

OPERATIONAL GUIDELINES FOR CELL PHONE POLICY

Middle School Cell Phone Pilot Using YONDR Pouches

Phones are not to be used during school. In accordance with [Regulation 2601](#), middle school students may use their phones before and after school.

Every student will be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

- 1) Each morning before placing their phones in the pouches, students will turn off their cellphones or place them on airplane mode in order to prevent noise and/or vibrations coming from the phone. This needs to be done by the late bell. Smartwatches also need to be placed in silent or airplane mode.
- 2) Phones will then be placed inside their assigned pouch and secured. If a student brings airpods to school, these must also go in the pouch. Students will then close/lock the Yondr pouch.
- 3) The first period teacher (or second period teacher, depending on the day's schedule) will ask all students to hold up their pouches to verify that each student brought in their pouch and has also put their cell phone away.
- 4) The locked pouch will then be stored in the student's backpack or secured for the day.
- 5) For those students who have forgotten their pouch, the teacher will send the student to the office to store their cell phone there for the day, or call the admin team to bring students to the office to store their phones there for the day.
- 6) The cell phone policy will be enforced bell to bell each school day.
- 7) For the first few weeks of the pilot, schools may have a daily schoolwide announcement first thing in the morning to remind teachers of the pouch check and to remind students to place phones in pouches.

At the end of the day, students will open their pouch using the school-provided mechanism, remove their phone and then put their pouch in their backpack. Students must bring their pouch to school with them each day. The pouch is the responsibility of the student for the entire year.

Students arriving late or leaving early will need to come to the main office or subschool office to secure/release their phones.

VIOLATIONS

Staff Response and Discipline

- **First Violation**
 - Staff Response: the phone is confiscated and given to the front office/subschool office. The student can pick up their phone at the end of the school day. A parent/guardian is notified.
 - Discipline: the student receives a warning and it is logged in SIS.
- **Second Violation**
 - Staff Response: the phone is confiscated and given to the front office/subschool office. The student can pick up their phone at the end of the school day. A parent/guardian is notified.
 - Discipline: the student receives detention and it is logged in SIS.
- **Third Violation**
 - Staff Response: the phone is confiscated and given to the front office/subschool office. A parent/guardian is notified. A parent/guardian or designee must pick up the phone. The phone is not released to the student.

- Discipline: the student receives detention, a parent/guardian conference is held, and it is logged in SIS.
- **Fourth Violation (and all other subsequent violations)**
 - Staff Response: the phone is confiscated and given to the front office/subschool office. A parent/guardian is notified. A parent/guardian or designee must pick up the phone. The phone is not released to the student.
 - Discipline: phone privileges are lost for 20 consecutive school days and it is logged in SIS. For each of these 20 days, the student will report to the front office at the beginning of each day to turn over their phone until the end of the day.

Pilot Cell Phone Violations	Staff Response	Discipline
First Violation	The phone is confiscated and given to the front office/subschool office. The student can pick up their phone at the end of the school day. A parent/guardian is notified.	The student receives a warning and the violation is logged in SIS.
Second Violation	The phone is confiscated and given to the front office/subschool office. The student can pick up their phone at the end of the school day. A parent/guardian is notified.	The student receives detention and the violation is logged in SIS.
Third Violation	The phone is confiscated and given to the front office/subschool office. A parent/guardian is notified. A parent/guardian or designee must pick up the phone. The phone will not be released to the student.	The student receives detention and a parent/guardian conference is held. The violation is logged in SIS.
Fourth Violation and Beyond	The phone is confiscated and given to the front office/subschool office. A parent/guardian is notified. A parent/guardian or designee must pick up the phone. The phone will not be released to the student.	Phone privileges at school are lost for 20 school days and the violation is logged in SIS. For each of these 20 days, the student will report to the front office at the beginning of each day to turn over their phone until the end of the day.

Pouch Damage / Lost Pouch

- If a student damages or loses their pouch, school staff will collect the phone/damaged pouch and send the phone/damaged pouch to the front office/sub school office for the remainder of the school day.
- The student will come to the office to pick up their phone/new pouch at the end of the school day.
- The student will be assessed an **\$18 replacement fee for a damaged or lost pouch**.
- If a student deliberately destroys a pouch and it can no longer be used, the following leveled responses will be used:
 - First Time: Administration will meet with the parent/guardian; replacement fee will be assessed;
 - Second Time: Detention will be assigned; replacement fee will be assessed;
 - Third Time: In-School-Suspension will be assigned; replacement fee will be assessed;
 - After three times: progressive discipline.

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

If a student forgets their pouch, **they must come to the front office to have their phone stored there for the school day**. The phone will be returned to the student at dismissal.

If a student consistently forgets their pouch, it will be considered lost. Parents/guardians will be notified, and a replacement pouch will be provided at the student's expense. **Please refer to the lost pouch policy above.**