Dear Parents, Guardians and Students:

The Coshocton Opportunity School has decided to **update student** use of personal cell phones. We do not want or feel a need to ban them all together, but as a staff we feel the need to restrict the time spent texting and on Facebook, Snap Chat, Tik Tok and other social media. We will enforce restrictions for the 2022-2023 school year. Please see the following for the updates:

1. Students **are not** allowed to use the cell phones for texting or social media during class time, including Art, Life Skills, Biology, C.B.I. and any other electives or when we have guest speakers.
	1. **In an emergency the student must ask for permission to use the school phone during class.**
2. If a student **signs out to use the restroom or to get a drink, the student must leave the phone either at their computer or with a teacher.**
3. Students may use their phones to listen to music, but they cannot switch songs. Once they select their music then they are required to leave the phone alone until breaks.
4. During class time students will be asked to **leave their phone on the table top turned upside down so they are not distracted by notifications.**
5. Our class periods will last around 40-45 minutes and we will then take a break. Students will be allowed to text or make a personal phone call during that **five to seven-minute** break.
6. Consequences will be as follows:
	1. First Offense will be a verbal warning with an explanation that their phones could be confiscated.
	2. Second Offense will result of their phone being confiscated until the end of the school day, and they will have lunch detention in room 306 with no break and **no phone privileges**.
	3. Third Offense the phone will be confiscated until a parent or guardian comes to pick up the phone. If student refuses to give their phone to the staff, then it may result in an out of school or **in school suspension** **consequence in which the student will not have any phone privileges.**
	4. **Fourth Offense will be student will not be allowed to have a phone at school and consideration for withdrawal from school.**

In closing, if a student needs to use a phone for an emergency, they will be allowed to use the school phone, or if a parent or guardian needs to speak with a student you may call the school phone. I hope you understand why we need to tighten the cell phone usage here at the Opportunity School. If you have any questions you may call me at 740-622-3600.

Sincerely,

Tom Hilgenberg

Director

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 (Student Signature) (Parent/Guardian Signature)