

OPHS Electronic Device Procedure

Daily Privilege	Students are given the privilege to use electronic devices in the cafeteria during their lunch period and / or transitioning in the hallway. However, the policy will be enforced in all classrooms during instructional hours, unless approval is granted for educational use (only).
Proactive Strategies	<ul style="list-style-type: none"> • Notify parents, guardians, and students of the policy in writing via handbooks and website and verbally at orientation, public announcements, school messenger phone blast, and student meetings • List policy on teachers' course syllabi at the start of the school year / semester, which students and parents/guardians read and sign • Post the policy in public areas / classrooms throughout the school
Daily Classroom Protocol	<p>Teachers provide a general reminder to all of the students DAILY. It takes a minute to communicate the expectation and remind students, similar to what happens at the movie theatre before the film begins and the audience is asked to silence their telephones.</p> <p>Optional Daily Script: PLEASE TURN OFF YOUR ELECTRONIC DEVICES & PUT THEM AWAY BEFORE WE START OUR LESSON! THIS SERVES AS THE OFFICIAL WARNING FOR TODAY AND THE SCHOOL POLICY WILL BE ENFORCED FOR ANYONE WHO CHOOSES TO VIOLATE IT. THANK YOU FOR YOUR SUPPORT!</p> <ul style="list-style-type: none"> • Teacher provides daily warning to students and remind students of the expectation • Students remain in class and their electronic devices remain with students, as long as they are out of sight and mute/off
<p>1st – 2nd Offense</p> <p>(Student is accountable for his/her actions and surrenders the electronic device upon request.)</p>	<ul style="list-style-type: none"> ➤ Teacher will call for security to handle this policy violation and prepare the referral to give to security upon arrival. (*check hallway for security or call x7762, 2781, 2737, 2701) ➤ Security will obtain the referral from the teacher and ask the student to step out into the hallway and to surrender the electronic device ➤ If the student complies, he/she will return to class and resume learning. ➤ Security will take the electronic device to the designated behavior interventionist / graduation coordinator with referral slip. Security will give the referral to the behavior interventionist / graduation coordinator and obtain an envelope/bag to place the phone/device in. Security will seal the envelope and write the student's name and ID# on the slip to insert in the bag/envelope, and then take the sealed envelope/bag to the main office vault. Security will complete the log in the main office to store the device. ➤ Behavior interventionist / graduation coordinator will enter the infraction into MiStar (1st or 2nd Offense) & send out a school messenger phone blast to the student's parent/guardian regarding the violation of policy and pick-up protocol ➤ Student will have the opportunity to retrieve the confiscated electronic device on the designated distribution date and time with STUDENT ID and a student-composed letter for the teacher acknowledging his/her failure to follow the policy and personal plans to comply with district, school, and classroom expectations ➤ Teacher will receive feedback on "Action Taken" by the behavior interventionist / graduation coordinator and the student letter
<p>1st – 2nd Offense</p> <p>(Student refuses to be accountable for his/her actions and does NOT surrender the electronic device upon request.)</p>	<ul style="list-style-type: none"> ➤ All of the aforementioned steps for 1st – 2nd offenses will occur regarding the electronic device violation, except the student will not return to class. Security will escort the student and the electronic device to the behavior interventionist's / graduation coordinator's office and applicable violations will be added to the referral: insubordination and defiance of authority. All applicable consequences, according to the Student Code of Conduct, will be applied and processed accordingly. Upon return from in-school suspension, parent / guardian and student must have a conference with behavior interventionist / graduation coordinator.
<p>3rd Offense</p> <p>(Student is accountable for his/her actions and surrenders the electronic device upon request.)</p>	<ul style="list-style-type: none"> ➤ Teacher will call for security to handle this policy violation and prepare the referral to give to security upon arrival. (*check hallway for security or call x7762, 2781, 2737, 2701) ➤ Security will obtain the referral from the teacher and ask the student to step out into the hallway and to surrender the electronic device ➤ If the student complies, he/she will return to class and resume learning. ➤ Security will take the electronic device to the designated behavior interventionist / graduation coordinator with referral slip. Security will give the referral to the behavior interventionist / graduation coordinator and obtain an envelope/bag to place the phone or device in. Security will seal the envelope/bag and write the student's name and ID# on the slip to insert in the

	<p>bag/envelope, and then take the sealed envelope/bag to the main office vault. Security will complete the log in the main office to store the device.</p> <ul style="list-style-type: none"> ➤ Behavior interventionist / graduation coordinator will enter the infraction into MiStar (3rd Offense), notify the main office that the designated student’s phone can NOT be released to the student. Parent/Guardian pick-up is required on the designated distribution date. Behavior interventionist / graduation coordinator will notify the parent / guardian of the infraction and the expectation; solicit support of parent/guardian to teach the student the importance of abiding by school and classroom expectations, and inform the parent/guardian of the consequences for subsequent offenses ➤ Parent/Guardian will have the opportunity to retrieve the confiscated electronic device on the designated distribution date and time with valid ID and a parent/guardian signature on the Notification of Release Form / Behavior Contract (document warning that 4th offense + results in confiscation daily) ➤ Teacher will receive feedback on “Action Taken” by the behavior interventionist/graduation coordinator and the student letter.
<p>3rd Offense</p> <p>(Student refuses to be accountable for his/her actions and does NOT surrender the electronic device upon request.)</p>	<ul style="list-style-type: none"> ➤ All of the aforementioned steps for 3rd offenses will occur regarding the electronic device violation, except the student will not return to class. Security will escort the student and the electronic device to the behavior interventionist’s / graduation coordinator’s office and applicable violations will be added to the referral: insubordination and defiance of authority. All applicable consequences, according to the Student Code of Conduct, will be applied and processed accordingly. Upon return from in-school suspension, parent / guardian and student must have a conference with behavior interventionist/graduation coordinator.
<p>4th Offense & Subsequent Offense</p> <p>(Student is accountable for his/her actions and surrenders the electronic device upon request.)</p>	<ul style="list-style-type: none"> ➤ Teacher will call for security to handle this policy violation and prepare the referral to give to security upon arrival. (*check hallway for security or call x7762, 2781, 2737, 2701) ➤ Security will obtain the referral from the teacher and ask the student to step out into the hallway and to surrender the electronic device ➤ If the student complies, he/she will be escorted to the behavior interventionist’s / graduation coordinator’s office to obtain in-school suspension paperwork and then return to class and resume learning for the <u>current</u> day (infraction is no threat of harm). ➤ Security will take the electronic device to the designated behavior interventionist/graduation coordinator along with the student and the referral slip. Security will give the referral to the behavior interventionist / graduation coordinator and obtain an envelope/bag to place the device in. Security will seal the envelope/bag and write the student’s name and ID# on the slip and insert it in the bag/envelope, and then take the sealed envelope/bag to the main office vault. Security will complete the log in the main office to store the device. Student will remain in the office to obtain in-school suspension paperwork and pass to return to class for the <u>current</u> day. ➤ Behavior interventionist/graduation coordinator will enter the infraction into MiStar (4th Offense +), notify the main office that the designated student’s phone can NOT be released to the student. Parent/Guardian pick-up is required on the designated distribution date. Behavior interventionist/graduation coordinator will notify the parent / guardian of the infraction, suspension, and the expectation; solicit support of parent/guardian to teach the student the importance of abiding by school and classroom expectations, and inform the parent/guardian of the consequences for 4th or subsequent offenses (suspension). ➤ Parent/Guardian will have the opportunity to retrieve the confiscated electronic device on the designated distribution date and time with valid ID and the Behavior Contract will be enforced immediately. ➤ Teacher will receive feedback on “Action Taken” by the behavior interventionist.
<p>4th Offense & Subsequent Offense</p> <p>(Student refuses to be accountable for his/her actions and does NOT surrender the electronic device upon request.)</p>	<ul style="list-style-type: none"> ➤ All of the aforementioned steps for 4th and subsequent offenses will occur regarding the electronic device violation, except the student will not return to class. Security will escort the student and the electronic device to the behavior interventionist’s/graduation coordinator’s office and applicable violations will be added to the referral: insubordination, defiance of authority, and/or persistent misconduct. All applicable consequences, according to the Student Code of Conduct, will be applied and processed accordingly. Upon return from suspension (in / out-of-school), parent / guardian and student must meet with behavior interventionist / graduation coordinator.



Oak Park High School
Student Letter of Accountability

Date: _____

Dear _____:

I hold myself accountable for intentionally violating the school / district policy regarding the use of electronic devices in class / during instructional hours.

The reason I used the device was:

Despite my reason, it was not the best choice to use the device during this time.

In the future, I will make a better choice to avoid violating the policy. I will commit to doing the following:

This letter is an intentional effort to restore our relationship and to resume my participation in our classroom community. Thank you for your support!

Sincerely,

(Student Signature)

(print name & student ID#)

Oak Park High School

Notification of Release Form – Electronic Devices

By signing this form, I am verifying that I am aware of the Oak Park High School Electronic Device Policy, specifically the consequences for 4th or subsequent offenses, which result in suspension and the daily confiscation of an electronic device upon entry and returned at the end of the school day. I understand that the electronic device will remain secured in the school vault and my student will have the opportunity to retrieve the confiscated electronic device at the end of the school day, during office hours, with valid student / photo identification. My student will release the electronic device to Oak Park High School designated staff daily for the duration of the behavior contract.

Student Name (print)	
Student ID #	
Student Signature	
Parent Name (print)	
Parent Signature	
Parent Telephone #	
Parent Email Address	
Date	
Staff Signature	

Oak Park High School

Behavior Contract for Electronic Device Violation

By signing this form, I am verifying that I am aware of the Oak Park High School Electronic Device Policy, specifically the consequences for subsequent offenses, which result in suspension and the daily confiscation of the electronic device upon entry and returned at the end of the school for the duration of time identified in the behavior contract. I understand that the electronic device will remain secured in the school vault and I will have the opportunity to retrieve the confiscated electronic device at the end of the school day, during office hours, with valid student / photo identification. I will release the electronic device to Oak Park High School designated staff daily for the duration of the behavior contract.

Student will start the contract on this date _____ and end on this date _____.

I, _____, promise not to violate the policy again and I will comply with the school's expectation. Failure to comply with this contract will result in suspension and/or persistent misconduct violation and consequences.

Student Name (print)	
Student ID #	
Student Signature	
Parent Name (print)	
Parent Signature	
Parent Telephone #	
Parent Email Address	
OPHS Staff Signature	
Date	
Designated Phone Drop-Off	