

APPENDIX A. STUDENT COMMUNICATION DEVICE POLICY



MONTCLAIR SCHOOL

• OF ACADEMICS & ENRICHMENT •

STUDENT COMMUNICATION DEVICE POLICY

Montclair School for Academics and Enrichment

District policy JICJ - Student Use of Personal Communication Devices

Effective date August 24, 2026

Applies to All Montclair students, ECE through grade 5

1. Purpose

Montclair School for Academics and Enrichment is committed to a focused, safe, equitable, and supportive learning environment. This policy establishes clear and consistent boundaries for student possession and use of personal communication devices in order to:

- minimize distractions and maximize instructional time;
- reduce cognitive overload and the harmful effects of social media use during the school day;
- support student mental health, peer relationships, and in-person interaction;
- promote responsible technology habits and healthy developmental boundaries; and
- ensure safe, reliable, and coordinated communication with families during emergencies.

Implementation will emphasize learning, wellbeing, consistency, de-escalation, restoration, and student support rather than punishment. Students and families will be engaged as partners in successful implementation.

2. Definition of Personal Communication Device

A “personal communication device” (PCD) is any privately owned, portable electronic communication device. PCDs include, but are not limited to:

- cell phones;
- smart or electronic wearables, including smartwatches;
- wireless earbuds, earphones, and headphones;
- personally owned tablets and laptops;
- non-District-issued computing devices; and
- any other personally owned, portable electronic communication device.

District-issued or school-required instructional devices used for educational purposes under staff direction are not PCDs under this policy.

3. Prohibition on Use - Bell to Bell

Student use of PCDs is prohibited during the entire instructional school day for all Montclair students, ECE through grade 5. The school day includes instructional time, homeroom or advisory, transitions, recess, lunch, restroom use, time elsewhere in the school building or on campus, field trips, and school-sponsored instructional activities occurring during the designated school day.

During these times, PCDs must be turned off, stored as required in Section 4, and inaccessible to students unless a documented exception in Section 6 applies. A PCD that produces an audible sound, ringtone, or vibrating alert, or that is displayed or otherwise in plain view, is considered used in violation of this policy.

4. Required Storage and Return Procedures

A. Students in ECE through Grade 3

Students in ECE through grade 3 do not typically bring PCDs to school. If a student in these grades brings a PCD, the device must be turned off and checked in at the main office or turned in directly to the assistant principal upon arrival. The device will be secured in designated school storage and returned at dismissal according to office procedures.

B. Students in Grades 4 and 5

Students in grades 4 and 5 who bring PCDs to school must turn them off and surrender them to their homeroom or classroom teacher at the start of the school day. Teachers will secure devices in a designated locked, wall-mounted storage unit.

Devices may not remain in pockets, backpacks, bags, or on a student's person during the school day.

Devices must remain inaccessible to students throughout the school day.

Devices will be returned at dismissal according to classroom or school procedures.

C. Late Arrivals and Other Check-In Needs

Any student arriving after the start of the school day must turn off and check in a PCD at the main office before proceeding to class. The main office and assistant principal will maintain secure storage for late arrivals, ECE-grade 3 check-in, and situations requiring administrative oversight.

D. Communication of Storage Procedures

The school will communicate its storage, check-in, return, enforcement, and family-contact procedures before the first day of class and at the beginning of each school year. Procedures will be simple, transparent, consistent, and equitably applied.

5. Communication with Families

Students who need to contact a parent or guardian during the school day must do so through the main office or another method authorized by school staff. Families should contact the main office when they need to reach a student. School staff will promptly facilitate communication when illness, an emergency, or another urgent need arises.

Emergency and reunification communications will follow District safety protocols and will be delivered through official school and District channels.

6. Exceptions

A student may possess or use a PCD during the school day only when the possession or use is specifically authorized under:

- a current Individualized Education Program (IEP);
- a current Section 504 Plan;
- a current Individual Health Plan or other current, approved health plan; or
- an approved accommodation necessary to meet the language needs of a Multilingual Learner.

A student may wear prescription smart glasses if the glasses are powered off and disconnected from any phone or other communication device, unless an applicable plan specifically authorizes use.

Information about an exception will be shared only with staff who have a legitimate educational interest, consistent with the Family Educational Rights and Privacy Act (FERPA).

7. Conduct Strictly Prohibited

Even when PCD possession or use is otherwise permitted, students may not:

- engage in, promote, or facilitate conduct that violates the Student Code of Conduct, Board or administrative policy, school rules, or state or federal law;
- use a PCD in a way that disrupts the educational environment, a school-sponsored activity, or school or District operations;
- photograph, record, or share images or recordings of students or staff in a way that causes or could reasonably cause emotional distress, embarrassment, humiliation, or an invasion of a reasonable expectation of privacy;
- use cameras, recording functions, or PCDs in restrooms, locker rooms, or another location where use creates an unreasonable risk to safety, welfare, or privacy; or
- use a PCD for bullying, harassment, threats, academic dishonesty, or unlawful activity.

8. Violations and Progressive Response

Responses will emphasize de-escalation, restoration, and re-engagement in learning and will be consistent, transparent, age-appropriate, and equitable. Every violation will be documented. A student will not be suspended or removed from the regular instructional day solely because the student possessed or accessed a PCD in violation of this policy. Conduct that independently violates the Student Code of Conduct may be addressed under the applicable discipline policy.

The following progression applies to violations occurring within the same school year. In applying it, staff may consider the time between violations, the student's overall compliance, and

other relevant circumstances. After a substantial period of compliance, the principal or designee may restart the progression at Step 1.

Step 1 - First Violation: Warning and Redirection

- The student receives a verbal warning and is directed to turn off and properly store or surrender the device.
- The student is reminded of the policy expectations and their purpose.
- The incident is documented.

Step 2 - Second Violation: Confiscation and End-of-Day Return

- The student turns off the device, and staff confiscate and securely store it.
- The device is returned to the student at the end of the school day.
- A parent or guardian is notified.

Step 3 - Third Violation: Confiscation and Family Conference

- The device is confiscated and held securely in the main office.
- The device is returned only after a conference involving the parent or guardian, student, and school personnel to review the policy and establish a compliance plan.
- The school may require daily office check-in and dismissal check-out for a defined period.

Step 4 - Fourth and Subsequent Violations: Administrative Referral

The matter is referred to school administration for accountability and support. Responses may include continued daily check-in, loss of the privilege to bring a PCD to school, a behavioral contract, detention, or other interventions consistent with District policy. Responses will be tailored to the student's age and circumstances and will prioritize re-engagement in learning over exclusion.

Refusal to Surrender a Device

A student who refuses to surrender a PCD at the request of a teacher or other school official is subject to disciplinary action under the Student Code of Conduct, independently of the four-step progression above.

9. Confiscation and Device Privacy

A PCD reasonably suspected of being used or possessed in violation of this policy may be temporarily confiscated. The purpose of confiscation is to maintain a device-free school day, not to investigate wrongdoing. A device confiscated under this policy will not be searched solely because it was confiscated under this policy.

10. Emergency Notifications and Safety

This policy will not prevent or impede official emergency notifications. Students are not authorized to access or use PCDs during emergencies, including active-threat or lockdown situations. Personal device use during these events can compromise safety, interfere with emergency response, and spread misinformation. Official information and communication will be directed through school and District channels.

11. Loss, Theft, or Damage

The District and school are not responsible for the loss, theft, destruction, or damage of PCDs brought onto school or District property or to school-sponsored activities or events. Students who bring PCDs to school do so at their own risk. Families are encouraged to leave valuable personal devices at home whenever possible.

12. Staff Responsibilities

Staff will:

- communicate expectations clearly and consistently;
- provide structured systems for device collection, secure storage, and return;
- implement the policy fairly, respectfully, transparently, and equitably across classrooms and settings;
- document every violation and complete required family communication;
- minimize unnecessary disruption and disproportionate disciplinary responses; and
- participate in training and ongoing implementation support.

13. Family and Community Engagement

The school will share this policy annually, include it in the student and family handbook, post it on the school website, and provide opportunities for questions and feedback. Families will be asked to review and acknowledge the policy and will receive guidance about healthy technology use and age-appropriate digital literacy.

14. Academic Grades

A student's grades will not be reduced solely as a consequence of violating this policy. Academic consequences may be applied only when independently supported by applicable academic or Student Code of Conduct requirements, such as academic dishonesty.

15. Applicability, Effective Date, and Annual Review

This policy applies throughout the full instructional school day, during school-day field trips and school-sponsored instructional activities, and in all instructional settings under school supervision. It becomes effective upon adoption and will be implemented beginning August 24, 2026.

The school will review the policy and its implementation annually in alignment with District expectations and applicable Colorado law. The review may consider feedback from students, families, and staff; implementation consistency; student wellbeing and learning impacts; and operational and safety procedures. School procedures may be revised as needed, provided they remain consistent with District Policy JICJ and are equitably applied.



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Bell to Bell = Devices Off and Away

Phones, smartwatches, earbuds, tablets, and other personal devices stay **off and out of reach** during the whole school day.



Why do we have this rule?



So we can learn without distractions.



So we can talk, play, and be together.



So everyone stays safe.



So our brains get a break from screens.

What should I do?

1



Bring it only if you really need to.

2



Turn it **OFF** before school starts.

3



ECE–Grade 3: Check devices in at the office.

4



Grades 4–5: Give devices to your teacher at the start of the day.

5



Need to call home? Ask the office or a staff member.

What counts as a device?



phone



smartwatch



earbuds/
headphones



tablet



laptop

When does this rule apply?



In class



during transitions



at recess



at lunch



in the restroom



on campus



and on field trips

Some students may have an exception



A device may be allowed if a student has an approved learning, language, or health plan.

Please do NOT



Do not use or show your device during the school day.



Do not take photos or videos at school.



Do not use devices to be unkind, cheat, or break school rules.

If you forget the rule...

1

Reminder

2

Device is kept until the end of the day

3

Family meeting

4

More help from the school office

We will help you learn the rule.



In an emergency, school adults will share information with families. Students should not use personal devices during emergencies.

Based on the DPS Policy JICJ Effective July27, 2026





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De campana a campana = dispositivos apagados y guardados



Los teléfonos, relojes inteligentes, audífonos, tabletas y otros dispositivos personales deben estar **apagados y fuera de tu alcance** durante todo el día escolar.



¿Por qué tenemos esta regla?



Para aprender sin distracciones.



Para hablar, jugar y estar juntos.



Para que todos estén seguros.



Para que nuestro cerebro descanse de las pantallas.

¿Qué debo hacer?

1



Tráelo solo si de verdad lo necesitas.

2



Apágalo **ANTES** de que empiece la escuela.

3



ECE-3.º grado: Entrégalo en la oficina.

4



4.º y 5.º grado: Entrégaselo a tu maestra o maestro al comenzar el día.

5



¿Necesitas llamar a casa? Pide ayuda en la oficina o a un miembro del personal.

¿Qué cuenta como dispositivo?



teléfono



reloj inteligente



audífonos/auriculares



tableta



computadora portátil

¿Cuándo se aplica esta regla?



En clase



durante las transiciones



en el recreo



en el almuerzo



en el baño



en el campus



y en las excursiones

Algunos estudiantes pueden tener una excepción



Se puede permitir un dispositivo si un estudiante tiene un plan aprobado de aprendizaje, idioma o salud.

Por favor, NO



No uses ni muestres tu dispositivo durante el día escolar.



No tomes fotos ni videos en la escuela.



No uses dispositivos para ser cruel, hacer trampa ni romper las reglas escolares.

Si olvidas la regla...

1

Recordatorio

2

El dispositivo se guarda hasta el final del día

3

Reunión con la familia

4

Más ayuda de la oficina escolar

Te ayudaremos a aprender la regla.



En una emergencia, los adultos de la escuela compartirán información con las familias. Los estudiantes no deben usar dispositivos personales durante las emergencias.

Based on the DPS Policy JICJ Effective July27, 2026



APPENDIX B. 2027 CALENDARS



MONTCLAIR SCHOOL • OF ACADEMICS & ENRICHMENT •



Montclair School Year Calendar 2026-27

JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

HISPANIC HERITAGE MONTH
(SEPT. 15 - OCT. 15)

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2026

DISABILITY AWARENESS AND
DYSLEXIA AWARENESS MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

NATIVE AMERICAN HERITAGE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

BLACK HISTORY MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2027

WOMEN'S HISTORY MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2027

ARAB AMERICAN HERITAGE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2027

ASIAN AMERICAN & PACIFIC ISLANDER MONTH
JEWISH HERITAGE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027

LGBTQ+ PRIDE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

171.5 Student Contact Days

189 Teacher Contact Days

Denver Public Schools is committed to upholding an inclusive culture where students and team members can show up as their authentic and best selves. Some of these dates are not fixed to a calendar but based on the actual sighting of the moon and therefore there may be some variance by a day. Jewish and Islamic holy days begin and end at sundown on the first and last days listed.

CALENDAR KEY

■ HOLIDAYS / NO CLASSES	■ PLANNING AND PROFESSIONAL LEARNING DAYS
■ VACATION / NO CLASSES	■ CONFERENCE
 FIRST DAY OF SCHOOL (K-12)	 FIRST DAY OF SCHOOL (ECE and Kindergarten)
 LAST DAY OF SCHOOL (First half of day, early release; second half of day, planning day)	— HOLIDAY AND OBSERVANCES
	■ Early Release Days out at 1:10

HOLIDAY / NO CLASSES LIST

Labor Day - Sept. 7
 Thanksgiving Day - Nov. 26
 New Year's Day - Jan. 1
 Dr. Martin Luther King, Jr. Day - Jan. 18
 President's Day - Feb. 15
 Eid al-Fitr - March 10
 Cesar Chavez Day - March 31
 Memorial Day - May 31
 Juneteenth - June 19 (observed June 18)

HOLIDAYS AND OBSERVANCES

Days are marked as underlined. The full list of [Holidays and Observances are available here.](#)

PLANNING AND PROFESSIONAL LEARNING DAY KEY

The full list of [Planning and Professional Learning Days will be available soon.](#)

TERM DATES

The full list of [Term Dates are available here.](#)



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School Year 26-27 Monthly Events Calendar



August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

Updated 7/01/2026

- 3-4 Registration 9:00 AM-5:00 PM
- 20 Popsicles on the Playground 4:00-5:00 PM
- 24 Grades 1-5 First Day of School
- 25 Kinder/ECE First Day of School

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER Hispanic Heritage Month

- 2 Back to School Night 5:00-6:30 pm
- 3 Early Release: out at 1:10 pm
- 7 No School/Holiday
- 14 SAC Meeting 3:30 pm
- 18 Monty's Movie Night 6:00 pm
- 21 Non-Student Day

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER: Disability Awareness & Dyslexia Awareness Month

- 1 Early Release: out at 1:10 pm
- 12 No School
- 13-15 Conferences 3:30-6:00 pm
- 15 Individual Picture Day
- 19 SAC Meeting 3:30 pm
- 29 Parade of Masks 2:30 pm
- 29 Literacy Night/PAC Meet 3:30-5:00 pm
- 29 Trunk or Treat 3:30-5:00 pm
- 30 Non-Student Day

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER: Navtive American Heritage Month

- 5 Early Release: out at 1:10 pm
- 9-13 Giving Tree Sign Up Begins
- 9 SAC Meeting 3:30 pm
- 19 Family Thanksgiving Meal
- 19 Monty's Movie Night 4:00 pm
- 23-27 Thanksgiving Break

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER

- 3 Early Release: out at 1:10 pm
- 3 Individual Picture Retakes
- 14 SAC Meeting 3:30 pm
- 14-18 Giving Tree Distribution
- 17 Winterfest 4:45-6:30 pm
- 21-31 Winter Break

- In-person registration
- First Day: Grades 1-5
- First Day: Kindergarten & ECE

- PARENT TEACHER CONFERENCES
- P.E.A.K. / S.A.C. / MEETINGS
- SPECIAL DATES TO REMEMBER
- NO CLASSES: STAFF PLANNING DAYS
- NO CLASSES: HOLIDAY/BREAKS
- EARLY RELEASE DAY: OUT AT 1:10 PM

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY

1	Winter Break					
4	Non-Student Day					
7	Early Release: out at 1:10 pm					
11	SAC Meeting 3:30 pm					
18	No School					
25	SAC Meeting 3:30 pm					

Last Day of School

PARENT TEACHER CONFERENCES
P.E.A.K. / S.A.C. / MEETINGS
SPECIAL DATES TO REMEMBER
NO CLASSES: STAFF PLANNING DAYS
NO CLASSES: HOLIDAY/BREAKS
EARLY RELEASE DAY: OUT AT 1:10 PM

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEBRUARY: Black History Month

4	Early Release: out at 1:10 pm					
8	SAC Meeting 3:30 pm					
11	PAC Meeting 5:00 pm					
15	No School/Holiday					
17	Open House Conferences 4:00-5:30 pm					
25	Mont's Movie Night 6:00 pm					
26	Non-student Day					

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH: Women's History Month

4	Early Release: out at 1:10 pm					
5	Spring Play 6:30 pm					
8	SAC Meeting 3:30 pm					
10	Non-Student Day					
24	Class Pictures					
29-30	No School/Break					

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL: Arab American History Month

1-2	No School/Break					
5	Non-Student Day					
8	Early Release: out at 1:10 pm					
12	SAC Meeting 3:30 pm					
16	No School ECE ONLY					
27	5th & ECE Graduation Pictures					
29	Monty's Movie Night 6:00 pm					
30	Non-Student Day					

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY: Asian American & Pacific Islander Month; Jewish Heritage Month

6	Early Release: out at 1:10 pm					
10	SAC Meeting 3:30 pm					
14	International Night 4:45-6:30 pm					
18	Field Day					
20	Field Day Rain Date: DO NO SCHEDULE OTHER EVENTS					
28	Day Without Hate: Wear White					
28	Redesignation Breakfast 8:15 am					
31	No School					

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE: LGBTQ+ Pride Month

2	Class Picnic Day					
2	5th Grade Continuation 9:00 AM					
2	Kindergarten EOY Celebration 1:30-2:30 PM					
3	ECE End of Year Celebration 12:00-1:00 PM					
3	Last Day of School /MONTCLAIR ONLY Release at 1:10 PM					
4	Non-Student Day/MONTCLAIR ONLY					

APPENDIX C. 26-27 CULTURAL OBSERVANCE & EXEMPTION FORM



MONTCLAIR SCHOOL

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CULTURAL OBSERVANCE & EXEMPTION FORM

Please complete this form if your child has a cultural observance that requires them to not participate in school events or require them to leave class for a time. Please be as specific as possible so we can do our best to accommodate your request.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Phone Number: _____

Teacher:

- 3rd (Ms. Mulcahey/ Ms. Hall)
- 4th (Ms. Pinnell/ Ms. Martinez)
- 5th (Mr. Triplett/ Ms. Reeves)

Please provide a brief description of the cultural observance or exemption that you are requesting (including time of day, dates, and if the student needs a space for observance). Please provide any necessary details.

Parent/Guardian Signature: _____

Date: _____