



ANDREW CARNEGIE ELEMENTARY SCHOOL

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Principal

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Cell Phone Expectations/School Level Policy

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Dear Parents/Guardians,

As we near the start of the new school year, I would like to introduce a change in expectations regarding cell phone use by students during school hours. In the past few years, we have seen a dramatic increase in the use of mobile devices by students throughout the school day. Upon conversations with staff, students, and parents, it has been determined that this increase in cell phone use has become a hindrance to the educational process, making it increasingly more difficult to keep students engaged and focused on crucial curricular activities. During this same timeframe, we have also experienced a dramatic increase in the number of instances of cyber-bullying and student discipline associated with cell phone usage.

We will kick off the 2023-2024 school year with a refreshed set of expectations on cell phone use at Carnegie School. Beginning on **Monday, August 21, 2023**, students are strongly encouraged **not** to bring a cell phone and other devices such as earbuds, earphones, headphones, beats, pods, smart watches, or chargers to school. **If students bring their cell phone to school, s/he must adhere to the following:**

- Turn off the cellphone.
- The teacher will collect all cellphones at the beginning of the school day. Teachers will store and secure all cellphones in a lockbox during the day. Cellphones will be returned to students at the end of the day.
- In the event that your child must call home, the child may use the telephone in the main office.
- In the case of a family emergency, the office staff will certainly give your child a message or have him/her return your call.

Students will not have access to their cell phones at any point during the school day (this includes during lunch/recess periods). To ensure the integrity of assessments, all students are prohibited from having cell phones in a classroom or other locations where an assessment is being administered.

We are providing this communication early in the summer so our families and young people will have time to plan. I strongly encourage families to make communication plans this summer and discuss the plan openly as a family.

We know we are better when we work to support one another. Students are expected to comply with these expectations. If a student is found to be in possession or use of a cell phone, the phone will be confiscated, placed in a labeled envelope, and delivered to the main office. The consequences will be as follows:

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1st offense:

- Cell phone will be confiscated and held in main office until the end of the day.
- An administrator will review the cellphone policy with the student and the cellphone will be returned to the student at the end of the day.
- Parent or guardian notified.

2nd offense:

- Cell phone will be confiscated held in main office until the end of the day.
- A parent or guardian/student/administrator meeting will be held, where an administrator will review the cellphone policy with the student and parent.
- The cellphone will be returned to the parent/guardian.

3rd offense:

- Cell phone will be confiscated held in main office until the end of the day.
- Parent or guardian notified.
- A parent or guardian/student/administrator meeting will be held, where an administrator will review the cellphone policy with the student and parent.
- The student will be subject to a one (1) day in-school suspension.

Additional offenses will be considered an act of insubordination. A student that refuses to comply with a request to surrender their cell phone by any staff member and/or administrator, will be considered insubordinate. Any student who violates these expectations will be held accountable to the Student Rights & Responsibilities/Student Code of Conduct.

We hope you understand our stance on cell phones and we highly encourage you to talk with your child about these new expectations before the start of the new school year. We will also be addressing this change with students at the school-wide Discipline Assembly during the first week of school. **Do know that in the event of an emergency (school lockdown, power outage, etc.), parents will be notified in a timely manner via the school's communication platforms (Remind, email, Google Classroom, etc).**

We thank you in advance for your partnership with our school and your continued support in order to provide a safe and productive learning environment where our focus is learning and growing together in a positive environment.

Sincerely,

Docilla Pollard

Principal

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