



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
Public Information Officers

FROM: Laura Bayne
Deputy Superintendent, Division of Strategic Engagement

DATE: November 13, 2024

RE: Free to Focus Administrator Toolkit

As each District moves forward with implementing their local policy related to the State Board of Education's (SBE) [model cell phone policy](#), adopted in compliance with Proviso 1.103, the Department of Education (SCDE) is pleased to provide District administrators and staff with a [Free to Focus Administrator Toolkit](#). This Toolkit is now posted along with other helpful information on the SCDE's Free to Focus homepage.

Included in the Free to Focus Administrator Toolkit you will find:

- Supporting research and background (including a helpful infographic) on why this policy matters for students' mental, physical, and academic health.
- Policy and implementation best practices, including the full SBE policy as well as a sample communications timeline for rolling out the policy.
- Sample stakeholder communication including an FAQ, answers to help staff address common concerns, and customizable letters to teachers/staff, parents/guardians, and students.

We know that the success of any policy rests on strong communication and consistent implementation. We trust that this information will be both timely and useful to your entire District family. Please extend our sincere thanks to them for the work they have done and will continue to do to make this policy a success. South Carolina is leading the way for the nation towards a focused education future for students!

As a reminder, please remember to notify the SCDE of your policy implementation by completing [this form](#). For additional questions, please contact Laura Bayne at ljbayne@ed.sc.gov.

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