



*MISSION - The Maple Run Unified School District is where inquiring minds, compassionate hearts, creative expression, healthy lives and service to the community develop so all can learn, achieve and succeed.*

June 17, 2019

Dear Maple Run Families,

We are writing to share new cell phone procedures for grades PK-8 at Saint Albans City School, Saint Albans Town Educational Center and Fairfield Center School that will begin on the first day of school in August 2019 and to remind parents of the updated cell phone procedures for our 9th-12th graders.

**Grades PK-8 procedures:**

We are finding that more and more students are bringing their cell phones to school and are not having success focusing on their school work because of this distraction. We are concerned about the distraction and also that cell phones can be used inappropriately during the school day. In order to help provide students with a clear focus and support a safe, responsible, and respectful learning environment we are asking that students not bring their cellphones to school. As always, if students need to call their parents during the day, they can ask their teacher permission to use one of the school phones.

If parents do decide to send their children to school with their cell phones, they will no longer be in student possession during the school day (start of school day until dismissal) beginning at the start of the 2019-2020 school year (the procedures are already in place in 7th grade at SATEC). We will have students place their cell phones in a locked cell phone holder. Please be aware that allowing the cell phone to come to school is a parent decision, and the school cannot take responsibility for your child's cell phone if it is brought to school. The teacher will lock the cell phone holder in homeroom and when students return to homeroom at the end of the school day (before dismissal) it will be unlocked and students can take the phones home.

If we see or hear cell phones during the school day, the phones will be confiscated (the first offense) and students can pick them up at the end of the school day. Subsequent offenses will result in the phones being turned in to the office. A parent will then be expected to pick up the phone during school hours, as we will not return the cell phones to students. If the issue continues, we will ask parents to come in and meet with the school team to come up with an individual plan for this student. Please note that the school will not remain open late to allow a parent to make it in time to pick up the cell phone. This includes phones confiscated on Fridays. Your allowing the phone to come to school indicates your understanding of this rule.

## **9th-12th Grade Cell Phone Expectations**

- **Expectation: Cell phones are only permitted during scheduled passing and lunch times**
- **Teachers have the right to ask students to turn in their phones at the start of the class**
- During Advisory, faculty and staff may use their professional discretion as to when cell-phone use is appropriate
- Cell phones are permitted for use in classrooms for instructional purposes only with explicit direction from the teacher, this includes enrichment
- Students are not permitted to have their phones when utilizing a pass to go to their locker, bathroom, nurse, etc.
- If a student is observed using a cell phone during class time outside of their room it will result in a disciplinary referral and loss of phone privileges, e.g. turning in their phone to the office for the remainder of the day. If a student refuses to turn in their phone it will result in further disciplinary action.
- If a student is inappropriately utilizing a cell phone during class time, the teacher may collect the phone for the remainder of class or have it turned into the Main Office. If the student refuses either of the choices this becomes a disciplinary referral for insubordination and gets sent to the appropriate administrator.

We thank you for your continued support in making your child's learning environment positive and productive.

Kevin Dirth, Superintendent of Schools  
Joan Cavallo, SACS Principal  
Sean O'Dell, Fairfield Center School Principal  
Chris Mosca, BFA Principal  
Angela Stebbins, SATEC Principal  
Leeann Wright, NWTC Director