

PreK/Kindergarten through Grade 4

Devices are strictly prohibited on school grounds (before, during, and after school), on school buses, on field trips, and during after-school events. Internet-enabled devices must be turned off, password-protected, and stored in a backpack throughout the school day.

Non-internet-enabled devices (e.g., flip phones, walkie-talkies) are completely prohibited.

Offense	Discipline & Action Items	Device Pick-Up & Storage
1st Offense	Parent notified; incident documented.	Confiscated to Principal's office; student picks up at end of day.
2nd Offense	Parent notified; incident documented.	Confiscated to Principal's office; parent must pick up and sign for receipt.
3rd Offense	Mandatory parent meeting with Principal to develop a prevention plan.	Confiscated to Principal's office; parent must pick up and sign for receipt.
4th Offense	Mandatory parent meeting with Principal to develop a revised prevention plan.	Confiscated to Principal's office; parent must pick up and sign for receipt.

Grade 5 and Grade 6

Devices are prohibited during the school day, before and after school on school grounds, and during field trips. Students may use devices on school buses and during after-school events. Devices must be turned off, password-protected, and stored in lockers. Non-internet-enabled devices are allowed under direct staff supervision.

Offense	Discipline & Action Items	Device Pick-Up & Storage
1st Offense	Parent notified; incident documented.	Confiscated; student turns off/passwords device; student picks up at end of day.
2nd Offense	Lunch/Recess Detention; parent notified; incident documented.	Confiscated; student turns off/passwords device; student picks up at end of day.

3rd Offense	Two Lunch/Recess Detentions; parent notified; incident documented.	Confiscated; parent must meet with Principal to pick up device.
4th Offense	Three Lunch/Recess Detentions; possible loss of privileges (sports, clubs, field trips).	Confiscated; parent meets with Principal to pick up. Device must be turned in daily at start of day and retrieved at dismissal moving forward.

Grade 7 and Grade 8

Devices are prohibited during the school day. Students may use devices on buses, before/after school on grounds, and at after-school events. Field trip usage requires Superintendent authorization after proving no reasonable alternative exists. Devices must be turned off, password-protected, and stored in a backpack or locker. Non-internet-enabled devices are allowed under direct staff supervision.

Offense	Discipline & Action Items	Device Pick-Up & Storage
1st Offense	Parent notified; incident documented.	Confiscated; student turns off/passwords device; student picks up at end of day.
2nd Offense	Team Lunch Detention; parent notified; incident documented.	Confiscated; student turns off/passwords device; student picks up at end of day.
3rd Offense	Administrative Detention; parent notified; incident documented.	Confiscated; student turns off/passwords device; student picks up at end of day.
4th Offense	Saturday Detention / In-School Suspension (ISS); Parent Conference; possible loss of privileges. (sports, clubs, field trips).	Confiscated; parent meets with Principal to pick up. Device must be turned in daily at start of day and retrieved at dismissal

		moving forward.
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Grade 9 through Grade 12

Devices are prohibited during class time (must be placed in cell phone pouches, including study halls) and must remain off and away in backpacks during passing periods and lunch. Usage is permitted on buses, before/after school on grounds, and at after-school events. Field trip usage requires Superintendent authorization. Non-internet-enabled devices are allowed under direct staff supervision.

Offense	Discipline & Action Items	Device Pick-Up & Storage
1st Offense	Official Warning.	Confiscated; returned to student at end of day upon signing an acknowledgment.
2nd Offense	Central Detention.	Confiscated; parent must pick up and sign for receipt.
3rd Offense	Insubordination: Saturday Detention.	Confiscated; parent must pick up and sign for receipt.
4th Offense	Insubordination: In-School Suspension (ISS) per Code of Conduct.	Confiscated; parent must pick up and sign for receipt.
5th+ Offense	Total device ban for remainder of school year (grounds, buses, and all school activities).	If brought to school, device is confiscated and parent must retrieve it.