

STUDENT PHONE & ELECTRONIC DEVICE POLICY

TVF is a personal electronic device-free campus. Students should leave their personal electronic devices at home, as they are not permitted on campus. To ensure that students have access to necessary technology during the school day, electronic devices required for educational purposes are provided in their classes.

Students that bring a cell phone or smartwatch to school, must store them in the provided Yondr pouches. Headphones may be kept in bookbags or lockers if they cannot fit into the Yondr pouch. Electronic devices that do not fit in the Yondr pouch should not be brought to school.

- Every student will receive a Yondr Pouch for storing their electronic devices during school hours of 8:30 am to 3:30 pm.
- Students are responsible for returning their Yondr pouch at dismissal, which occurs at 3:30 pm.
- Access to cell phones is not permitted during tutoring sessions, after school clubs and production extended days.
- Personal devices may not be used or turned on when students are outside of the building as part of a class, such as physical education or production filming, during the regular school day.

DAILY PROCESS

Upon arrival at school, students will:

1. Turn their phone on airplane mode, silent, or do not disturb.
2. Place their phone inside their Yondr pouch and secure it in the presence of school staff.
3. Store their pouch in their backpack or locker for the day.

Upon school dismissal, students will:

1. Students will unlock their pouch, remove their phone, and put their pouch in the Yondr return bin.
2. Students will pick up and drop off a Yondr pouch daily to avoid loss or forgetfulness.
3. Students who dismiss after 3:45 pm may unlock and return their Yondr pouch in the Main Office.

EARLY DISMISSAL

Students who are dismissed from school early will unlock and return their Yondr pouches in the Main Office after receiving the early dismissal form. Students are only approved for early dismissal once an adult listed on their emergency contact list has informed the school.

Exceptions for Personal Internet Enabled Electronic Devices

Students who are subject to the guidelines of being excused from the cell phone and electronic device policy as outlined in [Chancellor Regulation A-413](#) must complete the following steps before a student is not required to use a Yondr pouch.

1. A parent/guardian must inform the Principal or Principal Designee in writing by sending an email to: Alexandra Stah astahl2@schools.nyc.gov, Neil Abell nabell@schools.nyc.gov or Kathleen Callender acallender6@schools.nyc.gov
2. A parent/guardian must submit documentation from a medical provider which may be subject to review by the Office of School Health. This form may be submitted by email or turned into the Main Office.
3. The Principal or Principal Designee will need two weeks after all documentation has been submitted to approve the request.

Note: Students with exceptions approved by the Principal or Principal Designee, allowing them not to use the phone storage device, must still abide by the guidelines for electronic device usage in designated areas as determined by the Student Support Team and parents. Failure to comply with these guidelines may result in disciplinary actions outlined below.

Students who require internet-enabled devices as outlined in their IEP/504 will be provided with an approved DOE-issued electronic device. Students with this accommodation may contact Hyung Kim (hkim8@schools.nyc.gov) in the Main Office to request a device.

INFRACTIONS

Unauthorized Use or Presence of a Cell Phone or Electronic Device

1. If a student is found with a cell phone or electronic device outside of a Yondr Pouch, they must hand over their phone to the faculty member.
2. The device will be stored in the Main Office.
3. The faculty member will call home, and the student will receive after-school detention.
4. The device will be returned to the student at dismissal, with students waiting in the Main Office for a Student Support Team member to return from their posts.
5. In the case of repeated occurrences:
 - a. An adult will be required to pick up the device.
 - b. A parent meeting may be scheduled for repeated infractions.
 - c. Students may lose Yondr pouch privileges and be required to turn in their phone daily to a member of the Student Support Team.

Damaged Yondr Pouches

Yondr pouch damage, which may include issues such as a bent pin, ripped fabric, deep scratches, intentional pen marks, or problems with the pin and button mechanism, can

result in disciplinary action as outlined below. Students should handle Yondr pouches with care.

1. Damaging a Yondr pouch will result in an automatic detention assignment and a phone call home.
2. Students who damage more than one Yondr pouch will be required to attend a family meeting with the Student Support Team and receive a community service assignment.
3. Repeated pouch damage may lead to the loss of Yondr pouch privileges, requiring the student to turn in their cell phone to a member of the student support team.

Responsibility for Lost or Stolen Yondr Pouches

In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

Procedures for Emergencies

1. Students in need of making calls during an emergency can use the Main Office phone.
2. Parents should contact the school's Main Office at (718)609-3330 as the primary point of school contact during emergencies.
3. For non-emergency matters, parents may reach out to their student's advisor or any member of the Student Support Team.
4. Devices must remain secured in Yondr pouches during fire drills or other emergency preparedness exercises, such as soft lockdown drills.
5. In the event of a building evacuation or emergency situation, students will be granted access to their cell phones by staff members once all students are confirmed safe and in compliance with local law enforcement guidelines.

Parents and guardians can review Chancellor's Regulation A-413 [here](#).

For any specific questions or concerns, please contact one of the following administrators:

- Principal, Alexandra Stah astahl2@schools.nyc.gov,
- Assistant Principal, Neil Abell nabell@schools.nyc.gov
- Director of Climate & Culture, Kathleen Callender acallender6@schools.nyc.gov