PRINCESS ELIZABETH SCHOOL

20 SIXTH STREET, SAINT JOHN, NB E2K 3M1 Phone: 658-5356 Fax: 658-6317

Cell Phone Policy 2023-2024

(1.) Cell phones may be used on school grounds before school, break-time, during lunch, and after school.

(2.) Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.

(3.) During the instructional day, cell phones must remain out of sight and in silent mode.

(4.) Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before and after school hours.

(5.) Cell phones must be placed in lockers, backpacks, or another location away from students and their desks during tests and assessments.

(6.) If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.

(7.) Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.

(8.) The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

(9.) Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance. Students will not be permitted to have their phones at school until the signed policy is returned.

If students violate the school's cell phone policy, the following may occur:

• **First offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.

• **Second offense:** The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones following dismissal.

• **Third offense:** The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will be prohibited from bringing their cell phone back on school grounds for two weeks.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in suspension.

Parent/Guardian: _____ _____ _____
(SIGNATURE) (PRINT) (DATE)

Student Signature: _____ _____ _____
(SIGNATURE) (PRINT) (DATE)

"A community of learners respecting each other, embracing differences, and realizing our potential."