



September 2016

Dear Parents & Guardians,

We have instituted a policy regarding the use of cell phones by students. We allow cell phones in school because many parents wanted their children to have access to a phone after school. However, **their use is strictly limited to after school.**

Cell phones are not allowed anywhere during the school day except in designated containers. Cell phones are placed in a container in the classroom before school every day. The containers are then brought to the principal's office and returned to the classroom at the end of the day. Anyone who is found to have a cell phone in his/her possession during the school day is in violation of this policy. The cell phone will be confiscated, and will be returned only to parents. **"I forgot to turn in my cell phone," will not be accepted as an excuse.**

Please fill out the bottom of this letter and return it to school by Friday, September 9, 2016. We will keep these forms on file for future reference. If your child does not have a cell phone, please note that.

By working together, I am confident that we can make certain that cell phones are handled appropriately and do not become a distraction in school. Thank you for your cooperation.

Sincerely,

Mrs. Gretchen Hawley, Ed.D.
Principal

My child has a cell phone. Yes _____ No _____ Cell phone # _____

Parent Signature: _____