

The School District of Philadelphia

Parkway Northwest High School for Peace and Social Justice

6200 Crittenden Street, Philadelphia, PA 19138

Date: 8/20/24
To: Parkway NW HS for Peace and Social Justice
From: Malcolm Wilson, Climate Manager
RE: **Cell Phone Policy - Fall 2024-2025**

Dear Parkway NW Parents & Students,

Safety & Security:

Our top climate priority this year is to minimize the **Distracting Influence** of cell phones in our school community. In discussing the best options with our climate team, faculty, and staff, we make the communal decision to modify our process to have a better system of collection in the morning, alongside a 6th period distribution by class. To ensure we make this last minute shift, effectively, please see the following items that will help us all operate on the same page for the entire school year.

1. Morning routine

- Student will scan in and proceed through the metal detector
- Student will find small plastic case in the larger plastic container for 6th period teacher
- Student will put cell phone in small plastic case with their temporary ID
- Student will place plastic case and cell phone back into larger plastic container for 6th period teacher

2. Afternoon routine

- Cell phone container for each 6th period class dropped off last 5 minutes of class
- Deployment plan accounts for 4-5 faculty or staff members distributing containers to teachers
- Classroom teachers organize class routines for distribution of cell phones
- Students are responsible for replacing cell phone plastic cases before school dismissal

3. Exceptions

- Sports
 - Athletic director must post sports schedule for current season in climate office
 - Sports coaches are responsible for notifying Principal, Climate, and Secretary about upcoming early dismissal 24 hours ahead of time via email
 - Sports coaches are responsible for reminding players about early dismissal for sports the prior day at practice or game
 - Students follow morning routine protocol and place cell phone in “Sports” specific container as they enter
 - Sports coach is responsible for overseeing distribution of cell phones in room 131 at dismissal
 - Students report to 131 at sport’s dismissal time and replace plastic case in sports container after removing cell phone
- Late Arrivals

- Phone's containers out until 9:15am
- Separate late arrival bin for last priority distribution
- Rostered late arrivals
 - Turn in cell phones with Mr. Wilson
- Early dismissals
 - Student shows note for early dismissal to faculty or staff member at scan
 - Student follows morning cell phone routine using "Early Dismissal" container

4. Consequences

- Students who refuse to turn in their cell phone will automatically have a detention on Wednesday and their parents will be called.
- If students have more than three detentions. I will be requesting a Parent meeting to discuss progressive discipline.

We started this process last year and it was a success. However, There was an increase in the use of iPads and other personal electronic devices due to the cell phone collection. Therefore, we will **NO LONGER** allow students to bring these items to school with them. We will allow cell phones, which will be collected in the morning, and school issued **Chromebooks ONLY** during the school day. We are looking forward to seeing the same success this year with your continued support in making our students' educational experience here at Parkway Northwest High School the best it can be.

Students Signature _____

Parents Signbature _____