



**Central High School**  
**Home of the Royal Tigers**  
**804.785.6102**  
**17204 The Trail**  
**King and Queen Court House, VA 23085**

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**RE: Cell Phone Policy and Contract 2024-25 School Year: Update After School and Removal of use during transitions and lunch during the instructional day: 8:05am-2:55pm. This update is effective November 1, 2024.**

Dear CHS Families:

This policy is intended to ensure that personal electronic devices\* on school property do not interfere with the learning, safety, and the well-being of students and staff. Student cell phones may be permitted on campus, but the expectations listed below must be followed.

An office telephone is available for students to use before/after school, during lunch, and for urgent matters such as illness. In any instance requiring emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. All classrooms are equipped with a landline. During an emergency situation, CHS will follow the KQPS Communication/Crisis Plan and communicate with families as quickly as possible. Should the administration be unable to send out messaging the Superintendent will ensure parents are notified in a timely manner with ongoing updates as required by the situation. This messaging will occur through several channels such as text messaging, callouts and social media.

**Maintaining the integrity of the learning environment at CHS is the top priority:**

- Students are not permitted to use cell phones during school hours.
- Cell phones should be silenced upon school arrival and students should store their cell phone in the classroom phone locker or their bookbag from **8:05- 2:55pm**
- Cell phones, chromebooks, cameras, etc. are not permitted in the gym, locker rooms, and bathrooms.
- Smart watches can be worn, but not used for communication or gaming purposes. If violated, the same consequences apply.
- All school personnel have the right to confiscate electronic devices (both school-owned and personal) when any expectations for these devices are not being upheld. Failure to handover the device when requested will result in an automatic **in-school suspension**.
- Behavior that is disrespectful such as cursing and inappropriate language toward a staff member requesting the phone will result in an automatic **out of school suspension** for up to 3 days.
- After school instructional activities such as Tiger Academy or during any remediation outside of school hours such as Saturday School, cell phones are to be kept in a student's book-bag from 3:30-4:30pm. When the office is closed students are permitted to have their cell phone out to contact family as needed

## Cell Phone Policy Agreement of Understanding

**If a student is caught using a cell phone during class, in the gym, locker room, or restroom the following consequences will apply:**

**First Infraction:** The cell phone will be confiscated by an administrator and held in the school office. The student can pick it up after 2:50 p.m. The administrator will meet with the student and review the cell phone policy. An email notification or phone call will be conveyed to the parent.

**Second Infraction:** The cell phone will be confiscated by an administrator and held in the school office. The student can pick it up after 2:50 p.m. The administrator will meet with the student to review this contract and the student will be assigned two lunch detentions.

**Third Infraction:** The cell phone will be confiscated by an administrator and held in the school office until a parent or guardian can pick it up after 2:50 p.m. The administrator will meet with the student to review this contract and the student will be assigned 1 day of in school suspension.

**Beyond the 3rd infraction:** This will be considered insubordination and may be subject to out of school suspension and loss of extra curricular privileges.

**Certain infractions will result in students immediately losing the privilege to bring a cell phone on campus. This penalty will be decided by school administrators and includes, but is not limited to, infractions such as:**

- Posting/sharing harmful material against students during school hours.
- Posting/sharing harmful/defamatory material of any members of the school community.  
Refusing to give the device to a school official who requests it.
- Making threats against the school community
- Three or more cell phone infractions

*\*Electronic Device includes but is not limited to cell phones, smart watches, tablets, and airpods (wireless headphones). Should a student not have this signed contract on file, he/she will lose the opportunity for a warning and have their electronic use privilege revoked for the **remainder** of the school year.*

Every student will be provided with a school issued chromebook. Students may not use a personal computer during school hours. Students who use school-owned electronic devices for cheating may have their device confiscated permanently. Students found in violation of this policy may be subject to consequence and/or confiscation of said device(s).

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

## Cell Phone Policy Agreement of Understanding

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature(s) \_\_\_\_\_

Date \_\_\_\_\_