

HOW do students manage phones?

- Cell phones are required to be off and put away in backpacks/lockers during the school day. Phones are never allowed in bathrooms or locker rooms.
- Students who have a medical or other emergency reason for accessing their phone during the day should have a health plan on file in the school office and discuss an exception with an administrator.
- If parents need to reach their child during the school day, please call the main office.

We will ensure students receive messages in a timely manner. For all other non-emergency messages, students may check their phones after school as they leave the building.

IF a student does not meet this expectation, what happens?

- On the **first** offense, a student will receive a verbal warning and reminder of the policy by school staff. Student will appropriately store the device per district policy and procedure.
- On the **second** offence, the device will be confiscated by an administrator, and the parent/caregiver will be notified. The device will be returned by administrative staff at the end of the school day to the student.
- If there is a **third** offense, the device will be confiscated by an administrator, and the parent/caregiver will be notified. The device will be returned to the parent/caregiver.
- If there is a **fourth** offense, the device will be confiscated by an administrator, the parent/caregiver will be notified, and a conference will be scheduled. The device will be returned to the parent/caregiver at the end of the conference. 3 days of **ISS** will be assigned.
- If there is a **fifth** offense, the device will be confiscated by an administrator, the parent/caregiver will be notified, and a conference will be scheduled. The device will be returned to the parent/caregiver at the end of the conference. Student will no longer be permitted to carry a device on campus. 3 days of **OSS** will be assigned.

Please note that under the new policy, any devices brought to school are the **sole responsibility of the student**, and the school will not be held liable for lost, stolen, or damaged items.

Please review this letter with your student prior to the start of school. Thank you for your continued support in ensuring a safe and healthy learning environment for your child. If you have any questions regarding our cell phone policy and procedures, please do not hesitate to contact the school directly.

Sincerely,

Amie Marsh
Superintendent
Haywood County Schools