

**SAN MATEO-FOSTER CITY SCHOOL DISTRICT  
MIDDLE SCHOOL  
STUDENT CELL PHONE FREE ENVIRONMENT GUIDELINES and PROCEDURES**

Because we want to maximize every student's opportunity to learn and build positive relationships at school, starting in the 2022-23 school year, San Mateo-Foster City middle schools will be **cell phone-free learning environments**. Our goals are to improve the climate and culture in our classrooms, eliminate cell phone-related distractions during instructional time, and reduce unnecessary disputes and discipline that arise from cell phone-related conflicts. To support this move, we have invested in Yondr Pouches. These Pouches allow students to disconnect while still keeping their cell phones with them during the school day. Students may appropriately personalize and decorate their Pouches however they like as long as it does not affect Pouch function.

**Cell phones (and smartwatches that connect to cell phones) are not to be used during school.** Every student is assigned a personal Yondr Pouch. It is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

**CONTRACT**

Any student who wishes to bring a cell phone to school must, along with their parent/guardian, sign the Cell Phone Free Environment contract. Students who do not plan to bring a cell phone to school must have a signed letter on file stating that a cell phone will not be brought to school.

**DAILY PROCESS**

As students **arrive at school**, they will: 1) Turn their cell phone off. 2) Open their Yondr Pouch at a locking/unlocking station. 3) Place their cell phone (and/or smartwatch that connects to a cell phone) inside the Pouch and secure it with the assistance of school staff at a locking/unlocking station. 4) Store it in their backpack or locker for the day.

At the end of the day, students will open their Pouch with the assistance of school staff at a locking/unlocking station. Students must bring their Pouch to school with them each day.

\*Students arriving late or leaving early will pouch/unlock pouch – phone in the main office or designated area.

**VIOLATIONS**

If a student damages, loses, or forgets their Pouch at home, or uses their phone at school during school hours, the Administration will collect the cell phone/Pouch and return the phone to the student at dismissal that day, and may notify parent/guardian. If this happens more than once, the Administration may review the contract with the student and notify parent/guardian. If a student continues to struggle to follow these guidelines, the Administration may reach out to parents to confer, review the contract, and problem-solve.

**REPLACEMENT**

If the Pouch is permanently damaged or lost and the student wants to continue to have their phone at school, they will be responsible for purchasing a replacement Pouch, or providing alternative restitution in lieu of monetary payment. Alternatively, they may provide a letter signed by themselves and their parent/guardian stating that they will not bring a cell phone to school.