Students may bring cell phones, earbuds and other electronic devices to Woodbury Middle School at their own risk. To provide clarity and consistency for students, families and staff we have adopted and will implement the following cell phone guidelines. If students choose to bring a cell phone/electronic device to our school, the expectations are:

1. All cell phones/earbuds will be turned off, placed on silent, or left in the student’s locker by 7:45 a.m.

2. Students may use their cell phone during class only for educational purposes and/or with teacher permission to do so.

3. Students may use their cell phone appropriately during passing time, their designated lunch hour and before and after school.
   
   This includes:
   
   a. Checking in with or responding to family members
   b. Sending and receiving appropriate communication
   c. Sharing school appropriate material

4. Students may use their cell phone or device to listen to music only before school, during lunch or after school. Classroom use will be based on teacher permission.

5. Cell phone use of any kind is not permitted in locker rooms or bathrooms

6. Students sent to the office for any disciplinary action will turn in cell phones to be held until the student is dismissed back to class.

7. Using a cell phone to record or take photos of Woodbury Middle School staff and students is not allowed without permission in advance given by the individual being recorded or photographed.

8. Recording or taking photos of classmates with the intent to bully or harass is prohibited.

9. Using social media apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, put down, or create a disruption in school is not permitted.

10. Sharing with or asking classmates/students for inappropriate content is prohibited.

11. Use of a cell phone during tests without permission will be considered academic dishonesty. Should a situation arise that a student needs to use their phone during class, we ask they get permission from the staff member at an appropriate time.

Consequences for students using their phone during unapproved class time for inappropriate reasons:

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student turns in phone to the Counseling Office for 5 days.</td>
<td>Student turns in phone to the Counseling Office for 15 days.</td>
<td>Student turns in phone to the Counseling Office for 30 days.</td>
</tr>
</tbody>
</table>

For more serious infractions, administration will follow state laws and the District 833 Discipline Policies.