

Audubon UTK-8 School Cell Phone Procedures/Policy

Below, please find SDUSD's Cell Phone Policy as this is the document that Audubon UTK-8 School's Cell Phone Procedures/Policies are based upon.

Board Policy H-6980: Possession and Use of Cellular Telephones and Other Electronic Signaling Devices

Student Cell Phone Use

Board of Education Policy H-6980 outlines the rules for student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses, on school buses and at school-sponsored activities, while under the supervision and control of school district employees.

According to the policy:

All students may use these devices on campus before school begins and after school ends. Students in high school grades 9-12 also may use such devices during the lunch period.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

Students and parents are notified of this policy each year through the Facts for Parents booklet.

(Approved 12-03. Related Procedure 6270; Emergency Procedure 15.)

NOTE:

At Audubon UTK-8 School, the Instructional Program Hours are:

M,T,Th,F: 8:00am-2:15am and W: 8am-12:15pm for Grades UTK-6

M,T,Th,F: 8:00am-2:45am and W: 8am-12:52pm for Grades 7-8

The Audubon UTK-8 Cell Phone Policy, below, was developed in collaboration with all middle school teachers, 6th grade teachers, school counselors, campus security assistant, admin aide, and admin on 03/06/2024.

CELL PHONE PROCEDURES:

- 1) Audubon UTK-8 School will be enforcing San Diego Unified School District Cell Phone Policy as written. That means that **during the Instructional Day**, as noted above, **all students' cell phones must be turned off and put away and not visible.**
- 2) Admin, School Counselors, and Campus Security Assistant will go into every classroom in grades 3-8 to review and discuss the Audubon UTK-8 Cell Phone Policy with students and teachers.
- 3) If parents or students need to communicate with one another by phone, classroom phones and office phones will be made available to students and parents for communication, especially for urgent/emergency situations. For non-emergency situations, messages from parents to student can be left with office staff and the message will be communicated to the student in a timely manner.
- 4) Students will have the option to turn in their cell phones to their teachers if that choice supports their efforts not to be tempted to take out and access/use their cell phones to avoid cell phone confiscation.
- 5) A student will need to turn in their cell phone to their teacher (if they choose to keep their phones rather than turn it in to their teacher) as their "ticket" to use the restroom. Once back from the restroom, their cell phone will be returned to the student.
- 6) The If/Then Chart below outlines the procedure that Audubon UTK-8 School Staff will adhere to in order to consistently and fully enforce SDUSD's Cell Phone Policy:

ISC = Independent Study Contract

*** Teachers, at the beginning of their class day, will announce to their students that cell phones must be turned off and put away for the entire instructional day and that if cell phones are made visible, the cell phone will be confiscated. This is considered the initial warning to students. What follows will be the If/Then Chart below:

IF	THEN
A student is caught with their cell phone out (being used or not).	School Staff will request to collect the cell phone from the student in a respectful and dignified manner.
The student hands the cell phone to school staff without incident.	School Staff will politely and respectfully inform the student where they can retrieve their cell phone after school.

<p>The student does not comply with school staff request to hand over their cell phone.</p>	<p>School Staff will call 1) Campus Security 2) School Counselors 3) Admin to request support. All three supports will ensure that the student is approached with dignity and respect to collect the cell phone from the student. This includes not confronting the student in front of their peers, but asking the student to step outside of the classroom or away from their peers.</p>
<p>The student refuses to hand over their cell phone to 1) Campus Security 2) School Counselors 3) Admin</p>	<p>The student will be respectfully informed that parents will be called to pick up their child from school and an ISC will be issued for one day.</p>
<p>Parent is not able to pick up the student.</p>	<p>According to school police, students age 13 and older can be released from school without parent pick up so long as parents are notified. Again, a 1 day ISC will be issued for the following day.</p>
<p>A student has been sent home due to non-compliance with handing their phone to school staff when requested.</p>	<p>Upon returning back to school from an ISC, the student will be required to turn in their phone to the front office prior to going to class. The phone will be returned at the end of the school day.</p>
<p>A student gets to the level of having to turn in their phone to the front office when arriving at school. If that student shows improvement in scholarly expectations and behaviors (turning in assignments, arriving on time, improving grades) as determined by their classroom teacher(s)...</p>	<p>The student can earn the privilege back of keeping their phone and not having to turn their phone into the front office upon arrival to school.</p>
<p>A student's cell phone has to be confiscated more than once within the week...</p>	<p>Parents will be notified that they will need to pick up the cell phone as it will not be returned to the student.</p>

