



M.C. Williams Middle School

Working and Winning is the Wolverine Way!

Courtney Clark, Principal

Electronic Device Policy

Houston ISD district policy prohibits scholars from using their personal electronic devices in schools during the academic school day. Electronic devices include, but are not limited to, cell-phones, earbuds, headphones, smart watches, and tablets. Scholars will completely turn off their devices and place them in their assigned Yondr pouch. The Yondr pouch is property of M.C. Williams Middle school and the student is responsible for any damage to the pouch.

The purpose of this policy is to increase scholar engagement in the classroom and decrease disruptions that may interfere with the instructional environment.

Scholars will turn in devices at the beginning of their first period class and will retrieve them prior to the end of the last class of the day.

Should a staff member see a scholar's electronic device not secured inside of a Yondr pouch during the academic school day, an administrator will be notified immediately. The administrator will apply a consequence, up to and including suspension.

Consequences

1st Offense	<ul style="list-style-type: none">● Confiscation of the device to be returned to the scholar no earlier than 5:00 pm.● Scholar's parent or guardian will be notified.● Failure to comply with confiscation will result in escalation to 2nd Offense consequences.
2nd Offense	<ul style="list-style-type: none">● Confiscation of the device to be returned to the scholar no earlier than the 5:00 pm.● Scholar's parent or guardian will be notified.● Administration will schedule a conference with the parent/guardian.● *Scholars will be assessed a \$5 penalty.
3rd Offense	<ul style="list-style-type: none">● Confiscation of the device to be returned to the scholar no earlier than the 5:00 pm.● Scholar will be assigned In School Suspension (ISS)● Scholar's parent or guardian will be notified.● *Scholars will be assessed a \$15 penalty.
Damaged Pouch Immediate Consequence	<ul style="list-style-type: none">● Scholar's parent or guardian will be called.● Assignment to Character Education (ISS).● *May be required to pay \$35 for a replacement pouch.
*	<ul style="list-style-type: none">● If penalties are not paid, scholars may be disqualified from attending camps and district events



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Process for Pouch Use

HOW IT WORKS

 <p style="text-align: center;">POUCH</p>	 <p style="text-align: center;">SECURE</p>	 <p style="text-align: center;">EXIT</p>
<p>Students Get a Personalized Pouch Each secondary student is assigned a Yondr pouch at the beginning of the school year. They write their first initial and last name on their pouch and can personalize it as they see fit. Students are responsible for bringing the pouch to and from school daily.</p>	<p>Phones Go in the Pouch During the School Day Upon arrival each day, students turn their phones off, place them in their pouch, and store them</p>	<p>Pouches are Unlocked at Dismissal or in Case of Emergency Pouches are unlocked as students leave for the day. Phone access can also be granted during the school day in designated areas, like school offices.</p>

Start of School Day:

1. Prior to entering the classroom, turn off device(s) including phone, earbuds, smart watch, etc. (not simply on silent or vibrate mode).
2. Unlock your empty Yondr Pouch using an unlocking base, if necessary.
3. Place your phone, airpods/earbuds, and smart watch inside the pouch, securely close it, and store it in the assigned compartment.

During the School Day:

1. Yondr pouches/devices will be collected in the students 1st period classroom. During 1st period, a staff member will relocate the pouches/devices to the students' last period classroom so that students can retrieve them for dismissal.
2. If you arrive late to school or have to leave school early, you will need to go to the main office to turn in your device or pick up your device.
3. You may not access your device(s) during the school day.

End of School Day:

1. When your school day ends, unlock your pouch using the unlocking base.
2. Remove your phone from your pouch.
3. Securely close your empty pouch so the pin does not get bent and place it in the designated compartment.



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Emergency Contact

- In case of an emergency at home, parents or guardians can contact their scholar during the school day by calling the Main Office at 713-696-2600.
- In case of a school emergency (i.e., Perimeter Lockdown), we direct our students to safety first, following our school emergency protocol. All parents will receive notifications from our school-wide notification system.
- In case of a medical emergency, we have a school nurse on site in our Health Center. Parents/Guardians of scholars who experience a medical emergency are notified by the school nurse and/or an Administrator.