

STEPHANIE TUBBS JONES SCHOOL

Prk– 8th Grade Cell Phone Policy

In order to maintain a secure and orderly learning environment, Stephanie Tubbs Jones School will enforce the following district-wide cell phone policy for all scholars in grades prek– 8 who bring cell phones to school. The following daily procedures will take place beginning August 19, 2024:

- On arrival, scholars will report to the cell phone lock-box station in the main hallway between the dining hall and the gym to turn in their cell phones. There will be a lock box for each grade level.
- Each grade will have its own lock box and will be attended by a member of the Administrative Team (Mrs. Benson, Mr. Varouh, or Mr. Jester). All lock boxes have a numbered space. Students will have an assigned number inside the lock box. Lock boxes will be secured in the office after 7:45 a.m.
- Scholars who arrive late to school will turn their cell phones in to the office for placement in the appropriate grade-level lock box, or students can give it to someone on the administrative team.
- Cell phones will be returned to scholars at 1:40 p.m.
- If a scholar needs to be contacted during the school day, parents and guardians are encouraged to call the Main Office at 216.838.2350. As a reminder, all classrooms are equipped with telephones.

If a scholar does not turn in their cell phone, the following actions will be taken:

1. If a cell phone is seen by an adult, the adult will ask the scholar to take their cell phone to the office to turn it in. The teacher will contact the office to inform them that the student is coming to turn in their cell phone to be placed inside the grade level lock box. After the scholar has turned in their cell phone, the teacher will be notified when the scholar is returning to class.
2. If the scholar refuses to comply with the request to take their cell phone to the office, an administrator (*Principal Smith-Benson, Mr. Varouh or Mr. Jester*) will be notified.
3. If the scholar does not comply with administrator's request, the parent will be notified to resolve the issue.
4. If the administrator cannot contact the parent/guardian and the scholar still refuses to turn in their cell phone, then they will report to the Planning Center until they comply with the request.

It is the students' responsibility to turn in their cell phones. If a student is seen with their cell phone, the following actions will be taken:

- **1st offense:** Parent will be notified of the incident, issue a warning to the student, phone will be returned at the end of the day.
- **2nd offense:** Parent will be notified of the incident. A parent will have to come to the school to retrieve the cell phone. The student will serve a detention.
- **3rd offense:** A parent will be notified of the incident. The student will receive an intend to suspend. The student must return to school with a parent to have a conference to review the cell phone policy. The cell phone will then be returned to the parent after the conference.

*Repeated violations of the cell phone policy may result in consequences of suspension.

REMEMBER: Stephanie Tubbs Jones is a "**NO CELL PHONE ZONE**" during the instructional day 7:15-2:05.