



**SHELDON ELEMENTARY**

*Creating a community of life-long learners*

2601 May Rd, Richmond, CA 94803 | Phone (510) 231-1414 | <https://www.wccusd.net/sheldon> | Email: sheldon@wccusd.net

## Cell Phone Policy

Sheldon Elementary is committed to providing a safe educational environment and positive school climate that is free from disruption. For these reasons, the use of a cellular/digital telephone, pager, or other mobile communications device is prohibited, unless such use is necessary to accommodate a student with a disability (WCCUSD School Board Policy BP 5131).

In order to protect the academic integrity of instruction and educational experience of students at Sheldon Elementary School, we have employed the following cell phone policy:

- Devices must be turned OFF and stored in student backpacks while on the Sheldon Campus during the hours of 8am-2:40pm for upper grades and 8am-2:20 for primary grades (the policy extends for those enrolled in our after school programs).
- Staff will give a student one reminder to silence phones and secure them in their backpacks if a phone is visible or if it rings/vibrates in class.
- If the cell phone is not off and secured as asked, staff will ask the student for the cell phone and return it at the end of the instructional day. If this reasonable request is ignored, parents will receive immediate notification from a staff member.
- If there is repeated cell phone use, the device will be handed to an administrator. The student will need to have a conference with the administrator to receive their phone. Parents will be notified by staff.
- If persistent use, a student/parent conference with an administrator is required for pick-up and a plan established that may include daily phone surrender to the office.

Sheldon Elementary Staff thanks you for your support with our policy. In the event of an immediate emergency and you need to convey a message to your child, please contact (510)231-1414.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_