



DELASALLE EDUCATION CENTER

January 17, 2023 AGENDA

Time: 8:30 A.M

Location: Delasalle Education Center, 3737 Troost Ave. Kansas City, MO

Call to Order

1. Determination of Quorum / Agenda Approval
2. Public Comment
3. Approve Minutes from Prior Meetings
4. Finance Committee report
 - a. Update on December financials
 - b. Projections for the remainder of the fiscal year
 - c. Update on fundraising (received YTD)
5. Governance Committee report
 - a. Update on Board Calendar
 - b. Update on Board recruitment and other governance issues
6. Executive Director report
 - a. Questions and Answers
7. New Business/Old Business
 - a. Student cell phone policy

Next Meeting: February 21, 2023

MINUTES OF BOARD MEETING

Delasalle Education Center

December 20, 2022

CALL TO ORDER

The Board of Directors at Delasalle Education Center School convened for the regular board meeting on December 20nd, 2022, at 8:30 A.M. Virtually Meeting, and Scott Ferber, called the meeting to order.

ROLL CALL

The roll was called. Scott Ferber (YES) Lisa Krigsten (NO) David Oliver (NO) Steve Gering (Yes) Teesha Miller (Yes) Bill Paterson (YES) Kenneth Garrett (YES)

Others Present, Sean Stalling Executive Director, Lisa Griffin Director of Operations and Dana Cutlter

QUOROM PRESENT

Steve Gering determined a quorum was present.

PUBLIC COMMENT

The next order of business was the public comment session as provided by Board Policy. There were none.

AGENDA

The December 20, 2022 Board Meeting Agenda was reviewed. Steve moved to adopt the agenda. Scott seconded the motion. Kenneth yes, Steve yes, the agenda was approved by unanimous consent.

CONSENT AGENDA

The Board reviewed the minutes of the November 22nd, 2022 regular board meeting. Steve moved to approve the September 20th, 2022 minutes. Scott seconded the motion. The motion passed with unanimous consent.

FINANCIAL REPORT

The Board reviewed the November, 2022, Financial Summary Report, prepared by Anne Nichols and presented by Steve Gering and Sean Stalling, a copy of which is attached hereto and includes the check registry.

Steve moved to approve the Financial Summary Report and the Check Registry as presented and the Budget report. Scott seconded the motion. Bill yes, Teesha yes, ayes, the motion passed with unanimous consent.

PRESIDENT'S REPORT

NO

GOVERNANCE COMMITTEE REPORT

NO

EXECUTIVE DIRECTOR REPORT

The Executive Director's Report is attached hereto.

NEW/OLD BUSINESS

The Board reviewed the DLS 2022, Financial Audit Report, prepared by Marr and Company, P.C and presented by Clark Hanner, a copy of which is attached hereto and includes the 2022 Audit Report.

Scott Ferber moved to approve the 2022 Financial Audit Report, Steve seconded the motion. Teesha yes, Bill, yes, Kenneth yes, ayes, the motion passed with unanimous consent.

CLOSED EXECUTIVE SESSION

N/A

ADJOURNMENT

Steve moved and Scott Second All votes aye., Teesha yes, Bill yes and Kenneth yes. The meeting adjourned at 9:30A.M.

FUTURE MEETINGS

The next Board Meeting at 8:30 A.M. on January 17, 2022, location TBA

Minutes prepared by Lisa Griffin Director of Operations. Minutes approved by the DLS Board of Directors on December 22, 2022.

Lisa Krigsten

LISA KRIGSTEN, Board Secretary

DRAFT



December 2022 Financials

PREPARED JAN'23 BY

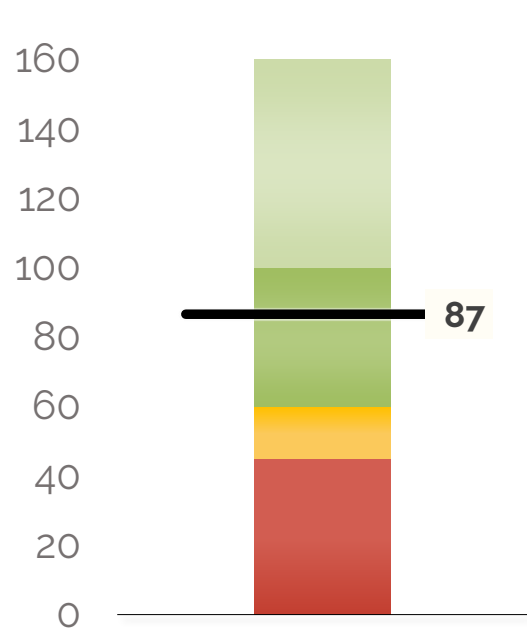


- **Executive Summary**
- **Key Performance Indicators**
- **State Revenue**
- **Forecast Overview**
- **Cash Forecast**
- **Key Forecast Changes This Month**
- **Appendix**

- We are currently forecasting a net income of \$113k which is \$158k better than the budgeted net income of -\$45k.
- Our cash balance is forecasted to end the year at \$995k which results in 87 days of cash.
- Net Income is \$5k increase compared to last month.
 - Revenue increased \$39k in Federal Food revenue forecast.
 - Expense forecast increased by \$34k for student expense and website.
- Next month, State funding equity will be paid going forward and prior year adjustment.

Days of Cash

Cash balance at year-end divided by average daily expenses

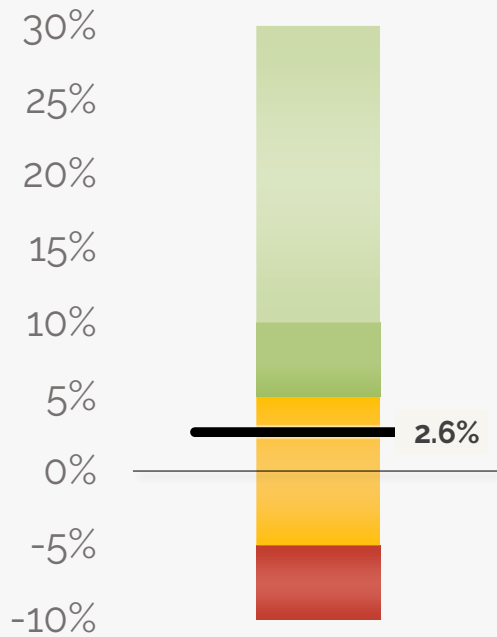


87 DAYS OF CASH AT YEAR'S END

The school will end the year with 87 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

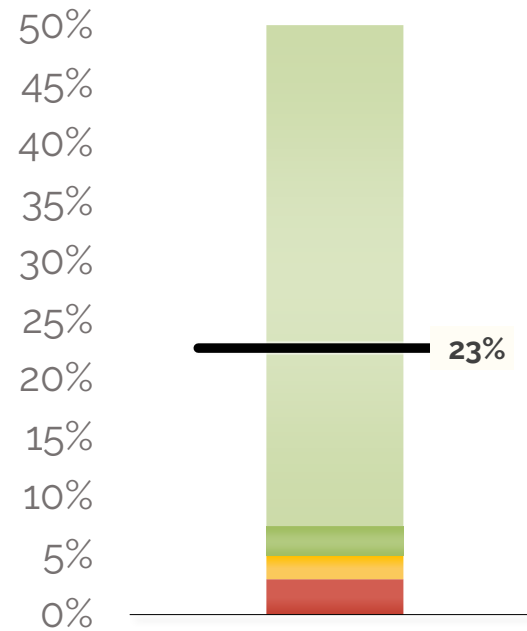


2.6% GROSS MARGIN

The forecasted net income is \$113k, which is \$158k above the budget. It yields a 2.6% gross margin.

Fund Balance %

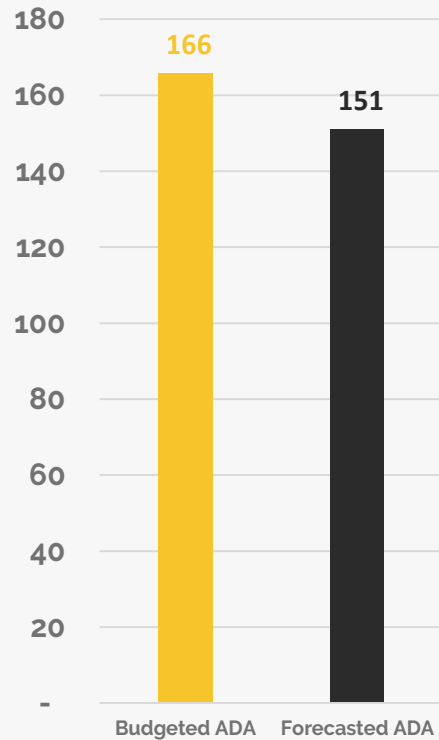
Forecasted Ending Fund Balance / Total Expenses



22.62% AT YEAR'S END

The school is projected to end the year with a fund balance of \$948,857. Last year's fund balance was \$835,692.

Student ADA Expectations

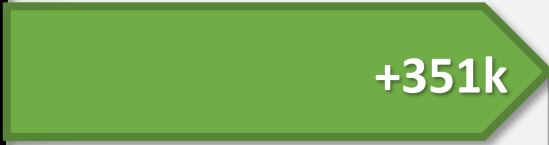
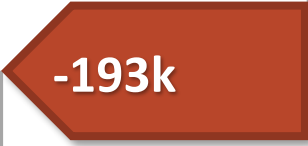
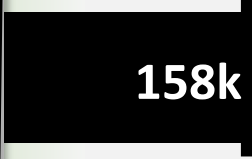


The school now forecasts 151 ADA for SY22-23. The budget target was 166.

\$231K More Per-Pupil Funding Than Expected

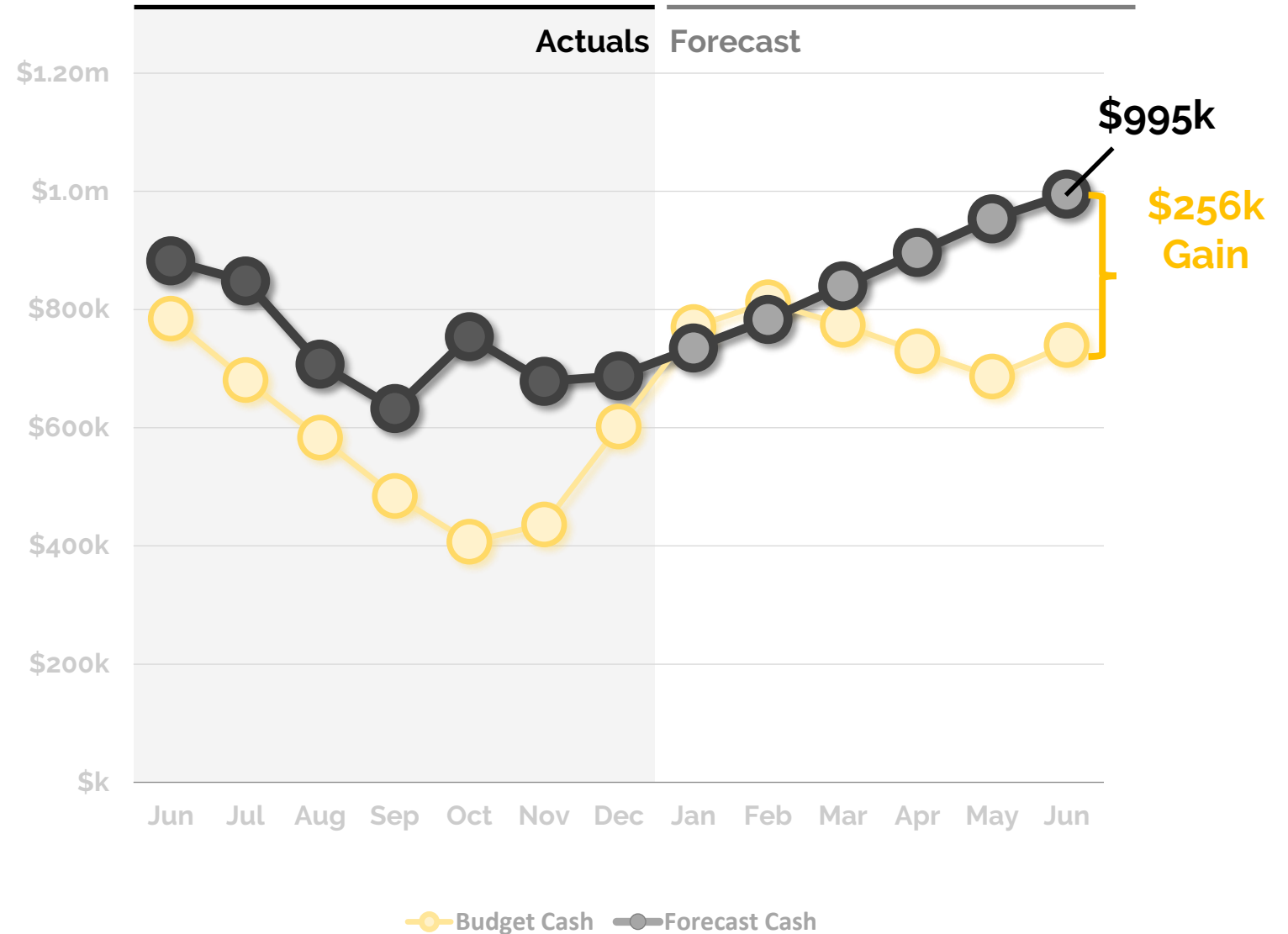
	Current Forecast	SY22-23 Budget	Difference	Financial Gain / (Loss)
Enrollment	202	202	0	
Attendance	78.0%	78.0%	0.0%	
Total ADA	151	166	-15	
Regular Term K-12	150	165	-15	
Summer	1	1	0	
FRL Count	146	161	-15	
FRL Weight	25	27	-3	
IEP Count	21	0	21	
IEP Weight	1	0	1	
LEP Count	0	0	0	
LEP Weight	0	0	0	
WADA	177	193	-16	
Per WADA Payment	10492	8383	2109	
State Aid	\$1.8M	\$1.6M	\$231,308	231k

Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$4.3m	\$4m	\$351k		State Funding Equity with \$10,492 per WADA, KCPS MOU removed. An additional MO Violence prevention grant \$113k. Increase in Fed food forecast.
Expenses	\$4.2m	\$4m	-\$193k		The expenses above budget include: \$44k Salaries/benefits, \$13k Staff PD, \$73k student expense, \$10k for bus expense and \$50k business office.
Net Income	\$113k	-\$45k	\$158k		

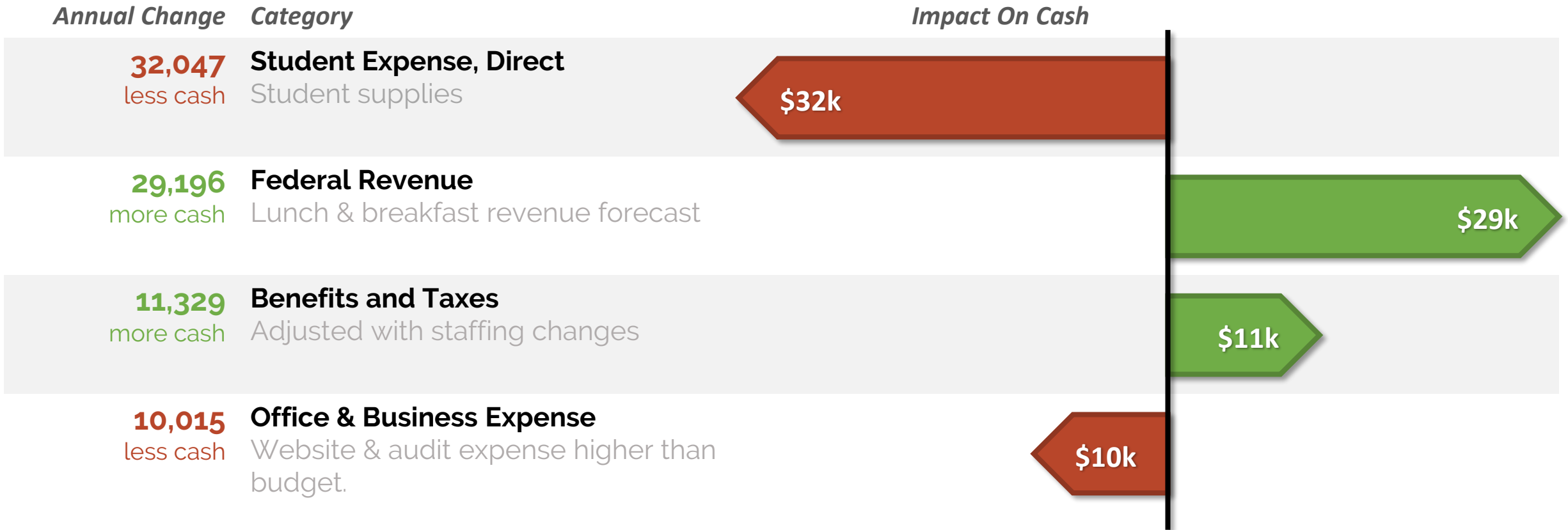
87 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$995k**, **\$256k** above budget.



Key Forecast Changes This Month

The December forecast **increased** the year-end cash expectation by **\$5k**. *Key changes:*





QUESTIONS?

Please contact your EdOps Finance Team:

Anne Nichols

anichols@ed-ops.com

816.985.5144

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	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	110,411	101,600	8,811	208,600	203,200	5,400	98,189
State Revenue	1,002,555	723,385	279,170	2,010,859	1,598,446	412,414	1,008,304
Federal Revenue	473,654	529,331	(55,677)	1,171,748	1,142,552	29,196	698,094
Private Grants and Donations	507,994	450,000	57,994	900,000	900,000	(0)	392,006
Earned Fees	16,808	45,193	(28,385)	16,808	112,981	(96,173)	-
Total Revenue	2,111,422	1,849,509	261,913	4,308,015	3,957,178	350,836 ①	2,196,593
Expenses							
Salaries	964,512	928,808	(35,704)	1,887,927	1,857,617	(30,310)	923,415
Benefits and Taxes	287,976	280,049	(7,927)	574,166	560,098	(14,069)	286,190
Staff-Related Costs	33,630	11,475	(22,155)	35,835	22,950	(12,885)	2,205
Rent	-	-	-	-	-	-	-
Occupancy Service	228,514	250,579	22,065	503,157	501,157	(2,000)	274,643
Student Expense, Direct	344,824	204,515	(140,309)	487,099	414,030	(73,069)	142,275
Student Expense, Food	28,491	17,750	(10,741)	35,500	35,500	(0)	7,009
Office & Business Expense	249,222	225,611	(23,611)	476,708	426,452	(50,256)	227,486
Transportation	148,283	113,000	(35,283)	194,457	184,000	(10,457)	46,174
Total Ordinary Expenses	2,285,452	2,031,787	(253,665)	4,194,850	4,001,804	(193,046)	1,909,398
Total Expenses	2,285,452	2,031,787	(253,665)	4,194,850	4,001,804	(193,046) ②	1,909,398
Net Income	(174,030)	(182,278)	8,248	113,165	(44,625)	157,790 ③	287,195
Cash Flow Adjustments	(20,551)	-	(20,551)	0	-	0	20,551
Change in Cash	(194,582)	(182,278)	(12,303)	113,165	(44,625)	157,790	307,746

① **REVENUE: \$351K AHEAD**
\$780k in Federal ESSER

② **EXPENSES: \$193K BEHIND**

③ **NET INCOME: \$158K ahead**

Monthly Financials

Income Statement	Actual						Forecast						TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Revenue													
Local Revenue	21,435	19,463	17,099	17,988	17,009	17,417	16,365	16,365	16,365	16,365	16,365	16,365	208,600
State Revenue	164,988	168,730	131,883	269,187	139,793	127,974	168,051	168,051	168,051	168,051	168,051	168,051	2,010,859
Federal Revenue	1,104	12,096	6,343	280,780	20,139	153,192	116,349	116,349	116,349	116,349	116,349	116,349	1,171,748
Private Grants and Donations	47,049	64,761	169,871	10,224	137,338	78,753	65,334	65,334	65,334	65,334	65,334	65,334	900,000
Earned Fees	16,049	118	25	27	26	563	0	0	0	0	0	0	16,808
Total Revenue	250,625	265,167	325,221	578,206	314,304	377,899	366,099	366,099	366,099	366,099	366,099	366,099	4,308,015
Expenses													
Salaries	144,542	147,120	167,062	163,237	166,326	176,226	157,953	157,286	148,383	149,049	148,383	162,361	1,887,927
Benefits and Taxes	47,147	48,211	46,591	49,318	48,451	48,259	47,580	47,529	47,490	47,541	47,490	48,560	574,166
Staff-Related Costs	17,630	9,908	2,509	3,250	71	262	367	367	367	367	367	367	35,835
Occupancy Service	15,411	60,186	42,972	33,461	36,699	39,784	45,774	45,774	45,774	45,774	45,774	45,774	503,157
Student Expense, Direct	14,776	32,895	90,542	98,881	73,950	33,781	23,712	23,712	23,712	23,712	23,712	23,712	487,099
Student Expense, Food	0	739	2,604	9,286	8,873	6,990	1,168	1,168	1,168	1,168	1,168	1,168	35,500
Office & Business Expense	32,145	84,342	24,533	30,800	34,100	43,303	37,914	37,914	37,914	37,914	37,914	37,914	476,708
Transportation	2,864	11,019	20,806	69,814	25,504	18,277	7,696	7,696	7,696	7,696	7,696	7,696	194,457
Total Ordinary Expenses	274,513	394,420	397,617	458,046	393,974	366,882	322,164	321,447	312,505	313,223	312,505	327,553	4,194,850
Total Expenses	274,513	394,420	397,617	458,046	393,974	366,882	322,164	321,447	312,505	313,223	312,505	327,553	4,194,850
Net Income	-23,889	-129,253	-72,396	120,160	-79,670	11,017	43,934	44,652	53,594	52,876	53,594	38,546	113,165
Cash Flow Adjustments	-9,972	-11,482	-2,726	1,116	4,176	-1,664	3,425	3,425	3,425	3,425	3,425	3,425	0
Change in Cash	-33,861	-140,734	-75,122	121,276	-75,493	9,353	47,360	48,077	57,019	56,301	57,019	41,971	113,165

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
	<i>6/30/2022</i>	<i>12/31/2022</i>	<i>6/30/2023</i>
Assets			
Current Assets			
Cash	882,332	687,750	995,497
Intercompany Transfers	-446,506	-446,506	-446,506
Other Current Assets	11,571	11,571	11,571
Total Current Assets	447,397	252,815	560,562
Noncurrent Assets			
Facilities, Net	497,422	497,422	497,422
Operating Fixed Assets, Net	96,348	96,348	96,348
Total Noncurrent Assets	593,770	593,770	593,770
Total Assets	1,041,167	846,585	1,154,331
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	190,800	186,424	190,800
Accounts Payable	14,675	-1,500	14,675
Total Current Liabilities	205,475	184,924	205,475
Total Long-Term Liabilities	0	0	
Total Liabilities	205,475	184,924	
Equity			
Unrestricted Net Assets	835,692	835,692	835,692
Net Income	0	-174,030	113,165
Total Equity	835,692	661,662	948,857

Check Register by Type

Payee Type: Vendor		Check Type: Automatic Payment				Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>	
3239	12/13/2022	X			KCMO	KC WATER SERVICES DEPARTMENT	461.23	
3240	12/05/2022	X			BCBS	BLUE CROSS BLUE SHIELD OF KANSAS CITY	21,234.36	
3241	12/22/2022	X			WASTE	WASTE MANAGEMENT	1,853.13	
3242	12/02/2022	X			PRINCIPAL	PRINCIPAL INSURANCE	484.05	
3243	12/06/2022	X			GUIDEONE	GUIDE ONE	766.00	
3244	12/27/2022	X			EVERGY	EVERGY	6,580.10	
3245	12/30/2022	X			HENRDOR	DORETHA HENRY	3,000.00	
3246	12/27/2022	X			TOSHIBAFIN	TOSHIBA FINANCIAL SERVICES	2,724.27	
3247	12/29/2022	X			TIMEWARNER	TIME WARNER CABLE	604.96	
3248	12/28/2022	X			LOVEBRY	BRYAN LOVE	1,500.00	
3249	12/05/2022	X			WOODRIVER	WOODRIVER ENERGY LLC	758.79	
3256	12/09/2022	X			ADT	ADT COMMERCIAL	807.36	
3269	12/06/2022	X			UMB	UMB	8,952.21	
3270	12/29/2022	X			UMB	UMB	9,708.69	
Checking Account ID: 1						Void Total:	0.00	Total without Voids: 59,435.15
Check Type Total: Automatic Payment						Void Total:	0.00	Total without Voids: 59,435.15

Payee Type: Vendor		Check Type: Check				Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>	
33921	12/05/2022	X			SUMMITCHRI	Summit Christian Academy	450.02	
33733999	12/20/2022	X			VIEGKEY	Vieger Keyvonn	207.00	
79432701	12/08/2022	X			ARTSTECH	ArtsTech	3,137.50	
79432702	12/08/2022	X			STERICYCLE	STERICYLCLE, INC	11.58	
79432703	12/08/2022	X			HIGENES	Hi-Gene's Janitorial Service, Inc	3,146.24	
79432884	12/08/2022	X			TOTALCONCE	TOTAL CONCEPT PEST CONTROL INC	218.00	
79433012	12/08/2022	X			WERNAND	ANDREW WERNER	50.00	
79433013	12/08/2022	X			PAYPOOL	Paypool LLC	436.50	
79433014	12/08/2022	X			DEPRDAL	Da'Lene DePriest	562.50	
79433015	12/08/2022	X			SAFEKEEPER	SAFE KEEPERS	2,147.55	
79433016	12/08/2022	X			AMAZON	AMAZON	1,295.43	
79478200	12/15/2022	X			CASEYKORTE	CASEY KORTE SCHOOL TRADITIONS	3,168.90	
79478446	12/15/2022	X			TMOBILE	T-MOBILE	646.00	
79478447	12/15/2022	X			STAPLES	STAPLES ADVANTAGE	426.60	
79478553	12/15/2022	X			BURTIN	BURTIN & ASSOCIATES, INC.	4,000.00	
79478737	12/15/2022	X			EVERGY	EVERGY	366.66	
79478738	12/15/2022	X			PEPTALK	PepTalk Speech Therapy	900.00	
79478739	12/15/2022	X			PATTMIK	MIKALIA HERRON PATTERSON	975.00	
79478740	12/15/2022	X			ELLICOR	CORNELL ELLIS	1,050.00	
79478741	12/15/2022	X			BREEMAR	MARGARET BREECE	1,150.00	
79478742	12/15/2022	X			AMAZON	AMAZON	1,467.86	
79478743	12/15/2022	X			BORISJUDIT	JUDITH BORIS	1,505.25	
79478744	12/15/2022	X			INDUSPECIF	Industry Specific Solutions	1,620.00	
79478745	12/15/2022	X			JAMES	JAMES W. TIPPIN & ASSOCIATES	3,000.00	
79478746	12/15/2022	X			KANSASPS	KANSAS CITY PUBLIC SCHOOLS	6,989.85	
79593160	12/22/2022	X			DESIGNRANC	Design Ranch Inc.	4,085.54	
79593161	12/22/2022	X			HIGENES	Hi-Gene's Janitorial Service, Inc	495.00	
79593424	12/22/2022	X			K12	K12 ITC, INC.	4,173.55	
79593425	12/22/2022	X			WATTSUP	WATTS UP	229.03	
79593723	12/22/2022	X			PEPTALK	PepTalk Speech Therapy	600.00	
79593724	12/22/2022	X			BREEMAR	MARGARET BREECE	900.00	
79593725	12/22/2022	X			INDUSPECIF	Industry Specific Solutions	985.00	
79593726	12/22/2022	X			PATTMIK	MIKALIA HERRON PATTERSON	1,125.00	
79593727	12/22/2022	X			BORISJUDIT	JUDITH BORIS	1,215.00	
79593728	12/22/2022	X			FRONTLNPR	FRONTLINE PROTECTION SERVICES LLC	7,000.00	
79593729	12/22/2022	X			EDOPS	EDOPS	8,415.00	
79600956	12/23/2022	X			HIGENES	Hi-Gene's Janitorial Service, Inc	10,000.29	
79600957	12/23/2022	X			MARRNCOM	MARR AND COMPANY PC	15,523.13	
79622434	12/30/2022	X			GREATAMERI	GREAT AMERICA FINANCIAL SVCS CORP	213.62	
79622435	12/30/2022	X			RIPPLE	RIPPLE EFFECTS INC	2,550.00	

Check Register by Type

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
79622591	12/30/2022	X			TOTALCONCE	TOTAL CONCEPT PEST CONTROL INC	223.00
79622707	12/30/2022	X			WERNAND	ANDREW WERNER	50.00
79622708	12/30/2022	X			SMITJAM	JAMES SMITH	262.11
79622709	12/30/2022	X			ELLICOR	CORNELL ELLIS	750.00
79622710	12/30/2022	X			PATMIK	MIKALIA HERRON PATTERSON	937.50
79622711	12/30/2022	X			SAFEKEEPER	SAFE KEEPERS	1,332.00
79622712	12/30/2022	X			BREEMAR	MARGARET BREECE	1,075.00
79622713	12/30/2022	X			BORISJUDIT	JUDITH BORIS	1,741.50
79622714	12/30/2022	X			AMAZON	AMAZON	1,457.57
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 104,267.28
Check Type Total: Check					Void Total:	0.00	Total without Voids: 104,267.28
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 163,702.43
Grand Total:					Void Total:	0.00	Total without Voids: 163,702.43

Sean Stalling

Executive Director Report: January, 2023

Focus Area	Description
Enrollment/Attendance	<p>Total: 198</p> <ul style="list-style-type: none">• 9th Grade- 36• 10th Grade- 42• 11th Grade- 42• 12th Grade - 27 <p>FlipSide/Virtual – 22/29</p> <p>The current attendance average is 78%.</p>
Freshman and Sophomore Report On-Track to Graduation	<p>These numbers are the most current as of 1/15:</p> <p>Freshman On Track is 90%. There are four students off track.</p> <p>Sophomore On Track is 93%. There are 2 students off track.</p>
Operations	<ul style="list-style-type: none">• New cellphone policy to be implemented on February 6th. See Attachment• Parent Town Hall on Cellphones is January 24th• Letters and text have been sent home• Student announcements will begin in Advisory this week with a daily countdown starting January 30th – February 3rd.
Academics	<p>The academic leadership team has fully started instructional walkthroughs. There are teams that walk classes weekly, review the data, share school-wide data, individual data, and align coaching to the improvement efforts. The team has aligned the walkthrough tool to Danielson Teacher Evaluation tool. The goal is every staff member walks classes and learns the tool. Staff have been assigned on rotations once every 4 weeks.</p> <p>Programs attached to internships, dual enrollment, and industry recognized credentials start January 17th. The DLS</p>

	Intern program is ready to implement with POAC and several businesses in a 3-mile radius of the school.
Professional Development for SY22-23	<p>We are focusing on a couple of major areas for SY 22-23. They are as follows:</p> <ol style="list-style-type: none">1. Instructional Quality: January – April is the evaluation season for teaching staff. Recruitment and Hiring of teachers start in January through April.2. Improved Progressions in Student Life/Growth: The CCC team is finalizing a strategic plan and will have the pathway for students. They will be able to show year to year expected outcomes for students. Kairos will introduce group counseling and therapy for student groups starting in January. This is an offshoot of the grief counseling in response to the murder of a recent alum.3. Intentional Leadership Growth and Development: The ILT continues to meet. The school offers professional development on alternate Wednesday mornings focused on data from walks and student assessments.

We understand that cell phones have great utility, but cell phone use has increasingly become a source of distraction, behavior that prevents in-class engagement and bullying and conflict at school.

DeLaSalle High School believes in maintaining a safe and effective educational environment for all of its students. Research shows that the mere presence of cellphones in the classroom can be detrimental to student performance. According to a survey and report from Common Sense Media that involved 1,240 interviews with parents and their 12 to 18-year-old children, 50% of teens feel attached to their mobile devices, and 59% of their parents agree that their kids have a problem putting their devices down (U.S. News & World Report).

Yondr is currently used across the world in hundreds of classrooms and schools, at concerts, comedy shows, weddings and special events of all kinds. It is used in several high schools in Missouri and Kansas. The goal of these spaces is to encourage people to engage with each other and their surroundings.

The Yondr program employs a simple, easy-to-use case that stores a cell phone and requires an unlocking base to open. **When students arrive at school, they will place their phone in a Yondr case which is then locked.** Students maintain possession of their phones but will not be able to use them until they are unlocked at the end of the day. Should a teacher decide to use phones for an educational purpose, he/she will be able to seek administration approval for use in the curriculum.

We believe this will allow our students to be:

- Engaged in classroom activities and assignments
- Less likely to engage in conversations around bullying
- Less likely to be distracted and procrastinate on assignments in class
- Be on time to class during the school day

In an effort to best serve your child, we will need your support in the adoption of the Yondr program at our school. We want to assure our families that you can reach your student at the main office at 816-xxx-xxxx and through the following administrators, Sean Stalling, James Smith, Brianna Pryor, Erin Wilmore and Danielle Love. Please save these numbers for easy access. (Insert Admin's Numbers)

Thank you for your continued support in ensuring a safe and healthy learning environment for our students. If you have any questions, please do not hesitate to contact DeLaSalle directly.

Frequently Asked Questions

What if I want to reach my student during the school day?

We want our students to be engaged in their learning. Please refrain from contacting your student during the school day unless it is an emergency. Please contact the main office or an administrator to reach your student.

What if there is an emergency?

In case of an emergency, we direct our students to safety first. School staff will be able to unlock a Yondr case in a matter of seconds for students once they are in a safe and secure location.

Will my student's phone be safe?

Yes, because students are in possession of their phone in the Yondr case and should keep the case stored away in their backpacks.

What if the case gets damaged?

If a student damages or loses their Yondr case, **they will be required to submit their phone to a school administrator immediately**. The student's parent or guardian will have to retrieve the phone from DeLaSalle High School. The Yondr case is the property of DeLaSalle High School. Any damage to or loss of school property will result in a replacement charge of \$10.

What if I forget my Yondr case?

If a student forgets the Yondr case, they will be required to submit their phone to a school administrator immediately. The phone will be returned to the student at the end of the school day. Repeated Offenses: a parent or guardian will have to retrieve the phone from DeLaSalle High School.

What if my student uses their cell phone in class without teacher permission?

If a student uses the cell phone without teacher permission, the teacher will report it to an administrator. The school administrator will respectfully remove the student from class and the student will be required to submit their phone to the school administrator. The phone will be returned at the end of the school day. Repeated Offenses: a parent or guardian will have to retrieve the phone from DeLaSalle High School. The student will risk disciplinary consequences, such as In-School Suspension and Phone Suspension.

What if my student is a repeat offender of the cell phone policy?

If a student repeatedly breaks the cell phone policy or damages the Yondr case, the student will receive In-School Suspension and receive a Phone Suspension for a period of 10 days to 30 days, depending on the severity of the situation.

Definition of Terms:

In-School Suspension: DLS ISS is a restorative room where a student receives restoration services for breaking school rules and is assigned classroom work from the teacher to be completed for full academic credit. The student is counted for attendance. Cell phones are not ever allowed in ISS.

Phone Suspension: Phone Suspension is a restriction that cell phones must be submitted to the Dean of Students or assigned administrator. Phone Suspension is for a period of 10 days to 30 days depending on the severity and repetitiveness of the cell phone offense.