

2024-2025 Cell Phone Procedures

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Middle Schools & High Schools

2024 - 2025 Cell Phone Procedures

- Over the past several years we've heard from multiple stakeholders, internally and externally, that cell phones are causing a distraction to the learning environment.
- While technology is extremely beneficial to the access of resources and materials, having personal devices provides unlimited access to non-educational sites for our scholars. Columbia Public Schools has invested in 1:1 technology for all scholars within our district; our students benefit greatly from access to these educational tools.
- It is our desire to provide a clear, consistent cell phone and smart device protocols in our secondary learning environments. With the full support of all respective high school and middle school principals we are recommending the following procedures during the 2024-2025 school year: →

2024 - 2025



Columbia
PUBLIC SCHOOLS

Middle School Cell Phone Procedures:

Cell Phones, including Smart Devices, are prohibited in the classroom learning environment, hallways, restrooms, and locker rooms, from 7:25am-2:35pm.

High School Cell Phone Procedures:

Cell Phones, including Smart Devices, are prohibited in all learning environments. Specific tools/resources will be provided to all staff to create a system that clearly communicates when/what instruction looks like in all learning environments.

2024 - 2025



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2024 - 2025



Communication

We've had the opportunity to share this information with the following stakeholders:

- District Leadership
- Middle School Student Advisory Council (two rounds of feedback)
- High School Student Advisory Council (two rounds of feedback)
- Secondary Teacher Advisory Council

To Do:

- Provide clear communication to Secondary Families
- Establish clear school based expectations with building leaders & secondary staff

Building Level Communication

- End of Year & Beginning Year Communication of Expectations
- Summer newsletters
- Weekly S'Mores (or building newsletters)
- Front Loaded on school website
- Building and classroom signage
- School Leadership Teams and/or School Staff summer meetings
- Agenda item in back to school Faculty agenda

District Level Communication

- District Newsletters/Smores
- Registration emails
- KFRU radio
- Front Loaded on district website

Consequences

Establish clear school based expectations with building leaders & secondary staff

Inappropriate and Disruptive Behaviors and Response Levels

If a behavior is located in two or more Response Levels, the lowest Response Level should be used for the first occurrence during the current school year, except for Response Levels 1 and 2

RESPONSE LEVEL 1	RESPONSE LEVEL 2	RESPONSE LEVEL 3	RESPONSE LEVEL 4	RESPONSE LEVEL 5
Classroom Intervention with or without Discipline	Support Staff Intervention with or without Administrative Discipline Up to 1 day of In-School-Suspension	Intensive Intervention and Administrative Discipline Multiple days of In-School-Suspension And/or Up to 3 days Out-of-School Suspension (May use combination of in and out of school not to exceed 3 days)	Intensive Strategies, Intervention and Administrative Discipline 4 to 5 days of Out-of-School Suspension	Intensive Intervention with Possible Long-Term Removal from School and Re-Engagement Strategies Mandatory Out-of-School Suspension and Possible Recommendation for Expulsion

COMPUTER/TECHNOLOGY MISUSE (CTM)

See also CPS Board Policies EHB, EHB-R1, EHB-R2, EHBA, and KKB.

Categories: EL – Electronic device, PD – Personal Device, SD – School Device, HACK – Hacking/disable-evading filter, IC – Accessing inappropriate content

Using, displaying or turning on personal electronic devices during the school day, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal	■	■			
Possession and/or distribution of photographic, visual images or recording disruptions to the learning environment on school property or at school sponsored events		■	■	■	
Attempting, regardless of success, to gain unauthorized access to technology; accessing inappropriate content; secure a higher level of privilege without authorization; hacking; evading/disabling a filter			■	■	■

Consequences

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Inappropriate and Disruptive Behaviors and Response Levels				
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INSUBORDINATION (IS)				
Categories: DF – Defiance, TR – Trespassing, UN – Uncooperative/Non-compliant				
Not cooperating with school rules or instructions of school staff or volunteers		■	■	
Failure to disperse from a fight or disruption when directed by adults			■	
Trespassing			■	
Circumventing school safety protocols, including opening secured exterior doors to permit access to another person			■	■

Consequences

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RESPONSE LEVEL 1	RESPONSE LEVEL 2	RESPONSE LEVEL 3	RESPONSE LEVEL 4	RESPONSE LEVEL 5
Classroom Intervention with or without Discipline	Support Staff Intervention with or without Administrative Discipline ----- Up to 1 day of In-School-Suspension	Intensive Intervention and Administrative Discipline ----- Multiple days of In-School-Suspension And/or Up to 3 days Out-of-School Suspension (May use combination of in and out of school not to exceed 3 days)	Intensive Strategies, Intervention and Administrative Discipline ----- 4 to 5 days of Out-of-School Suspension	Intensive Intervention with Possible Long-Term Removal from School and Re-Engagement Strategies ----- Mandatory Out-of-School Suspension and Possible Recommendation for Expulsion

DISRUPTIVE BEHAVIOR (DB)

Behavior that is a **disruption** to instruction and the learning of other students in the classroom



Q & A