



## **Parkway Northwest High School**

6200 Crittenden Street  
Philadelphia, Pa 19138  
215-400-3390  
215-400-3391 (Fax)

Dear Parents and Guardians,

Using a cell phone/electronic device during school hours interrupts valuable instructional time and undermines respect in our school community. **The use of cell phones during instructional time is strictly prohibited (unless otherwise stated by the classroom teacher and used to enhance the instructional programming).** Cell phones may be used on school grounds before school, during lunch, and after school. During the instructional day, cell phones must remain out of sight and on silent mode. If students are found in violation of the policy, they will receive the following consequences:

- **First violation:** Faculty or staff member will verbally warn students in class and require student to put the electronic device away immediately.
- **Second violation:** Faculty or staff member will verbally warn student and document the infraction through the disciplinary system in the SIS. Faculty or staff member will contact parent or guardian.
  - Suggested language for teacher documentation will include: *Cell Phone infractions* - "Inappropriate cell phone use in school had considerable negative impact on safe and supportive learning environment on [Date], Parent and climate team notified."
- **Third violation:** Faculty or staff member will address student with the electronic device, submit an SIS referral and the climate staff will set up a parent meeting. The purpose of the parent meeting is to determine the best plan to stop further issues. Students will be *required to turn their cell phone into the climate staff each day until further notice.* Student will be removed from class immediately if there is any continuation of device usage.
- **Fourth violation:** Student will be removed from the class due to the ongoing interruptions to the learning environment. In-school suspension will be used as a deterrent for ongoing disruptions to the learning environment in class.
- **Fifth violation:** Faculty or staff member will document the infraction through the disciplinary system in the SIS and the student forfeits the privilege of bringing a personal electronic device to Parkway Northwest HS for the remainder of the year. A parent meeting will be held to develop a safety plan to get the student to and from school. The fifth violation will be dealt with as a serious incident filed with the School District of Philadelphia's Office of Student Rights and Responsibilities. The parent meeting will focus on the significant level of disruption to the learning environment along with the recommendation for a change in student placement.

If a student refuses to abide by this school policy, it will be treated as a third violation and the student will be removed from classes for the remainder of the day with a mandatory parent



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meeting scheduled as soon as possible. Any further violations will be treated as a fourth violation and further disciplinary action revoking school privileges such as trips and attendance at prom may be warranted based on the level of disrespect and defiance.

Speakers and headphones are included in this policy under “electronic equipment.” The positive educational environment of our school and productive relationships between members or our school community are our priorities. Students may have “earbuds” on them during the school day. These types of headphones may only be utilized in the classroom with a teacher’s specific permission for an educational purpose and are NOT to be worn in the hallways..

The school is not responsible for any cell phones/electronic devices that are misplaced or stolen. The school does not assume any financial responsibility including cell phone monthly plans for cell phones at any time for any reason.

There is to be no unauthorized filming, or taking pictures, of staff or students in school. Students caught violating this rule will be subject to the consequences of cyberbullying as outlined in the School District of Philadelphia’s Student Code of Conduct.

**Please sign and date below to acknowledge your understanding of the Cell Phone Policy here at Parkway Northwest High School.**

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Parent Signature

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Date

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Cell Phone Number

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E-mail

