

WOODSIDE STUDENT PHONE POLICY & GUIDELINES

Phones are not to be used during the school day. Every student is assigned a Yondr Pouch to securely store their phone. While the Yondr Pouch is considered school property, it is each student's responsibility to care for their pouch and ensure it is not lost or damaged.

DAILY PROCESS

As students **arrive in their first class of the school day**, they will:

- 1) Turn their phone off.
- 2) Place their phone inside their Pouch and secure it in front of a school staff member.
- 3) Store their Pouch in their backpack/locker/chromebook case for the day.

At the end of the day, students will open their Pouch, remove their phone, and put their Pouch in a designated bin. Students will pick up their designated pouch each morning.

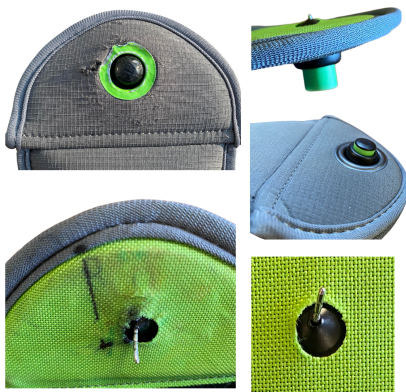
*Students arriving late or leaving early will pouch/unpouch their phones in the **Main Office**.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their Yondr Pouch or is caught using their phone, administration or their designee will collect the phone and Pouch, and parents/guardians will be contacted for a required pickup. Consequences may include community service, in-school suspension, out-of-school suspension, detention, contract, and/or a \$25 fee for a replacement Pouch. Any student who attempts to bypass placing their phone or device in the Yondr Pouch will be subject to disciplinary action.

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

Forgetting to put the phone in a Pouch

If a student forgets to put their phone in a Yondr Pouch, their phone will be collected, and the administration or designee will communicate home via email/phone call to the parent or guardian of the policy violation. The phone will be returned to the student at dismissal.

If a student consistently forgets or refuses to place their phone in a Yondr Pouch, they will be required to leave their phone in the main office each day. A plan will be implemented to ensure compliance. All disciplinary actions determined by the administration or their designee will be communicated to the parent or guardian and are subject to change based on the situation.