



Kinder & Primary Electronics, Cell Phone & Smart Device Policy

The Policy

Parents of kindergarten and primary students are discouraged from sending their children to school with a phone or other electronic device.

If a parent must send their child to school with a phone (for after-school reasons), the cell phone must be OFF AND IN A BOOKBAG before the child enters the school building.

All phones/devices are brought on campus at one's own risk. St. Marcus Lutheran School is not liable for broken, lost, or stolen phones or electronic devices. St. Marcus Lutheran School will not reimburse or provide payment for any lost, stolen, or broken device.

Phone calls, texting, and videotaping of oneself or others is strictly prohibited at any time during the school day or during school activities.

If a student needs to contact a parent during the school day for an emergency, he/she must request permission from the teacher and go to the main office to make the call using the office phone.

Students are not granted permission to take out or use phones or electronic/smart devices on campus at any time (including during dismissal, before or after care and while using St. Marcus transportation).

If a parent needs to reach their child for important information during the school day please contact the teacher. Time sensitive information should be relayed to the front office. (i.e. changes to after-school pick-up).

If there is a special circumstance that requires a child to bring a phone, please contact the dean.

Consequences

Non-compliance of the policy will result in:

1. **First Offense:** The device may be released to parents/guardians as soon as they sign the offense form.
2. **Second Offense:** The device may be released to parent/guardian upon signing the offense form, and the student will miss community time (ie. morning assembly, lunch and recess).

3. **Third Offense:** The device may be released to the parent/guardian upon signing the offense form, and the student is out of school suspended for one school day. The student and parent/guardian must attend a restorative meeting before the student attends class.
4. **Subsequent offenses:** Any additional offenses will result in an additional indefinite suspension until an additional restorative meeting takes place.

All Other Electronics

All other electronics not specifically noted, (i.e. mp3 player, iPod, iPad, tablets, smartwatches, air pods, Bluetooth headphones etc.) follow the Electronics, Cell Phone & Smart Device Policy.

Lost or Damaged Electronics

Please be advised that St. Marcus is not responsible for lost or damaged phones, smart devices, or other electronic devices.

Electronics during Before Care, Aftercare, and Sports Practice

Students' electronic devices should not be seen at all during the day, including in before care, aftercare, or at sporting practices. Students should not be on them in the locker rooms or bathrooms. If a student is on their phone they will be asked to put it away, and it will be reported to the dean. Students may need to use the cell phone to call for a ride, but this would be after practice and under the supervision of the teacher or coach. Students who repeatedly violate the cell phone policy could lose playing time, or be removed from before care, aftercare or athletic programs.



CELL PHONE VIOLATION - FIRST OFFENSE

Date of Confiscation: _____ Pickup Date: _____

Student: _____ Grade & Advisor: _____

Dear Parent:

As you know by now, your child's cell phone was confiscated at school. On the first offense, the cell phone is returned with a parent's signature.

Please see below for the school's policy on future offenses.

If a phone or smart device is visible on the student, a phone or smart device goes off in class or anywhere in the building, or the student is using the phone in any way, the phone or smart device will be confiscated and given to an administrator. Any teacher or member of the school's leadership has the authority to confiscate these items if this rule is broken. If the student refuses to give the device to the adult, the offense will shift to a third offense and will result in suspension until a parent meeting. The phone or smart device will only be released to the parent/guardian after they sign the applicable offense form, and follow the related requirements, based on the number of offenses:

Second Offense: *The device may be released to parent/guardian upon signing the offense form, and the student will miss community time (ie. morning assembly, lunch, and recess) to work on a restorative project, research paper, and presentation, that involves research on the effects of technology/social media on education.*

Third Offense: *The device may be released to the parent/guardian upon signing the offense form, and the student is out of school suspended for one school day. The student and parent/guardian must attend a restorative meeting before the student attends class.*

Subsequent offenses: *Any additional offenses will result in an additional indefinite suspension until another restorative meeting takes place.*

Please sign below indicating that you have read and understand the school's cell phone policy.

Sincerely,

Principal

Parent's Printed Name: _____

Parent Signature: _____ Date _____



CELL PHONE VIOLATION - SECOND OFFENSE

Date of Confiscation: _____ Pickup Date: _____

Student: _____ Grade & Advisor: _____

Dear Parent:

As you know by now, your child's cell phone was confiscated at school. Because this is the second offense, The device may be released to the parent/guardian upon signing the offense form, and the student will miss community time (ie. morning assembly, lunch, and recess) to work on a [restorative project, research paper, and presentation](#), that involves research on the effects of technology/social media on education.

Please see below for the school's policy on future offenses.

If a phone or smart device is visible on the student, a phone or smart device goes off in class or anywhere in the building, or the student is using the phone in any way, the phone or smart device will be confiscated and given to an administrator. Any teacher or member of the school's leadership has the authority to confiscate these items if this rule is broken. If the student refuses to give the device to the adult, the offense will shift to a third offense and will result in suspension until a parent meeting. The phone or smart device will be only be released to the parent/guardian after they sign the applicable offense form, and follow the related requirements, based on the number of offenses:

Third Offense: *The device may be released to the parent/guardian upon signing the offense form, and the student is out of school suspended for one school day. The student and parent/guardian must attend a restorative meeting before the student attends class.*

Subsequent offenses: *Any additional offenses will result in an additional indefinite suspension until another restorative meeting takes place.*

Please sign below indicating that you have read and understand the school's cell phone policy.

Sincerely,

Principal

Parent's Printed Name: _____

Parent Signature _____ Date _____



CELL PHONE VIOLATION - THIRD OFFENSE

Date of Confiscation: _____ Pickup Date: _____

Student: _____ Grade & Advisor: _____

Dear Parent:

As you know by now, your child's cell phone was confiscated at school. Because this is the third offense, The device may be released to the parent/guardian upon signing the offense form, and the student is out of school suspended for one school day. The student and parent/guardian must attend a restorative meeting before the student attends class.

Subsequent offenses: Any additional offenses will result in an additional indefinite suspension until another restorative meeting takes place.

Please sign below indicating that you have read and understand the school's cell phone policy.

Sincerely,

Principal

Parent's Printed Name: _____

Parent Signature _____ Date _____