

# BURLINGTON SCHOOL DISTRICT PROCEDURE

## PROCEDURE CODE G6RP-CPEBA: EAGLE BAY PHONE AND MOBILE DEVICE

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### Summary

**Eagle Bay Academy is a completely phone-free campus.** After finding that high school students have struggled with high levels of distraction and misuse of smartphones and social media, and that many conflicts between students, bullying, and harassment during the school day were connected either directly or indirectly to phone use during the school day, We have adopted new cell phone guidelines in Spring 2024, effective beginning in the 2024-2025 academic year. The procedure, which limits the presence and use of cell phones during the school day, is supported by current research about healthy use of phones, makes all of us safer, and helps students focus on the reasons we’re at school: to learn, to build relationships with others, and to be fully present members of our school community.

### How does the procedure work?

Cell phones are not needed in the classroom, and do not support learning. As such, we will be **phone-free** across our entire campus. Each student will be assigned a numbered Yondr Pouch Daily. If students bring a phone to school, they must pick up a Pouch as they enter the building and put the phone (muted or in airplane mode) in the assigned classroom pouch. The daily routine will be as follows:

- 1) Mute or power down the phone.
- 2) Securely lock phone inside their pouch, where it will remain until student dismissal.
- 3) If a student prefers not to carry their pouch around all day, they may leave their phone, inside its assigned pouch, in a designated locked cabinet in the office.



As no phones will be outside of a Yondr pouch, if a staff member observes a cell phone on the school campus (in the classroom, hallway, stairwell, etc.), the phone will be collected for the remainder of the day. It will be sent to the office with the owner’s name, and stored securely in the office phone storage. The student owner will need to pick it up after the final bell of their last class of the day. If a student or family is not comfortable with these options, the student should leave the phone at home. The school and its staff are not responsible for lost or stolen items.

### Common Student and Family Questions

#### What happens if I am found using a phone on campus during the school day?

All collections of phones in the main office will be logged and tracked over time.

- **First collection:** Phone will be collected and you’ll need to retrieve your phone from the main office at the end of your school day and a call is made to parent/guardian.

- **Second collection:** Your parent/guardian will need to retrieve your phone from the main office at the end of the school day.
- **3+ collection:** Parent/student/admin conference to develop a phone management plan; the phone will be expected to either remain at home OR be stored in the main office phone cabinet during the school day for a period of time that is deemed appropriate by the school phone plan. Ongoing challenges with phone use or instances of substantial or repeated conflict around storing or turning over the phone to staff may result in a longer-term agreement between the school and family.

**What if I want to reach my child during the school day?**

We want our students to be engaged in their learning. If you need to contact your child during the school day, contact the main office at 802-864-8496 or call Principal Bobby Riley at (802) 324-6431.

**What if there is a school emergency?**

In case of a school emergency, we direct our students to safety first, following our school emergency preparedness protocol.

**Will my student’s phone be safe?**

Students are in possession of their phone - in their Yondr pouch - for the entire school day. We will advise students to store the pouch in their backpacks where it is completely safe.

**What if there’s an emergency or schedule/ride issue and I need to call home?**

If you feel your call cannot wait until dismissal, you can tell your teacher that you need to call home, and ask them for a) a pass to briefly step out and make the call with a staff device or may use the phone in the classroom; or b) a pass to the main office, where you can call on an office landline that we have for student use. We can look up phone numbers for you if you can’t remember them, and provide you with a quiet space to talk to your parent/guardian if you need privacy. Parents who need to reach their student can do so quickly by calling the School Main Office at (802) 864-8496 or texting principal Bobby Riley at (802) 324-6431 or their student's advisory/teacher if that number has been made available. Staff will quickly get families in touch with their students.

**What if I don’t bring a phone to school?**

If a student indicates they did not bring a phone to school, staff will call home to confirm. If a family decides to support leaving the phone at home daily, there will need to be signed confirmation from a parent/guardian that the student will not have a phone on campus on a regular basis.

**What if a student refuses to turn over their phone when directed by staff?**

If a student refuses a teacher’s request, the administration or Student Support Team will be contacted and will come to the classroom or location to retrieve the phone. If a student refuses an administrator’s request, administration will contact the parents/guardians and begin the process established for 3+ confiscations (see page 1), which may include asking the parent to come in to pick up the device. *Please, if you are caught with your phone when you shouldn’t have it, don’t argue, debate, or do anything to make the issue bigger.* Just hand over your phone, let it be safely locked in the main office, and carry on with your day. It will be returned to you. Remember, this is a phone-free campus all students will need to follow this community expectation.

**What if a student damages or destroys a pouch?**

If a student damages a pouch, the administration will contact the parents/guardians and begin the process established for 3+ collections and phone plan (see Page 1). *Note: Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or Yondr staff.*

**Clerical Information**

BSD Version:	G6RP-CPEBA
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Policy Reference:	GR6 - Responsible Computer, Network & Internet Use