

Re: **Student Use of Cell Phones**

Dear Parents:

Please be informed that under the new CPS policy, students may possess CTDs (cellular telecommunications devices) on school premises only with prior approval of the principal. To obtain this approval, parents **must submit a written application** specifying the student's need for a cell phone.

The following are appropriate circumstances approved by the Board of Education with regards to the use of cell phones in school:

1. when the student's IEP requires a CTD for medical or educational reasons
2. for a student whose parent, guardian or other close family member is hospitalized or is dependent on the student
3. when a student travels a long distance to school
4. when the parent believes a CTD is needed to keep the student safe or
5. when the parent can make a reasonable showing of good cause

Attached is an application form that must be submitted to the office in order for your child to be able to bring a cell phone to school. Please take note of the following rules and regulations that will be implemented for this school year:

1. Cell phones must be turned off at all times on school premises, on the school bus, and during school sponsored trips. A cell phone that rings during school hours will be confiscated by the teacher.
2. Cell phones must be secured in a safe place and not be visible at any time.
3. Students may not make outside calls on their cell phones. Any phone call to parents must be made through the school office.

Violation of this privilege will result in the following consequences:

1. **First Offense** - Cell phone will be taken away and student will have to pick it up from the office at the end of the school day
2. **Second Offense** - Cell phone will be taken away and parents must pick it up from the office
3. **Third Offense** - Loss of cell phone privilege for the rest of the school year

Thank you very much for your cooperation. We are looking forward to a productive school year.

Sincerely,

Anna Alvarado
Principal

Revised: 8/16/11