

Kohelet Yeshiva

Lab School Policy

Technology Policy

- Cellphones: Students may not have cell phones on their person or in their possession on campus during school hours. Students must bring their phone to school to deposit (as indicated below). Phones will be kept in a locked cabinet and taken to and from the cabinet by an adult.
 - K-5 Students will be asked to turn in their cellphones at the front office upon arrival and may pick them up at the end of the day on their way out of the building.
 - 6-8 Students need to deposit their cellphones outside of the Beit Midrash upon arrival to school. They may not go to other areas of the building until their phones are deposited. They will pick up their phones after mincha at the end of the day from the same location. Any student not following the detailed protocol shared in the student handbook linked [HERE](#) will be held responsible with the articulated consequences.
- For K-5 Students: Electronics/Smart Watches/Fitbits MUST be turned off and put away from the time a student walks into the school. Any devices that are taken out during the school day will be confiscated and returned at the end of the day. If a student is repeatedly found with personal devices during the day, they will be confiscated overnight and parents will be notified.
- For 6-8 Students: Smart Watches, Fit Bits and any other electronic devices must be turned off or wifi/data disabled from the time a student walks into the school. Students not following this rule will have their devices confiscated and returned at the end of the day. If a student is repeatedly found with personal devices during the day, they will be confiscated overnight and parents will be notified.
- For Teachers: Teachers are asked to use professional discretion when deciding to use or not use their phones around students and during class.

Middle School Policy

Cell Phones

Students may not have cell phones on their person or in their possession on campus during school hours. Students must bring their phone to school to deposit (as indicated below).

Arrival - Morning procedure

Students must enter the building from the main entrance and head directly towards the Beit Midrash. Outside of the Beit Midrash there will be lock boxes into which students will deposit their phones. Each student will have their own slot with their name on it. Students may not enter the Beit Midrash until they have deposited their phone, nor are they allowed access to any other part of the building before depositing their phone. Students must enter and deposit their phone immediately upon arriving on campus. Students who have a phone on them during school hours will be subject to consequences (see below).

Students who arrive at school after 8:25am, for any reason, should report to the front office to sign in and deposit their phone there.

Departure - Afternoon procedure

At 4:30pm, the phone lock boxes will be stationed by the Beit Midrash for students to retrieve their phones. After 4:40pm, any unclaimed phones will remain locked in the office for safekeeping. If an administrator is in the building after 4:40 they may be able to let a student in to retrieve their phone; however, it is not guaranteed that access will be available after 4:40.

Leaving Campus

From time to time students may need to leave campus during the school day. For any student who may need to leave for an appointment of some sort. Students who leave campus at any point during the school day, for any reason, should follow the procedure below:

Students should sign out on the clipboard in the front office; after they do this, they may retrieve their phone to take with them as they leave. Upon returning to school, they must return their phone and sign back in at the front office immediately upon return to campus. This is true at all times up until 4:30pm - so, for example, if a student comes back to school at 4:20pm, they still need to sign back in and turn in

their phone for the remaining 10 minutes of the school day.

Trips

When all students are traveling together on a school trip and the goal of the trip is group bonding (for example, a grade retreat), phones may be collected for all or part of the trip.

However, students may be permitted to have phones while on buses transporting them to a trip, as well as other times during the trip. For example, sometimes trips involve groups of students being in different locations, they may be permitted to have their phones if deemed necessary by the administration for communication or safety.

Consequences

Infraction	Consequence
Phone left at home	The office will call to confirm the phone is at home. If the phone is not at home, the below consequence will be followed.
Student did not deposit phone when signing back onto campus or when arriving late to school.	First offense: Complete chesed work in the office during exploratory with parent notification. Second offense: Complete chesed work in the office during exploratory and lunch with parent notification. Third offense: Student not allowed back in school until conversation with parents in person to discuss a behavior plan and conditions.
Student claimed not to have a phone to deposit, but in fact had a phone. Or a student deposited a phone but had another one.	First offense: Half day in-school suspension. Parent notification Second offense: Full day in school suspension. Parent notification Third offense: Student is not allowed back in school until conversation with parents takes place

High School Policy

Cell Phone Policy

Students may not have cell phones on their person or in their possession on campus during school hours. Students must bring their phone to school to deposit (as indicated below); claiming that the phone was left at home is not an option.

Arrival - Morning procedure

Students must enter the building from the main entrance and head directly towards the Beit Midrash. Outside of the Beit Midrash there will be lock boxes into which students will deposit their phones. Each student will have their own slot with their name on it. Students may not enter the Beit Midrash until they have deposited their phone, nor are they allowed access to any other part of the building before depositing their phone. Students must enter and deposit their phone immediately upon arriving on campus. Students who have a phone on them during school hours will be subject to consequences (see below).

Students who arrive via Kohelet-provided transportation are permitted 5 minutes between their arrival at school and when they are required to be in the Beit Midrash. They must deposit their phones *immediately upon entering the building* and after depositing their phones may use the ensuing 5 minutes to ready themselves for Tefillah.

Students who arrive at school after 8:25am, for any reason, should report to the front office to sign in and deposit their phone there.

Departure - Afternoon procedure

At 4:40pm, the phone lock boxes will be stationed in Hogwarts for students to retrieve their phones. The bins will remain in Hogwarts until 4:50, at which time they will be returned to the front office; any unclaimed phones will remain locked in the office for safekeeping. If an administrator is in the building after 4:50 they may be able to let a student in to retrieve their phone; however, it is not guaranteed that access will be available after 4:50.

Leaving Campus

From time to time students may need to leave campus during the school day. This could occur for an 11th or 12th grader using off campus privileges during lunch or a free period, or for any student who may need to leave (with prior parental communication with the office) for an appointment of some sort. Students who leave campus at any point during the school day, for any reason, should follow the procedure below:

Students should sign out on the clipboard in the front office; after they do this, they may retrieve their phone to take with them as they leave. Upon returning to school, they must return their phone and sign back in at the front office immediately upon return to campus. This is true **at all times** up until 4:40pm - so, for example, if a student comes back to school at

4:30pm, they still need to sign back in and turn in their phone for the remaining 10 minutes of the school day.

If a student wishes to sign themselves and a friend out, they can, they may do so. However, students may only claim their own phone to take with them when they leave. In other words, if a group of three students is leaving campus for lunch and all three of them want to have their phones, all three of them need to sign out in the front office individually.

Trips/Shabbatons

When all students are traveling together on a school trip and the goal of the trip is group bonding (for example, a grade retreat), phones may be collected for all or part of the trip.

However, students may be permitted to have phones while on buses transporting them to a Shabbaton, as well as during non-Shabbat times at the Shabbaton location. Also, when students are traveling for other trips (for example, chesed trips) and those trips involve groups of students being in different locations, they may be permitted to have their phones if deemed necessary by the administration for communication or safety.

Color War and Other Special Occasions/Activities at School

The regular phone policy will apply on campus throughout the school year. This includes during Color War, Yom HaAtzmaut, and other in-school programs.

Consequences

Infraction	Consequence
Phone left at home	The student will be marked absent from classes, resulting in a residency deduction until the phone is brought into school and deposited. If a student “chooses” to skip class under the theory that “I’m already absent, why should I bother to go,” they will get a cut resulting in a grade reduction.
Student did not deposit phone when signing back onto campus or when arriving late to school	First offense: Call to the office with parent notification. Second offense: No off-campus privileges for 2 weeks Third offense: Student not allowed back in school until conversation with parents in person to discuss a behavior plan and conditions
Student claimed not to have a phone to deposit, but in fact had a phone. Or a student deposited a phone but had another one.	First offense: Half day in-school suspension. Parent notification Second offense: Full day in school suspension. Parent notification Third offense: Student is not allowed back in school until conversation with parents takes place