

**New for the 2018-2019 School Year!!!**

**FLIPPEN ELEMENTARY SCHOOL  
IS A PERSONAL DEVICE FREE SCHOOL**



**Personal devices ARE NOT TO BE “ON”, USED, AND/OR DISPLAYED DURING THE SCHOOL DAY. Personal devices (ipads, phones, smart watches, any device you can power on and off brought from home, etc.) SHOULD BE STORED IN YOUR BOOKBAG at all times.**

# FLES No Personal Device Policy

1. **Cellular phones and all personal devices from home** must be powered off and put away during school hours.
  - a. School hours begin when a student arrives on the school bus and/or in the school building
  - b. When a student's cell phone/personal device is taken up by school personnel and placed with an administrator due to misuse, the responsibility is with the student, not school staff members
  - c. A parent/guardian or designee must pick up cell phones and devices taken up during the day
2. Cell phones/devices should be powered **off** upon arrival to school, and students should store them in their book bag upon arriving to the bus or school
  - a. Cell phones/personal devices a student chooses to bring to school are the student's responsibility
    - i. We do not recommend leaving a phone or device in a book bag, but you may not have them on your person. It is best to leave them home.
  - b. If a phone rings during class, the teacher will invoke the No Cell Phone/Personal Device Policy
  - c. **"Forgetting" to turn off cell phones/personal devices is not an excuse**
3. Use of a cell phone/personal device during school hours or while traveling on school transportation (i.e. texting, social media posting, calling, videoing, etc.) will be considered inappropriate usage and appropriate disciplinary action will be taken.
4. If a student violates the cell phone/personal device policy, the teacher or school staff shall confiscate the cell phone/personal device and place it with an administrator:
  - a. **First offense**- the phone/personal device is taken away until the end of the day then returned to the student to take home; the parent is contacted; communication is input into the contact log in IC
  - b. **Second offense**- the phone/device must be picked up by a parent or guardian from the office
  - c. **Third offense**- Behavior Referral: this could be a classroom referral or an office referral based on the progression of the offense
  - d. **Additional offenses** - students who do not adhere to these guidelines will be subject to other disciplinary actions

## Please Note:

- A student is required to hand over the cell phone/personal device and all its individual parts, including but not limited to the battery and memory card(s), to a teacher or school staff member when requested
- Failure to do so will result in discipline action
- The student assumes all risks in bringing such cell phones and other personal devices onto school property (building or busses) or to school related functions such as clubs or ASEP

**We look forward to your anticipated support in this most important matter!**