



Cell Phone Guidelines

Student Cell Phone Expectations - Grades 6-12:

Students in grades 6-12 in Alleghany Highlands Public Schools are allowed to be in possession of a personal cell phone device. However, no student is allowed to use that device within a classroom instructional setting during instructional time. ***The only exception to this is during a deemed emergency situation when the safety of self or others is in danger.***

- **Cell phones in the classroom:**
 - Phones must be out of sight for the **entire instructional period**, from bell to bell.
 - Phones must be set to ***silent mode with vibration off***. Do Not Disturb mode is best.
 - Phones **cannot be used outside the classroom during the instructional period**, including when going to the restroom, fountain, nurse, or any other location outside the classroom.
 - Headphones, earbuds, AirPods, Bluetooth headphones, and other accessories connected to cell phones **cannot be used** by students during the instructional class and/or period. At the teacher's discretion, headphones, earbuds, AirPods, and Bluetooth headphones can be connected to school-issued chromebooks, and only for instructional purposes.
- **Allowed cell phone use:**
 - Phones may be used on the bus, before and after school, between class periods, and during lunch.
 - **Note:** Headphones, earbuds, AirPods, Bluetooth headphones **should not be used in the hallway**, as this presents a safety issue during travel.
- **Restricted Areas:**
 - Cell phones can **never** be used in bathrooms, locker rooms, health clinics, state testing situations, most career and technical education classes, many work-based learning opportunities, or other areas and situations where student privacy and/or safety may be violated by the use of a cell phone.
- **Disciplinary Actions:**
 - 1st Offense: Verbal warning by the teacher
 - 2nd Offense: Referral to school administration and assignment of After-School Detention. Parents and/or guardians will be notified.
 - 3rd Offense (and beyond): Referral to school administration, confiscation of phone until the end of the day, and assignment of Saturday School or two After-School Detention sessions.
 - Failure to turn over phone to administration upon 3rd offense and beyond: Discipline administered for Insubordination.

Student Cell Phone Expectations - Grades PK-5:

Students in grades PK-5 in Alleghany Highlands Public Schools are allowed to be in possession of a personal cell phone device for safety purposes. However, no student is allowed to use that device at school and during school hours. ***The only exception to this is during a deemed emergency situation when the safety of self or others is in danger.***

- **Cell Phone Restrictions:**

- Phones must be out of sight for the **entire school day** while at school.
- Phones must be set to ***silent mode with vibration off***. Do Not Disturb mode is best.
- Headphones, earbuds, AirPods, Bluetooth headphones, and other accessories connected to cell phones **cannot be used** by students during the school day.
- Headphones, earbuds, AirPods, and Bluetooth headphones are **only allowed** to be used in the classroom when connected to school-issued Chromebooks and only for instructional purposes as the teacher sees fit.

- **Disciplinary Actions:**

- 1st Offense: Teacher verbally warns the student, documented teacher phone call to parent/guardian.
- 2nd Offense: Administrator calls parents and/or guardians.
- 3rd Offense (and beyond): Student is referred to school administration, phone is confiscated until the end of the day, and student is assigned an additional consequence of the administrator's discretion.
- Failure to turn over the phone to administration upon third offense and beyond: Additional consequences at administrator's discretion.

Faculty and Staff Expectations:

- Faculty and Staff are expected to agree to and abide by the AHPS Acceptable Use Policy regarding the use of technology, including personal cell phone devices.
- Employees should not post material to any social media platform during contracted hours.
- Absent express written consent from a student's parent, employees should not use a personal cell phone device to take pictures of any student and/or post any such student photo on any social media platform, unless otherwise authorized by School Board policy and/or regulation. The disclosure of a student photographic image on any social media account without the express written consent of a parent may violate the Family Educational Rights and Privacy Act (FERPA) and could pose a safety risk to any student whose image is disclosed in violation of these guidelines.
- No faculty or staff member should confiscate a student cell phone for disciplinary purposes. Only school administrators are authorized to take possession of or confiscate student cell phones. If needed, phones *can* be collected by an administrative designee during state-required testing.
- *Willful* failure to follow and enforce the student cell phone policy may result in disciplinary action for the faculty or staff member.