

**Cell Phone and Other Electronic Communication Devices Guidelines for Students and Personnel**

**Students:**

The policy of the Clay County Board of Education is to allow cellular phones and other wireless communication devices in the schools if they are not in student possession during instructional time. Students must leave cell phones and other wireless communication devices in their lockers or place them in a storage area designated in each classroom completely powered off or on silent mode.

- The use of personal communication devices by students such as cell phones or other similar electronic communication devices is prohibited in Clay County Schools during the instructional day.
- Use of cell phones on school grounds will only be allowed before classes begin, between classes and after the instructional school day.
- The medically authorized usage of cell phones or other similar electronic devices may be utilized for students with medical needs with approval by a building administrator. To be authorized by a building administrator, the student must submit a doctor's order stating that it is medically necessary that the student carry a cell phone at all times. This order should be submitted to the building principal.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- Use of cell phones for field trips and sporting events during school hours will be at the discretion of the sponsor/coach.
- Cell phones may not be used in any manner that will cause disruption to the educational environment.

**Consequences for Students:**

**First Offense:** Verbal warning and the student will be sent to the office to have the warning recorded in the student file.

**Second Offense:** The cell phone will be confiscated by school personnel for one school day. A disciplinary referral will be written. The student's parent must pick up the cell phone from an administrator.

**Third Offense:** The student's cell phone will be confiscated by school personnel for one school day. A disciplinary referral will be written. The school will notify the student's parents to arrange to pick up the cell phone. Students will be assigned three (3) days of detention.

**Fourth Offense:** Upon the fourth offense, the student's cell phone will be confiscated by school personnel for one school day. A disciplinary referral will be written. The student's parent must pick up the student's cell phone. Students will be assigned ten (10) days of detention.

Thereafter, at the administration's discretion, students may be assigned disciplinary consequences, which may include detention or, in extreme circumstances, In-School Suspension (ISS) or Out-of-School Suspension (OSS).

Refusal by a student to relinquish his/her cell phone when instructed to do so by school personnel, when the student is in direct violation of this policy, will be treated as "willful insubordination," and is

punishable by In-School Suspension (ISS) and/or Out-of-School Suspension (OSS) at the school administrator's discretion.

### **Professional Personnel:**

The Clay County Board of Education believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The Board further believes to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of cell phones by teachers during class time. The use of a cell phone during instructional time is prohibited unless handling a school related issue or an emergency.

To ensure the safety and wellbeing of the students of Clay County Schools, the use of a cell phone during supervisory time is prohibited unless handling a school related issue or an emergency.

### **Service Personnel:**

All employees are prohibited from using cell phones while performing their duties, especially during times which require supervision of students. Use of cell phones is permitted in the event of an emergency situation.

The medically authorized usage of cell phones or other similar electronic devices may be utilized by personnel with medical needs with approval by a building administrator. To be authorized by a building administrator, the employee must submit a doctor's order stating that it is medically necessary that the employee be able to utilize a cell phone at all times. This order should be submitted to the building principal.

### **VIOLATIONS:**

- First violation of this policy shall be discussed in a conference between the employee and the building principal.
- Second violation, the principal/supervisor shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file.
- Repeated violations may result in disciplinary action by the Superintendent of Schools.

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