

***Dear Parents and Guardians,***

I am writing today to inform you of a procedure change that will take place this coming school year at Medical Lake High School. This procedure change will no longer allow students to use cell phones, ipods, MP3 players or headphones/earbuds during class time instruction. Students will be permitted to use their devices before school, during passing times, at lunch, and after school.

The main reason for this change is that cell phone and headphones/earbuds use has been identified as the number one classroom disruption for students in school. Though cell phones increase communication and are incredible tools, their use in the classroom by students has created ongoing problems and has become unmanageable.

Cell phones allow students unlimited access to browsing the web and engaging in social media sites such as Snapchat, Instagram, Facebook, and others. This world that many students live in has led to a significant number of major school issues, student conflicts, and administrative investigations. Some of these situations have sadly required law enforcement.

Historically, students have been permitted to use cellphones during class for educational use only. However, the implementation of ChromeBooks this past year has given students a powerful educational tool that has even more capabilities to support student learning needs. With that, we feel strongly that eliminating cell phones, ipods, MP3 players, and headphones/earbuds in the classroom will improve the learning and school environment by reducing distractions, disruptions and the potential for conflict.

How can parents/guardians help? First, please try to be open minded about this change. We are not doing this to punish students or to frustrate the families we serve. We feel very strongly that this will enable our students to focus on instruction while reducing the potential for distraction and disruption. In the event that you need to speak with your student during class, we ask that you please contact the main office and we will get your student in a timely manner.

Our goal at MLHS is to teach our students that there is so much more to learn when we actually look up from our phones and interact with the environment. Again, phones are a necessary reality and are incredible tools, but they should not be something that cannot be put down. We value our partnership and are excited to work together to maximize our students' abilities to learn at MLHS. The updated procedure is outlined on the next page.

Wishing everyone a safe and fun summer.

Sincerely,  
Chris Spring  
Medical Lake High School Principal

# MLHS Cell Phone and Headphone/Earbud Classroom Procedure

## ● **Strike 1**

- Staff member contacts office immediately
- Student is instructed to go to the office
- Student brings his/her cell phone to the office and powers down
- Cell phone placed in a secure location
- Student returns to class
- Documentation of **strike 1 offense** with student and school signature
- Parent/Guardian contacted via email and documentation shared
- Student gets phone back at the end of the day

## ● **Strike 2**

- Staff member contacts office immediately
- Student is instructed to go to the office
- Student brings his/her cell phone to the office and powers down
- Cell phone placed in a secure location
- Student returns to class
- Documentation of **strike 2 offense** with student and school signature
- Parent/Guardian contacted via email and documentation shared
- Parent/Guardian contacted by phone
- Student gets phone back at the end of the day

## ● **Strike 3**

- Staff member contacts office immediately
- Student is instructed to go to the office
- Student brings his/her cell phone to the office and powers down
- Cell phone placed in a secure location
- Student returns to class
- Documentation of **strike 3 offense** with student and school signature
- Parent/Guardian contacted via email and documentation shared
- Parent/Guardian contacted by phone
- Student gets phone back at the end of the day unless school is directed otherwise
- **Future infractions will result in progressive discipline**