

## St. Elias Community School Cell Phone Policy

St. Elias Community School and St. Elias School Council recognize the importance of communication and collaboration, and provide devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the following procedures will be in place regarding cell phone and mobile device use at St. Elias Community School:

**K4 – Grade 7:** Students should not bring cell phones or electronic devices to school. If there is an instance when a cell phone is needed, the student should have the cell phone turned off and left with the classroom teacher for the day. Parents can reach students by calling the Main Office at 634-2231.

### **Grade 8-12:**

Cell phones and all electronic devices will be placed in student's personal backpack or jacket pocket (zipped up) by 8:20 a.m.

- Cell phones and all electronic devices will be kept in a student's backpack or jacket pocket during instructional time (8:20-9:50; 10:00 – 12:05 and 1:00 – 3:15 p.m.). The cellphone or device must be turned off.
- Cell phones and all electronic devices can be used only in high-school designated areas for each grade bubble from before 8:20; 9:50-10:00; 12:05-1:00 and 3:15 onward. **Cell Phones and electronic devices are to be in the backpack or jacket pocket at 8:20; 10:00 and 1:00 p.m.**
- Cell phones and all electronic devices are not allowed to be used in classrooms, hallways, the library, gym, common areas, or restrooms.
- If a student needs to make an emergency call during the day, they are to come to the office.
- Parents and guardians can leave messages for students or speak with their youth by calling the main office at 634-2231
- When the device is used at the appropriate time, we ask that students respect COVID social distancing and not share the device with other students.

We ask that families and students use the main office 867-634-2231 when communicating messages from home or school.

Students using phones or electronic devices during instructional time will be asked to take his/her phone or electronic device to the main office, where it will be kept safely until the end of the school day. There is a charging station in a secure area in the main office where phones will be kept.

If this occurs a second time, the student will be asked to take his/her phone or electronic device to the main office to be picked up by a parent/guardian at the end of the day.

If this occurs a third time, the student will be asked to take his/her phone or electronic device to the main office and a meeting with administration and parents will be set up and may result in the phone / device being left in the front office daily or a personal electronics contract being created.

Students who do not follow teacher directives will be acting in defiance which could result in a disciplinary referral.

This policy has been reviewed by students, parents, staff and school council, and has been approved by school council as an active policy at St. Elias Community School.