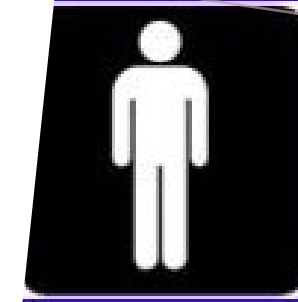
STUDENTS MUST UTILIZE LAPTOPS FOR OBTAINING BATHROOM PASSES.

NURSE'S OFFICE PROTOCOLS FOR PHONE USE:

IN THE NURSES OFFICE, GUIDELINES WILL DICTATE APPROPRIATE PHONE USE TO ENSURE THE PRIVACY AND RESPECT IN SENSITIVE HEALTH MATTERS. STUDENTS DO NOT NEED TO BRING THEIR PHONES TO THE NURSE UNLESS DIRECTED BY THE NURSE TO DO SO.

SSC or CCAC PROTOCOLS FOR PHONE USE:

PHONES ARE NOT PERMITTED IN THE SSC OR CCAC. IF STUDENTS REQUEST TO GO TO SSC OR CCAC, THEY SHOULD LEAVE THEIR PHONE IN THE HOLDER UNLESS THEIR APPOINTMENT WILL GO INTO THE NEXT PERIOD. IF THE STUDENT IS WITHOUT THEIR PHONE AND THE APPOINTMENT WILL LIKELY GO INTO THE NEXT PERIOD, SOMEONE WILL RETRIEVE IT FROM THE CLASSROOM BEFORE THE BELL RINGS. IF A STUDENT ENDS UP NEEDING THEIR PHONE TO SHOW THEIR COUNSELOR SOMETHING, SOMEONE WILL RETRIEVE IT FROM THE CLASSROOM



BATHROOM
PASS



RESTROOM
PASS



NURSE
PASS



OFFICE
PASS

EMERGENCY DRILL PROTOCOLS *INTEGRATING PHONES IN EMERGENCY SITUATIONS*

RETENTION OF PHONES DURING DRILLS

IN THE EVENT OF AN EMERGENCY DRILL, ALL STUDENTS MUST RETAIN THEIR PHONES TO ENSURE IMMEDIATE COMMUNICATION ACCESS. THIS POLICY ACKNOWLEDGES THEIR IMPORTANCE IN FACILITATING SAFETY PROTOCOLS AND COMMUNICATIONS WITH FAMILIES IF NECESSARY.

INTEGRATION INTO EMERGENCY DIRECTIONS

EMERGENCY DRILL PROTOCOLS WILL EXPLICITLY INCORPORATE CELL PHONE INSTRUCTIONS, TO ENHANCE THE OVERALL SAFETY PREPAREDNESS AND ENSURING STUDENTS AND TEACHERS ARE ALIGNED IN RESPONDING.

PRACTICE DRILLS WITH A FOCUS ON PHONE MANAGEMENT

REGULARLY SCHEDULED PRACTICE DRILLS WILL ENCOMPASS PHONE MANAGEMENT SCENARIOS, ALLOWING STUDENTS TO FAMILIARIZE THEMSELVES WITH THE PROCEDURES WHILE EMPHASIZING THE IMPORTANCE OF TECHNOLOGY IN A CRISIS.





SPACES FOR PHONE USE *PERMITTED AREAS AND GUIDELINES*

<i>PERMITTED AREAS FOR USE</i>	<i>GUIDELINES FOR NON-INSTRUCTIONAL PHONE USE</i>	<i>CONSIDERATIONS FOR MEDICAL NEEDS</i>
<i>STUDENTS WILL HAVE DESIGNATED AREAS- SUCH AS HALLWAYS, CAFETERIA, LIBRARY, AND STUDY HALL- WHERE PHONE USE IS ALLOWED, ENABLING A BALANCE BETWEEN ENGAGEMENT AND PERSONAL CONNECTIVITY DURING NON-INSTRUCTIONAL TIME.</i>	<i>FOR ANY NON-INSTRUCTIONAL TIME/WHEN A STUDENT FINISHES ASSIGNED TASKS EARLY THEY CAN WORK ON THE ITEMS BELOW ON THEIR LAPTOP: IXL, MAKE-UP WORK.</i>	<i>RECOGNIZING AND ADDRESSING THE NEEDS OF STUDENTS WITH MEDICAL REQUIREMENTS, SUCH AS CHRONIC CONDITIONS THAT NECESSITATE CONNECTIVITY, IS VITAL FOR ENSURING ALL STUDENTS FEEL SUPPORTED AND INCLUDED.</i>

CONCLUSION AND KEY TAKEAWAYS *REINFORCING OUR COMMITMENT TO A PRODUCTIVE* *LEARNING ENVIRONMENT*



RECAP OF POLICY AND PROCEDURES:

A SUCCINCT REVIEW OF THE CELL PHONE POLICY AND ASSOCIATED PROCEDURES REINFORCES THE EXPECTATIONS SET FOR STUDENTS AND STAFF TO ENSURE A HARMONIOUS LEARNING ENVIRONMENT.

EMPHASIS ON COMPLIANCE AND COOPERATION:

THE SIGNIFICANCE OF ADHERENCE TO THE POLICY PROMOTES A POSITIVE ATMOSPHERE CONDUCIVE TO COLLABORATIVE LEARNING, WHERE ALL PARTICIPANTS CAN THRIVE WITHOUT DISRUPTION OR DISTRACTION.