



Mobile Phone Procedure Flow Chart

Students enter school

- Phone is handed in to front office



Phone is out during class or in the yard

- Student is to hand phone to teacher or
- Student is directed to hand phone to front office

Refusal to hand phone in

- Teacher will call Leadership
- Student is to hand phone to Leadership or
- Leadership will direct student to hand phone to front office

Refusal to hand phone to Leadership

- Student will be given an internal suspension for the remainder of the day
- Student will be given adjusted break times
- Parents will be notified via text message or phone call

Repeated refusal to hand phone in

- Parent meeting and possible consequences including a take-home or external suspension