

Cell Phone Procedures - 2025-2026 School Year

Day 1

- Bag Distribution
 - By Grade Level beginning 1st period
 - Explanation/Demonstration of operation of bags
 - Remind students that when the bag is not in use it should be shut/locked to protect the pin
 - Explanation of procedures for dismissal on Day 1+
 - Explanation of School Entry Procedures beginning Day 2
 - Distribution of bags
 - Students will put phones, watches, headphones, etc. in bags
 - Students who fail to comply will be sent to the Main Office for Administration to deal with after all of the bags have been handed out
 - Next grade level(s) called down and the process repeats itself
- Phone Calls/Classrooms
 - Teachers will explain and demonstrate how to use the phones in the classroom
 - Written directions will be posted on the walls next to the phone to aid students

Day 2+

- School Entry
 - Several Cafe Tables will be set up in the Main Lobby
 - Admin, teachers, staff members will be at tables to monitor students placing their items (all turned off) in their phone bags and putting their phone bags in their book bags
 - After the students have put their phones away they will be sent to breakfast
 - This will be an adjustment for students and staff so allowances will be made for students who may be tardy to 1st period for the first week of school
 - Students who fail to comply will be sent to the Main Office for administration to deal with after School Entry procedures have been completed
- Daily Checks for Compliance
 - Teachers will check students each period to ensure that students have complied with new Code of Conduct
 - Teachers will have freedom to make their own in class procedures and it should either be a student “show” (hold up closed and locked bag) as they walk into the classroom or have the students show their bags when the class roll is called or whatever in-class procedures they arrange that will ensure compliance
 - If there is a lack of compliance by students then the procedures set forth in the Code of Conduct will be followed
- School Dismissal
 - Three wall mounted release points will be mounted in:
 - Two - Main Entrance
 - One - Secondary Entrance (stairwell outside of Cafe)
 - Administration/Staff will have mobile release devices in the Main Lobby
 - Buses will remain in line-up until released by the Principal/Associate Principal
- Code of conduct Procedures
 - If a student is discovered with their phone/watch/headphones (connectable to the internet), etc. that student will be asked to secure their device in their bag.
 - If the student complies the teacher will email the name/period of interaction to Brian/Bryn/Beth/Colleen and their name will be added to our spreadsheet

- Record keeping will be kept by Colleen
 - From there the Code of Conduct will be enforced by the Administration
- If the student does not comply with the teacher's request the student will be sent to the Main Office for the administration to follow the procedures set forth the Code of Conduct
- Phone Bag Distribution/Collection/Replacement
 - Phone Bag Distribution
 - Phone bags will be numbered and inventoried before the start of school
 - Will be distributed on Day 1 in a grade-by-grade assembly in the Auditorium
 - Students will be assigned a numbered bag on the stage and return to their seats
 - Record keeping of the bags will be similar to the process we use for the distribution of Chromebooks
 - Students will be responsible for bringing their bags on a daily basis
 - If a bag is forgotten then the student will place their phones/devices in a plastic bag and receive a ticket (same process used for NYS 3-8 testing and Regents Exams) and the phone will be kept in the HS Vault until the end of the day
 - If a bag is destroyed, and it is determined that the student is responsible, the parents will be notified and billed for the destroyed bag. The student will be issued a new bag
 - If the school runs out of spare bags then the student will be responsible for turning in their phone to the Main Office every morning following the above mentioned procedure
 - Phone Bag Collection
 - Phone bags will be collect, by grade level, on the last day of classes for each grade level (K-6, 7 & 8, 9-12)
 - If phone bags are returned damaged or destroyed the family will be sent an invoice and report cards/diplomas will be held until that bill is satisfied
 - If the phone bag is lost the family will be sent an invoice and report cards/diplomas will be held until that bill is satisfied
- Miscellaneous Situations/Procedures
 - Students with IEP/504 Plans that call for headphones will still be able to use them to connect to GCSD Devices (Chromebooks)
 - Students with IEP/504 Plans that call for noise cancelling headphones as a test accommodation will continue to be allowed to have these items as long as they do not connect to the internet
 - Students will be allowed to have "Simple" phones (ie. phones that do not connect to the internet, "flip" phones, "burner" phones)
 - There is a phone set up for student use in the Main Office that students can access during Study Halls and lunch. The school secretaries have every students' information on School Tool and can help with phone numbers if needed
 - Students can use the phone in a teacher's room to call a parent or guardian as long as it does not disrupt instruction and the teacher's permission is given. Demonstrations/Directions will be given and posted
 - If parents wish to get a message to their child they can call the Main Office and we will call them down to the Main Office at the end of the class period they are currently in
 - In the event of any drills the Main Office sends an email and Rooms message to all parents as we are beginning. In the event of a real emergency it has been the recommendation of all first responders that students turn off their cell phones in any case. This is clearly outlined in the GCSD Safety Plan
 - As we move forward with these new procedures, and as students become used to them, we will move from Daily Compliance Checks to Random Compliance Checks
 - Students who are leaving school early can have their phones unlocked in the Main Office
 - Students who arrive late to school will place their phones in their bags in front of the Main Office Staff, Principal, or Associate Principal. Students who refuse will be referred to the Code of Conduct.