

Green Tech's Cell Phone Policy

"NYS Distraction Free Schools" Mandate

Purpose

To support a focused, respectful learning environment, Green Tech prohibits student cell phone use during instructional and transitional times, in line with NYS "Distraction Free School" mandate guidelines.

Expectations

- Cell phones must be **powered off and stored away in lockers** during class, transitions, and school-wide events.
- Use of phones is permitted **before school, during lunch** (high school only), **and after dismissal only**.

Consequences for Violation

1. **First Offense:** Dean confiscates the phone and delivers it to the Main Office and places it in a locked box. Office staff call the parent/guardian to inform them. The phone will remain in the office until collected by a parent/guardian.
2. **Second Offense:** Dean confiscates the phone and delivers it to the Main Office and places it in a locked box. Office staff call the parent/guardian to inform them. The phone will remain in the office until collected by a parent/guardian. Students will be mandated to serve after school detention.
3. **Subsequent Offenses:** Dean confiscates the phone and delivers it to the Main Office and places it in a locked box. Office staff call the parent/guardian to inform them. The phone will remain in the office until collected by a parent/guardian. Disciplinary action will escalate per the Code of Conduct (ISS, OSS).

Release of Confiscated Phones

- **No phone is returned to students** unless expressly authorized by one of the Principals.
- Parents must come to the Main Office to retrieve any confiscated phones.

Staff Roles

- **Teachers:** Enforce day-to-day policy and ensure consistency with policy each and every day; no exceptions.
- **Deans:** Handle repeat offenses by confiscating phones and issuing consequences accordingly as set forth in our policy .
- **Main Office Staff:** Securely store devices, managing parent communication, and verify parental identity for phone return.
- **Principals:** Final authorization for phone return and approval of any exceptions.

This policy ensures equitable enforcement and supports academic focus while maintaining clear roles and accountability across the school team.