

# SAN MATEO HIGH SCHOOL

## CELL PHONE FREE ENVIRONMENT

During the 2019-2020 school year, San Mateo will be a cell phone free learning environment. Our goal is to improve the climate and culture in our classrooms and on campus by eliminating cell phone distractions during instructional time. Students will keep their cell phones in pouches during the school day. Any student who does not own a cell phone must have a signed letter on file stating that a cell phone will not be brought to school. Students will place their cell phone in the pouch at the start of each school day and will be able to access their phone after their last class has ended. Smartwatches that have the ability to connect to cell service must also be placed in pouches at the start of the school day. Students must be in possession of their pouch at all times during the school day, even if they do not bring their phones to school.

Unlocking/locking stations will be available in every classroom and office on campus. If there is a personal emergency that requires a student to utilize their cell phone, students may unlock their pouch in an administrator's office. Should an emergency occur on campus our staff will notify all parents/guardians in a timely fashion. Students will be charged a \$25 replacement fee if the pouch is lost or damaged, just like they would for a textbook. ***Students who violate these policies will have the following consequences:***

- ***1<sup>st</sup> Offense:*** Online referral to the Dean of Students and/or Assistant Principal for confiscation, parent to pick up in appropriate office. Student reviews cell phone free contract with administrator and parent/guardian. If a student defies a school official and does not turn in the electronic device or refuses to use the pouch, student may be assigned additional consequences that include but not limited to: choices, Saturday School, ATS, or school suspension.
- ***2<sup>nd</sup> Offense:*** Online referral to the Dean of students and/or Assistant Principal for confiscation, parent to pick up during school hours in appropriate office. One hour of 'choices' assigned to student. Student is placed on a student behavior contract. If a student defies a school official and does not turn in the electronic device or refuses to use the pouch, student may be assigned additional consequences that include but not limited to: choices, Saturday School, ATS, or school suspension.
- ***3<sup>rd</sup> Offense:*** Online referral to the Assistant Principal for confiscation, parent to pick up during school hours in appropriate office. Saturday School assigned to student. Student to check in phone to the appropriate office at the start of each school day. Student may pick up their phone at the end of each school day. If a student defies a school official and does not turn in the electronic device or refuses to use the pouch, student may be assigned additional consequences that include but not limited to: choices, Saturday School, ATS, or school suspension.

## Cell Phone Free Environment - Student Policy Contract

I understand that my phone must be inside of my pouch upon entering my first class of each school day.

I understand that I must bring my pouch to all of my classes, even if I do not have a phone.

I understand that I will not try to open the pouch during the school day without consent by a SMHS staff member.

I understand that I should remain in possession of my locked pouch at all times and that San Mateo High School is not responsible for lost or damaged phones.

I understand that if I damage or lose my pouch, I am responsible for purchasing a replacement pouch for \$25.

I understand that phones found outside the pouch during the school day will be confiscated and that a parent/guardian will have to pick it up in the appropriate office.

I understand that I will be allowed to open the pouch upon exiting campus after the last class has ended.

I understand that if there is an emergency, I can go to the office to use a phone with permission from a staff member.

I understand that if I choose to disobey these rules, my actions will lead to consequences per school discipline code. **Please visit the student/family handbook (page 4) for additional details about the cell phone free environment.** <https://www.smuhsd.org/sanmateohigh>

By signing this contract, I understand all the terms and conditions listed above. This contract is to be reviewed by students and parents/guardians, signed, and returned at registration.

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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**If your student will not be bringing a cell phone to school, please sign here. Your student will still be issued a pouch and will be expected to keep the pouch in their possession. We will place a laminated card inside to notify all staff that they will not have a cell phone to place in their pouch.**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\_\_\_\_\_ **Please initial here if your student has a documented medical condition that requires the use of a cell phone during the school day. If this is the case, an administrator will contact you to discuss.**