



THE **Montessori School**
of Englewood | A Chicago Public
Charter School

Elementary Student Cell Phone Policy

Effective Date: _____

School: _____

Administrator Responsible: _____

1. Purpose

The purpose of this policy is to create a safe, focused, and respectful learning environment by limiting the use of cell phones and personal electronic devices during the school day. The policy also establishes clear procedures for the collection, storage, and return of student cell phones.

2. Policy

Students are not permitted to use cell phones, smartwatches, or other personal communication devices during the instructional school day unless specifically authorized by a staff member or administrator.

Cell phones must be **turned off or placed on silent and stored in the homeroom lockbox** upon arrival at school.

Students may not use cell phones to:

- Make or receive calls or text messages.
- Take photographs or record video/audio without permission.
- Access social media, games, or other applications.
- Use the internet without staff authorization.
- Disrupt instruction or classroom activities.
- Engage in cyberbullying or inappropriate communication.

Parents/guardians who need to contact their child during the school day should contact the **school office** rather than contacting the student directly by cell phone.



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3. Cell Phone Collection Procedure

If the school requires students to turn in their phones at the beginning of the school day, the following procedure will be used:

1. **Arrival:** Students report to their designated classroom or collection location.
2. **Collection:** Students place their phones in the assigned phone storage system, pouch, container, or other designated location.
3. **Identification:** Each phone should be identified according to the school's established system to ensure it can be returned to the correct student.
4. **Secure Storage:** Phones will remain in a secure location that is inaccessible to students during the school day.
5. **End of Day:** Students retrieve their phones at the designated dismissal time.
6. **Dismissal:** Students are expected to leave the school building without using their phones until they are permitted to do so according to school procedures.

4. If a Student Has a Phone During the School Day

If a student is found using or possessing a cell phone when it is not permitted:

First Occurrence

- The staff member will remind the student of the policy.
- The phone will be collected and secured in the designated location.
- The phone will be returned to the student at the end of the school day, consistent with school procedures.
- The incident may be documented.

Second Occurrence

- The phone will be collected and secured.
- A parent/guardian will be notified.
- The phone may be required to be picked up by a parent/guardian.
- The student will receive an appropriate school-based consequence.



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Repeated Occurrences

- The behavior will be referred to the appropriate administrator.
- A parent/guardian meeting may be required.
- Additional consequences may be assigned in accordance with the school's student handbook and discipline procedures.
- The school may establish an individualized plan for the student regarding possession and storage of the device.

5. Refusal to Surrender a Cell Phone

If a student refuses to hand over a phone when directed by a staff member:

- The staff member should remain calm and avoid a physical struggle over the device.
- The student should be directed to comply with the school's procedure.
- An administrator should be contacted if the student continues to refuse.
- The refusal may result in an additional behavioral consequence consistent with school policy.
- Parents/guardians may be contacted.

Staff members should not physically search a student or forcibly remove a device from a student's person. Any search or confiscation beyond the established procedure must follow school and district policy.

6. Emergency Situations

In an emergency, students may be permitted to use a cell phone when directed by school staff or administration.

The school office remains the primary communication point for families during the school day. In the event of an emergency, the school will communicate with parents/guardians through the school's established emergency communication system.

7. Lost, Damaged, or Stolen Devices



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Students are responsible for bringing personal electronic devices to school. The school strongly recommends that students **do not bring expensive or unnecessary devices to school.**

The school will take reasonable precautions when collecting and storing phones; however, the school may not be responsible for lost, damaged, or stolen personal devices unless otherwise required by district policy or applicable law.

8. Parent/Guardian Expectations

Parents and guardians are expected to:

- Review this policy with their child.
- Support the school's expectations regarding cell phone use.
- Avoid contacting students directly on their personal devices during instructional hours.
- Contact the main office when communication with their child is necessary.
- Understand that violations may result in the phone being collected and/or requiring parent/guardian pickup.

9. Student Expectations

Students are expected to:

- Follow all cell phone procedures.
- Turn off or silence their phone when required.
- Store the phone in the designated location.
- Follow staff directions regarding electronic devices.
- Respect the privacy of other students and staff.
- Never photograph, record, or post others without appropriate permission.

10. Acknowledgment

I have read and understand the Elementary Student Cell Phone Policy. I understand that failure to follow the policy may result in the collection of my child's cell phone and additional school consequences.



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Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Administrator: _____ Date: _____

Schoolwide Implementation Statement

Our goal is not to punish students for having a phone. Our goal is to protect instructional time, promote student engagement, maintain student safety, and teach responsible technology habits.

All staff members should implement the policy consistently, calmly, and respectfully while maintaining student dignity.