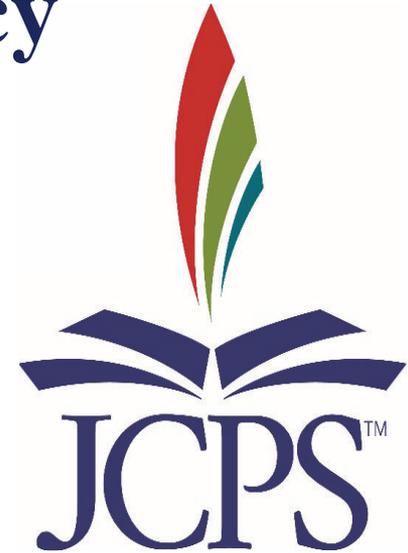


# **School-Based Cell Phone Policy Implementation Review Midyear Report to the Board**

**Board Policy 09.4261  
Administrative Procedure 09.4261 AP.11**



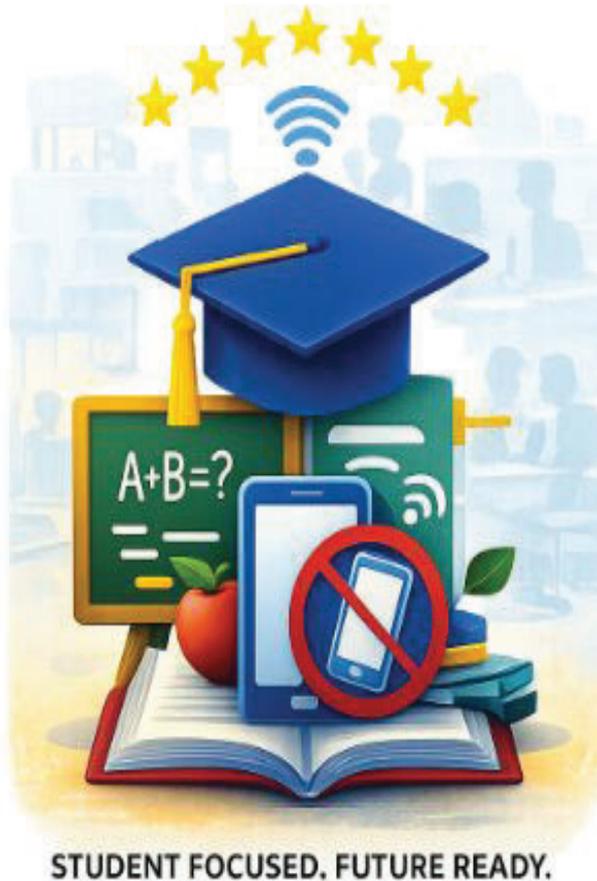
**Internal Audit  
March 10, 2026**

# Purpose of the Midyear Review

- Administrative Procedure 09.4261 AP.11 directs the Internal Audit Department to conduct a midyear and year-end review of implementation and report results to the Board.
- Midyear Focus: Assess the fidelity of implementation of school-based cell phone policies in accordance with Board Policy 09.4261 and Administrative Procedure 09.4261 AP.11. The review did **not** include an evaluation of policy effectiveness or outcomes.



# Objectives of Midyear Review



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**Assess** Assess whether school policies meet minimum requirements established in the Administrative Procedure.

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**Assess** Assess whether district-level guidance and support were provided to support implementation.

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**Assess** Assess whether schools developed school-based cell phone policies in accordance with procedural requirements.

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**Assess** Assess whether schools implemented their cell phone policies consistent with implementation requirements.

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**Assess** Assess whether structures and processes exist to support ongoing implementation and sustainability.

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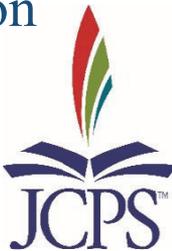
# Scope and Methodology

## Scope

- The scope of this engagement was limited to school-level implementation activities occurring during the current school year.

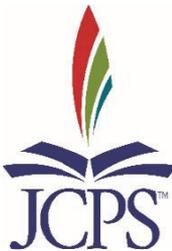
## Methodology

- A survey was administered to all schools to collect information related to policy development, implementation planning, communication practices, and sustainability activities.
- Interviews were conducted with assistant superintendents to understand district-level guidance, oversight, and support.
- ❖ School policies reviewed
- ❖ Additional documentation reviewed from schools
- ❖ Survey response rate: Nearly 100%
- ❖ Interviews with Assistant Superintendents and School-Based Decision Making (SBDM) leadership



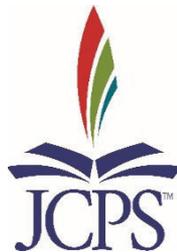
# Summary of Midyear Results

- All (100%) schools adopted a written cell phone policy.
- Policies generally aligned with Board Policy and Administrative Procedure requirements.
- District guidance and templates supported school policy development.
- Schools generally demonstrated implementation through communication, operational procedures, and school-level enforcement practices.
- Schools implemented operational procedures to support and sustain their policies.



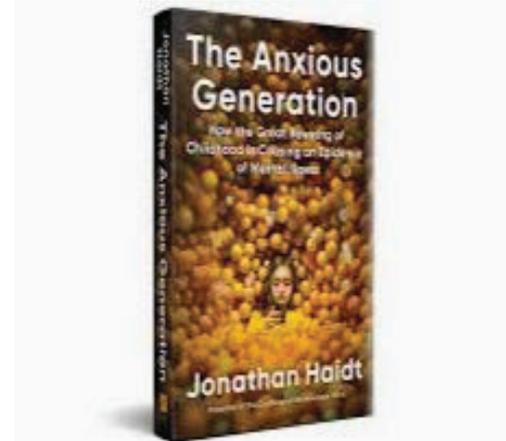
# Policy Adoption and Alignment With Administrative Procedure Requirements

Policy Requirement	Compliance %
Schools adopting a policy	100%
Policies prohibiting use during the entire school day	~90%
Policies including required exceptions	100%
Policies applying to all personal telecommunications devices	100%
Policies addressing expectations and progressive discipline	100%



# District Guidance and Support Policy Development and Implementation

- The district provided schools with a sample policy template.
- District guidance included research and informational materials.
- The experience of Fern Creek High School was referenced as an example of operational considerations and implementation practices.



# Policy Development

Development Requirement	Results
Cell Phone Policy Committee Convened	Most schools reported convening a committee.
Stakeholder Input Gathered	Stakeholder input was reported through district surveys, faculty discussions, and SBDM Council deliberations.
Racial Equity Analysis Protocol (REAP) Completed	Most Schools reported completing a REAP.
Assistant Superintendent Review	Interviews indicate consistent Assistant Superintendent involvement.
SBDM/Advisory Leadership Team (ALT) Approval	Documentation indicates consistent SBDM/ALT Approval.



# Policy Implementation

## Communication



- Policies communicated to students and families at the beginning of the school year
- Included in student handbooks and school materials

## Storage



- Schools implemented a variety of phone storage approaches, including the following:
  - Storage pouches
  - Classroom containers or lock boxes
  - Lockers or backpacks
  - Expectations that devices remain out of sight during the school day

# Policy Implementation

## Enforcement/Staff Expectations

- Enforcement expectations discussed with teachers and administrators
- Often addressed during staff orientation, during professional development, and in the staff handbook



# Policy Implementation: Sustainability

## Compliance Monitoring and Informal Oversight



- Documentation provided by schools demonstrated that a variety of operational practices were used for compliance monitoring.
  - Periodic administrative walkthroughs
  - Staff and leadership meetings to discuss compliance trends

## Periodic Review and Policy Governance



- Policies are typically revisited annually by SBDM Councils as part of routine policy review and governance activities.



# From Policy to Practice



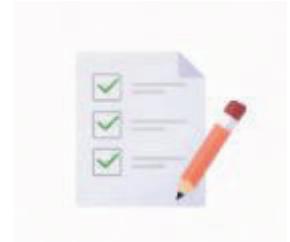
**Communication  
with students  
and families**



**Defining storage  
expectations for  
devices**



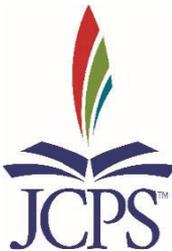
**Staff awareness  
and  
enforcement  
expectations**



**School-level  
monitoring and  
leadership  
oversight**

# Conclusion

- This presentation summarizes the results of Internal Audit's midyear review of school-based cell phone policy implementation as required by Administrative Procedure 09.4261 AP.11.
- The review focused on the fidelity of policy development and early implementation practices across schools and district support structures.
- Internal Audit anticipates conducting a year-end assessment to further evaluate implementation outcomes and operational impacts as the policy continues to mature during the remainder of the school year.



# Questions

