



**OAK PARK HIGH SCHOOL**  
**UNPLUGGED STUDENT / STAFF PROCEDURES**  
**OP WAY: READY, RESPECTFUL, RESPONSIBLE**

**Student role:**

- **READY** - When unplugged signs or sessions are initiated ALL technology is put away and not visible. This includes phones, laptops, and headphones.
- **RESPECTFUL** – Comply when asked to put away device the first time.
- **RESPONSIBLE** - Focus in classroom needs to be on instruction, collaboration, and embody the OP Way. Technology is not the focus unless it is being used for instruction.

**Teacher role:**

- **READY**- Have signs and procedures in place and have discussed procedures with the class.
- **RESPECTFUL** – When approaching students on unplugged procedures, ask them to put away device and walk away. Do not grab, touch, or shut down their device. Give warning and move on.
- **RESPONSIBLE** – All staff are responsible for following through with unplugged procedures.

**CLASSROOM DISCIPLINE PROCEDURES:**

1. Non-confrontational verbal warning
2. Non-confrontational verbal warning
3. Office referral in EdHandbook, student sent down with device. **Call parent by end of the day every time a student is sent to the office.**
4. Same procedures for next class session. Student should receive a fresh start each class.

**Admin role:**

- **READY** – Consistent with discipline when students are written up. Parent contact and support
- **RESPECTFUL** – Be solution based with students to create a plan for them
- **RESPONSIBLE** – Support staff with concerns and hold students accountable for not following the plan created with Admin

**ADMIN DISCIPLINE PROCEDURES FOR PHONES AND LAPTOPS:**

1. Verbal Warning – Parent Contact
2. Technology confiscated remainder of day. Parent contact. 1 Lunch Detention.
3. Technology confiscated remainder of day. Parent contact. 3 Lunch Detentions. Check in/Check out with computer 1 week.
4. Technology confiscated remainder of day. Check in/Check out with computer 2 weeks. 1 Wednesday night school.
5. Technology confiscated remainder of day. Parent contact. Check in/Check out with computer 1 month. 1 day ISS.
6. Technology confiscated remainder of day. Parent contact and must pick up phone. Check in/Check out with computer remainder of semester. 2 days ISS
7. Beyond above will receive an additional day of ISS each incident