



Charles Henderson High School Cell Phone Policy

1. Cell phones may be used on school grounds before school and after school. Cell phones may NOT be used during the school day (8:00 a.m. - 3:04 p.m.) Any cell phone use during this time will result in disciplinary action. This includes phone calls, texts, social media, etc.
2. Cell phone use is prohibited in classrooms, restrooms, and school offices.
3. During the instructional day, cell phones must remain out of sight and in silent mode or turned off.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before and after school hours.
5. If students need to place an emergency phone call during the day, they should request to use the classroom phone or go to the main office to use an office phone.
6. Students will be subject to disciplinary action if using their cell phones disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, and violating other school rules.
7. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must adequately secure and take care of their phones.
8. Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance. Students will not be permitted to have their phones at school until the signed policy is returned.

If students violate the school's cell phone policy, the following may occur:

- **First offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with an administrator.
- **Second offense:** The student's cell phone will be confiscated and held in the main office until the student's parents can pick it up. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy.
- **Third offense:** The student's cell phone will be confiscated and held in the main office until the student's parents can pick it up. The student will receive 3 days of ISS.
- **Fourth offense:** The student's cell phone will be confiscated and held in the main office until the student's parents can pick it up. The student will receive 5 days of ISS.
- **Subsequent offenses:** The student's cell phone will be confiscated and held in the main office until the student's parents can pick it up. The administration will determine the disciplinary consequences which may result in an administrative discipline hearing.
- ****The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension.**

Student Name (print): _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (print): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____