TOLAR INDEPENDENT SCHOOL DISTRICT CELL PHONE POLICY & PROCEDURES

To comply with new legislation (HB 1418) and promote the best possible learning and social environment in Tolar ISD, students will not use their cell phones, smart watches, AirPods/earbuds, etc., during the school day. Elementary students will turn their devices into the office if they bring them to campus. Secondary students will be assigned a personal secure pouch at the beginning of the school year. Students are expected to bring their secure pouch to school daily and return it in good condition at the end of the year.

Students, parents, or guardians are responsible for the student's pouch once they have been issued to the student. This includes the return of the pouch to the issuing campus at the end of the term or year, or when the student withdraws from the district.
Student, parent, or guardian responsibilities are as follows. Students must ensure proper use of and care for the pouch. A pouch is in good condition if it:

1. Has a functional locking mechanism.
2. Is free from tears, holes, or fraying.
3. Is clean and odor-free.
4. Has secure, intact seams.
5. Effectively prevents access to the devices when locked.
6. Has no writing or drawing on the pouch.

Students must return the pouch to the issuing campus prior to the last day of school, prior to the end of the course, or at the time of student withdrawal.
Students must reimburse the issuing campus $30 for any lost, destroyed, or damaged pouch(es) issued to that student.

Signs of tampering:

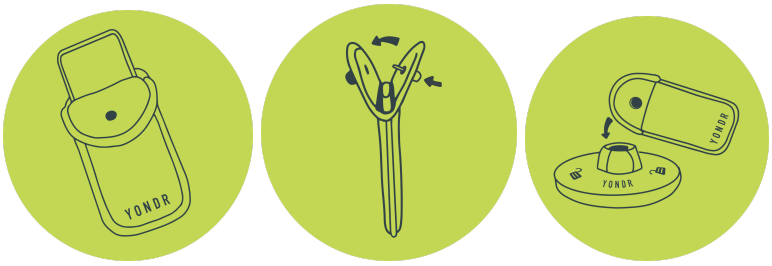
- Deep scratches on the globe and green ring around it.
- Pen/Pencil marks inside on the green part of pouch.
- Bent pins
- Pin and button not fully recessing, due to pin damage



STATEMENT OF EXPECTATIONS

Campus staff and administrators will clearly state expectations and reinforce the importance of maintaining a cell phone-free environment at the beginning of each school year. Campus staff and administrators will monitor cell phone violations with a continued focus on the reduction of educational distractions caused by using cell phones, smart watches, AirPods/earbuds, during the school day.

PROCESS FOR CELL PHONE POUCH USE



Start of school day, students will:

A. Turn cell phones/devices off or on airplane mode, prior to entering the building.
B. Place all cell phones, smart watches, AirPods/earbuds, in their secure pouch upon entering the building.
C. Securely close the pouch with devices inside, using the pouch locking mechanism and store it in their backpack and/or locker until the end of the day.

During school day, students will:

A. Keep their cell phone, smart watches, AirPods/earbuds, inside their pouch for the duration of the school day.
B. Unlock their bag in the designated area if leaving campus (for an appointment, or to attend an after-hours UIL/campus sponsored event, etc.) and proceed to exit the building; place their devices back in their secure pouch upon returning to school and securely close it using the pouch locking mechanism; return it to their backpack and/or locker until the end of the day.
C. Not access their devices during the school day unless receiving permission from a campus administrator and are in a designated area.
D. Students who rely on their smartphone to help manage a health condition, such as diabetes, will be issued a non-locking pouch, and will be able to continue to do that as part of their 504 accommodations or individual health plan. All other expectations will be enforced. Parents should reach out to the campus for approval.

End of school day, students will:

A. Unlock their pouch at designated areas throughout the campus using an unlocking base.
B. Remove their cell phone, smart watches, AirPods/earbuds, from their pouch.
C. Be responsible to keep up with their pouch.
D. Be allowed to use their devices once they leave campus.

VIOLATIONS

Each of the following violations will result in the student's cell phone, smart watch, AirPods/earbuds, and/or pouch being confiscated by school staff.

A. Using a phone or device anywhere on campus during school hours without permission from a campus administrator and in a designated area.
B. Physical damage to the pouch to circumvent its intended purpose (e.g, inappropriate markings, holes, bent pin, stripped lock, etc.
C. Persistent loss of pouch or forgetting to bring the pouch to school.
D. Damaging or taking someone else's pouch.
E. If the pouch is damaged or lost, then the student/parent/guardian will be required to purchase a replacement pouch for $30.

POSITIVE REINFORCEMENTS

To support a positive campus culture and encourage responsible behavior, students who consistently follow the cell phone policy and have no infractions will be eligible for positive reinforcements throughout the year. These may include special privileges, recognition, and rewards as a way to celebrate their commitment to staying focused and respectful of the learning time. Our goal is to reinforce the behaviors we want to see and recognize students who model them daily.

CONSEQUENCES

The following chart outlines the progression of consequences for students who violate the cell phone-free environment procedure. Violations include having a cell phone, smart watch, AirPods/earbuds, or any similar device not in the secure pouch, visible during the school day, or found in use.

Damaged pouch immediate consequence	• Parent/guardian contacted • After-school or lunch detention • If the pouch must be replaced, a $30 reimbursement fee will be

	issued ● Repeated violations of this nature may result in further disciplinary consequences
1st Offense	● Phone is confiscated and kept in a campus-designated location for the day ● Offense noted on referral with cell phone violation ● Parent/guardian contacted ● **Parent/Guardian** must pick up cell phone during school hours (no students will be allowed to retrieve their phone) ● Student assigned one day of after-school detention or 2 days lunch detention
2nd Offense	● Phone is confiscated and kept in a campus-designated location for the day ● Offense noted on referral with cell phone violation ● Parent/guardian contacted ● **Parent/Guardian** must pick up cell phone during school hours (no students will be allowed to retrieve their phone) ● Student will be assigned one day of Saturday school or 2 days after-school detention or 4 days lunch detention
3rd Offense	● Phone is confiscated and kept in a campus-designated location for the day ● Offense noted on referral with cell phone violation ● Parent/guardian contacted ● **Parent/Guardian** must pick up cell phone during school hours (no students will be allowed to retrieve their phone) ● In-person meeting scheduled with parent/guardian ● Student assigned one day of In-School-Suspension (ISS)
4th Offense	● Phone is confiscated and kept in a campus-designated location for the day ● Offense noted on referral with cell phone violation ● Parent/guardian contacted ● **Parent/Guardian** must pick up cell phone during school hours (no students will be allowed to retrieve their phone) ● Student assigned 2 days of In-School-Suspension (ISS)
5th Offense	● Phone is confiscated and kept in a campus-designated location for the day ● Offense noted on referral with cell phone violation ● Parent/guardian contacted ● **Parent/Guardian** must pick up cell phone during school hours (no students will be allowed to retrieve their phone) ● Student assigned 3 days of In-School-Suspension (ISS) ● Campus level conference with a recommendation for placement in the District Alternative Education Program (DAEP) ● Upon return to campus, student will be placed on campus probation requiring their cell phone be turned into the office daily

EMERGENCIES

When administrators and parents are aligned on the benefits of a phone-free school policy, they foster a safer, more focused learning environment.

How Can Cell Phones Cause Harm During an Emergency?

- Distraction: Phones can distract students from listening to first responders.
- Communication Jamming: High call volumes can disrupt emergency coordination.
- Noise Risk: Phone use might reveal students' whereabouts.
- Online Tracking Risks: Assailants could use social media to find additional victims.

In the event of an emergency, the school's top priority is the safety and wellbeing of all students. Parents can be assured that clear and timely communication will come directly from the school through ParentSquare (phone calls, text messages and emails).

While students may not have immediate access to their cell phones during the school day, please know that each classroom is equipped with both a phone and panic button, allowing staff to quickly communicate and respond in emergency situations. These systems are in place to ensure student safety and allow for immediate action and communication when needed.

There are a number of ways to unlock Yondr pouches in emergencies via mobile bases, or safety shears. Students maintain possession of their own Yondr pouch and phone, and it will be immediately accessible once the student is safe.

We encourage parents to speak to their students about what to do during an emergency situation, and explain how they will be able to text/call as soon as they are in a safe location.

School Board Adopted: June 23, 2025