

Dear Parents/Guardians and Students,

At Fairview Middle School, we recognize the prevalence of electronic communication devices in today's society. However, we also understand the importance of maintaining a conducive learning environment free from disruptions and ensuring the safety and privacy of all students and staff members. Therefore, the following cell phone policy and procedures have been established to promote responsible usage among our students.

Cell Phone Policy

Privilege and Responsibility:

Possession and use of electronic communication devices, including cell phones, is a privilege granted to Fairview Middle School students. Along with this privilege, students bear the responsibility to adhere to the guidelines outlined in this policy.

The use of cell phones or any electronic device should not disrupt the education process, endanger the health or safety of any individual, invade the rights or privacy of others, or involve any illegal or prohibited conduct.

Cell Phone Usage Guidelines:

All students are permitted to bring cell phones to school; however, the following rules must be followed:

1. Cell phones must be turned off and stored in the classroom cell phone locked storage container by 7:45 A.M. each morning. Cell phones will be returned to students at 2:20 P.M. or at the time of dismissal.
2. Cell phones must be stored in the locked classroom container **only**. Storing a device in a student locker is a violation of both the Cell Phone Policy and the Locker Agreement and will result in immediate confiscation.

Procedures for Morning Cell Phone Storage:

1. **Identify:** Locate your designated zip pouch (labeled with your name and student ID) and your corresponding hanging file folder inside the portable file box.
2. **Power Down:** Turn off the cell phone completely and place it inside the pouch.
3. **Secure:** Zip the pouch shut and place it into your designated hanging file folder.
4. **Teacher Lock-Up:** Once all devices are filed, teachers will lock the file box and store it in a secure location.
5. **Late/Early Arrivals:** Students arriving late or leaving early must report to their **homebase** to check in or retrieve their phone following these same steps.
6. **Release Policy:** Phones will only be released to the specific student or their parent/guardian.
7. **End-of-Day Unclaimed Phones:** Any phone not picked up by dismissal will be moved to the main office for safekeeping. A student or parent/guardian must visit an administrator or office staff to retrieve it.

These procedures aim to ensure the safe and organized storage of students' cell phones during class hours while providing a clear process for retrieval when necessary.

Additional Step:

If the classroom teacher is absent for the day, a designated special education teacher will collect the phones and distribute them accordingly. If they are unavailable, the grade-level paraprofessional or an administrator will handle this task.

Consequences for Policy Violations:

Violations of the cell phone policy will result in the following consequences:

1. **First Infraction:** The student's phone will be confiscated by staff and held in the main office for retrieval at the end of the day, accompanied by a parent phone call.
2. **Second Infraction:** The student's phone will be confiscated by staff and held in the main office. Administration will contact parents to arrange for the retrieval of the phone (student retrieval is no longer permitted).
3. **Third Infraction:** The student's phone will be confiscated by staff and held in the main office. Administration will contact parents to arrange for the retrieval of the phone and appropriate consequences, up to suspension. Including loss of extracurricular activities.
4. **Failure to Comply:** Refusal to immediately surrender an electronic device to a staff member upon request will be treated as insubordination and will result in immediate administrative action, bypassing the first infraction steps.

Refusal to surrender an electronic device to a staff member when asked will be treated as insubordination and will result in immediate administrative action.

Additional Notes:

Fairview Middle School is not responsible for any loss, damage, or theft of cell phones brought onto school premises.

Students may use the phone in the office with permission from staff for emergencies only. Office staff will relay emergency telephone messages from parents/guardians to students.

Thank you for your cooperation in adhering to the above cell phone policy. Together, we can create a safe and productive learning environment for all Fairview Middle School students.

Sincerely,

Eric Sullivan
Principal, Fairview Middle School

Fairview Middle School Cell Phone Policy Acknowledgment

By signing below, both the student and parent/guardian confirm that they have read, understood, and accepted the Fairview Middle School Cell Phone Policy and Procedures. We acknowledge the following:

- Possession of a cell phone at school is a **privilege**, not a right.
- We agree to follow the expectations and understand the consequences for misuse, including potential loss of privileges or disciplinary action.
- If a student claims they left their phone at home, **a parent/guardian will be contacted at the beginning of the year to verify** this. Frequent occurrences may result in daily or weekly follow-up calls.
- We appreciate your support in helping limit distractions and create a safe, focused learning environment for all.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Contact (Phone/Email): _____

- I have reviewed the policy with my child and agree to the terms outlined.
- My child **will not** bring a phone to school and I understand I may be contacted to confirm this.