



## CELL PHONE PROCEDURES AND PRACTICES

*To put the focus on academic achievement and minimize school-time distractions, cell phones are not to be used during school hours. At the beginning of the school year, new students will be assigned a personal Yondr Pouch. Returning students are responsible for using the pouch that was previously assigned to them. Pouches that were turned in at the end of last school year, will be returned to students during the first day of classes. While the Yondr Pouch is considered school property, it is each student's responsibility to bring and use their pouch with them to school every day.*

### CELL PHONE PROCEDURES

**Building Entrance:** As students enter the building, they will:

- Turn their phone off.
- Unlock their empty Yondr pouch using an unlocking base at specified entrance(s).
- Place their phone inside the Yondr pouch, securely close it and store in their backpack.

Each student will maintain possession of their cellphone inside their Yondr pouch for the duration of the school day. Students arriving after 8:25 AM will use the Main Entrance and follow this process at the security desk upon entry.

**If a student forgets their pouch:** they may surrender their phone at the front desk for the the day.

**If a student loses their pouch or if there are signs of damage:** replacement pouches can be purchased for \$35 (cash only) at entry in the foyer upon arrival between 8:05 AM and 8:45 AM. Phones will be returned to the student in the foyer at dismissal.

**Building Exit:** As students exit the building at the end of the school day, they will:

- Unlock their pouch using an unlocking base at a building exit(s).
- Remove their phone from their pouch. Securely close their empty pouch and place it in their backpack for the next day.

Please Note: Students with an early dismissal will unlock their pouch at the security desk.

### GENERAL PRACTICE

Students who choose not to follow the process upon entering the building will result in a call to the parent/guardian. Parent/guardian will be informed that their student failed to adhere to the procedure, and may not enter the building. The student will then be subject to disciplinary action. Students using their phones as a recording device anywhere on school property may be subject to disciplinary action.

Students may only have one (1) cell phone in a Yondr pouch. If multiple phones are present in a pouch, all phones (other than the owners) will be confiscated and signed in at the foyer. The phone will be placed in an envelope and securely stored for the school day.

Signing-in a phone without a pouch is a courtesy. It is not an alternative for having your own pouch. In the event of an emergency, parent/guardian should call the school.

### CONSEQUENCES

Any cell phone violation will result in parental pick-up of the device. The cell phone will be securely stored, and may only be picked-up by the parent/guardian. Parent/guardian will be contacted, and the student will be subject to progressive discipline for multiple offences.

*Please Note: If physical damage is made to the pouch in an attempt to circumvent its intended purpose, (Ex: bent pin or stripped lock inside the pouch, tampering or cutting seams), the pouch will be confiscated and the student will be responsible for purchasing a replacement for \$35.*

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