

Chazy Central Rural School Grades K–12 Cell Phone & Personal Device Policy

Device Policy Overview

This policy applies to cell phones, smartwatches (even when set to “school mode”), iPods, tablets, and any device capable of connecting to the internet or communicating externally, unless specified for educational use and approved by administration.

Students are strongly encouraged to leave cell phones and other personal electronic devices at home. If a student chooses to bring a device to school, it must be stored in their locker, or **cubby for grades K-3**, upon entering the building at 8:10 a.m. and remain there until dismissal at 2:25 p.m. or 3:15 p.m. for students who are staying for 8th period.

Devices may not be carried on the student’s person or used at any time during the school day (8:05 to 3:15)—including during class, hallway transitions, study hall, and lunch periods.

Headphone Use

With teacher permission, students may use headphones or earbuds during the school day as long as devices are connected directly to their Chromebook. Headphones or earbuds may not be used in hallways.

Parents/Guardians Contact

To contact students during the school day, parents should call the main office at 518-846-7135. Office staff will relay the message or call the student down as necessary.

If a student needs to contact home for urgent reasons, they may request to use a school phone or visit the main office, elementary office, or guidance office.

Digital Communication with Parents

At the request of parents or guardians, students may be permitted to send emails to their parents or guardians during the school day using their school-issued Chromebooks. This functionality is enabled by default for email addresses listed in SchoolTool.

To request the activation of this communication feature, please submit your request in writing to Mrs. Christy Barcomb at cbarcomb@chazy.org.

For elementary students, please submit your request to Mrs. Amanda Thew athew@chazy.org.

Student Safety & Emergencies

Chazy Central Rural School prioritizes student safety. In the event of a school-wide emergency:

- Established safety protocols will be followed.
- Communication with families will occur through Parent Square as appropriate.
- Staff and administration are equipped to respond promptly.

In the event of a school-wide emergency, students may be granted access to their cell phones to check in with families or arrange transportation, when deemed appropriate by school administration.

Consequences for Cell Phone Usage

Infraction	Consequences
1st Infraction	<ul style="list-style-type: none">• Device held in the office for the remainder of the day.• 5-day probation: Student drops off and picks up devices daily at the main office.• Parents/Guardians contacted.
2nd Infraction	<ul style="list-style-type: none">• Device held in the office for the remainder of the day.• Parents/guardians must pick up the device from the office.• 10-day probation: Student drops off and picks up devices daily at the main office.
3rd Infraction	<ul style="list-style-type: none">• Device held in the office for the remainder of the day. Parents/guardians must pick up the device from the office.• 25-day probation: Student drops off and picks up devices daily at the main office.• Meeting with the principal, student, and parents/guardians.
4th Infraction	<ul style="list-style-type: none">• Device held in the office for the remainder of the day. Parents/guardians must pick up the device from the office.• 50-day probation: Student drops off and picks up devices daily at the main office.

	<ul style="list-style-type: none"> • Meeting with the superintendent, principal, student, and parents/guardians.
5th Infraction	<ul style="list-style-type: none"> • Device held in the office for the remainder of the day. Parents/guardians must pick up the device from the office. • Probation for the remainder of the school year, potentially extending into the following school year.

***Failure to follow directions from faculty or staff will result in increased disciplinary consequences for insubordination, regardless of the original infraction.

School administration maintains the authority to exercise discretion in evaluating incidents and determining appropriate consequences. This allows for flexibility in addressing unique situations while upholding the overall standards and expectations of the school community.

Medical Exceptions:

In cases where a documented medical condition necessitates the use of a personal cell phone during the school day, a formal exception to the general cell phone policy may be requested. All medical exceptions must be reviewed and approved by the district office in collaboration with the school nurse and administration.

Once approved, the student will be permitted to carry their cell phone on their person, but the device must remain secured in a designated pouch, provided by the school, which is fastened with Velcro to discourage frequent access.

The phone may only be used for medically necessary purposes as specified in the approved documentation. Any misuse of this privilege will result in disciplinary action in accordance with the school's cell phone policy.

Inappropriate Use of Digital Devices

Students are expected to respect the privacy of others. Taking pictures or videos without the verbally expressed permission of others, including students and adults, is an inappropriate use of technology. If a personal cell phone or personal device is used to take pictures/videos during the school day, students will be assigned additional disciplinary consequences in addition to cell phone restrictions (sharing pictures/videos via text message or social media will result in more severe consequences).

Sign-Off

Students and parents/guardians are required to sign a cell phone policy agreement at the start of each school year or upon enrollment, confirming they understand the outlined policy and consequences.

Student & Parent/Guardian Acknowledgment

We have read and understand the Chazy Central Rural School K–12 Cell Phone Policy. We understand that cell phones and personal digital devices must remain in lockers, or cubby for grades K-3, during the school day and that communication with home is available through the main office or school email upon request.

By signing below, we acknowledge that we understand the policy and the consequences outlined.

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____