STUDENT CELL PHONE EXEMPTION PROGRAM

District Administrative Procedures

Purpose

Kansas Law (HB 2299) prohibits the use of personal electronic devices during the school day. The Student Cell Phone Exemption Program provides a formal process for considering exceptions to the district's student cell phone policy for students who demonstrate a documented educational, medical, disability-related, or safety need. This process is intended to provide reasonable exemptions while maintaining the integrity of the district's cell phone expectations for all students.

This exemption process is separate from disciplinary procedures and is not intended to replace accommodations provided through an Individualized Education Program (IEP) or Section 504 Plan. However, it may operate in conjunction with those plans when appropriate.

The program is intended to:

- Support student health and safety.
- Ensure equitable decision-making.
- Maintain consistent expectations across all schools.
- Protect instructional time.
- Provide documentation.

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Cell Phone Exemption Team (CPET)

Each building shall establish a Cell Phone Exemption Team consisting of:

- Principal (Chair)
- Assistant Principal
- District or School Nurse
- School Counselor
- School Psychologist
- Social Worker (if applicable)
- Section 504 Coordinator (if applicable)
- Special Education Representative (if applicable)
- Classroom Teacher(s) (if applicable)
- Other staff as needed

Team Considerations

The team will consider:

- Educational necessity
- Medical necessity
- Availability of alternatives
- Impact on instruction
- Student maturity
- Previous misuse of technology
- Safety implications
- Least restrictive accommodation

The team shall determine whether a district-issued device or alternative support can adequately meet the student's needs before approving unrestricted personal cell phone access

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Cell Phone Exemption Request Form

Student Name: _____

School: _____

Grade: _____

Date: _____

Parent/Guardian: _____

Phone: _____

Email: _____

Reason for Request

Medical necessity (check all that apply)

☐ Continuous glucose moniter (CGM)

☐ Insulin pump management

☐ Seizure detection/monitoring

☐ Caridac monitoring

☐ Hearing/Vision device connectivity/accesibility

☐ Other

Explain why a personal cell phone is medically necessary and why no reasonable alternative exists:

_____

_____

_____

_____

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Requested Exemption

Describe how the student needs to use the phone during the school day.

Supporting Documentation Included

☐ Physician Letter

☐ Mental Health Provider

☐ IEP Documentation

☐ Section 504 Documentation

☐ Court Order

☐ Other

Parent Name (please print)

Parent Signature

Date: _____

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HEALTH CARE OR LICENSED PROVIDER VERIFICATION

Student: _____

Diagnosis (if applicable):

_____

Describe why a Personal Communication Device is necessary and there is no reasonable alternative. (A letter from a provider with recommendations could replace this portion.)

_____

_____

_____

_____

Specific applications (app.) required: (Ex: Dexcom, FreeStyle, Libra)

_____

Frequency of use:

☐ At all times ☐ PE ☐ Other: _____

☐ During Class ☐ Athletics _____

☐ Lunch ☐ PE

☐ Passing Periods ☐ Field Trips

Duration of need:

☐ Temporary ☐ Permanent

Until: _____

Provider Name (please print):

Practice/Organization:

Address:

Signature:

Date:

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Student/Parent Exemption Agreement

Student agrees to:

☐ Use the phone only for approved purposes.

☐ Keep the phone silenced.

☐ Keep the phone out of sight except during approved use.

☐ Allow staff to verify appropriate use when necessary.

☐ Follow all district technology policies.

The student and parent understand that this exemption is for medical purposes only and that misuse may result in review, modification, or revocation of the exemption.

Student Name (print): _____

Student Signature: _____

Parent Name (print): _____

Parent Signature: _____

Principal Signature: _____

Date: _____

Misuse of Exemption

Misuse may include but not limited to:

- Social media use
- Texting unrelated to the exemption
- Gaming
- Photography or recording
- Internet browsing unrelated to the approved purpose
- Sharing the device with others
- Use of device during non prescribed times

Misuse may result in:

1. Review by the Cell Phone Exemption Team
2. Temporary modification of the exemption
3. Additional supervision
4. Revocation of the exemption if the documented need can be met through another reasonable method

Students shall receive due process before an exemption is removed.

Appeals

Parents/guardians may appeal a denial within ten (10) school days by submitting a written request to the Superintendent or designee(s).

The appeal committee will review:

- Original documentation
- Team recommendations
- Additional information provided by the family

A written decision will be issued within ten (10) school days.

Annual Review

All Cell Phone Exemptions shall be reviewed annually or sooner if needed:

- Student need changes.
- Medical documentation changes.
- Educational programming changes.
- Misuse occurs.
- Parent requests review.

Updated medical or professional documentation may be required.

Documentation

The building shall maintain:

- Exemption Request Form
- Supporting documentation
- Team meeting notes
- Exemption Agreement
- Annual review documentation
- Appeal records (if applicable)

These records shall be maintained in accordance with district record retention policies.

Guiding Principles

This process is intended to:

- Support students with legitimate documented needs.
- Maintain equitable implementation of district cell phone expectations.
- Minimize classroom distractions.
- Protect student privacy.
- Ensure consistent decision-making across schools.
- Balance student support with instructional integrity.