

DSST Cole High School: Phone/Personal Communication Device (PCD) Policy

Purpose

Beginning this school year, **Colorado state law and Denver Public Schools (DPS) Administrative Policy JICJ: Student Use of Personal Communication Devices** require a bell-to-bell personal communication device-free school day.

At DSST Cole High School, we believe students learn best when they are fully engaged with their teachers, classmates, and learning. Restricting the use of personal communication devices helps create classrooms that are focused, connected, and free from unnecessary distractions.

Student Expectations

Students are expected to:

- Turn **off** all personal communication devices before the first bell.
- Keep all personal communication devices **out of sight** and stored in their **backpack** or **locker** throughout the instructional school day.
- Keep devices stored during:
 - Class time
 - Passing periods
 - Lunch
 - Restroom breaks
 - Any other time while on campus 8:10am-3:50pm
- Personal communication devices **may NOT be carried in pockets/purses or used at any time during the instructional school day.**

Personal communication devices include, but are not limited to:

- Cell phones
- Smart watches and other wearable technology
- Wireless earbuds and headphones
- Smart glasses
- Personally owned tablets
- Personally owned laptops
- Any other personal electronic communication device

Family Communication

Families needing to contact a student during the school day should call the **Front Office**, and school staff will ensure the message reaches the student.

Students have access to their **school email through their Chromebook** and may communicate with families electronically when appropriate and with staff permission.

Students who need to contact a parent or guardian during the school day should work through the Front Office.

Staff Response to Device Use

If a student is observed using or possessing a personal communication device during the instructional school day:

Staff Response to student

Staff should calmly and respectfully redirect the student by saying:

"Please turn off your device and place it on my desk." (classroom)

Or

"Please turn off your device and walk with me to the dean or office." (hallway)

Make sure to log in to live school. The goal of the initial response is to redirect the student back to learning without creating a power struggle. Bring the phone to the dean or front office to hold until the end of the day.

Repeated Violations

On the 3rd offense students will be put on an entry check in plan in the front office.

Any violation should be documented in live school and communicated to the Dean Team so that responses remain consistent, transparent, and equitable.

Students will not be suspended or removed from class solely for violating the personal communication device policy.

Refusal to Comply

If a student refuses to turn off or turn in their device:

1. Avoid engaging in a power struggle.
2. Notify the Dean Team through your Teams chat.
3. A Dean or Admin will respond to support.
4. The student's family will be contacted.

Teachers should continue instruction whenever possible while awaiting support.

Exceptions

Students may use personal communication devices during the school day only when authorized through an:

- Individualized Education Program (IEP)
- Section 504 Plan
- Individual Health Plan
- Multilingual Learner accommodation
- Other district-approved accommodation

Prescription smart glasses may be worn if they are turned off and disconnected from personal communication devices.

Our Commitment

Successful implementation depends on every adult responding consistently.

As a staff, we will:

- Teach the expectation explicitly.
- Use calm, respectful redirection.
- Avoid power struggles.
- Apply the policy consistently across all classrooms and school spaces.
- Partner with families to support student success.

Continuous Improvement

DSST: Cole High School will review implementation after the first quarter, gather feedback from staff, students, and families, and make any necessary adjustments while remaining aligned with Colorado state law and DPS Administrative Policy JICJ.