**CHA Phone/Electronic Device Policy**

* School telephones are not to be used for personal calls. Students will not be called to the office to receive a telephone call unless there is an emergency.
* Students are not permitted to use their personal cell phone, other personal electronic devices or classroom telephone during instructional time. Students in grades 6-12 can use their cell phones/personal electronic device only during lunch.
* **Personal cell phones and electronic devices that are possessed and/or used during instructional time will be confiscated and parents may be required to retrieve them from the appropriate staff member. Students must keep their personal electronic devices and/or cell phones in their locker, or in their vehicle at all times (with the exception of grades 6-12 during lunch times). In addition all calls regarding student illness are to be handled by main office staff only.**
* Students are not permitted to answer classroom phones

The Academy is not liable for any of the aforementioned items lost or confiscated from students.