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CEO: Wayne Jones | **Principal:** Tamara
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Effective September 4, 2018

Dear Parent or Guardian,

In order to adhere to our **Student Cell Phone and Electronic Devices Procedure**, we are re-emphasizing the electronics policy. If your child brings a cell phone or non-school issued electronic device to school, the student must store the powered-off device in their locker or give it to their homeroom teacher. Homeroom teachers will collect, store, and return cell phones/electronic devices until the end of the day. Students are permitted to use school phones for emergencies only.

Cell phones have become a way of life and technological convenience, impacting all of us. The ringing of cell phones and text messages during class takes away from valuable instruction time and, most importantly, student learning. Parents are urged to utilize the school phone number to relay any messages to their child that may be urgent in nature.

Please note, students are not permitted to bring their own computing devices such as tablets, laptops, iPads, video game systems, and portable music systems such as iPods and MP3 players.

Violation of cell phone or electronic device procedure:

- The first violation will result in the confiscation of the item, with the item being returned at the end of the school day. Parents/Guardians will be contacted by the teacher and the violation will be documented.
- The second violation will result in the confiscation of the item. The item will be returned following a scheduled parent conference.
- A third violation will result in confiscation of the item, a parent conference, and student disciplinary action, including but not limited to out of school suspension.

If you have any questions, please do not hesitate to contact your child's homeroom teacher.

Best Regards,

Tamara Allen-Thomas

Tamara Allen-Thomas
Principal