



Mace's Lane Middle School

EDYTHE M. JOLLEY EDUCATIONAL CENTER

1101 MACE'S LANE

CAMBRIDGE, MARYLAND 21613-2699

JAMES C. BELL, JR., PRINCIPAL

"Home of the Tigers"

PHONE: 410-228-2111

FAX: 410-221-5278

ASSTANT PRINCIPALS

SCHOOL COUNSELORS

LESLIE TOLLEY
ALICE MITCHELL

PEG RABENSTINE
DEBORAH E.F. WOODEN

Dear Parent/Guardian:

Unfortunately, your child's cell phone was confiscated today. As a result of this violation, we feel it necessary to advise you of our Dorchester County School Policy, page 48 in the County calendar and page 1 and 2 in your child's agenda. We ask that by adhering to our county policy, it will greatly help to minimize the distractions caused by the misuse of cell phones in our school environment. **Students may possess portable communication devices during the school day ONLY in accordance with the following procedures:**

1. Prior to entering the school bus and/or the school building, the portable communication device must be turned completely off and remain off during school hours.
2. The device must be secured in the student's locker or automobile during school hours. Under NO circumstances may students keep portable communication devices in purses, pockets or on their person in any manner. The student's school is not liable for damage or loss of any device brought to the school building.
3. Students involved in after school and/or weekend instructional activities, such as Saturday School, detention or after school tutoring may possess but shall not use any electronic communication device during the course of the activity. Students may have the device on their person but the device must be out of sight and shall be completely turned off and not used during the activity from the beginning to the end.
4. During regular bus transportation to and from school, students may possess portable communication devices. These devices may be used during the trip to and from school ONLY upon the permission of the bus driver. Upon arrival at school, all portable communication devices MUST be turned off before entering the school building and placed in the student's assigned locker. Bus drivers with knowledge of unauthorized student use of a portable communication device on their bus should report this information to the school based principal or his/her designee.
5. Any student who drives/rides to school with another has the choice of locking his/her device in the car or to use their assigned school locker.
6. No student is permitted to leave the school building for the expressed purpose of going to the parking lot to use his/her device. Violation of this rule may result in consequences as determined by school administration.
7. High and middle school students participating in extracurricular activities away from the school building for such activities as organized sports, field trips, club activities, etc. may possess portable communication devices. The device may not be used in any manner unless determined by the bus driver. When not on the bus, the coach, club sponsor, chaperone makes the determination as to the use of a portable communication device.

Any student in violation of the rules and administrative procedures set forth here will be subject to the following disciplinary action:

- a) **FIRST OFFENSE** - Shall result in the surrender of the portable communication device to a staff member or administrator upon their request. The device will be available for pick up by a parent/guardian from the school's main office at the end of the school day. Any student who refuses to surrender a portable electronic communication device upon the request of a staff member or administrator for this or any subsequent offense shall be subject to other disciplinary action including out of school suspension.
- b) **SECOND OFFENSE** - Shall result in the surrender of the device and loss of the privilege to possess or use any portable communication device for thirty (30) school days. The device will be returned to a parent/guardian with the understanding that the student is barred from having such device on school property for the period of time indicated. Violation of this rule and any subsequent rule relative to barring possession and use may subject the student to further action that may include loss of extracurricular activity participation and/or suspension for a period of time as determined by the principal or his/her designee.
- c) **THIRD OFFENSE** - Shall result in the surrender of the device and the loss of the privilege to possess or use any communication device for the remainder of the school year and an out of school suspension as determined by the school administration.
- d) **FOURTH OFFENSE** - Shall result in a mandatory suspension as determined by school administration and a required parent conference.

Your student's adherence to the county policy will enable him/her to stay focused on academics. Your support in this matter will be greatly appreciated.

Respectfully,

JB:jb

Mace's Lane Middle School Administration