

## **Policy Updates - August, 2022**

### **Electronic Device Policy**

In order to provide an optimized learning environment, all electronic devices must be put away in a backpack or locker during the times when classes are in session. Electronic devices include any personal device that can text, access the internet, or make calls. This includes any in-ear or over-the-ear sound device. Students can use cell phones before and after school and during passing time.

PGJr's electronic device policy is designed to help protect and promote a safe learning environment. As such:

Cell phones will not be allowed in restrooms or locker rooms.

Cell phones and other electronic devices must be in the student's backpack or locker and on silent mode during class.

Electronic devices may be confiscated by school personnel if the device is used inappropriately. If the student refuses to give the device to the teacher or staff, a parent will be called to come pick up the device and perhaps the student.

Consequences:

1st Infraction - The device will be confiscated and the student will pick up the device from the office at the end of the day. Teachers will email the office and the phone will be picked up.

2nd Infraction - The device will be confiscated and the student will meet with an administrator before picking up the device. A parent/guardian will be contacted.

3rd Infraction - The device will be confiscated and the student and parent will conference with an administrator before picking up the device

Please note that students bring electronic devices at their own risk.

Teachers will be given a short form on a sticky note to attach to any confiscated phones.

### **Tardy Policy**

Students will arrive in class on time and ready to learn. Student readiness to learn is a characteristic of an effective, healthy school culture. As such, both students and educators have a shared responsibility for addressing student tardiness.

Educator responsibilities:

- Teachers will start class when the bell rings so students know that meaningful work is expected at the beginning of class. This might be a bell-ringer or reading assignment that allows teachers to quickly take roll while students are working.
- Attendance will be taken at the beginning of class.

- Teachers will mark a student absent in Skyward if the student is not in the classroom when the bell rings.
- Teachers will ask students who arrive late to sign the tardy sheet, which will be picked up by the office TAs during that period.

Student responsibilities:

- Students will not linger in the hallway and will plan to arrive in class before the bell rings.
- Students will be ready to learn when the bell rings.
- Students who are late to class will sign the tardy sheet, which will be used to change the absence in Skyward to a tardy.

Consequences:

1st - 3rd Infraction - Warning

4th Infraction - Contract (including parent contact)

5th Infraction - Lunch detention

6th - 9th Infraction - Warning

10th Infraction - ISS

11th - 13th Infraction - Warning

14th Infraction - Call home

15th Infraction - Out of school suspension

16th Infraction - Begin court process

The consequences start over each quarter.