



Clarence Middle School

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CMS Families,

We hope you had a nice break from school. We are excited to welcome students back today and get back in a routine. This week, we will have our monthly grade level assemblies. We are relying on your assistance with one of the points we will review with students. Over the past few months, we have noticed an uptick in students bypassing our Health Office when they are not feeling well and instead are contacting home themselves to get picked up using their cell phones. This causes confusion in our Attendance Office when parents arrive to pick up the students and also violates the middle school cell phone policy. Please do not arrange to pick up your student without going through the Health or Attendance office. If your student is not feeling well, they should go to the nurse and the nurse will contact you if necessary. If you need to pick up your child for any other reason, please contact the Attendance office.

As a reminder, CMS does not allow students to use cell phones during the school day. Students are allowed to carry devices on their person or in their bags, but they should not be seen or used during the day. Our Student Handbook specifically states:

Students who have their electronic device taken during the day will receive the following progressive discipline:

- *First offense- device sent to office where student may retrieve at dismissal;*
- *Second offense- device sent to office, student conference with house principal;*
- *Third and subsequent offense- may include students relinquishing the device to the house office for a period of time, disciplinary action for insubordination, and/or parent/guardian must pick up the device from the house office.*

Going forward, students who bypass the Health Office to contact parents will be logged as a cell phone violation in accordance with our handbook policy. One of our roles, as middle level educators, is to help foster social skills. Cell phone use during the school day takes away from that effort. Additionally, cell phone use is distracting during classes. We ask for your cooperation with our no cell phone use policy by not texting your student during the school day expecting a response as they are not permitted to respond. Our house offices are happy to get messages to your student and allow them to use our phone to call you when necessary.

Thank you for your assistance with this matter.