



OUR MISSION IS STUDENT SUCCESS ... ACADEMIC. ARTISTIC AND HUMANISTIC

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SCHOOL OF THE ARTS CELL PHONE PROCEDURES AND PRACTICES

To put the focus on academic achievement, minimize school-time distractions, and encourage positive communication, cell phones are now banned throughout the SOTA school day. Students must turn-in their cell phones to a SOTA staff member upon entering the building. Please see the procedure outlined below:

CELL PHONE COLLECTION PROCEDURES

- Students will enter the building by their grade level through the doors specified below:
Grade 7/8 enter through Exit 13 by the Gym,
Grades 9-12 enter through the Main Entrance according to their Period 9 class,
- After 7:25 AM, all students will enter through the Main Entrance,
- Students will place their phone in the envelope with their name on it; and then place the envelope into the bin marked with their Period 9 class, and proceed through to scanning,
- Juniors and seniors who are approved for Off-Campus Lunch Privileges or Daily Early Dismissal, will place their cell phones in a bin marked accordingly. Students who go off campus for Period 8 lunch will pick up their cell phone in the foyer at the end of the school day,
- SOTA staff will secure student cell phones in a locked location,
- The Period 9 teachers will distribute the cell phones to students toward the end of class,
- Students leaving for appointments will be able to obtain their cell phone upon leaving the building,
- Students arriving late to school will enter the building through the Main entrance. They will turn-in their cell phone to designated SOTA staff at that time during the scanning process.

EXPECTATIONS

Students will turn in their cell phone upon entry. If a student does not follow this procedure, the administration will call the parent/guardian to remind them of the expectation. Students may not enter School of the Arts with their cell phones. This procedure pertains to all cellular communications devices.

CARRYING CELL PHONE - CONSEQUENCES

- **First Time Offense:** The student will be escorted to the administrator, the parent/guardian will be contacted, and the student will be issued a Friday Detention. The cell phone will be given to the administrator for the balance of the day, and returned to the student at the end of the school day.
- **Second Time Offense:** The student will be escorted to the administrator, the parent/guardian will be contacted, and the student will be issued a Friday Detention. The cell phone will be given to administrator, and may only be picked-up by the parent/guardian.
- **Third Time Offense:** The student will be escorted to the administrator, the parent/guardian will be contacted and student will be issued *C.A.R.E. for four (4) periods the following day. The cell phone will be given to administration, and may only be picked up by the parent/guardian.
- **Multiple Offenses:** The Administrator will conduct a mandatory conference with the student, and parent/guardian to address the impact of the repeated cell phone offenses. Possible additional consequences may be issued.

**C.A.R.E. stands for Creating and Restoring Relationships Effectively. This program is a component of SOTA's Restorative Practices, and is an alternative to suspension. During this time, students have the opportunity to interact with teachers, counselors, administration, and other staff to support them in making better decisions. Academic work will be provided to students during this placement.*

WE ARE SCHOOL OF THE ARTS!