



Effective 24/25 School Year

Schoolwide Cell Phone Policy:

Cell phones, headphones, earbuds and other telecommunication devices are prohibited from being used by students 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 the 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 cell 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.

ASA Student Cell Phone Policy

Approved by the Board 5/29/2024

PREPARATION

In order to prepare for this policy and procedure implementation, students will watch informational presentations and videos in class and teachers will answer any questions they may have. Secure cabinets are in all 5th/6th Advisory classrooms. Secure “Yondr” pouches are available for 7th-12th students at no cost. More info below.

FAQ

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

5th & 6th: Students will turn their phones into a secure cabinet in their Advisory classrooms. Students will have an assigned slot in the cabinet. Cabinets are locked the entire school day. Students will revisit that classroom at the end of the day to collect their cell phone and pack up the classroom.

7th-12th: Students are given a Yondr pouch that is assigned to them. Upon arrival to school, Administrators on duty will remind them to “pouch”, indicating that it is time for their cell phones to be powered off or put on silent, placed and secured in their pouch. At the end of the day, students will visit a magnet station to unlock their pouch that will be available at exit points.

Click these links to learn more about Yondr (7th-12th grade):

- [Yondr Family Letter](#) & [en español](#)
- [Parent/Guardian Info Video](#)

FAQ con't

"What if my student arrives late to school? How will they secure their phone?"

5th & 6th: Students that are late to school will store their device in the office secure cabinet for the day. Upon dismissal, they will go to the office to retrieve it.

7th-12th: Students will pouch upon check in at the front office.

"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.

5th & 6th: Students can revisit their Advisory classroom to retrieve their phone from the cabinet with faculty supervision.

7th-12th: Upon sign out, the student will be able to unlock their pouch with the magnet base station in the front office.

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

Families that do not want their student's cell phone to be secured with school-provided resources 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 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 for medical purposes only. The student should only utilize their cell phone for the purpose of this accommodation and will otherwise be stored in a velcro version of the Yondr pouch that does not require a magnet to open. Other agreements or safety plans made with administration prior to this policy update will be up for review.

“My student’s teacher requires them to upload a photo of their assignment/work to Canvas. How can they do this without their cell phone?”

All students have access to computers while at school (5th-7th school computers, 8th-12th personal computers), they can use the camera function if needed. We are also working with teachers to provide phone-free alternatives for classwork activities and submissions.

“How will you ensure my student’s cell phone is secure for the day and will not be stolen or lost?”

5th & 6th: Students must turn in their own cell phone to their assigned slot in the morning with teacher supervision. 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 from their assigned slot.

7th-12th: Students are responsible for their cell phone and pouch. They can keep it in their pocket/on their person or stored in their backpack. To avoid disruption, cell phones should be powered off or put on silent mode prior to pouching.

“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?”

As noted on page 2 of ASA’s Student Code of Conduct: “Ladder of consequences for unauthorized cell phone use are noted in the school’s procedure regarding cell phones/telecommunication devices.” The ladder referenced is below:

- 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. Parent/guardian’s will be notified and the student will serve a lunch detention the next school day.
- Second 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 serve a 1 day in-school suspension the next school day and will be prohibited from bringing their cell phone back on school grounds for two weeks, or, will be required to turn the phone into the front office directly for the two weeks.
- 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 a 1 day off campus suspension and will be required to turn the phone into the front office for the remainder of the school year.
- Fourth offense:** If the student does not turn in their cell phone to the front office, they will receive an off campus suspension for up to 9 school days. A parent/guardian meeting with a school administrator may be considered to discuss a support plan to ensure the student can follow the school’s policies.