



# ARBUTUS MIDDLE SCHOOL



Michelle P. Feeney, Principal

5525 Shelbourne Road, Arbutus, MD 21227

June 17, 2019

Dear Arbutus Middle School Families,

Happy Summer! We hope our AMS families enjoy a safe, relaxing, and fun break. Administrators and office staff will be busily planning the new school year over the summer. Our summer hours will be from 8am-3pm on Mondays-Fridays for parents and guardians.

As we plan for the upcoming school year, we will include a policy change for student cell phone use. The following change in policy will be included in our student and parent handbooks. Beginning next school year, students **will not** be allowed to bring cell phones into the classrooms or carry them during passing periods in the hallways. Any digital resources they may need to support the instructional program will be accessed through their devices. Cell phones should be powered down and placed in lockers before going to homeroom. Students may; however, take cell phones to lunch and return them to their assigned lockers prior to their next class. We ask that parents discuss this policy with the children and emphasize the need for them to be engaged in school and free of the distractions of a cell phone.

Students will be able to check text messages in the cafeteria at lunchtime. Parents/guardians with urgent messages for their students may call the school office at 410-887-1402. Students will also be permitted to use the office phone as needed.

The following protocol will assist us in enforcing this change if a student brings a cell phone to class:

1. Student will be asked to put the phone in his/her locker.
2. If the student continues to bring cell phone to class, parent/guardian will be contacted and an SIR (student intervention report) will be issued.
3. If the student continues to bring cell phone to class, SIR will be issued, and a detention may be given.
4. If student continues to bring cell phone to class, an administrator will place the cell phone in the school safe. The cell phone will be released to parent/guardian only.

Our students achieve at a high level because we work together to limit disruptions to the instructional program. Thank you for your support of a learning-focused environment at Arbutus Middle School.

Again, have a fantastic summer, and we will see everyone back at school after Labor Day!

Warmest regards,

Michelle P. Feeney

Principal