

**Phoebe A. Hearst Elementary School
Parent/Student Handbook
2023-2024**



**Brian Wahl
Principal**

**5208 Wabash Street
Metairie, Louisiana 70001**

Telephone: (504) 887-8814

Phoebe A. Hearst Elementary School 2023 - 2024 Parent-Student Handbook

Welcome Owl Families to the 2023 - 2024 school year!

This handbook is designed to assist you in meeting the expectations and operations of Phoebe A. Hearst Elementary School and to provide useful information that will ensure effective and efficient operations within the school. This document contains detailed information about policies and procedures in effect for the 2023-2024 school year. Please use this handbook as a starting reference in your day to day endeavors at Phoebe A. Hearst and within the entire Jefferson Parish Public School System. Many of your questions may be answered via the school or district website (jpschools.org/hearst) / (jpschools.org).

SCHOOL VISION

The vision of Phoebe Hearst Elementary is to provide an elementary education experience that equips our students with a strong academic and social foundation that will empower them to flourish and become lifelong learners and future leaders in the Jefferson Parish community and beyond.

At Phoebe A. Hearst Elementary School, we WILL live out our vision SAFELY!

SCHOOL MISSION STATEMENT

One Mission. One Team. One School.

- At Phoebe Hearst Elementary, our mission is to inspire the life-long pursuit of learning in **all** students in a safe environment.
- To foster a love of learning through challenging and engaging instruction and the support and encouragement of peers, faculty, and stakeholders.
- Strive to empower our students to be future leaders in our community and beyond.

Phoebe A. Hearst's Core Student Values

At Phoebe A. Hearst, our students are

Committed to success, **A**lways responsible, **R**espectful, and **E**ager to learn

POLICIES AND PROCEDURES

Phoebe A. Hearst's individual school policies are aligned to the JPPSS 2021 - 2023 Procedures and Policies for Parents and Students Handbook.

DAILY SCHEDULE / EARLY RELEASE

6:50	Scholars are invited on Campus (Breakfast in the cafeteria)
7:20	All students not in class will be marked tardy
9:50	K-5 Lunches begin

Phoebe A. Hearst Elementary School
2023 - 2024 Parent-Student Handbook

2:10	End of Day Dismissal
2:17	Bus Dismissal

ATTENDANCE

***** Per Louisiana Law: School attendance, duty of parents and excessive absences are mandated to be reported.**

Attendance is very important to your student's academic and social success. Please ensure your scholars are on time every day. Elementary students in grades K-8 must be in attendance a minimum of 177 days a school year. Students who are not in attendance the required minimum days will not earn credit for the year's work.

Every parent/guardian must send his/her child to a public or private day school from the time he/she enters school until he/she is seventeen years old. A student's excessive absences are brought to the attention of the Truancy Center (TASC) and Jefferson Parish Juvenile Court. If the parent does not send his/her child to school, he/she may be fined or jailed or both. Students are expected to be in school except in cases of emergency, illness, or school-approved absences.

1. A doctor's excuse presented within 5 days of the absence is required for the absence to be excused. A death in the family should be verified by the article in the newspaper. Absences for legal obligation will also be excused with proper documentation.
2. Students or parents should request from the teacher any make-up work he/she has missed. Make-up work is to be completed in an equal number of days as the number of days absent. All requests must be made no later than 10 school days, after returning to school.
3. Please remember, even if an absence is excused, it still counts as an absence on the report card.
4. The maximum number of allowable unexcused absences for an elementary school student is 10 days. Absences that are greater than the allowable amount may result in retention.

TARDINESS

Any student who arrives at school after 7:20 a.m. is tardy. He/she must report to the office and receive a tardy slip before going to class. The first and second tardy will result in verbal warnings. The third tardy will require intervention by the Principal. After the fifth tardy, a parent conference with the Principal is necessary. The sixth tardy in the same semester will result in a referral to the Social Worker. All late

Phoebe A. Hearst Elementary School

2023 - 2024 Parent-Student Handbook

arrivals thereafter, can be / will be referred to the Truancy Assessment and Service Center and the scholar may receive disciplinary action.

PHE policy: Scholars will not be released from school after 1:50 unless an emergency arises.

SINGLE POINT OF ENTRY

As per JPPSS safety policy, we have ONE SINGLE POINT OF ENTRY on our campus. Everyone must utilize the FRONT on Wabash Street AND enter THE MAIN OFFICE. ALL VISITORS MUST SIGN IN AT THE FRONT DESK.

SCHOOL VISITORS

Parents/Guardians are encouraged to actively participate in the education of their children. **We are asking that all parents, guardians and visitors call the school before coming. We are working to decrease the number of visitors on campus in an effort to keep all students, faculty and staff safe.**

Please schedule conferences with teachers during their planning times. Conferences can also be held virtually. Any parent wishing to see a teacher or administrator for a conference should make an appointment in advance. Teachers will not be interrupted during class time to meet with parents. For the safety of all students, it is required that any person entering the school campus come directly to the office. Parent Conference Days are scheduled on the school calendar to afford parents an opportunity to conference with teachers. Please observe these opportunities.

STUDENT CHECK IN AND CHECK OUT PROCEDURES

1. When a student is tardy for school, they must sign in at the front office to receive a pass before entering class.
2. If a student must leave during the school day, he/she must be checked out in the office by a parent or guardian listed on the emergency card. Proper identification is required to check out a student.
3. No student will be released to a person not listed on the emergency card or to a person without proper identification. This is for your student's safety.
4. **No check out requests will be honored after 1:50.**
5. Check outs, as well as tardies, are absences from school, and as such will be counted against perfect attendance.

TRANSPORTATION & BUS REGULATIONS

All students who come to school on the bus must ride home on the bus unless they have a signed and dated note from the parent/guardian that is approved by the Principal (or have been checked out of school). All students must ride their assigned bus to and from school.

Rules of the school also apply to students while waiting for and riding the bus. Only regularly scheduled bus students are able to ride the school buses. Any exception must be approved by the Principal, the bus driver, and the Department of Transportation.

- BUS TRANSPORTATION agreement: Child must wear the mandatory uniform with school logo, with school ID tag. The parent or designee should be available at the bus stop for supervision. The parent must provide the bus driver and school with names and working phone numbers of all designees that the child may be released to. It is the parent's responsibility to supply the bus driver and the school with any change of phone numbers or address changes.
- Bus Rules/Infractions:
 - 1st Incident- Conference with principal and/or 1-2 day suspension from the bus
 - 2nd Incident- Bus transportation privileges suspended for 3 days and parent conference is held and problem resolved.
 - 3rd Incident- Indefinite bus transportation privileges suspended.
- ALL BIKE RIDERS MUST walk their bikes on and off campus. Failure to comply with this policy may result in a loss of bike privileges.
- ALL CARPOOL DROP-OFF AND PICK-UP PARENTS MUST drop all students in the front of the school in the horseshoe on Wabash Street. Kent street will be used as an alternate route after all buses have departed the campus. DO NOT ALLOW your child/children to exit the vehicle unless there is a supervising adult to receive them.
 - For safety reasons, all students MUST enter and exit the car on the passenger side and MUST NOT HAVE TO CROSS THE STREET.
- Wabash Street is a one way street at the beginning and close of the day.
- Each family choosing to use carpool dismissal must sign a carpool Dismissal Waiver which gives the administration and staff of Phoebe A. Hearst Elementary School permission to release your child(ren) at the end of the day through the carpool line. You must fill out and turn in the waiver given to you. A carpool tag will be provided to each family which should be displayed in the front windshield or from the rearview mirror of the car during pick-up. This will facilitate a more timely and efficient release of scholars. NO STUDENT(S) WILL BE RELEASED WITHOUT THIS IDENTIFYING TAG.
- Be courteous to our surrounding neighbors. DO NOT BLOCK ANYONE'S DRIVEWAY. This presents a safety issue.
- Follow the carpool route. Do not cut into the line.
- Parents who choose to park and walk can park in the parking lot of Iglesia El Buen Pastor Church located at 5033 Wabash and walk your scholar to school.

Phoebe A. Hearst Elementary School

2023 - 2024 Parent-Student Handbook

Scholars should be escorted by parent/guardian to the front entrance of the school on Wabash.

- All Students are allowed on campus at 6:50 A.M.
- Walkers are dismissed at the side gate on Wabash.
- **Any late pickups (after 2:40 PM) will be charged a fee of \$5.00 for the first minute and \$1.00 for each minute after that.**
- **Any late pickups (after 2:50 PM) will be sent to aftercare and charged a \$20.00 registration fee and a drop-in fee of \$7.00 for the first late pickup (\$27.00). Parents/guardians will be charged \$7.00 for each additional late pick up after that.**

Pre-K & Special Education Bus Transportation Agreement

In order for your child to ride the school bus to and from school, the following rules MUST be adhered to:

The child must wear the mandatory PURPLE school logo shirt every day.

The child must wear the name tag provided by the teacher every day for the first 2 months of school. After that date, the school may decide to continue the use of the name tags or schools to have the information connected or printed on the child's school bag.

The parent or designee (16 years or older as indicated on the student's emergency card) must be at the bus stop to place the child on the bus in the morning and receive the child from the bus in the afternoon.

The parent must provide the front office with names and working phone numbers of all designees that the child may be released to at the bus stop. It is the parent's responsibility to supply the bus driver and school with any changes of phone numbers and or designees. .

Consequences for violations:

1st incident: Warning by phone and/or note.

2nd incident: Conference with the teacher and/or principal.

3rd incident: Bus transportation privileges suspended until parent conference is held and problem resolved.

Continued Incidents: Transportation becomes the responsibility of the parent

Car riders

Cars will be loaded with designated children no earlier than 2:10 pm. Only cars with drivers that possess the carpool tag will be allowed to pick up your child. School hours are 6:50 A.M. -2:10 P.M

EMERGENCY CARD INFORMATION

The Jefferson Parish School System requires that every student have a completed and updated emergency card on file at his/her school. It is the parents' responsibility to notify the school if any information on the card changes during the school year. Falsification of information on an emergency card may result in disciplinary action. It is very important that parents include the following information on their child's card:

1. Three local working telephone numbers
2. The names and phone numbers of people who are authorized to pick up the student. **Only** those who are listed on the card will be allowed to sign your child (ren) out of school.
3. Correct address information must be provided so that mailed school correspondence will be received and home visits can be conducted.

EMERGENCY DRILLS

The safety of our students is of great importance to us. The school holds regular drills to teach students to stay calm in the event of an emergency. Therefore, fire drills are held on a regular basis and tornado drills may be held each semester. Detailed exit plans are posted inside each classroom. Each class has an exit route to an outside area a safe distance from the school building. We also have a School Emergency Management Plan.

Designated off-site emergency evacuation locations are Iglesia El Buen Pastor Church and City of Refuge (2500 Transcontinental Dr).

METAL DETECTOR CHECKS

Part of our safety plan requires periodic, arbitrary metal detector searches. This procedure will be explained before the metal detector is used.

EMERGENCY SCHOOL CLOSING

In the event of an emergency closing of school or early dismissal of students, announcements will be made over the news media. Jpschools.org Website, Channel 4 (channel 3 on Cox Cable) and the A.M. radio station WWL-870 are the official stations to broadcast announcements from the Superintendent about school closings.

STUDENT EXPECTATIONS

ACADEMIC AND POSITIVE BEHAVIORAL EXPECTATIONS

ACADEMIC: Our school goal for Pre-kindergarten is to ensure that students enter Kindergarten ready to learn and are literate by third grade. PHE has rigorous academic goals and objectives that ensure ALL STUDENTS LEARN.

PBIS: Students are expected to be at their best behavior every day in a school setting. At Phoebe A. Hearst Elementary, we will provide a consistent teaching and learning environment that focuses on academic excellence for all children.

HOMEWORK

Our first obligation to students is to teach them the fundamentals of reading, writing, and math, and their applications in all subject areas including science and social studies. These skills often need to be reinforced with additional practice, or homework. Homework is given to reinforce classroom instruction. Students should not be expected to have homework that has not been introduced during class. It is essential that parents/guardians assist in the homework process. Failure to complete homework may result in non-mastery of the skills and lower grades in the course. Jefferson Parish policy on homework is as follows:

PRIMARY GRADES (K-2nd): Homework will be assigned a minimum of three (3) times per week in each promotional subject and a minimum of once a week in each extended skill area. **Combined homework assignments will not exceed one hour.**

UPPER GRADES (3rd -5TH): Homework will be assigned a minimum of three (3) times per week in each promotional subject. **Combined homework assignments will not exceed one and one-half hours.**

REPORT CARDS

Report cards or progress reports are given to students each nine weeks. Students receive letter grades or other indicators that reflect their performance relative to grade level requirements. Scholars are retained if they do not pass basic skill

Phoebe A. Hearst Elementary School

2023 - 2024 Parent-Student Handbook

objectives at their grade levels. (ELA and Math for grades 1-3 and ELA, Math, Science and Social Studies for grades 4-5)

Interim reports are given to scholars during each grading period. This is to inform parents/guardians of their child's academic progress. In the event deficiencies are noted, please schedule a conference with your child's teacher. This is the most effective way to support your child's academic success. The Interim Report must be signed by the parent /guardian and returned to the scholar's homeroom teacher on the next school day.

The School Board approved numerical grading scale is as follows:

A	93-100
B	85-92
C	75-84
D	67-74
F	0- 66

Chromebooks

Chromebooks are on loan to students. Chromebooks should be kept clean and handled carefully. If Chromebooks are lost or damaged, parents/guardians will be charged a replacement fee.

JEFFERSON MASTERY STUDENT

A JPS Mastery student is more than just their LEAP test scores.

A JPS Mastery student thinks critically, solves real-world problems, is flexible with ideas, has a growth mindset, and above all, loves learning.

We have an opportunity to help students reach this goal by providing them expanded academic support and ensuring they have opportunities to build & apply content knowledge, connect ideas across disciplines, and speak or write about the ideas they learned.

STUDENT / TEACHER/ FAMILY COMPACT

As part of our school's Title I Program, we have developed a scholar compact to be used during the 2023-2024 school year. A scholar compact is an agreement between the home and school. This agreement states goals, expectations, and shared responsibilities of the school and parents as equal partners for student learning. Parents agree to assist their child(ren) with studying, completing homework, getting adequate rest, and reporting to school on time. The school

Phoebe A. Hearst Elementary School

2023 - 2024 Parent-Student Handbook

agrees to provide students every opportunity to learn in a supportive, drug-free and violence-free environment. By working together to provide effective support at home and at school, we can enhance your child's education. You will find a copy of the compact in this folder. Complete the form and return it to school as soon as possible.

COMMUNICATION

On a grade level decision, teachers will send home a "Communication Folder" with handouts for the week. Please sign and return all necessary documents and return to the homeroom teacher on the following day for pick up.

Teachers may decide to share student information electronically. This will be decided by the grade level team.

The school website, jpschools.org/hearst is updated regularly for immediate communication of school events and information.

PARENT CONFERENCES

Conferences with parents can be scheduled during planning times or before/after school. Conferences should be held with the teacher before requesting one with the principal. Any parent wishing to see a teacher or administrator for a conference should make an appointment in advance. Teachers will not be interrupted during class time to meet with parents. Parent Conference Days are scheduled on the school calendar to afford parents an opportunity to conference with teachers.

COUNSELING

At Phoebe A. Hearst Elementary we offer a planned individual and group counseling program to students who need help with their school adjustment. Immediate assistance is provided for those students who experience problems, and long-range services are made available when necessary. These services may include providing educational information, career information, personal/social information and services, and referral services. Parents/guardians who are interested in counseling services for scholars will need to complete appropriate consent forms that can be obtained from our school counselor.

DISCIPLINE

Phoebe Hearst's individual discipline policy is aligned to the School's 2021-2023 Procedures and Policies for Parents and Scholars Handbook.

Phoebe A. Hearst Elementary School

2023 - 2024 Parent-Student Handbook

At Phoebe A. Hearst Elementary, we wish to foster a learning environment that is both safe and conducive to learning. And, because discipline begins with organized, consistent school and classroom management, we have established a school-wide discipline policy that requires all students to treat others with respect, and to take responsibility for their actions. These policies and procedures will be explained and discussed with your child(ren).

When students **are** displaying on-target behavior, they receive the consequences of:

- ON-GOING VERBAL RECOGNITION AND PRAISE –
Refer to specific Expectation/Direction
- DAILY- Students will receive Owl tickets for displaying excellent values
- WEEKLY- Administration will conduct a weekly drawing to celebrate positive behavior (on Owl Friday)
- MONTHLY- Administration will recognize students during physical education class time.
- SEMESTER- If a student has received monthly goal 4 out of 5 times, he/she will participate in Special semester event/presentation

When students are **not** displaying valued behavior, they receive the consequences in the following order:

- VERBAL WARNING – Reminder of Expectation/Direction
- 1st ✓ - Student/ Teacher conference
- 2nd ✓ - Phone call to parent to discuss behavior. Teacher may ask for social work consideration
- 3rd ✓ - Teacher given detention may be in place. Parent conferences can be held.
- 4th ✓ - Privileges taken from students. Office referral may be written.

***Some cases may be handled differently, or, in accordance with individual circumstances. However, each discipline case will follow due process guidelines in accordance with JP Policies and Procedures.**

PHE has a Zero-Tolerance policy for fighting. ALL parties involved will be suspended. Parents will have 1 hour to respond to the call from administration to pick up their child. If a student is suspended the parent/guardian and child must attend a re-entry conference in order to return to school.

If a student earns detention, he/she must serve or a suspension may be warranted for non-compliance.

Bullying Contract

PHE is committed to keeping our school a safe and caring environment for all students. We will treat others with respect and refuse to tolerate bullying of any kind. The PHE community has an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. A student shall not bully or intimidate any scholar through words or action. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- Detention
- Out-of-school suspension
- Assignment to an alternative school

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Phoebe A. Hearst Elementary School

2023 - 2024 Parent-Student Handbook

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form. See the principal or designee for the form.

STUDENT DRESS CODE

Phoebe A. Hearst's students will adhere to our strict uniform policy. Students will be expected to wear their school uniforms, and be well groomed. Families have until September 1, 2023, to ensure students are supplied with the complete and correct uniform.

- PHE Pre-Kindergarten student uniform consists of navy blue pants, shorts, or skirt and a purple monogram PHE polo shirt or spirit shirt (Friday only).
- PHE Kindergarten-5th grade student uniform consists of navy blue pants, shorts, or skirt and green PHE monogram polo shirt or spirit shirt (Friday only).
- Navy blue uniform pants must be worn at the waist with a belt and all uniform shirts must be tucked into the pants, shorts, or skirt. Skirts and shorts must be to the knee.
- Belts must be worn at all times. Belt buckles are to be no wider than the belt and can NOT have any initials, words, or embellishments.
- Students must wear socks and tennis shoes. They must be properly laced or fastened. No boots or slip-on shoes are allowed for safety reasons. No wheelies or lights on shoes are allowed.
- No extreme hairstyles will be allowed. All hair must be a standard hair color (red, brown, black, blonde).
- Students are not encouraged to wear nail polish, false or extended nails.
- Students are not allowed to wear make-up.
- Earrings are to be no larger than a quarter. Hoop earrings are not allowed due to PE safety reasons.
- All necklaces must be tucked inside of the shirt. Any jewelry that is inappropriate, unsafe or a distraction to learning will be removed and held in the office until picked up by a parent/guardian.
- NO fashion jackets or jean jackets may be worn. NO half sweaters may be worn. NO hooded sweatshirts may be worn. In winter weather, any appropriate winter coat is acceptable. Coats and jackets should be removed when inside.

The uniform policy will be strictly enforced. Parents will be contacted to bring proper uniforms.

BOOKBAGS

Phoebe A. Hearst Elementary School

2023 - 2024 Parent-Student Handbook

Students in grades Pre-Kindergarten through 2nd grade will be provided with a Phoebe Hearst book bag. Students in grades 3rd through 5th must bring their own book bag. Wheeled bags will not be allowed. All other book bags are allowed.

CAFETERIA

Well-balanced meals are provided in the cafeteria at breakfast and at lunch daily for all students.

ILLNESS

If a student becomes too ill to remain in class, we will attempt to reach you by phone and recommend that you come to school and pick up your child. This is the reason it is so important that we have an updated, working phone number on your child's emergency card at all times. If your child is ill, please do not send him to school. PLEASE NOTE: Keep your child home until fever free for 24 hours or with a doctor's note. Any student that contracts a contagious disease or condition such as, pink eye, chickenpox, ringworm, or impetigo (Indian fire), will be sent home and must remain home until cleared by a physician to return to school. Students with head lice must remain home until there is no evidence of infestation. No student can return to school without a recheck for infestation. The parent must return the child and wait until cleared. Any student that registers a temperature of 99.4 will be sent to our Wellness room. We will follow district and state guidelines and contact the parent/guardian of the student. A doctor's note must be provided upon return to school.

MEDICATION

School employees may not give medicine to any student unless the school has the appropriate forms signed by the doctor and parent. School employees are not allowed to give aspirin or apply ointment for cuts or abrasions. **Students are not allowed to bring any type of medication to school including cough drops, chewable vitamins, etc.** School medication order and consent forms are available in the school office and must be approved through the school nurse or medication office at the Paul Emenes Building in Harahan or the Jefferson Parish Administration Annex on River Road in Marrero.

SCHOOL SUPPLY & TECHNOLOGY FEE

All parents are asked to purchase all grade level supplies suggested by the district. Grades pre-kindergarten through 5th grade will have a \$25.00 fee in addition to supplies being purchased. The fee will cover workbooks, technology, IDs and science supplies.

CELL PHONES

Cell phones or other electronic devices should be turned off while on the school bus and school campus. Students are required to turn cell phones into the front office upon arrival to school. Cell phones will be returned to students at the end of the school day.

Consequences for violations:

1st incident: Warning by phone and/or note.

2nd incident: Cell phone confiscated and returned only to parent/guardian..

3rd incident: Loss of cell phone privilege.

FIELD TRIPS

Students will be allowed to attend field trips this school year. Due to unforeseen circumstances or some other outbreak, this policy may change. If and when we move into a phase that does not allow off campus trips, you will be informed.

PARTIES AND CELEBRATIONS

Only students in Pre-Kindergarten through 2nd grade will be allowed to have classroom birthday parties and celebrations. However, parties and celebrations are at the discretion of each teacher. Parents are responsible for writing a note to the teacher to get permission. Each teacher will provide the appropriate time if allowed.

No parent will be allowed on campus for any celebration. If snacks are purchased, they must be individually wrapped and purchased from a store.

*****UNIQUE PHE WEEKLY OCCASIONS*****

“Owl Friday” is spirit day. Students and staff are invited to wear PHE Spirit T-Shirts with uniform bottoms.

Friday is PBIS snack sales. Snacks range from \$0.25-\$1.50.

Monthly rewards and ceremonies will be held for student's academics and behavior recognition.

*****School-Wide Fundraisers*****

PHE will hold a minimum of two school-wide fundraisers this year (Fall/Spring). The school may sell chocolate bars as our first school-wide fundraiser in the Fall (subject to change). Other fundraisers will be announced at a later date.

Dismissal

Students have several modes of transportation upon arrival and dismissal from school. Please be aware that students must use the same mode of transportation for arrival and dismissal. For example, if a student is dropped off to school in a car, they must be picked up in a car as well. In the event that you need to make other arrangements for transportation, please send your child with a note that has been signed by a parent/guardian or contact your child's teacher through his/her preferred method of contact.

PLEASE RETURN THIS PAGE

My signature acknowledges that I have read and understand the procedures noted in the 2023-2024 PHE Parent/Student Handbook.

Child's Name: _____

Grade: _____

Homeroom Teacher: _____

Parent's Signature: _____

Date: _____

PLEASE RETURN THIS PAGE

Electronic Device(s) Policies & Procedures Signature Page

To the Parents/Guardians of: _____,

Students are allowed to possess electronic devices on campus. However, all electronic devices must be **TURNU OFF AND TURNU IN TO THE OFFICE UPON ARRIVAL TO SCHOOL EVERYDAY.**

Cell phones or other electronic devices should be turned off while on the school bus and school campus. Students are required to turn cell phones into the front office upon arrival to school. Cell phones will be returned to students at the end of the school day.

Consequences for violations:

1st incident: Warning by phone and/or note.

2nd incident: Cell phone/Electronic Device- confiscated and returned only to parent/guardian..

3rd incident: Loss of cell phone/electronic device privilege.

Additionally, if your student is on the phone on the bus, the bus driver can/will confiscate the phone and the parent will have to come to the school the next day to sign it out.

By signing the bottom of this notice and returning it to school, you are agreeing to the rules *Phoebe Hearst Administration* has set in place. Your student may NOT bring his/her phone until this notice has been signed and returned.

Respectfully,
Phoebe Hearst Administration

Parent's Name (Print)

Student's Name and grade (Print)

Parent's Phone Number

Teacher