

LOCS Cell Phone Policy by Level

Elementary

Students may not bring expensive personal belongings to school (ex: ipads, laptops, phones, electronic game devices, etc.)

In the event a student does have personal belongings at school, the school assumes no responsibility if the item is lost or damaged.

The use of cell phones and/or Smartwatches during the school day at the elementary level is prohibited. If a child brings a cell phone or Smartwatch to school, it is required to be off (not asleep) and put away in lockers/backpacks at all times*. If parents/guardians need to get a message to their child(ren), all calls must go through the main office.

* IEPs, 504 Plans, and medical plans that include PTDs as accommodations take priority over this policy.

Middle School

To foster a focused and productive learning environment, cell phones and other personal electronic devices, including earbuds, may not be used during the school day. Students are expected to keep their devices silenced and out of sight at all times. Smartwatches may be worn but are not permitted for communication purposes during instructional hours.

If a cell phone is seen or heard during the school day, it will be confiscated by the teacher or administration. Repeated violations will result in escalating consequences, including parent contact, required parent pickup of the device, detention, or further disciplinary action as outlined in the school's code of conduct.

IEPs, 504 Plans, and medical plans that include PTDs as accommodations take priority over this policy.

Learning Options

Definition of a Personal Technology Device (PTD)

A Personal Technology Device (PTD) includes, but is not limited to:

- Smartphones
- Smartwatches
- Laptops (not issued by school)
- iPads or tablets
- eReaders
- Any other personally owned technology used on school property

Purpose of the Policy

At Learning Options High School, we are committed to providing a structured, focused, and supportive learning environment. This policy is designed to:

- Minimize distractions
- Increase student engagement
- Encourage face-to-face interaction
- Ensure equitable use of instructional time

General Policy Guidelines

- Use of PTDs is not allowed during instructional time.
- Instructional time is defined as the entire school day excluding a student's designated lunch period.
- Students may use their PTDs only during lunch.
- IEPs, 504 Plans, and medical plans that include PTDs as accommodations take priority over this policy.
- If a device is visible or in use during class time (outside lunch), staff will confiscate the item and deliver it to the office.

Structured Device Storage Procedures

Students will turn in their cell phones during two core instructional periods each day. Phones will be securely stored in locked storage spaces.

1. Morning Device Storage (AM Block): 7:40 a.m. – 10:35 a.m.

- **Before 7:50 a.m.:** Students will place their phones in their 1st-hour classroom's locked storage.
- **After 7:50 a.m.:** Late arrivals will store their phone at the Shield Desk and receive a late pass to class.

2. Lunchtime Access

- Students may access their phones only during lunch.
- Phones must be returned to storage before the start of afternoon instructional time.

3. Afternoon Device Storage (PM Block): 11:10 a.m. – 2:30 p.m.

- **Before 11:30 a.m.:** Students will store phones in their 5th-hour classroom.
- **After 11:30 a.m.:** Late arrivals will store phones at the Shield Desk and receive a tardy pass.

Note: Students who leave the building during the school day (e.g., for early dismissal, OSTC, or LOHS classes) will take their devices with them.

Disciplinary Process for Policy Violations

Offense	Consequence
1st Offense	Held in office for one full school day. Parent/guardian notified.
2nd Offense	Held in office for two full school days. Parent/guardian notified.
3rd Offense & Beyond	Student will not be allowed PTD at any time during the school day for the remainder of the term.

Failure to Comply

If a student refuses to hand over their device when requested, this will be treated as **insubordination** and result in **additional disciplinary action**.

Student Use of a Technology Device

Students may utilize Cell Phone/Personal Technology Devices (PTD) during passing time and during their lunch period. When the bell rings for class to start until the bell rings marking the end of class the only technology allowed is student's laptops. Students IEP's, 504 Plans, and Medical plans override this policy. Lake Orion High School policy in all classrooms during instructional time is no cell phone use allowed. Cell phones should be out of sight or where a teacher designates from "bell to bell". Teachers may confiscate cell phones from students who do not adhere to this policy.

Discipline for students violating personal technology device classroom rules:

- **First Offense:** Teacher refers student to administration. Consequence will be to leave cell phone/PTD in the main office for one complete school day and parent/guardian contacted.
- **Second Offense:** Teacher refers student to administration. Consequence will be to leave cell phone/PTD in the main office for two complete days and parent/guardian contacted.
- **Third Offense and Beyond:** Teacher refers student to administration. Consequence will be a meeting with parent/guardian and student.