



IMPORTANT!

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Hearst School Policy Reminders

APRIL 2017

Dear Parents/Guardians:

Spring is upon us even though it doesn't seem that way if we look out the window! As the warm weather approaches, it is historically the time that schools begin to see an increase in behavioral incidents. We would like to work collaboratively with Hearst families to make sure that students are safe, secure, and focused on learning as we move into the final quarter of the school year! Parents/Guardians and students should familiarize themselves with the following important items:

- **ATTENDANCE**

Attendance and achievement go hand in hand. As such, all students must attend school daily. If a student is going to be absent, the parent/guardian must call the school @ 773-535-2376 in the morning to inform the school of their child's absence. Upon returning to school after an absence, **student must have a note from their parent or guardian stating the reason for absence.**

- **TARDINESS**

Students reporting to school after 8:52 AM are tardy and must report to the security desk and obtain a tardy slip. If arriving before the Pledge of Allegiance they will be sent directly to the classroom. If arriving later, the tardy is recorded. Students with three tardies will have a mandatory parent conference with administration. Excessive tardiness may require additional interventions including detentions before or after school.

- **UNAUTHORIZED POSSESSION OF CELLULAR TELEPHONES**

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**

- **Non-Healthy Food Brought to School/Healthy Celebrations**

It has come to our attention that more students are bringing, or having parents bring, fast food from local restaurants to school for breakfast/lunch. Hearst is a "Healthy School" and does not allow outside food to be brought in to school for consumption. The universal breakfast program is available to ALL students as is the hot lunch option. If parents wish to provide a "home lunch" it MUST be packed in a lunchbox or brown bag. Breakfast can be eaten at home, or students can take a school breakfast. Celebrations such as birthdays should be celebrated with NON-FOOD items. Please visit our website hearst.cps.edu for NON-FOOD suggestions for celebrations. Thanks to all who do their part to keep our school "HEALTHY".

LOCKERS

Students that have homerooms will be assigned a locker. Hearst School is not responsible for items taken from lockers. Lockers are school property and shall not have a lock in place.

- **VALUABLES**

Personal items of significant financial value are not allowed in the school as we are not responsible for them. Various types of trading cards which will be confiscated if brought to school. Money sent to school must be in a sealed envelope with proper identification.

*In Collaboration,
Mrs. Chrobak*



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