



## **Cell Phone & Other Electronic Signaling Devices Policy**

Westlake Charter School will permit students to possess but not use cell phones and other electronic signaling devices except outside of the school day. Students who possess these devices are to keep them turned off and out of view. All students are required to adhere to the following guidelines regarding cell phones and other electronic signaling devices:

Cell phones and other electronic signaling devices may be used:

- Off campus before or after school.
- When a state of emergency has been declared (verbally or in writing) by the School Principal or designee.

Cell and other electronic signaling devices phones may not be used:

- During instructional classroom time, including assemblies, and any other school activity, which takes place during the regularly scheduled school day on or off campus,
- During break or lunch,
- On field trips or School sponsored excursions.

Possession of a cell phone or other electronic signaling device is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. All Westlake Charter School employees shall remove any cell phone or other electronic signaling device from possession of a student violating this policy. Parents/guardians will be contacted to pick up any confiscated cell phone or other electronic signaling device. All other applicable student discipline policies shall continue to apply in response to a student failing to abide by the terms of this policy.

Students who possess a cell phone or other electronic signaling device shall assume responsibility for its care. At no time shall Westlake Charter School be responsible for preventing theft, loss or damage to cell phones or other electronic signaling devices brought onto campus.

If your child is leaving with someone else after school, please send a note to the teacher. Please make arrangements before school to minimize phone calls during the day.

### **School Closure**

WCS's closure procedure in case of power outage, storm, etc will follow the decision of the Natomas Unified School District. Information will be distributed via ConnectEd phone tree. Please make sure that you notify the office if your contact information changes at any point during the school year.

---

**Adopted/Ratified:**

**Revision Date: June 13, 2013**



### Telephone Use

WCS's telephones are for business use by the staff. Students may only use their cell phones before and after school. **Cell phones must be turned off or turned into their teacher during the school day and kept in a safe, well-hidden place.** WCS recognizes that parents are concerned about their students' safety; however, cell phones that disrupt the educational process will not be tolerated and will be confiscated. If a student has a cell phone out or on during the school day, it will be confiscated and ONLY returned to a parent or guardian. Confiscated phones will not be returned to students. In addition, WCS personnel are not responsible for lost or stolen cell phones. Students/parents assume all responsibility for cell phones.

Parents wishing to leave emergency messages for their children may do so by contacting the office at 567-5760 (Del Paso) 928-3987 (Pebblewood). Any article to be delivered to children should be left in the office, where it will be held until your child picks it up. Children are requested to wait for rides in front of the school. Students are requested not to use the office phone for personal reasons unless they are ill or in an emergency. Classroom phones may be available for student use, should there be a situation needing urgent attention.