



Cell Phone Policy

Effective November 7th, 2017



At The Berkeley Institute we pledge to work with parents and students to ensure students' safety and well-being at school at all times. There have been several instances at school where the cell phone has been used inappropriately to spread inappropriate messages using social media during the school day. We are well aware that parents allow students to carry cell phones to school for 'safety' reasons or otherwise; however, please be reminded that cell phones are **NOT** allowed on the school campus between 8:00 a.m. and 3:45 p.m. effective immediately. If students are found utilizing their cell phones or if the cell phone rings, the cell phone will be confiscated until the end of the current **term**. If there are less than 2 weeks in the **term**, the cell

phone will be returned at the end of the following **term**.

Student Expectations

- When students arrive to school (enter the main gate), if they have a cell phone, it **MUST** be turned off and placed in their school bag until the end of the school day (3:45 p.m.).
- Students will **NOT** be allowed to check messages or send messages throughout the school day using their cell phones. This is normally done when students are let out to use the restroom or otherwise during classes. If students are seen taking their cell phones out, as outlined in the aforementioned, on the school cameras or by a staff member, their cell phones will be confiscated.
- Students must **NOT** take their phones out as they are leaving school at the end of the day until they are off campus. Please note that if students are staying after school for tutorials or late detentions, they too must **NOT** take out their cell phones.
- Students staying afterschool attending rehearsals or sporting events may utilize their cell phones after 3:45 p.m.
- Students will be allowed to utilize the regular land line phone in the school office if they have to contact a parent or guardian in the case of an emergency or otherwise.
- There will be instances when a teacher may allow students to use their cell phone for educational purposes in the confines of the classroom only.
- Cell phones cannot be used for playing recreational music, games or for social media communication during the school day in classrooms or otherwise.



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Parent/Guardian Expectations

- Parents and guardians, please support our cell phone policy by refraining from contacting your student on their cell phone during the school day.
- Only in cases of emergency, parents and guardians should call the school (292-4752) if they need to make contact with a student.
- Parents and guardians, please support our cell phone policy by accepting the consequence that the students' phone will be confiscated until the end of the current **term**. If the phone is expensive and sacred to the family, please instill in the student to either leave the cell phone at home or to simply follow the school rules and abide by the cell phone policy.

The following expectations have been put in place to ensure that we eradicate inappropriate cell phone usage on campus during the school day. Our aim is to ensure that we ultimately keep students safe.