No. 237.1-AR-0

# CHARLEROI AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

237.1-AR-0. IMPLEMENTATION PROCEDURES FOR BELL-TO-BELL DEVICE STORAGE

This Administrative Regulation establishes uniform procedures for implementing and enforcing Policy 237.1.

## Building-Level Responsibilities

Principals or designees shall:

- Establish homeroom procedures for device collection and locking.
- Ensure availability and distribution of district-issued locking cases.
- Provide staff training on enforcement procedures.
- Monitor compliance and address violations consistently.
- Communicate procedures to students and families annually.

## Staff Procedures

- Homeroom teachers shall supervise the securing of devices each morning.
- Staff shall not permit device access during the school day unless an approved exception applies.
- Violations shall be documented in accordance with building procedures.
- Confiscated devices shall be turned in to the main office or designated administrator.

## Student Procedures

- Students must bring their device to homeroom each day for secure storage.
- Devices must be placed in the locking case prior to the start of the instructional day.
- Students shall not attempt to bypass or damage the locking mechanism.
- Students shall unlock devices only at the designated end-of-day time.

## Device Case Management

- The district shall assign and track locking cases.
- Replacement fees may be assessed for lost or damaged cases.
- Procedures for unlocking shall be standardized across buildings.

## Enforcement Guidelines

- Progressive discipline shall be applied consistently.
- Repeat violations shall be referred to the administration.
- Administrators may require parent/guardian conferences for ongoing noncompliance.

## Communication

- Annual communication shall be provided to families via student handbooks and district communications.
- Schools shall provide clear expectations at the beginning of each school year.

## Review

This Administrative Regulation shall be reviewed annually by the Superintendent or designee and revised as needed.