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Dolores Troy-Quinn  
Principal

*The Little School with the Big Heart*

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### The Castlewood School's Cell Phone Policy

Dear Castlewood Families:

I would like to remind you about the Department of Education's policy regarding cell phone use in school. According to the Discipline Code (A04), students should not "bring prohibited equipment or material to school without authorization (e.g., cell phone, beeper, or other electronic communication/entertainment devices)". In the past, phones have gone off in class disrupting instruction. Additionally, we have had parents call their children's cell phone while they were sitting in the auditorium waiting to be picked up. The parents wanted the children to leave so that they didn't have to get out of the car. We cannot allow children to leave the building without supervision.

I know that parents need a way to stay in touch with their children especially those older students who walk home or have after school activities. It is not my intent to disrupt parent/child communication. However, I must be clear about our school policy regarding cell phone use.

Students may keep a cell phone turned off in their book bag. It should not be turned on during the day. If there is a family emergency or a parent needs to communicate with a child, the office should be contacted. Our number is (718) 831-4021. We will get in touch with your child. Once a student is dismissed from the school building, they may use their cell phone.

Students should be aware of this policy. If a child is caught with a cell phone or if a cell phone goes off in class, it will be confiscated and returned once a parent comes to my office.

Please discuss this matter with your child so there is no misunderstanding. As always, I thank you for your cooperation and support.

With appreciation,

*Dolores Troy-Quinn*

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