



RTCC Cell Phone Policy

RTCC is a cell phone and smart device-free school.

Please do not wear smart watches, smart glasses, or any other connected device (including Bluetooth) while at school. RTCC is not responsible for any lost or stolen items. We advise you to leave them at home or in your vehicle.

1. Purpose and Scope:

Purpose: The purpose of this policy is to ensure a safe, focused, and productive environment by regulating the use of cell phones and personal electronic devices within a simulated workplace. This policy aims to minimize distractions, enhance safety, and promote effective communication and collaboration among employees.

Scope: This policy applies to all students within RTCC. It covers the use of personal cell phones and electronic devices during school hours and within work premises. The policy is designed to align with Vermont's cell phone legislation.

2. Procedure:

Students will place cell phones in program collection box upon entering the room prior to attendance. The box will be locked once phones have been collected. They will remain in the box until dismissal.

3. Contact with Family/Emergency Communications with Family:

If a family member needs to get in touch with a student during the day, they must call the main office. The office will take a message for the student, or if necessary, the student can use the school's phone to speak to the family.

4. Consequences for Cell Phone Possession:

- a. First Offense - Discussion with Instructor around career ready practices in the workplace, safety, and RTCC policy. Documentation in Powerschool.

- b. Second Offense - Instructor creates documentation in Powerschool, Career Readiness Rubric affected. *Career readiness rubric may affect their eligibility for Work-Based Learning opportunities, as employers may be hesitant to offer internships.*

- c. Third Offense - Instructor creates documentation in Powerschool, Career Readiness Rubric affected. Instructor reaches out to family and includes

Administration and Case Manager, if applicable. *Career readiness rubric may affect their eligibility for Work-Based Learning opportunities, as employers may be hesitant to offer internships.* Other consequences as determined by Administration and/or Program Instructor.

- Photographing or videotaping students and staff without permission will not be tolerated.
- RTCC is not responsible for lost or stolen cell phones.
- Recurring cell phone use or dishonesty may result in dismissal from RTCC.