

February 20, 2019

Dear Heights Middle School Families:

The Administrative Team is reaching out to our families to notify you of a modification of our student cell phone usage procedures. At the beginning of the school year, we allowed students the privilege of using their cell phones inside the school prior to the start of the school day, and in the social gym during their lunch period. Students are allowed to listen to music with earbuds, and play video games. Students are not allowed to take pictures/videos or receive phone calls. When students have failed to meet our expectation we have confiscated the phone, and held on to the device until the end of the school day, and then returned the phone to the student. While we have consistently enforced our procedures, recently we have noticed an uptick in the need to remind students to put phones and ear buds away during transitions.

We recognize and appreciate that the majority of our students meet all school expectations on a daily basis, and because of this we plan to continue to allow students to use phones before school and in the social gym during Tiger Time. **Unfortunately there is a small percentage of students who are choosing not to adhere to this expectation. Therefore, effective Monday, February 25, 2019, students who are failing to meet the cell phone use expectation will have their phone confiscated and a parent/guardian will have to retrieve the device from a school administrator after school.** Repeated failure to comply with school expectations will result in additional discipline consequences including after school detentions, Saturday School, and possibly suspension from school for repeat offenders. To prepare students for this modification the following communication action steps are being taken:

1. All staff members will be notified of this modification via email and hard copy letter.
2. Teachers will be asked to review the modifications with their students.
3. The modification will be posted on our daily announcements that are viewed in the cafeteria during lunch periods.
4. The information will be shared during the morning and afternoon announcements.
5. All students will receive a hardcopy of the letter to take home to their parents.
6. The information will be shared during a robo call to all families, and this letter will be attached via email.

Please review this expectation with your student and feel free to contact your building principal or the campus principal with questions or concerns. Thank you in advance for your continued support in helping us to provide a safe and optimal learning environment for our staff and students.

Sincerely,

The Heights Middle School Administrative Team

