



Port Jervis Middle School

Jean Fazzino Lain
Principal
Port Jervis Middle School
118 E. Main Street
Port Jervis, New York 12771
(845) 858-3100
Fax (845) 858-2893

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Dear Parents,

This letter is intended to remind you of the electronics policy stated in the **Port Jervis Middle School Student Handbook**. In recent weeks there has been a rash of activities which resulted in administrators, faculty and staff confiscating many phones. The following information has been presented to your child many times throughout the year.

CELL PHONE/ELECTRONIC DEVICE USAGE IN SCHOOL

We recognize the need for a cell phone in today's world, but we ask parents/guardians to call the Main Office at the Middle School in case of an emergency, or wait until the end of the school day (2:06 p.m.) to contact your child. Your support of our regulations regarding electronic devices directly assists us in providing a positive and safe educational atmosphere for your student.

Students are not to have or use cell phones/electronic devices during the school day. Electronic devices of all kinds are to be kept in the student's assigned locker. If devices are visible to staff, the student will be required to relinquish it. Students who refuse to comply will be considered insubordinate and subject to disciplinary action. The Middle School follows this process in regard to possession of cell phones/electronic devices:

1. **1st Offense:** *Phone/device must be given to a staff member.* It will be stored for the remainder of the school day in the Middle School Main Office, and returned to the student at the end of the day. This offense will be logged.
2. **2nd Offense:** *Phone/device must be given to a staff member.* The offense will again be recorded. (A parent/legal guardian, must pick up the device at the Middle School Main Office).
3. **3rd Offense:** *Phone/device must be given to a staff member* and will be logged and stored in the office for a third time. A parent/legal guardian, must pick up the device at the Middle School Main Office. **The student will receive a referral and disciplinary action will result.**
4. **Any incidents thereafter will result in the device being confiscated and the student being suspended.**

We are seeking your help with making certain that your child uses his or her cell phone appropriately. Please remind your child that videotaping, uploading to *YouTube* or other sites and texting must be done with discretion. Posted videos are accessible to millions of people and students need to remember these are not private conversations between friends.

As always, when school, parents/guardians and community members work together our children will remain safe and able to focus on their academics.

If we at the Port Jervis Middle School can provide any further assistance with this, please feel free to call.

Thank you