

CELL PHONE POLICY

Students must keep their cell phones turned off during the school day. **They MUST be kept in their book bag or locker. Cell phones are not allowed out and in use at any point in the school day (including lunch, recess, after school programs, field trips). Phones should not be out/on during the school day, anywhere on school property.** If a cell phone is found during the school day, the teacher will bring it to the office and the **parent/guardian** will need to pick it up after school. If a parent/guardian is unable to pick up the phone, the parent can provide in writing (via email to mlnorville@cps.edu or fax to 773-534-9044) permission for another named adult to retrieve the phone from the office. *If a student is found with a cell phone after it was taken the first time, then his/her parent will have to pick up the phone on **Friday of that week.*** We thank you in advance for adhering to and supporting this policy. Once the phone is picked up, the school has no further responsibility for the device.

