

Dear Parents/Guardians,

As electronic devices have assumed an ever-increasing presence in our culture, we have begun to notice a growing presence of electronic devices at school. While we appreciate the utility of many electronic devices, we have found that these same devices can detract from a focus on instructional activities when used during the school day. Consequently, we have written an Electronic Devices Policy to clarify our position on the presence of electronic devices in school. This policy is presented below and will be discussed with students at school.

If you have any questions about the policy, please call the supervisor of your child's class.

Sincerely,

Dr. Robert Gaskins
Head of School

Electronic Devices Policy

During school hours, we want to maintain a high degree of focus on educational issues. Consequently, other than emergency situations or when approval has been granted in advance by a supervisor, student-owned or operated electronic devices (e.g., cell phones, paging devices, video cameras, audio recording devices, iPods) are not to be seen or heard during the school day. (The "school day" is defined as the time between when a student arrives on campus and the time when that student is picked up). If a student brings an electronic device to school, the student must keep the device out of sight and turned off.

The first time a student is found to be out of compliance with this policy, the device will be held by a staff member until the end of the school day. At that time the student can see the staff member to have the device returned. The second time a student is found to be out of compliance with this policy, the device will be held by a staff member until it can be returned to one of the student's parents/guardians. If a student is found to be out of compliance with this policy on more than two occasions, the parents/guardians will be notified that the child no longer maintains the privilege of possessing an electronic device on campus.

In emergency situations, such as an unscheduled early dismissal due to inclement weather, the administration will indicate to the students when it is permissible for them to use their cell phones to contact their parents/guardians.