**Update to Cell Phone, Ear Bud, and Headphones Policies:**

Maintaining the integrity of the learning environment is our top priority. The use of cell phones, ear buds & head phones have deteriorated the quality of classroom instruction. We understand that the last few years have been challenging, and students have gravitated to cell phone usage as a strong form of socialization. We need to restore the elements of effective in-class instruction and learning. One way to achieve this goal is to eliminate our top distractions and barriers to our mission to educate — our CELL PHONES, EAR BUDS, OR HEADPHONES.

Beginning in the fourth quarter, a new cell phone/confiscation policy will be in place:

* Students will be permitted to have cell phones, ear buds, & headphones in their possession throughout the school day. However, cell phone use will only be permitted before the first bell, during lunch, and after the last bell of the day. NOT IN THE INSTRUCTIONAL SETTING from the beginning of 1st period to the end of 9th period, including transitions between classes.
* Students MUST have their cell phones placed on silent during the school day and have all ear buds and headphones put away and out of sight; cell phone use shall cause no distraction or disruption to the educational process.
* Cell phones, ear buds, & headphones will be out of sight during instructional time (inside and outside of classrooms) or will be collected by instructional staff during that period.

**First Offense:**   
Confiscation, teacher contacts parent indicating an item was confiscated, and log the infraction in PowerSchool. Item will be returned by the teacher at the end of the school day. If the student refuses to hand over his/her device, the student will be assigned an out of school suspension.   
**Second Offense:**   
Confiscation, item turned into Dean of Student Life, infraction is logged into PowerSchool, student will be given an after school detention, and item may be picked up from the Dean of Students at the end of the day. If the student refuses to hand over a device, the student will be assigned an out of school suspension.   
**Third Offense:**   
Confiscation, item turned into Dean of Student Life, infraction is logged into PowerSchool, and item will not be returned until parent/guardian picks up item. Student is then placed on out-of-school suspension.

**Fourth Offense:**

Out-of-school suspension. Administration meets with the family to discuss expectations upon return.  

**Emergency contact of students during instructional times:**

We understand that there are times when parents must contact their students. The school policy will be: Emergency situations are to be reported to the CCC Main Office at 216-441-4700 x301. Students will then be called down to the main office, where conversations are to take place.