

Dear Parents:

Listed below is the discipline policy for electronic devices as printed in the *Code of Acceptable Behavior and Discipline Manual* and the *Parent Handbook*. Please read the policy with your student to insure that both you and your student understand both the rules and consequences of having electronic devices at school. In addition, because the policy states that **all electronics are prohibited**, any lost or stolen items not turned in to the Behavior Support Team are not the responsibility of RBWCCS.

Electronic Devices

The possession and/or use of electronic devices, such as cellular phones, games, MP3 players, cameras etc. on school grounds, in school vehicles, and at school-sponsored activities are **prohibited**. In the case where there is an extreme necessity for a student to have a cell phone, a request for permission form must be completed and signed by the parent/guardian and returned to Behavior Support Services. The Director of Behavior Support Services will review the requests and respond accordingly. The permission requests should be signed with the understanding that the student **must turn their cell phone in to Behavior Support Services each day** when arriving at school and can pick it up before leaving school at the end of the day. ***At no time are students allowed to carry or use cell phones during the school day. Students may only use them after the school day is done and outside the school building and school vehicles.*** *Note: if there is an exception granted by the school for special events/field trips, parents will be notified on permission forms.

Those students in violation of carrying or using a cell phone or electronic device in the school building are subject to the following:

- ❖ **First Occurrence:** The item will be confiscated by Behavior Support Team and **will be returned to the parent/guardian only at a meeting with Behavior Support Services.**
- ❖ **Second Occurrence:** The item will be confiscated by the Behavior Support Team and **kept until the end of the year, or in rare instances, following a formal hearing with CAO/CEO.**

If you have any questions about this policy or if you have a unique situation regarding contacting your child during the school day, please contact Ms. Harris, Mr. Russo or Ms. Olds.

I have read and agree to adhere to the RBWCCS electronics policy. I understand that my child is not permitted to have ANY electronics devices at school.

Student Printed Name: _____

Student Signature: _____

Parent Signature: _____