



August 1, 2025

Dear TVHS Students and Families,

As we begin the 2025–2026 school year, we want to inform you of our updated Student Cell Phone and Personal Electronic Device Policy, adopted by the TVHS Operating Board on July 24, 2025. This policy is designed to support student learning and minimize distractions during the school day by limiting the use of internet-connected personal devices.

### **Key Details**

#### **1. Devices Covered**

This policy applies to smartphones, smartwatches, tablets, or any other device that can connect to the internet or social media. It does not include devices issued by TVHS for educational use.

#### **2. When and Where Devices Are Not Allowed**

Students may not use personal electronic devices:

- Anywhere on school property
- At any time during the school day (7:50am-2:50pm) including lunch, IWTs, or between classes

#### **3. Device Storage**

All devices must be turned off and securely stored for the entire school day. We will provide cabinets with individual lockers for each student for storage. Devices should be turned off and placed in the locked cabinet in the morning and can be retrieved at the end of the school day.

#### **4. Exceptions to the Policy**

Students may be granted exceptions for:

- Emergencies
- Medical or accessibility needs (with documentation)
- Translation purposes
- As required by an IEP or 504 Plan
- Caring for a family member (case-by-case basis)
- Approved educational purposes

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All requests must be approved by the building principal and may require supporting documentation.

#### 5. Consequences for Policy Violations

- First Violation: Device confiscated, returned at end of day
- Second Violation: Parent/guardian notified, device returned at end of day
- Further Violations: Parent/guardian must retrieve the device; additional consequences may apply (e.g., loss of privileges, detentions)

TVHS will never suspend a student just for having or using a device but if usage breaks other school rules, more serious consequences may follow.

#### 6. Communication

To contact your child during the school day:

- Call the main office: 518-862-4960
- Email: [mainoffice@techvalleyhigh.org](mailto:mainoffice@techvalleyhigh.org)

Students who need to contact home may request to use a school phone at the main office.

The aim of this policy is to help foster a focused, respectful, and safe learning environment for all students. A copy of this policy has been posted to our website and included in the student handbook. If you have any questions or need the policy translated into another language, please contact the main office.

Thank you for your partnership.

Sincerely,

Dr. Amy Hawrylchak