



## **SCHOOL OF THE ARTS CELL PHONE PROCEDURES**

*To put the focus on academic achievement, minimize school-time distractions, and encourage positive communication, cell phones are prohibited throughout the SOTA school day. At the beginning of the school year, every student will be given a personal Yondr Pouch. While the Yondr Pouch is considered their property, it is each student's responsibility to bring their pouch with them to school every day.*

### **CELL PHONE PROCEDURES**

- Students will enter the building through the doors specified below:
  - Students who are eating breakfast will enter through Exit 13 by the Gym.
  - Students who are not eating breakfast will enter through the Main Entrance.
- After 8:25 AM, all students will enter through the Main Entrance.
- All students will be required to secure their cell phone and all related electronic devices (smart watches, headphones, etc.) in a Yondr pouch given to them by the school.
- Students will turn their phone off and place it in their personal Yondr pouch provided. They will utilize the locking mechanism at school to secure their pouch. The pouch, with their phone inside, will then be stored away by the student for the school day.
- Students arriving late to school will enter the building through the Main entrance. They will then utilize the same process, as outlined above, to process their cell phone.
- Upon exiting the building at dismissal, students will unlock their pouch using an unlocking base located at the building exits, remove their phone from their pouch, securely close their empty pouch and place it in their backpack for the next day.
- Forgetting or losing the pouch- student will place their phone in an envelope and the school will store the phone for the day. The student will pick up the phone in the foyer at dismissal.
- Students who do not have a cell phone will enter through the Main Entrance. They may go through scanning and will be allowed to eat breakfast (if they enter before 8:20 AM).

### **GENERAL PRACTICE**

Students who choose not to follow the process upon entering the building will result in a call to the parent/guardian. The SOTA administration will inform the parent/guardian that their student failed to adhere to the procedure, and may not enter the building. The student will then be subject to the first consequence outlined below.

### **USING THEIR CELL PHONE - CONSEQUENCES**

- **Cell Phone use and not locked in pouch - First Time Offense:** The student will be escorted to the administrator, the parent/guardian will be contacted. The student's phone will be secured in the Yondr pouch and the parent will come to pick up the phone.
- **Carrying Cell Phone - Second Time Offense:** The parent/guardian will be contacted and student will be assigned to CARE learning for the remainder of the school day.

### **LOST OR DAMAGED YONDR POUCH - CONSEQUENCES**

- Damage includes physical damage to the pouch in an attempt to circumvent its intended purpose (Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch).
- **Consequences:** Parent/guardian will be notified immediately. Parent/guardian must come to the school to pick up their child's phone and a replacement pouch may be assigned. The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$20.00 fee to replace the damaged school property.

***WE ARE SCHOOL OF THE ARTS!***