

Glassboro Public Schools



MEMO

To: Al Lewis

From: Michael Sloan

Date: November 19, 2025

Re: Phone-Free Schools Grant

Recommend Board approval of the Letter of Agreement outlining the responsibilities and expectations of the Glassboro Public School District under the Phone-Free Schools Grant Award. This motion also approves the submission of the grant application and the acceptance of the awarded funds in the amount of \$3,986.00. (attachment)

Phone-Free Schools Grant Letter of Agreement

This Letter of Agreement (LOA) outlines the responsibilities and expectations of your district under this award. **Please gather the required signatures identified in the attached LOA and upload the signed LOA to the respective Homeroom Folder.**

Funds will be released at a later date after the NJDOE:

- Receives and accepts the completed and signed LOA;
- Finalizes the adjusted award amount; and
- Receives your district board of education's formal resolution to accept the award.

Complete and signed LOAs must be uploaded by **October 31, 2025** to participate in the Phone-Free Schools Program. Formal board resolutions must be adopted and uploaded by **January 16, 2026**.

I. Budget

There are two allowable costs for this program:

- Storage solutions that enable collection at building or classroom entry and secure, day-long restriction of access, such as locked pouch systems, centralized lockers/bins, check-in cabinets, and associated unlocking/collection hardware; and
- Training for staff on the adopted Bell-to-Bell policy and storage procedures, ensuring consistent implementation across schools.

II. Policy Development and Adoption

The following activities are encouraged for districts electing to participate in the Phone-Free Schools Program:

- Align the board's cell phone policy with NJDOE's guidelines describing a Bell-to-Bell ban, which requires student internet-enabled devices to be securely stored upon entry to the school building or classroom and returned at dismissal.
- Conduct stakeholder engagement during policy development, ensuring meaningful input from students, parents/guardians, educators, and school leaders so that the policy is responsive to local context. This will be especially important if the district is modifying an existing policy that may have been less stringent than a Bell-to-Bell ban.
- Distribute the adopted policy to students, parents/guardians, and staff, ensuring clarity on expectations, rationale, and enforcement procedures.
- Provide training to staff on the adopted cell phone policy, including accommodations and exceptions to the Bell-to-Bell ban and procedures for responding to student violations.

Note: Participation in the Phone-Free Schools grant program requires the adoption of a Bell-to-Bell Policy. Adoption of less stringent policies like Off and Away Policies or Limited Use Policies do not qualify for this program.

III. Requirements for Recording and Reporting

- Record and report the grant award in the books, records, and financial statements of the school district, as follows: These funds are restricted to the specific uses described in the grant documents and must be recorded in the Special Revenue Fund, as they are restricted to the grant's particular purpose(s);
- To record the grant revenue, use account 20-3290 (line number 765 – Other Restricted Entitlements) for other special state projects; and

- To record the grant appropriations and expenditures, use accounts in fund 20) with existing function and object codes as appropriate for grant expenditures; no new function or object codes will be added for this grant.

Phone-Free Schools District Program Coordinator Contact Information

Craig S Stephenson
Name

Ass. Supt. Superintendent
District Position

CStephenson@gpsd.us
Email Address

Required Signatures

Craig S Stephenson
Phone-Free Schools District Program Coordinator

[Signature]
Chief School Administrator

[Signature]
Chief Business Official

10/16/25
Date

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