**Away for the Day**

Kenyon Woods recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

* + Cell phones and all mobile devices shall be TURNED OFF when entering school campus.
  + Cell phones and all mobile devices shall be kept in a student’s backpack in their locker or placed in the classroom cell phone holder – not in clothing pockets.
  + Cell phones and all mobile devices are not allowed to be used in a classroom, library, common areas, or restrooms. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at school-related or school-sponsored events. This could result in a referral to the School Resource Officer for legal consequences.
  + Students are prohibited from making audio or video recordings on school grounds, on the bus, or at a school-sponsored activity or athletic event. This could result in a referral to the School Resource Officer for legal consequences.
  + Cell phones and all mobile devices can be turned back on at the end of school bell and used to communicate directly with parents/friends who are assisting in transportation.
  + Cell phones and all mobile devices are not allowed to be used during transition times or between classes.
  + If a student needs to make an emergency call during the day, they are to come up to the office.

**First Offense:** *Warning*

* Teacher/Student conversation about the cell phone policy.
* Teacher will write a referral so that the first offense is documented. Administration will mark the referral as Handled by Teacher.
* A form letter reminding student and parent of the policy will be sent.

**Second Offense:**  *Lunch Detention*

* The student’s phone will be taken by the teacher.
* The teacher will request a staff member to come and pick up the phone and deliver it to the main office for the rest of the day.
* The teacher will write a referral documenting the violation.
* The student will be able to pick up the phone at the end of the day.
* A Lunch Detention will be issued.
* Parent/Guardian will be called by Administration to reinforce our policy and inform on the next offense they will need to come in and pick up their student’s phone.

**Third Offense:** *Dean’s Detention*

* The student’s phone will be taken by the teacher.
* The teacher will request a staff member to come and pick up the phone and deliver it to the main office for the rest of the day.
* The teacher will write a referral documenting the violation.
* A Dean’s Detention will be issued.
* Parent/Guardian will be called by Administration to reinforce our policy and inform that they will need to come in and pick up the phone.

**Forth Offense:** *ISI*

* The student’s phone will be taken by the teacher.
* The teacher will request a staff member to come and pick up the phone to deliver it to the main office for the rest of the day.
* The teacher will write a referral documenting the violation.
* One day of ISI will be issued.
* Parent/Guardian will be called by Administration to reinforce our policy and inform that they will need to come in and pick up the phone.
* The student will need to turn in their phone before the start of the school day for a period of 10 school days.

**All Offenses from this point forward will hold the same consequences as the fourth offense.**