

**Cell Phones:**

- Phones may be used at passing time between classes and lunch time.
- Phones will be put away when the teacher begins class.
- Cell phone use of any kind is not permitted in the bathrooms or locker rooms.
- Using a cell phone to take pictures or videos of other students or staff members without permission is prohibited.
- Using social media, apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, or create a disruption in school or outside of school is not permitted.
- Cell Phone Guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities.
- If this rule is broken, the student will be asked to place the phone on the teacher desk or in the phone caddy.

**Earbuds/Headphones:** They should be put away at the beginning of class along with your cell phone. Teachers will decide if earbuds or headphones are needed or allowed during work time.

**Risk of Damage:** Students assume the risk of damage, theft, or loss when choosing to bring a phone to school.

<b>First Offense</b>	Staff member turns the phone into the front office for the remainder of the school day. Student meeting with the Dean of students or Principal.
<b>Second Offense</b>	Staff member turns the phone into the front office for the remainder of the school day. Parents/Guardian picks up. Student/Parent meeting with the Dean of students or Principal.
<b>Third Offense</b>	Cell phone plan created. Phone may be held by administration during days or not allowed on site. Parents/Guardians devise a plan together with school administration.
<b>Fourth Offense</b>	Phone is no longer allowed on site.