



IMPORTANT!

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Hearst School Safety ALERTS

March 2018

Dear Parents/Guardians:

PARENTAL CONCERNS (Guidelines)

A parent/guardian who has a question or concern regarding a situation involving his/her child is urged to follow these guidelines:

1. Contact the student's teacher to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note requesting a conference or by calling the school office to make an appointment.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with an administrator. After discussing the situation with both parties, the administrator will act as a facilitator in making every effort to resolve the issue. Every effort should be made to resolve questions, concerns, and problems as soon as possible.
3. Parents and other guests must enter through main entrance and sign in at the security desk
4. Students should enter the building with their teachers in the morning
5. The staff parking lot is off limits to parents and families during school days

DISMISSAL

At Hearst we are committed to making sure that our students are safe in and around school. Please help us keep our children safe at dismissal. Parents/Guardians must pick up their children at dismissal unless prior authorization has been given to the main office. Students who are not picked up at dismissal will be escorted to the main office so a parent can be notified. Please make sure that emergency information is correct. We must be able to contact a parent/guardian in case of emergency. Middle school students are allowed to walk home after school with no written or verbal permission from a parent. This permission form is only needed for Kindergarten-5th grade students. Kindergarten—2nd Grade students ARE NOT allowed to walk home without being accompanied by an approved older sibling or adult. Please list the eligible names on the attached form. Parents are reminded that the corner store on 47th & LaPorte has asked for students to not hang out in the store before or after school.

PLAYGROUND

For safety reasons, Hearst students may not play on the playground after dismissal. There is no staff on duty to supervise students. The playground is closed whenever there are school activities being held after hours. In general the playground is closed **Monday-Friday 6AM-5PM or whenever school is in session**. Thank you for your continued support in keeping our students safe.

UNAUTHORIZED POSSESSION OF CELLULAR TELEPHONES/DEVICES

The staff of Hearst School share parental concerns for the safety of children. If you wish for your child to have a cellular phone, the office must have a complete Official Request for a Cellular Phone form on file. Students **MUST** turn off their cellular phones upon entering the building and turn it into their homeroom teacher in the morning. Their phones will be returned to them at the end of the day. ***If your child's cellular phone is confiscated during the day, he/she will be assigned an after school detention on a Friday. Their confiscated phone will only be released to a parent/guardian after the student has served his Friday Detention. A second infraction will lead to a Saturday Detention which are only held once a month. Parents may retrieve confiscated cell phones in the office after the Saturday Detention has been served. A third infraction will lead to an out-of-school suspension for 1-3 days.*** As always, students will be allowed to make emergency phone calls in the main office. In case of a medical, family, or other emergencies please call the main office at (773) 533-2376. **The following is stated in the Chicago Public School Student Code of Conduct: 2-12 and 3-11**

PARKING LOT

The parking lot is CLOSED for drop-off 8:30-8:52 and pick-up 3:30-3:55 EVERY DAY!

Remember that it is extremely dangerous (and illegal) to go around a school bus in front of the school. If you need to park and walk your child to school – do not park on Lamon Ave. and always use the crosswalk.

In Collaboration, Mrs. Chrobak