



Diocese of Steubenville - Office of Christian Formation and Schools

Cell Phone and/or Electronic Device Use Policy for CCHS

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Office of Christian Formation and Schools of The Diocese of Steubenville has determined that Catholic schools shall develop policies governing the use of cell phones and/or electronic devices by students during school hours.

The objective of this policy is to strengthen Steubenville Catholic Central High School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of faith and knowledge, and foster a stronger sense of community within our schools.

I. Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones and/or electronic devices by students while on school property during school hours.

III. Use of cell phones and/or electronic devices

Students are prohibited from using cell phones and other electronic devices such as iPads and smart watches. Laptop and tablets may not be used for any communication not related to classroom instruction. Cell phones and electronic device use must be approved by the teacher if used for classroom work and/or instruction.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone and/or electronic device for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone and/or electronic device if documentation is provided by a health care provider that states why the cell phone and/or electronic device is medically necessary. Any emergency use of a cell phone and/or electronic device may be warranted, but must be approved by the principal. A teacher may approve usage within the classroom if deemed necessary for educational purposes.

V. Cell phone/ electronic device storage

Students shall keep their cell phones and/or any non-approved electronic devices in their lockers while on school property during school hours at all times. Students may lock their locker/s if so desired.

VI. Discipline

The Dean of Students shall keep a log of cell phone and electronic device violations. Violations are applicable to each school year. Any violation does not roll over into the next school year unless expulsion has occurred. The Dean of Students determines what number of violation is applicable to the penalty. Parents shall be notified at each level of offense.

- A. First offense: The teacher or administrator who witnesses a cell phone or electronic violation shall contact the Dean of Students who will handle the violation. The Dean of Students walks with the student to his/her locker to make sure the cell phone and/or electronic device is stored within the student's locker. If the student refuses, then the Dean of Students calls the parent or guardian to come to the school and take the student's cell phone or electronic device home. The student shall remain in school suspension until the parent/guardian arrives if the student refuses to relinquish the device and place it in their locker.
- B. Second offense: The teacher or administrator who witnesses a cell phone or electronic violation shall contact the Dean of Students who shall handle the violation. If it is determined that this is the second offense, then the student must relinquish his/her cell phone and/or electronic device to the Dean of Students for the remainder of the school day. The student may pick up his/her cell phone or electronic device at the end of the school day from the Dean of Students. The parent or guardian shall be notified by the Dean of Students.
- C. Third offense: The teacher or administrator who witnesses a cell phone or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the third offense, then the student is

to relinquish his/her cell phone or electronic device to the Dean of Students. The parent/guardian shall be called to pick up the cell phone and/or electronic device. If the parent or guardian is working and cannot come to the school, then the phone and/or electronic device shall be held by the Dean of Students for the remainder of the school day. If a student refuses to relinquish their cell phone and/or electronic device the student is subject to suspension as determined by the principal.

- D. Fourth offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the fourth offense, then the student shall receive a two-day Detention which are served from 2:50 pm to 3:50 pm after school. The parent/guardian shall be notified.
- E. Fifth offense: The teacher or administrator who witnesses a cell phone or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the fifth offense, then the student shall relinquish his/her cell phone or electronic device to the Dean of Students for the remainder of the school day. The student shall receive a one day in school suspension. In-school suspension consists of the student being separated from the general student population and assigned to a staff-supervised area where he/she will complete course related assignments submitted by his/her teachers throughout the regular school day. The student's teachers will be notified of the suspension. Any student who does not complete their school work shall be graded accordingly by using the teacher's grading policy for that class. The parent or guardian shall be notified.
- F. Sixth offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the sixth offense, then the student shall receive a three day in school suspension following the guidelines of in school suspensions. The parent/guardian shall be notified.
- G. Seventh offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the seventh offense, then the student shall relinquish his/her cell phone and/or electronic device to the Dean of Students. The student shall lose all cell phone and/or electronic device privileges for the remainder of the academic school year. The student is to not bring to school a cell phone or any other electronic device to school unless needed for academic or medical purposes. The parent or guardian shall be notified and the parent/guardian shall pick up the cell phone.
- H. Eighth offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the eighth violation the

student shall receive a three day out of school suspension following the guidelines for external suspension procedures stated in the handbook. The principal shall handle this situation. There is no appeal of the principal's decision to suspend a student.

- I. Ninth offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation and report this to the principal. If it is determined that this is the ninth offense, then the student is subject to expulsion. The principal shall gather all appropriate documentation and determine if expulsion is warranted. There will be a hearing with the student and the Parent(s) or Guardian(s). There shall be a conference with the Pastoral Administrator to determine if there is agreement in regard to expulsion if recommended by the Principal. If it is determined that expulsion is warranted, then the Diocesan Superintendent of Schools shall conduct a formal review of the recommendation and inform the Principal of concurrence or non-concurrence with the recommendation. If the Diocesan Superintendent concurs with the recommendation of the Principal, the parent (s) or guardian(s) shall be notified in writing by the Principal that the decision to expel is final and the effective date of the expulsion will be stated. There is no appeal of a decision to expel a student. If the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendations of the Superintendent and notify the Parent(s) or Guardian(s) of those recommendations in writing. All written communications to Parent(s) or Guardian(s) shall be by certified mail.