

METROPOLITAN ARTS INSTITUTE

CELL PHONE POLICY

Metro Arts uses technology as one way of supporting our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community.

Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. The cell phone policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices that students will encounter in college and in the work place.

Cell Phone Policy for educational and professional etiquette:

- Students may use their cell phones before and after school, during lunch and between classes for texting. If there is an emergency phone call during class time, the student must ask permission to use his or her cell phone in the front office.
- Phones must be silent and out of sight before entering any classroom or any administrative or teacher office.
- Do not approach anyone on campus to talk with them while you are actively engaged with your phone. Be on your phone or be off it.
- Do not interrupt a live conversation to look at your phone unless you are expecting an important call or text. Apologize for the interruption if you must take it.
- Students may use their cell phones during class time for instructional purposes with the teacher's permission. Students must always ask to use a phone for any reason while in class.
- Do not loiter around the restrooms to use your phone during class. Doing so will result in a Cell Phone Policy violation.
- The use of a cell phone on campus is a privilege not a right. When abused, privileges will be withdrawn.
- If you have an out of school emergency that needs attention, go to the office to handle it. Do not try and resolve it in the middle of the hallway.

METROPOLITAN ARTS INSTITUTE

Cell Phone Violations

If a student is found in violation of the Cell Phone Policy, the following consequences will occur:

- **First offense-** student will submit device to the Front Office until the end of the day. Cell Phone Policy will be reviewed with the student.
- **Second offense-** student will submit device to the Front Office until the end of the day. Parents will be notified and student will serve one day of office hours.
- **Third offense-** student will submit device to the Front Office until the end of the day. Parents will be notified. Student will serve 5 days of office hours and complete a one-page reflective essay on the behavior violation.
- **Fourth offense-** student will submit device to the Front Office until the end of the day. Parents will be notified and student will be suspended 1 day. Student will be required to be on a behavior contract in order to return to class.
- **Fifth offense-** Cell Phone will be confiscated and student will serve In School Suspension for the remainder of the day. Parents will be notified and student will be suspended off campus for 3 days. A recommendation will then be sent for a hearing with the disciplinary committee.