

# Cell Phone Disciplinary Procedures

## 1st Offense:

- Staff member collects the phone from the student.
- Staff returns the phone to the student at the end of the school day.

## 2nd Offense:

- Staff member collects the phone from the student.
- Staff gives the phone to the administrator.
- The administrator returns the phone to the student at the end of the school day.



## 3rd Offense:

- Staff member collects the phone from the student.
- Staff gives the phone to the administrator.
- Parents/Guardians are contacted and must come to the school to retrieve the phone.

## 4th Offense:

- Staff member collects the phone from the student.
- Staff gives the phone to the administrator.
- Parents/Guardians are contacted and must come to the school to retrieve the phone.
- The phone is now banned from the school building/campus.