

# Cell Phone/Electronic Device Procedures Arnold Magnet Academy 2023 – 2024

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**Student Name**

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**Date**

**Arnold Magnet Academy is a cell phone free area during the instructional day.**

We at Arnold Magnet Academy are aware of the need for parents and students to communicate before and after school to arrange transportation, pick-ups, drop-offs, and other necessary safety concerns. We are also aware that cellular devices create an unwanted distraction to the teaching and learning environment that we strive to maintain each and every day. With these two factors in mind, we are implementing a **“NO Cell Use / Operation phone policy”** that we believe will address the concerns of all stakeholders.

**Students are asked to refrain from bringing cell phones to school.**

However, if a student chooses to bring a cell phone/electronic device to school, **Arnold Magnet Academy (AMA) will not be held responsible if the cell phone/electronic device is lost, stolen, or damaged.**

To prevent possible violations of cell phone procedures, all students are required to turn in their cell phone during HR. The HR teacher will place the phone in a Ziploc bag and secure it in a locked box. The Ziploc bag will have the student's name on it. The cell phone will be returned to the student during the Advisement time just prior to dismissal for the day. If a student needs to make a phone call, they can do so by asking their teacher for a pass to the office to use the school's phone.

The following procedures are designed to provide a learning environment that is conducive for teaching and learning, without the interference of cell phone use throughout the school day in the hallways, cafeteria, restrooms, locker rooms or classrooms. **CELL PHONES/ELECTRONIC DEVICES ARE NOT ALLOWED TO BE USED OR SEEN ON CAMPUS AT ANY TIME UNTIL THE LAST BELL AT 3:10 P.M.**

***\*\*\*Cell Phone Procedures Will Be Strictly Enforced\*\*\****

**Any further offense will result in out-of-school suspension and a mandatory parent conference prior to the student returning to school. Meeting MUST be with legal parent/guardian.**

- ❖ 1<sup>st</sup> Offense – Cell phone will be turned into the principal or designee.
  - Parents may pick up the phone after **1 full school day** or give an adult written permission to do so (21 yrs. old or older) who is on the student's registration sheet written permission to pick up a cell phone.

**Note: Must show valid I.D.**

- 2<sup>nd</sup> Offense – Student assigned In-School Suspension for **1 day**.
  - Parent pick up phone after **3 full school days** (see 1<sup>st</sup> offense).
- ❖ 3<sup>rd</sup> Offense – Student assigned In-School Suspension for **2 days**.
  - Parent may pick up the phone after **5 full school days**.
  - Mandatory parent conference is held.
- ❖ 4<sup>th</sup> Offense – Student will be **suspended out of school for 2 days** for each offense **due to defiance**.
  - Parent pick up phone at the end of the school day (see 1<sup>st</sup> offense)

If the parent/guardian is adamant that he/she will not allow the cell phone/ electronic device to be held for the number of days listed in the procedures, then the parent/guardian chooses for the student to receive a **two day out of school suspension** in lieu of the device being held.

**I have read, understand, and will abide by the cell phone procedures. I further understand that each incident will be reported to a parent / guardian.**

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**Student's Signature**

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**Parent's Signature**