

**Cell Phone/Electronic Communication Devices  
Livingston Christian Schools  
Programs, Policies & Procedures Manual  
For Students, Families, Employees & School Board**

Effective 9/3/2019

Permitted Cell Phone Usage

- Secondary students grades may bring cell phones to school
- Phones are to be placed in receptacles provided by the teacher or remain turned off and upside down on student tables
- Secondary students will take their phone at the end of class but not at mid-block breaks.
- Secondary students may use phones between classes
- Cell phones and other electronic devices may be used during lunch time at their own risk of breakage- LCS is not responsible for breakage of student electronics
- Teachers may allow use of cell phones in their classes under teachers' directions
- iPods, watches, iPads and similar devices will be considered the same as cell phones
- Secondary students may not bring cell phones and other similar devices to assemblies or chapels unless directed by teachers
- Emergency messages to or from students are to go through office staff. Parents who have a message important enough to contact a student during the day will do so through the office and not directly to students.

Policy Violation Consequences

The office will maintain a [Cell Phone Violation Record](#) to track cell phone policy violations.

- First offense -student will give phone to adult who will take phone to office and record the offense in the SIS. Student retrieves phone from office at the end of the day.
- Second offense - student will give phone to adult who will take phone to office and record the offense in the SIS. Parent will be contacted regarding infraction before returning phone to student.
- Third offense- student will give phone to adult who will take phone to office and record the offense in the SIS. Parent will be contacted regarding infraction. Phone will be returned to parent only.
- Fourth offense- student will give phone to adult who will take phone to office and record the offense in the SIS. Parent will be contacted regarding infraction. Phone will be returned to parent only. Student may not bring phone into school building for the remainder of the quarter.

## **Cell Phone Policy Revised 8/29/19**

Cell phones are permitted at school

Cell phones are to be placed in a teacher-provided container upon entering a classroom or remain turned off and upside down on student tables

Students will take their phone at the end of the class but not at mid-block breaks

Students may use phones between classes

Cell phones and other electronic devices may be used during lunch hour at their own risk of breakage. LCS is not responsible for breakage of student electronics

Teachers may allow use of cell phones in their classes under teachers' directions

iPods, watches, iPads and similar devices will be considered the same as cell phones

Student cell phones and other similar devices may not be taken to assemblies or chapels unless directed by teachers

Emergency messages to or from students are to go through office staff. Parents who have a message important enough to contact a student during the day will do so through the office and not directly to students.

### **Consequences for failure to follow guidelines for use of cell phones at LCS:**

First offense: the student will give phone to adult who will take phone to office where a cell phone violation log will be kept regarding the student involved. Student may retrieve phone from office at the end of the day.

Second offense: the student will give phone to adult who will take phone to office where a cell phone violation log will be kept regarding the student involved. The student's parent will be contacted regarding infraction before returning phone to student.

Third offense: the student will give phone to adult who will take phone to office where a cell phone violation log will be kept regarding the student involved. The student's parents will be contacted regarding infraction. Phone will be returned to parents only.

Fourth offense: the student will give phone to adult who will take phone to office where a cell phone violation log will be kept regarding the student involved. The student's parents will be

contacted regarding infraction. Phone will be returned to parents only. The student may not bring phone into school building for the remainder of the quarter.

At the beginning of the next quarter, the student will be allowed to bring phone to school again.