



Arizona School for the Arts

## MS Cell Phone Policy, Procedure & FAQ

### POLICY - Effective February 12, 2024

#### **[New] Middle School Cell Phone Policy:**

Cell phones, headphones, earbuds, and other telecommunications devices are prohibited from being used by students in grades 5-8 on school grounds during school hours. If a student brings a cell phone to campus they must place it in the provided secure cabinet and pick it up at the end of the day or when a parent checks them out of school. Devices that are not properly stored and are on and/or cause a disruption during the school day will be confiscated. Confiscated devices may be picked up by the student or parent no earlier than the end of the day or upon checkout from school. Any student refusing to give the device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. Students with qualifying medical conditions may be allowed an exception to the policy at the discretion of the administration and as long as it is being used for medical purposes only. ASA will not be responsible for lost, stolen, or damaged cell phones. Office phones are available for use as needed for essential communication with parents/guardians. Administrators shall have the discretion to determine the appropriate use of phones for students participating in extracurricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

### PREPARATION

In order to prepare for this policy and procedure implementation, students will watch an informational video in class, take home a policy acknowledgement form and be assigned a cabinet/slot where their cell phone will be placed each morning. P8 teachers will go over all of the procedures and answer any questions students may have.

### FAQ

*“What is the procedure for my student turning in their cell phone?”*

Upon arrival to campus, students will locate the administrator on duty for cell phone collection. The student will place their cell phone in their pre-assigned cabinet and slot. Students must turn in their cell phone by 7:42 AM to ensure they get to class on time. The cabinets will be locked and stored until the end of the school day.

*“What if my student arrives late to school? How will they turn in their phone?”*

Students that are late to school will store their device in the office for the day. Upon dismissal, they will go to the office to retrieve it.

## FAQ con't

*"What if my student has an appointment and I need to check them out early. How will they get their phone?"*

We understand that there will be circumstances when a student needs to be signed out early. Depending on when the sign out occurs, the office staff will direct the student to check out their cell phone (cases will be stored in the office in the AM and in the classrooms in the PM).

*"I don't feel comfortable with my student's cell phone being locked in a cabinet. What is another option for them?"*

Families that do not want their student's cell phone to be in the locked cabinet can keep their student's cell phone at home.

*"I like to be able to contact my student during the school day. How can I be sure I'm able to do this?"*

We certainly do not want to cut off communication between you and your student(s). If you need to reach them during the day or vice/versa, students can use a school phone. Of course, to limit disruptions to classroom learning, we request calls are made only if urgent or at lunch time. We are also happy to pass a message to students if it cannot wait until the end of the school day when they retrieve their phone.

*"My student has a smart watch. Are those OK to use at school?"*

A smart watch that has capabilities to text/talk without cell phone connection would be considered a "telecommunication device" which, per the new policy, is not permitted. Students should keep these items at home. If the student's watch is being used for time/location only, those items are ok for use during the school day.

*"My student uses music as a coping strategy, can they bring their phone to listen to music?"*

Students that have cell phone/device accommodations through a Medical Plan, 504 Plan, or IEP may have (limited) access to their cell phone. The student should only utilize their cell phone for the purpose of this accommodation. Other agreements or safety plans made with administration prior to this policy update will be up for review.

*"How will you ensure my student's cell phone is secure for the day and will not be stolen or lost?"*

Students must turn in their own cell phone to their assigned slot in the morning by showing their identifying label on their ID. Cell phone cabinets will remain locked for the entire school day. Keys will not be accessible to faculty not assigned access to the cabinet. Cabinets will be monitored by faculty at all times and/or stored in a locked classroom. Cabinets will only be unlocked by assigned faculty when a student must retrieve their device. Upon retrieval, students must show their identifying label.

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*"What will happen if my student does not turn in their phone (they forget or purposefully do not turn it in?)"*

Students that are found in violation of this policy may be subject to a consequence (see below). We understand new routines take time and will be sure students are reminded about the policy and procedure as they adapt to this change.

*"If my student is found in violation of the policy, what will be the disciplinary consequences?"*

- ☐ **First offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- ☐ **Second offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. The student's parent/guardian will be contacted and informed of the refusal to follow the school's cell phone policy. The student will serve a lunch detention the next school day.
- ☐ **Third offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the student's parent/guardian is able to come to pick it up. The student will receive lunch detention for 5 school days and will be prohibited from bringing their cell phone back on school grounds for two weeks.
- ☐ **Fourth offense:** The student's cell phone will be confiscated by a staff member and they will receive one day of off-campus suspension.

The school will not be responsible for loss, damage, loss or theft of cell phones while being held in the school office.