



# Phone Go – Phone No Procedures

## Personnel

- Students, Parents/Carers, Teachers, Head Teachers, Deputy Principal, Principal

## Phase 1 – Lesson Introduction

- Classroom teacher to display signs and identify whether classroom activities are Phone Go or Phone No

## Phase 2 – Lesson Commencement

- All phones are out of sight, in bags or Phone Safe during No Phone Lessons.

## Phase 3 – Student Issue

- If a student uses their phone during a Phone No lesson they are to be warned and provided an opportunity to put it away. It should be explained that further use will involve the phone being placed into the phone safe for the remainder of the lesson – return at the end. A student can avoid a Millennium incident if they comply with instructions to place the phone into the phone safe.

## Phase 4 – Student Misbehaviour

- If a student refuses to adhere to classroom teacher instructions (phone into phone safe) and is continuing to use their phone they will be sent to the HT and required to put the phone into HT phone safe (classroom or staffroom). The classroom teacher is to complete the follow up – refer to **KHS PBL Behaviour Matrix**. Consequences may include; in class isolation, detention and discussion, phone call home, green CT monitoring card.

## Phase 5 – Persistent Disobedience

- Student refuses to adhere to classroom rules over a number of lessons or does not follow HT instructions – Issue is to be negotiated between the HT and DP. Refer to **KHS PBL Behaviour Matrix**. Consequences may include; HT request for phone and discussion with student, classroom withdrawal to HT, HT/Faculty detention and discussion, phone call home and yellow HT monitoring card.

## Phase 6 – Continued Disobedience

- Student continues to ignore the requests of both the CT and faculty HT. HT discusses issue with year group DP and negotiates options. Refer to **KHS PBL Behaviour Matrix**. Minimum consequences can include; DP request for phone and discussion with student, withdrawal from class to DP, DP detention and discussion, phone call home and formal warning to suspend issued including individual student ban of phone (duration of monitoring card).

## Phase 7 - Suspension

- Student not following directions (including adherence to ban of device) of Senior Executive, Executive and Teaching staff. Minimum consequence; Short suspension (continued disobedience) and parents/carers asked to keep son/daughters' phone at home for an agreed period of time upon returning to school.