Sample cell phone procedure: (modify to fit your classroom)

* When entering the classroom you may keep your phone out of sight in your purse or pocket. Or, you may store or charge your phone in the cell phone parking lot.
* If you choose to use the cell phone parking lot for storage, place your phone in one of the numbered pockets. Remember the number where your phone is “parked” or write it down in your notebook.
* If you choose to use the cell phone parking lot for charging, use your own charging cord. Plug your phone in to one of the power strips and then place your phone (still connected) into one of the lower pockets in the cell phone parking lot.
* The cell phone parking lot is only accessible before and after class. If you plan to store or charge your phone, you may not go and get it during class time.
* If your phone is not in the cell phone parking lot and is causing a distraction from work in class, you will be directed to “park” your phone and you may pick it up after class.
* Students who do not comply or have repeated requests to park their phones will have their phones “towed.” A “towed” phone will be stored in the teacher’s desk and will not be returned until parents have been contacted.