**Lewis and Clark School P12X**

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#### Dr. Kuvana Jones, Principal Cesar Nina, Assistant Principal

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**LEWIS AND CLARK SCHOOL CELL PHONE POLICY**

**ELECTRONICS POLICY/CELL PHONE USE**

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for the Lewis and Clark School. The policy is:

❒ Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes, they may do so before the morning bell rings and after school, Monday through Friday.

❒ Cell phones/electronic devices must be turned OFF before you enter any classroom. Students must store their cell phones/electronic device with their classroom teacher in a sealed storage bin or a location that is not visible to the teacher or other students, even though they are OFF. Students may use the device only with teacher approval. Students may power their phones on at the request of the classroom teacher.

❒ If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it in school during class time, a staff member may confiscate the device.\*

❒ Refusal to surrender your phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents will be contacted.\*

**\*Refusal to surrender or confiscation of cell phone:**

First Offense ~ the device will be held in the Parent Coordinator’s office until the end of the school day and a lunch detention will be issued. Students may pick up their phone at the end of the school day.

Second Offense ~ the device will remain in the main office until the end of the school day. An Administrator will establish parent contact. Phone may only be picked up by a parent.

Third Offense ~ the device will remain in the main office until Friday. The Administrator will issue an in-house suspension. Phone may only be picked up by a parent/guardian.

The staff of Lewis and Clark School requests your FULL co-operation with our policy. In the event of an immediate emergency, please call the main school line at 718-409-9040.

Dr. Kuvana Jones

Principal