**Sand Hills Cell Phone Procedures**

Students will not be allowed to have cell phones in their possession while on the school campus. Cell phones are not allowed in the classrooms, hallways, cafeteria, auditorium, gym, or in the bus loading zone. All students in the Sand Hills Program are expected to adhere to the cell phone procedures outlined below. The procedures outlined below have been adopted with careful consideration for phone safety, fairness to all students, and **in an effort to preserve our learning environment.**

**Cell Phone Procedures:**

* Students will be expected to report to the office to sign-in their cell phones, headphones, neck gear, etc. as soon as they arrive at school.
* Cell phones must be turned off when students sign them in.
* A bag with number on it will be provided for each student.
* Students must fill out the cell phone information sheet which will include the student’s signature, type of phone, and the number of their bag, date, and time.
* The cell phones will be kept in a locked area in the office.
* Students will report to the office at the end of the day to retrieve their phones.

I have read the Sand Hills Cell Phone Procedures outlined above and agree to help preserve my school’s learning environment by adhering to the cell phone procedures.

Student Signature Date

**Failure to adhere to the Sand Hills Cell Phone Procedures will be address as outlined below:**

* 1st offense – Cell phone will be confiscated by the classroom teacher/staff and turned into the office. The student will be given the cell phone at the end of the day.
* 2nd offense – Cell phone will be confiscated and student will be assigned to the II area for one day. Phone call will be made to the parent.
* 3rd offense – Cell phone will be confiscated and student will be assigned to the II area for two days. Phone call will be made to the parent.
* 4th offense – Cell phone will be confiscated and parent/guardian must come to the school to retrieve the cell phone.

**\*Please notify school administration with concerns**