



## GLENRIDGE MIDDLE SCHOOL CELL PHONE/DEVICE POLICY

\*\*This policy also applies to iPods, iPads, MP3 players, personal laptop computers, and all other handheld electronic devices, and includes the headphone/earbuds and accessories used with these devices.

Orange County Public School District policy allows **the possession** of a cell phone on school property, at after-school activities, and at school-related functions, provided that during school hours and on a school bus, the cell phone **remains off and is concealed**. Devices must be concealed in a purse, book bag, etc., and **may not be kept on the student's person (in a pocket of pants, coats, etc.)**.

For the purposes of this policy, "school hours" begin at the time a student arrives on campus each morning until departure from school property after dismissal. During this time **cell phones etc. must be turned off, may not be stored on the student's person, and may not be used**. These devices have become a significant distraction to the classroom learning environment and student learning, disruptive to the school climate, and compromise students' and staffs' safety and privacy, as well as the academic integrity and authenticity of many classroom assessments, on a daily basis.

In an instance in which emergency communication is necessary with your child, or vice versa, a Glenridge Middle School staff member will **immediately** assist a parent or student via the use of a school telephone.

### Violations

Your child will only be asked to surrender their cell phone etc., for the following two reasons.

1. The student's cell phone **rang or vibrated**, indicating that the phone is turned on, which is a violation of the policy.
2. Any part of **the student's device is visible or on the student's person**, for example, the shape of the device is seen in a pocket and therefore in violation of the policy.

### Violation Procedures

If a student has violated the cell phone policy, he/she will be asked to surrender the device/confiscation by school personnel, and the procedures below will be followed. At no time shall OCPS be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

**First violation** – The device can be picked up by the student at the end of the school day from the grade level dean.

**Second violation** – Parent will be contacted and the device can be picked up by a parent from the front office between the hours of 8:30am – 4:30pm. The incident will be documented on a discipline referral form **Level 1KK Cell Phone/Tech Violation** and student will serve one after-school detention.

**Third violation** – Parent will be contacted and the device can be picked up from the front office by a parent between the hours of 8:30am – 4:30pm. The incident will be documented on a discipline referral as **Level 2Q Repeated Cell Phone/Tech Violation**, and student will serve one day in PASS/In-School Suspension.

**Fourth violation** – Parent will be contacted and the device can be picked up between the hours of 8:30am – 4:30pm by a parent. The student will not be permitted to bring the device to school for the remainder of the year. The incident will be documented on a discipline referral as **Level 3Y Cell Phone Tech Violation**, and student will serve one day in PASS/In-School Suspension.

## STUDENT REFUSAL TO SURRENDER CELL PHONE (ETC.) DEVICE PROCEDURE

**LEVEL 1:** If the student refuses to surrender the device immediately to a teacher or staff member, a campus supervisor, dean, or administrator will be called to assist, and the student will be taken to the office of an administrator or dean. The administrator or dean will attempt to convince the student to surrender the device. If the student does so, a parent will be contacted and the device can be picked-up by a parent from the main office between the hours of 8:30am and 4:30pm. As a result of refusing to surrender the device immediately (**Level 1 Insubordination**), the student will receive a **discipline referral and an administrative after-school detention.**

**LEVEL 2:** If the student refuses to surrender the device to the administrator or dean, an attempt will be made to contact a parent to obtain assistance in convincing the student to surrender the device. If the student does so, the parent can pick up the device from the main office between the hours of 8:30am and 4:30pm. As a result of having to call a parent to bring about compliance with the administrator's request, the student will receive a **discipline referral, (Level 2 Insubordination) and will serve 1 day in PASS/In-School Suspension.**

If the administrator is unable to contact a parent to bring about compliance in a Level 2 refusal, the student will receive a **disciplinary referral and will be placed in PASS/In-School Suspension, pending contact with the parent. The device can be picked-up by a parent between 8:30am and 4:30pm after parent contact is made.**

**LEVEL 3:** If the student refuses to surrender the device after a parent intervention, he/she will receive a **discipline referral (Level 3 Insubordination), the student will not be permitted to bring the device to school for the remainder of the year, and will receive Out-of-School Suspension.**

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Parent Name, Signature, Date

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Student Name, Signature, Date