

December 6, 2018

Dear Parents and Guardians,

We live in a day and age where it seems everyone over the age of eleven has a smartphone in hand all the time. Within the middle school setting, we are always reviewing how and when cell phones can and should be used. We understand that cell phones function as an important safety and communication feature within a family. We also realize that it can be a distraction at school as the smartphone drives social lives and entertainment. We strive to find a balance in our procedures to support the safety of students, along with creating the best educational setting possible.

We would like to take the opportunity to review and elaborate upon our cell phone procedures at Field Middle School as we have seen an increase in cell phone abuses recently that have disrupted the instructional day. **While we allow student cell phones at school, we require them to be OFF and in their LOCKER during the school day.**

- Cell phones must be off and in lockers from Period 1 (8:37 am) until Period 10 (3:30 pm).
- Cell phones must be off and in book bags for any before- or after- school activities.
- If students are staying for after school activities, they are welcome to turn on their cell phones at 3:30 pm to check for messages until the activity begins at 3:40 pm. At that point, the cell phone must be turned off and returned to their bag or locker.
- Students may NOT use their cell phone during the day to call parents. They are more than welcome to come to the office to use the phone. We are also more than happy to take messages from parents and give them to their child during the day.
- If a student is caught with a cell phone, the cell phone will be brought to the office each time (and the student may pick it up at the end of the day). If they are caught a second time, the student will receive a detention. If there are further violations, a parent meeting/contact will be required.
- A student caught using a cell phone in a bathroom or locker room may be suspended as we want to ensure the privacy of all of our students.

In addition, Bluetooth enabled earphones (i.e. earbuds) will no longer be permitted during the day. Students may wear them to and from school, but will no longer be able to use them during classes or activities. Students are welcome to use traditional wired earphones with their Chromebooks. Students caught with Bluetooth enabled earphones will have them confiscated and detentions will be issued for each subsequent offense. If a student is caught wearing them during the school day more than three times, they will be confiscated until a parent picks them up.

We will be having an assembly on Monday to review the cell phone and the new Bluetooth enabled headphone procedures in order to ensure all students and staff are clear about the expectations. We appreciate your help in keeping our school day focused on education.

Sincerely,

Dr. Erin K. Murphy, Principal

Mr. Nick Milano, Assistant Principal