

Hand's Cell Phone Rules

Explanation of Violations
Per Richland One Board Policy

When a cell phone is visible or audible in the classroom or hallway after the morning show announcement, all of the following steps must implemented:

1st step: The teacher or staff member WILL NOT take the student's phone.

2nd step: The teacher or staff member will contact the grade-level administrator (dial 0)

3rd step: The teacher or staff member will document the violation (Classroom action in ABE)

4th step: The grade-level administrator will follow the order of offense steps listed below:

- **First offense:** The phone is kept for remainder of the day and returned to student with a call home to parents
- **Second offense:** The phone is kept for the remainder of the day and must be picked up by the parent/guardian before 4:30 PM or the next day from 7:30 AM – 4:30 PM.
- **Third offense:** The phone will be kept for the remainder of the quarter and a conference with parent/guardian.
- **Fourth offense:** The phone will be kept for the remainder of the semester and a conference with parent/guardian.
- **Fifth offense:** The phone will be kept for the remainder of the school year and conference with parent/guardian.

