

## STUDENT PHONE POLICY & GUIDELINES - 5029

Phones, earbuds (i.e. AirPods, headphones, etc.), smart watches, and other electronic devices are not to be used during the school day. Once a student enters the building, all personal electronic devices are to be placed inside their Yondr Pouch. The Yondr Program employs a simple, lockable pouch that stores the student's cell phone and other small electronic devices. Students will close and secure their Pouch, keeping possession of it throughout the day. When leaving school, students tap their Pouch against an unlocking device that is stationed in every classroom.

In an emergency, parents/guardians are to contact the office, and students will call home from the office. Under certain circumstances, students may be allowed to temporarily access their phone with administrative permission. Should a student receive permission, they will be able to step outside the phone-free zone and tap their phone on an unlocking device.

At the beginning of the school year, every student will be assigned a personal Yondr Pouch, which is considered school property. Students are required to bring their Pouch with them to school every day and keep it in good working condition. The student will be required to repouch their phone before returning to the classroom.

### DAILY PROCESS

Upon **ARRIVAL**, students will:

1. Turn their phone and any other electronic device(s) off.
2. Place their device(s) inside their Pouch and secure it in front of school staff.
3. Store their Pouch in their locker for the day.

At **DISMISSAL**, students will:

1. Use the unlocking device stationed in their classroom to open their pouch.
2. Place their pouch in their locker.

\*Students arriving late or leaving early will pouch/unpouch their phones in the main attendance office with Ms. Lili.

### VIOLATIONS

#### Violations of the Yondr policy:

- **1<sup>st</sup> offense:**
  - The student's phone will be confiscated and placed in the office.
    - Refusal to hand over the electronic device at the request of the staff will be deemed as insubordination and the student will receive in-school suspension for the remainder of the day for the first offense. Subsequent refusals will be issued discipline in a progressive fashion.
  - The student's parent/guardian will be notified and be required to pick up the cell phone.
- **2<sup>nd</sup> offense:**
  - The student's phone will be confiscated and placed in the office.
  - The student will receive 1.0 day of in-school suspension.
  - The student's parent/guardian will be notified and be required to pick up the cell phone.
- **3<sup>rd</sup> offense:**
  - The student's phone will be confiscated and placed in the office.
  - The student will receive 1.0 day of out-of-school suspension.
  - The student's parent/guardian will be notified and be required to pick up the cell phone.
- **4<sup>th</sup> offense:**
  - The student's phone will be confiscated and placed in the office.
  - The student will receive 2.0 days of out-of-school suspension.
  - The student's parent/guardian will be notified and be required to pick up the cell phone.
  - A mandatory parent/guardian meeting will be scheduled to review the student's actions, the school policy, and determine steps moving forward.

*Following the 4<sup>th</sup> offense, progressive discipline will be issued which may include additional days of suspension up to and including expulsion.*

### **Forgotten Pouches**

If a student forgets to bring their Yondr Pouch to school, the following consequences will apply:

- 1<sup>st</sup> – 2<sup>nd</sup> offenses:
  - The student's phone will be confiscated and placed in the office.
  - The student's parent/guardian will be notified.
- 3<sup>rd</sup> offense:
  - The student's phone will be confiscated and placed in the office.
  - The student's parent/guardian will be notified and be required to pick up the cell phone.
- 4<sup>th</sup> offense:
  - The student's phone will be confiscated and placed in the office.
  - The student will receive 0.5 receive day of in-school suspension.
  - The student's parent/guardian will be notified and be required to pick up the cell phone.

*Following the 4<sup>th</sup> offense, progressive discipline will be issued which may include in-school suspension, out-of-school suspension, and up to and including expulsion.*

### **Lost, Damaged, or Stolen Pouches**

- Consequences will be consistent with damaging school property.
- Students will be responsible for the cost of purchasing a new Yondr pouch and a fee of \$20 will be applied.

### **Pouch Expectations**

- Phones should be TURNED OFF before being put in the pouch.
- Do NOT pull, pry, or damage the Pouch in any way.
- Pouches will be randomly checked throughout the school year by the Administration.
- Your Pouch *is your responsibility at all times*.
- All earbuds and smart watches must be kept off and away.

Examples of Damage:

- Deep scratches on the globe and on the green ring around it.
- Intentional pen, pencil, marker, etc. marks on the inside or outside of the Pouch.
- Bent pins
- Pin and button not fully recessing, due to pin damage

The school reserves the right to confiscate any electronic device from students who violate technology policies. Any adult in the building is authorized to confiscate a cell phone, smart watch, earbuds, or any other electronic device deemed to violate technology policies. Refusal to turn over electronic devices will be deemed as insubordination and result in progressive disciplinary action.