

Revised Policy: Student Electronic Device Management

Effective Date for New Collection Protocol: Monday, October 27, 2025 (Day 1)

It is critical to understand that the possession and use of cell phones and all personal electronic devices by students during the school day is prohibited, as mandated by New York State Law. Strict adherence to this new collection protocol is mandatory for all students.

Part I: Mandatory Daily Device Collection Protocol

Daily Drop-Off Procedure (Start of School)

Beginning Monday, October 27, 2025:

Time	Procedure	Details
Prior to 8:13 AM	Hand-In to First Period Teacher	All personal electronic devices—including cell phones, AirPods, Apple Watches, Garmin Watches, and other smart devices—must be turned in to the student's First Period Teacher upon entering the classroom.
Storage	Secure Lock-Up	The teacher will secure all collected devices in a designated, locked case. These cases will be collected and transported to the Main Office.

Late Arrival Procedure

If your child arrives at school after 8:13 AM:

- Your child must immediately report to the Attendance Office and hand in all electronic devices to Mrs. Burr.
- The devices will be secured in a locked case and returned at the end of the day from the designated Attendance area within the SLC Room.

Early Dismissal/Appointment Procedure

If your child has a pre-scheduled early dismissal or appointment:

- The student must turn their devices into the Attendance Clerk Office when they submit their written permission form (which must be submitted prior to 8:13 AM).
- The devices will be secured until the time of their departure. (*Note: Please see the separate Early Dismissal Policy for full requirements.*)

End-of-Day Retrieval Procedure

At the end of the school day:

- Students will pick up their devices from the SLC Room.
- The locked cases will be organized for efficient retrieval as follows:
 - By Grade Level Groupings: Grades 7 & 8 and Grades 9 - 12.
 - Alphabetically by First Period Teacher's name within the grade groupings.

Part II: Discipline Policy for Non-Compliance

The following disciplinary actions apply to any student who fails to hand in a device during the collection period (Part I) or is found to be in possession of a device during school hours.

First Offense: Warning and End-of-Day Retrieval

If a student is found to be in possession of an electronic device:

- Action: The device will be immediately confiscated by the staff member and turned into the Main Office.
- Student Retrieval: The student may pick up their device from the SLC Room at the end of the school day.

Second Offense: Mandatory Parent/Guardian Retrieval

If a student commits a second offense:

- Action: The device will be immediately confiscated and turned into the Main Office.
- Parent/Guardian Contact: A school administrator will call the parent/guardian.
- Retrieval: The parent/guardian must come to the Main Office to pick up the device at the end of the school day.

Third and Subsequent Offenses: Administrative Meeting and Escalated Discipline

For a third and any subsequent offense within the school year:

- Action: The device will be immediately confiscated and the parent/guardian will be called.
- Mandatory Meeting: The student and at least one parent/guardian will be required to attend a disciplinary meeting with a school administrator.
- Escalated Discipline: Disciplinary action may include, but is not limited to:
 - Suspension from participating in athletic practices or events.
 - Suspension from participating in extracurricular activities, clubs, recitals, or performances.
 - In-School or Out-of-School Suspension.

Content Creation and Enhanced Disciplinary Action

If a device is used during school hours to create any kind of digital content (e.g., photos, videos, recordings, streaming) that is disruptive, malicious, or violates school policy, further, more severe disciplinary action will be taken. The disciplinary action will depend upon the severity of the offense.