

# McLoughlin Middle School

## Cell Phone Procedure

### MAC Cell Phone Protocol:

We are a cell phone and electronic device free zone. When students arrive on campus they will be asked to check in all electronic devices at the courtyard lunch window to appropriate staff and/or teacher prior to entering the building. All electronic devices will be identified per student and placed in a secure container. All electronic devices will be returned to the students during 7<sup>th</sup> period. In the event of a student needing to leave campus prior to 7<sup>th</sup> period, the student can retrieve the electronic device from the Student Success Center (Room 112). The school is not responsible for the damage or loss of any such items and will not investigate the theft or damage of items.

### MAC Cell Phone Procedure Purpose:

We have had several cases of extremely inappropriate cell phone use on campus during school hours. This negatively affects the learning environment of the entire student body, as well as teachers and staff. Cell phones are discouraged once students are on campus. If students need to contact you during school hours, they may use the office phone. In addition, phones are located in every classroom throughout the building.

### School Procedure for Cell Phone Procedure Violations:

If student is found to be in violation of the school procedure, the device will be confiscated immediately and delivered to office staff. A parent/guardian is then notified of first violation and the phone is returned to the student at the end of the school day. On the second violation, a parent/guardian will be contacted to retrieve the electronic device from the office. If the behavior continues, an administrator will request a phone conversation to decide next steps.

By signing, you acknowledge you have been notified of the procedure and you are aware of potential consequences for violating the procedure and extreme misuse.

\_\_\_\_\_  
Parent Signature | Date

\_\_\_\_\_  
Student Signature | Date



\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Grade

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## Cell Phone Procedure

**1st Violation**

**2nd Violation**

**3rd Violation**

Date | Staff Initial

Date | Staff Initial

Date | Staff Initial

Date:	Supporting Information:	Staff Signature/Initial:

