



August, 30, 2024

Dear Father Lacombe Families,

At Father Lacombe Catholic School, our goal is to work alongside families to support the academic, social and emotional well-being of all students. One way we can do this is by restricting the use of personal communication devices (cell phones, smart watches, airpods, smart glasses) throughout the duration of school day.

Father Lacombe's Personal Communication Device Policy:

- Students in Grade K-9 are not permitted to use any personal communication devices, on school property, at any time during the school day.
- Students in Grade K-9 are not permitted to use any personal communication devices during outdoor/off campus instructional time (i.e. field trips, physical education, community walks) and recess/wellness breaks.
- Students in Grade 7-9 who leave school property at lunchtime will be permitted to take their personal communication devices with them, but they must be completely off school property before they use them.
- All personal communication devices must be turned off/silenced and stored in lockers (Gr. 5-9) or backpacks (Gr. 4-6). They will NOT be used in classrooms or hallways, including washrooms, locker rooms, flex spaces, or the gym, except under the direct supervision of a staff member (i.e. emergency situation, instructional exception).
- Exceptions to these guidelines may be made for students who have medical needs or to support specialized learning needs.

Consequences for not complying with the above:

- **First incident:** The device will be brought to the office for the remainder of the day and the student will pick it up at the end of the day.
- **Second incident:** The device will be brought to the office for the remainder of the day and the student will pick it up at the end of the day. The parents will be notified of this second incident.
- **Third incident:** The device will be brought to the office for the remainder of the day and the parents will be required to pick it up. Following the third incident, the student will need to check their device in at the office every morning.

If you need to get an urgent message to your child during the school day, please contact the office by email or phone during our office hours of 8:15am-3:45pm. Thank you for your cooperation as we journey together through this change. Our goal is to work together to help support and maximize the potential of each student at Father Lacombe Catholic School. Please feel free to reach out to me if you have any questions regarding the guidelines and implementation of this practice at our school.

Sincerely,

Maria Wagner, Principal

