



August 28, 2006

ASD TO ENFORCE STRICT GUIDELINES FOR USE OF ELECTRONIC DEVICES

Dear Employees of the Allentown School District:

Effective September 5, 2006, Allentown School District is strengthening its electronic device policy in all schools. The policy is clear on the guidelines for use of electronic devices in schools:

FOR STUDENTS

- Cellular phones must be turned off upon entering any school building and remain off until students leave the school building.
- Cellular phones must be stored during school hours within students' assigned lockers or other areas designated by school administrators.
- Those in violation to this policy will have their cellular phones confiscated by the building administration. Phones will be returned to a parent or guardian at the end of the school year if proper identification and proof of ownership is provided.
- Cellular phones must remain off during a school evacuation or drill; any violation could lead to harsher consequences.

FOR ALL EMPLOYEES

- Cellular phones are not to be used during any time period when a professional is scheduled for instruction of students. Cell phones should remain off at all times during the instructional day. If calls are made, they must be done during a non-instructional time and not in the presence of students. It must be noted that cell phones are never to be used during an evacuation when a bomb threat has been called in.
- Cellular phones must be stored in safe holdings and out of student reach during the day.

School and district administrators who have been issued a district cell phone for district emergency and communication needs are authorized to have a cell phone visible in the school.

Parents and students are being given many opportunities to become well aware of the new emphasis on this policy. We appreciate your cooperation and support as we enforce this policy. Thank you for your support in enforcing these guidelines.

Sincerely,

A handwritten signature in cursive script that reads "Karen S. Angello".

Karen S. Angello, Ph.D.
Superintendent