

# WIMS PARENT/GUARDIAN GUIDELINES

## AWAY FOR THE DAY POLICY 2023-24

The expectations below provide information regarding the Away for the Day Policy at Irving Middle School.

The Away for the Day policy currently includes cell phones and other personal electronic devices to include iPods, iPads, MP3 Players, tablets, video game consoles, airpods, headphones etc. **Students who have a documented medical necessity or an IEP accommodation to carry a phone are exempt from this rule.** Teachers will be notified if they have a student that is exempted.

**Guidelines:**

During the school hours of 7:30 am -2:15 pm, personal devices are to be put away and out of site for the entire school day. This includes hallways, classrooms, cafeteria, break, library and offices. Cell phones, iPods, iPads, MP3 Players, tablets, video game consoles, airpods, etc. are **not permitted** at all during the school day. They must be off and away throughout the entire day.

To ensure students are able to hear directions in case of an emergency, students are not permitted to wear headphones in the hallways. Wired headphones are only permitted in classrooms and are to be used only with computers for class work.

Away for the Day Violation and Consequences	
<b>1st Time</b>	Device confiscation by admin, property slip given to student, email regarding violation from Safety and Security Assistant, device picked up by student at the end of the day
<b>2nd Time</b>	Device confiscation by admin, property slip given to student, email regarding violation from Safety and Security Assistant, device picked up by student at the end of the day
<b>3rd Time</b>	Device confiscation by admin, property slip given to student, email regarding violation from Safety and Security Assistant, device picked up by student at the end of the day
<b>4th Time</b>	Device confiscation by admin, property slip given to student, Parent/Guardian Pick-Up of device only, Admin Phone Call, Admin-Student conference with possible additional consequences
<b>5th Time</b>	Device confiscation by admin, property slip given to student, Parent/Guardian Pick-Up of device only, Admin Phone Call, Admin-Student conference with possible additional consequences to include not being permitted to carry the device at school for predetermined time

**Device Pick up:** Parents will be able to pick up confiscated devices (4th & 5th violations) in the Main Office during school hours 7:00am - 3:30pm. Our progressive consequences are more detailed above.

**Students who need to contact a parent/guardian:** If students need to contact a parent/guardian, they are allowed to use the classroom phone at an appropriate time with teacher/staff permission and/or call from the student phone outside the main office.

For more information about Away for the Day, please see this [website](#).