

## Painting & Interior Finishes Cell Phone Policy Contract

The purpose of this contract is to maintain a focused and productive learning environment by minimizing distractions caused by cell phone usage during school hours. This includes, but is not limited to, texting, calling, video chatting, or listening to music.

### Policy Guidelines

- Students must place their cell phones in designated cellphone lockers upon arrival at school.
- Unauthorized use of cell phones will result in disciplinary action in accordance with the Lancaster Career & Technology Center (CTC) student handbook and discipline guidelines.
- Failure to comply will result in a Level 1 disciplinary action.

### Disciplinary Actions

#### Level 1 Disciplinary Actions:

- **1st Offense:** Warning and reminder of the cell phone policy. The student must immediately place their phone in the designated location. A Level 1 discipline referral (unapproved use of cell phones/personal equipment/technology) will be recorded in the school's ESD system. Additionally, there is a 3-point reduction in the day's work ethic grade.
- **2nd Offense:** Parent/guardian notification. Documentation of communication (or attempt) will be recorded under the actions tab of the discipline window in the ESD system. Additionally, there is a 4-point reduction in the day's work ethic grade.
- **3rd Offense:** Parent/guardian notification. Documentation of communication (or attempt) will be recorded under the actions tab of the discipline window in the SIS system. Additionally, there is a 5-point reduction in the day's work ethic grade.

#### Level 2 Disciplinary Actions:

- Continued violations of the cell phone policy will result in a Level 2 or higher disciplinary action, which may include lunch detention, suspension, or other consequences as deemed appropriate by school administration.

**By signing below, both the parent/guardian and student acknowledge that they have read and understand this contract.**

Mr. Leiva reserves the right to amend this policy as necessary and will enforce it consistently and fairly. This contract remains in effect for the duration of the academic year unless modified.

### Signatures:

\_\_\_\_\_  
Student Name (please print)

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

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Name Signature: