

**KILLEEN INDEPENDENT SCHOOL DISTRICT
CELL PHONE PROCEDURE FOR SECONDARY SCHOOLS**

To promote the best possible learning and social environment in Killeen ISD, students will not use their cell phones, smart watches, AirPods/earbuds, etc., during the school day. Secondary students will be assigned a personal secure pouch at the beginning of the school year. Students are expected to bring their secure pouch to school daily and return it in good condition at the end of the year.

Students, parents, or guardians are responsible for the student's pouch once they have been issued to the student. This includes the return of the pouch to the issuing campus at the end of the term or year, when the student transfers to another Killeen ISD campus, or when the student withdraws from the district.

Student, parent, or guardian responsibilities are as follows. Students must ensure proper use of and care for the pouch. A pouch is in good condition if it:

1. Has a functional locking mechanism.
2. Is free from tears, holes, or fraying.
3. Is clean and odor-free.
4. Has secure, intact seams.
5. Effectively prevents access to the devices when locked.

Students must return the pouch to the issuing campus prior to the last day of school, prior to the end of the course, at the time of student withdrawal, upon transfer approval to another Killeen ISD campus, or whichever is applicable.

Students must reimburse the issuing campus for any lost, destroyed, or damaged pouch(es) issued to that student. Fines can be found in [Administrative Procedures III-A, Exhibit A](#).

STATEMENT OF EXPECTATIONS

Campus staff and administrators will clearly state expectations and reinforce the importance of maintaining a cell phone-free environment at the beginning of each school year. Campus staff and administrators will monitor cell phone violations with a continued focus on the reduction of educational distractions caused by using cell phones, smart watches, AirPods/earbuds, during the school day.

PROCESS FOR CELL PHONE POUCH USE

Start of school day, students will:

- A. Turn cell phones/devices off, prior to entering the building.
- B. Place all cell phones, smart watches, AirPods/earbuds, in their secure pouch upon entering the building.
- C. Securely close the pouch with devices inside, using the pouch locking mechanism and store it in their backpack and/or locker until the end of the day.

During school day, students will:

- A. Keep their cell phone, smart watches, AirPods/earbuds, inside their pouch for the duration of the school day.
- B. Unlock their bag in the designated area if leaving campus (for an appointment, for lunch, seniors only who meet CCMR requirements, to attend classes at the Career Center, to attend Central Texas College, or to attend an after-hours UIL/campus sponsored event, etc.) and proceed to exit the building; place their devices back in their secure pouch upon returning to school and securely close it using the pouch locking mechanism; return it to their backpack and/or locker until the end of the day.
- C. Not access their devices during the school day unless receiving permission from a campus administrator and are in a designated area.
- D. Students who rely on their smartphone to help manage a health condition, such as diabetes, will be issued a non-locking pouch, and will be able to continue to do that as part of their 504 accommodations or individual health plan. All other expectations will be enforced. Parents should reach out to the campus for approval.

End of school day, students will:

- A. Unlock their pouch at designated areas throughout the campus using an unlocking base.
- B. Remove their cell phone, smart watches, AirPods/earbuds, from their pouch.
- C. Be responsible to keep up with their pouch.
- D. Be allowed to use their devices once they leave campus. As a reminder, violations of the student code of conduct are enforceable while on campus, on buses, and at bus stops.

VIOLATIONS

Each of the following violations will result in the student's cell phone, smart watch, AirPods/earbuds, and/or pouch being confiscated by school staff.

- A. Using a phone or device anywhere on campus during school hours without permission from a campus administrator and in a designated area.
- B. Physical damage to the pouch to circumvent its intended purpose (e.g, inappropriate markings, holes, bent pin, stripped lock, etc).
- C. Persistent loss of pouch or forgetting to bring the pouch to school.
- D. Damaging or taking someone else's pouch.
- E. If the pouch is damaged or lost, then the student/parent/guardian will be required to purchase a replacement pouch for the full replacement cost as determined by [Administrative Procedures III-A, Exhibit A](#).

CONSEQUENCES

The following chart outlines the progression of consequences for students who violate the cell phone-free environment procedure. Violations include having a cell phone, smart watch, AirPods/earbuds, or any similar device not in the secure pouch, visible during the school day, or found in use.

Damaged pouch immediate consequence	<ul style="list-style-type: none"> ● Parent/guardian contacted. ● After-school or lunch detention within five school days. ● If the pouch must be replaced, a reimbursement fee as determined by Administrative Procedures III-A, Exhibit A, will be issued. ● Repeated violations of this nature may result in further disciplinary consequences.
1st Offense	<ul style="list-style-type: none"> ● Phone is confiscated and kept in a campus-designated location for the day. ● Offense noted on referral with cell phone violation action code 201. ● Parent/Guardian contacted. ● The device is returned to the STUDENT at the end of the school day.
2nd Offense	<ul style="list-style-type: none"> ● Phone is confiscated and kept in a campus-designated location for the day. ● Offense noted on referral with cell phone violation action code 201. ● Parent/guardian contacted. ● Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). ● Student assigned one day of after-school or lunch detention.
3rd Offense	<ul style="list-style-type: none"> ● Phone is confiscated and kept in a campus-designated location for the day. ● Offense noted on referral with cell phone violation action code 201. ● Parent/Guardian contacted. ● Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). ● Student assigned one day of Saturday School.
4th Offense	<ul style="list-style-type: none"> ● Phone is confiscated and kept in a campus-designated location for the day. ● Offense noted on referral with SERIOUS cell phone violation action code 198. ● Parent/Guardian contacted. ● Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). ● In-person meeting scheduled with parent/guardian. ● Student assigned one day of In School Suspension (ISS).
5th Offense	<ul style="list-style-type: none"> ● Phone is confiscated and kept in a campus-designated location for the day. ● Offense noted on referral with SERIOUS cell phone violation action code 198. ● Parent/guardian contacted. ● Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). ● Student placed on Campus Probation for 45 days. ● Student assigned 2 days of In School Suspension (ISS).

6th Offense and beyond	<ul style="list-style-type: none">● Phone is confiscated and kept in a campus-designated location for the day.● Offense noted on referral with SERIOUS cell phone violation action code 198.● Violation of Campus Probation noted in the discipline referral notes.● Parent/Guardian contacted.● Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone).● Student assigned three days of In School Suspension (ISS).● Campus-Level Conference (CLC) with a recommendation for placement in the District Alternative Education Program (DAEP).
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DATE: July 2024

CONTACT: Assistant Superintendent for Administrative Services