



# Clatskanie Elementary School

## Student Cell Phone & Personal Electronics Policy

Effective Fall 2025

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### Purpose

In accordance with the Governor's Executive Order and district policy, Clatskanie Elementary is committed to maintaining a learning environment free of unnecessary distractions caused by personal electronic devices. This policy ensures that instructional time is preserved and student privacy and safety are prioritized.

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### Policy Summary: “Off and Away All Day”

All student cell phones, smartwatches, and personal electronic devices must be **off** and **stored away** during the school day. Devices must be:

- Turned **completely off** (not on silent, vibrate, or airplane mode)
- Stored **in backpacks or left at home**

Personal electronic devices **may not** be used at any time **on campus** during the school day. This includes before classes, during lunch, hallway transitions, or bathroom breaks. Additionally, personal electronic devices **may not** be used on field trips or other educational trips sponsored by the school during the school day.

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### Devices Covered by This Policy

This policy applies to **all personal electronic devices** that can access the internet, cellular data, and/or send or receive calls or texts, including but not limited to:

- **Cell phones**
- **Smartwatches**
- **Tablets or e-readers**
- **Wireless headphones or earbuds**

This policy **does not apply** to school-issued devices (e.g., Chromebooks) used for educational purposes.

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## Storage Plan

If students bring a device to school, it must remain:

- **Turned off**
- **Stored in their backpack** throughout the school day
- **Not be seen, heard, or in use** from arrival until departure

Students are **discouraged** from bringing devices unless necessary. The school is **not responsible** for lost, damaged, or stolen devices.

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## When Use is Permitted

Students may access their personal electronic devices **only**:

- **Before arriving on school grounds**
- **After leaving school grounds**
- **On the bus ride to and from school (this privilege may be revoked if issues arise on the bus)**

\*\*Use of devices on **school buses used for educational trips** (e.g., field trips), is **not permitted**.

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## Discipline and Support Plan

Clatskanie Elementary will use a **progressive discipline plan** that emphasizes education and correction rather than punishment.

### Progressive Steps for Violations:

1. **First Offense:** The device will be confiscated and will be held in the office until the end of the day. An administrator or designee will meet with the student to review the Cell Phone & Personal Electronics policy and expected behaviors.
2. **Second Offense:** The device will be confiscated and held in the office. Parent/guardian will be notified and a parent or guardian will have to pick up the device or authorize its release to the student.

3. **Third Offense:** The device will be confiscated and held in the office. Parent/guardian conference required for return of device. The student will no longer be allowed to have electronic devices in the school building. **Personal electronic devices must remain at home or must be checked into the front office each day.**
4. Any violation of the school's Cell Phone & Personal Electronics Policy beyond the 3rd offense will result in additional disciplinary consequences:
  - a. **Fourth Offense:** If a student is in possession of a personal electronic device after the 3rd offense, the device will be confiscated, the student will receive a behavior referral, and will be assigned 2 days of lunch recess detention.
  - b. **Fifth Offense and beyond:** If a student is in possession of a personal electronic device after the 4th offense, the device will be confiscated, the student will receive a behavior referral, and will be assigned 1 day of in-school suspension.

**Note:** Administration reserves the right to move to any level of consequence or combination of consequences based on the severity of the offense.

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## **Family Communication**

Families needing to contact their child during the school day should call the school office. Students may request to use a school phone in case of emergencies.

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## **Final Note**

By working together, we can foster a focused, respectful, and safe learning environment for all students. Thank you for supporting our **“Off and Away All Day”** policy.

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