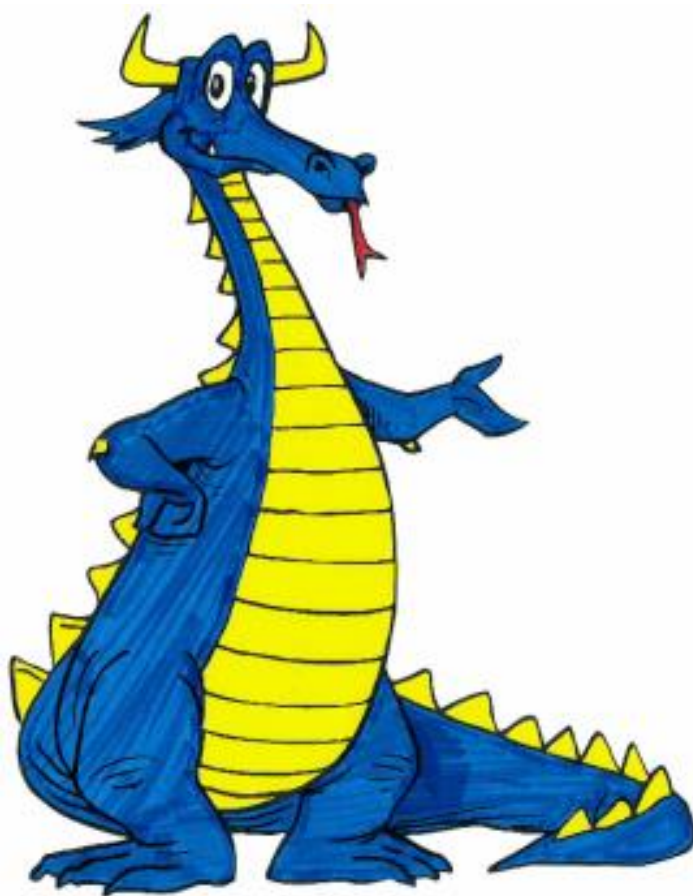


**Pittsburgh Sunnyside PK-8
School Handbook
2023-2024**



We are Pittsburgh Sunnyside.....
where intellectual curiosity is ignited, and we
are on F.I.R.E. for learning!!!

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Principal: Mrs. Ashanti Jones

Main Office Phone Number: (412) 529-2040

School Social Worker: Linda Voytko

Social Worker Phone Number: (412) 529-2060

School Address: 4801 Stanton Ave, 15201

www.pghschools.org (District website)

www.pghschools.org/sunnyside (Sunnyside website)

***** Staff listing available on school website *****

Dear Pittsburgh Sunnyside Families,

On behalf of the school staff, we extend a warm welcome to our new and returning families at Pittsburgh Sunnyside. We are committed to providing our students with a safe and supportive environment so that engagement and meaningful learning can take place.

As a school, we are determined to create an environment where all our students know that they are seen, heard, and valued. This will be demonstrated through building positive relationships with students, addressing racial and cultural disparities, fostering community in our learning environment, cultivating student voice, and celebrating our students. Our collective work in these efforts will provide our students with the opportunity to experience academic success. Communication with our students and families is essential for fostering a collaborative relationship between families and staff. We value your input and look forward to partnering with you in your child(ren)'s education.

We are Pittsburgh Sunnyside.....where intellectual curiosity is ignited, and we are on F.I.R.E. for learning!!!

Thank you for choosing Sunnyside!

Mrs. Ashanti Jones

A handwritten signature in cursive script that reads "Ashanti Jones".

Principal

2023-2024
Sunnyside Student Bell Schedule



Breakfast	8:05-8:20
HR	8:20-8:37
Period 1	8:37-9:19
Period 2	9:19-10:01
Period 3	10 :01- 10:43
Period 4	10:43-11:25
Period 5	11:27-12:12 (Lunch PK-3)
Period 6	12:14-12:59 (Lunch 4-8)
Period 7	12:59-1:41
Period 8	1:41-2:23
Intervention	2:26-2:56
Dismissal	3:05
Pre-K	8:30-2:30

***** Students will be considered tardy/late after 8:35AM *****



Sunnyside Dragons Have
F.I.R.E.!
School-Wide Expectations

F.I.R.E.	Cafeteria	Recess	Hallway	Bathrooms	Bus/Vans	When I feel upset...
Friendly	-Use kind words -Help peers - Sit and talk quietly	-Include everyone -Take turns	-Respect the personal space of others -Keep your hands to yourself	-Waiting your turn -Knock on the door before you enter a stall -Be patient	-Share your seat with others -Use kind words	-Ask for space -Tell someone how you're feeling
Involved	-Help others -Stay in your place in line -Be patient	-Participate in each activity	-Be mindful of those walking around you - Keep it clean	-Help keep the bathroom clean - Let the teacher know of problems	-Pay attention and be sure to get off at the correct stop -Be a helper	-Use calm down strategies to remain in the classroom
Responsible	-Keep hands & feet to yourself -Touch only your food -Stay seated -Clean up	-Be safe while playing -Clean up when the whistle blows	-Remain with your class -Stay in your place in line	-Use soap and towels to wash & dry hands -Clean up after yourself	-Listen to the driver -Remain in your seat at all times -Be patient entering and exiting	-Identify how you are feeling -Calmly tell your teacher why you are upset
Eager	-Eat: Use your time wisely	-Have fun!	-Be a good role model to others -Please walk	-Keep bathroom visits quick	-Be at the bus stop on time -Be ready to leave when the bus arrives	-Find a trusted adult to talk with
Staff Expectations	-Escort class - Tend to student needs -Line up class -Clean up	-Actively monitor & engage students	-Be in the hallway during transition times to monitor students	-Be in the hallway -Remind students to wash their hands and throw away their trash	-Remind students of bus expectations -Escort students to their bus/ -Buckle van students	-Actively listen to student concerns -Model appropriate calming strategies

Sunnyside students are on F.I.R.E.!!!!

All students are expected to follow the behaviors listed in the matrix.

School Procedures

Arrival/Dismissal Procedure

Upon arrival, students eating breakfast at school are to report to the cafeteria. Students in grades 1 through 5 are to wait for their teachers in the gym. Students in grades 6 through 8 are to wait for their teachers in the cafeteria. No one is to remain outside the building upon arrival, and no one should arrive at school before 8:05 a.m. *If your student is eating a school breakfast, please be at school at 8:05.* Students arriving after 8:35 a.m. are to report to the office for a tardy slip to enter class. Students are to be dismissed from their homerooms at the end of the day.

The safety of your children and staff is a priority at Sunnyside and we hope that as members of our school community, that it is also a priority for you. I wanted to highlight some important information as it relates to arrival and dismissal. Please maintain a safe speed when entering, exiting, and driving through the parking lot. Your cooperation is greatly appreciated. There is an image on the back for

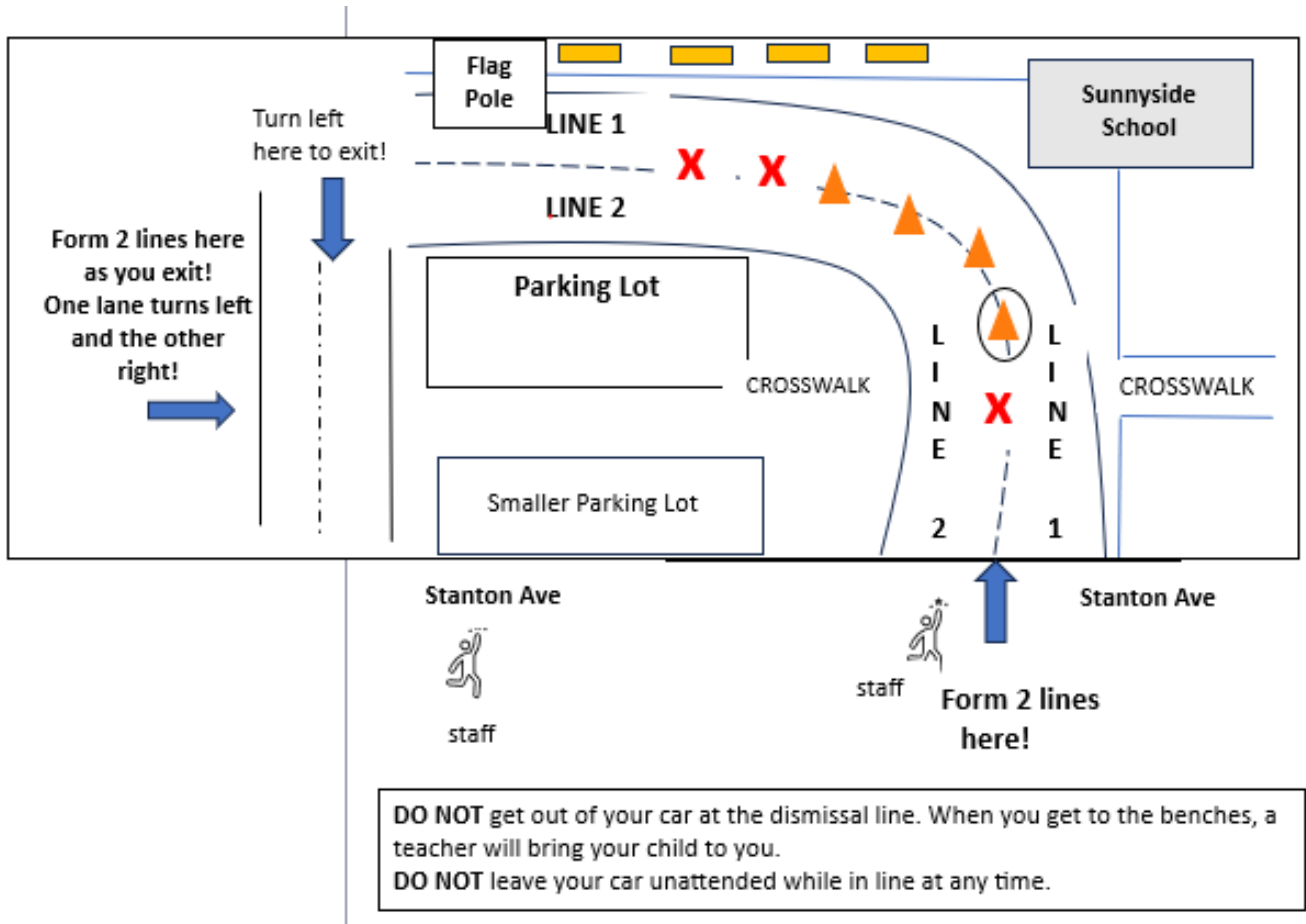
Arrival:

- Please form one line
- Please pull as close to the to the flag pole as possible
- If you are within the orange cones you can let your children out where you stop
- If you are not yet to the circled orange cone (illustrated on the back), do not let your children out. Wait until you can pull to the flag pole.
- If you are the first car, pull to the flag pole even if no one is behind you. It takes but a few seconds for another car to arrive and now the line extends too far out.
- Please have your children get out on the passenger side of the car. If this is not possible, please teach them to walk in front of your car.
-

Dismissal

- At dismissal, please form two lines.
- If you get in line 1 (right lane). Please expect your children to get in the car on the passenger side.
- Please do not get out of your car.
- If you have a kindergarten student, you will need to park and walk to the classroom door for pick up.
- If your child needs help opening the door, a parking lot staff will help.
- Please do not cross into the middle of the two lines where the x's are displayed unless directed by staff. This creates a safety concern while students are crossing to get to their vehicle.
- Going back down to Stanton Ave, you should form 2 lines again.

***The diagram is for illustration purposes. These are imaginary lines to help depict and visualize locations and procedures ***



Communication

Sunnyside school will communicate through various methods. The primary method will be through the 'Talking Points' application. The mobile application is the preferred platform, however if you do not have the application, you should still receive text messages. In addition to talking points, we will communicate via robo calls, letters sent home with students or via mail, school website, and school Facebook page. If you receive a call from the school, please check your voicemail to see which staff member called you. If you call the main office, stating you received a call, we may not know who tried to notify you. Please contact the school directly with questions and concerns at (412) 529-2040. You call also send written notes.

Early Dismissal

We certainly recognize the need for an early dismissal for doctors/dental appointments, etc. Students must have written permission for an early dismissal from a parent or legal guardian. **If someone other than the parent or guardian will be picking the student up, please put it in writing.** Upon arriving at school, the student must bring the permission slip to the office for verification.

Please pick up your child from the main office for an early dismissal. You will be required to sign your child out. Anyone picking up students will need identification.

Attendance

Regular school attendance is a good predictor of student success. It is expected that students will arrive at school daily, on time, and ready to learn. We understand that things occur and there will be reasons to miss school. You do not need to call the school when your child is absent. You must send a written excuse to the homeroom teacher within 3 days to for an excused absence. After 10 written parent excuses, the remaining absences must be from a medical professional. If you know in advance your child will be out for an extended amount of time, please notify the school social worker.

Loitering

For student safety, there is to be no unnecessary ‘hanging around’ before school or after school. Non-students are not permitted on campus at any time unless they have been registered as an official guest in the office.

School Closings/Delays

If the Pittsburgh Public Schools are closed or delayed (for reasons such as heavy snowfall or icy roads) an announcement will be carried over the local radio and television stations, a phone call will be made, or you may check the Board of Education’s website. When there is a 2-hour delay, school begins at 10:20 a.m., buses pick up two hours later, and no breakfast is served. All after- school activities are automatically cancelled. We ask that children do not arrive at school excessively early as there may be no supervision for them. No announcement means that school is in session.

Lunch/Breakfast

Breakfast begins at 8:05 a.m. in the school cafeteria. As soon as they finish eating, they must report to either the gymnasium (grades 1-5) or remain in the cafeteria (grades 6-8) to join their respective homerooms before school begins. Kindergarten will remain in the cafeteria. **Breakfast ends at 8:30.** **Please have your children to school on time. If they enter after 8:30, they may not receive breakfast.**

Children have one 45-minute lunch/recess period. They may either bring a lunch or receive one at school.

During breakfast and lunch, children are expected to behave appropriately and interact with peers on a friendly basis. Inappropriate behavior is handled with according to the procedures outlined in the Code of Student Conduct. You will be notified if there is a significant problem during this time.

School Dress Code

We encourage children to dress appropriately for school.

- Shorts/skorts and skirts must come below the end of the fingertips.
- No bare stomachs. No halter, tube tops, spaghetti straps, wide-armed tanks or net shirts.
- No see-through clothing, which shows undergarments.
- Pants must be worn at the waist, no underwear showing, and belts must be worn if pants are oversized.
- Students should not wear any apparel or jewelry that promotes sexual activity, violence and/or the use of drugs/alcohol, or gangs.
- Hats, full face/ski masks are not to be worn in the building. They must be placed in lockers.
- Appropriate shoes must be worn. No flip-flops or slides. No open toed shoes.
- Students are not permitted to carry book bags in the building. Book bags must be stored in their locker.
- Hooded sweatshirts and jackets are permissible, but the hood **cannot** be worn inside the building.

If a student is not dressed appropriately, a parent will be notified, and the student will be asked to change the apparel. A parent may be asked to bring a change of clothing. A student will not be permitted to class without the appropriate attire.

Illness or Injury

In the case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. An emergency phone number where parents can be reached must be on file at the school. Emergency medical responders will be notified if necessary.

Medication

The School District of Pittsburgh requests that medication be given at home during non-school hours. However, it recognizes that sometimes it is essential for medication to be administered at school. All medications must be in a pharmacy labeled container. This includes an inhaler. The label must include the name and phone number of the pharmacy, the pupil's name, the physician's name, the medication, the currently prescribed dose, time of administration and the RX numbers. The school nurse will be your primary point of contact for all medication concerns. Please contact the school nurse before sending any medications to school.

Please note: These instructions include over the counter medications. Parents must complete the Administration of Medication during School Hours form, which can be found in the main office. Medication will be given by the school nurse on the days she is scheduled at the school; otherwise, it will be dispensed by authorized personnel. All immunizations must be up to date.

Communicable Diseases

With many viruses resurfacing and emerging it is important to follow all recommended safety precautions set forth by Pittsburgh Public Schools and the CDC. If your student is sick, we recommend you keep them home, and get recommendations from a medical professional, etc. This is not only what's best for your student but for the safety of others. Please provide a written excuse upon their return.

As it relates to covid-19, PPS will issue mandates as it relates to mask wearing. When community levels are low, masks will be optional, but when levels are medium or high, masks will be required in all district buildings. This is subject to change as school district policy changes. Please support us in keeping all students and staff safe.

Emergency Procedures

Emergency procedures are established and distributed to all staff at the start of the school year. In the event of necessary evacuation, the students and staff will move to the Steel City Arts Foundation, formerly the United Methodist Church facility on Stanton Avenue. Parents are notified via our automated phone system.

Fire Drill

When the fire alarm sounds, proceed as if it were a real fire. Fire drills are conducted once a month. The instructions are as follows:

- Absolute silence unless addressing a safety concern
- Move in quiet orderly lines to and from stations
- No running, pushing, shoving
- Be ready to use alternate routes

Code of Conduct

At Sunnyside we teach, model, and encourage positive behavior. Our students and staff should be on F.I.R.E. (Friendly, Involved, Responsible, and Eager). However, there may be times when students do not uphold this expectation, as such teachers have the authority and responsibility to issue discipline in the classroom. School discipline policies will be established and consistently enforced in accordance with the school district's Code of Student Conduct. When a student is exhibiting an undesired behavior, the teacher may confer with the student, confer with the parent/guardian, use classroom disciplinary procedures, or refer the situation directly to the principal.

For more information, please refer to the PPS *Code of Student Conduct*.

- [Code of Conduct](#)

Technology Procedures

In order to receive a district issued device, Acceptable User Forms must be completed. Students are required to bring their district issued device and charger to school daily. This device supports instruction in the classroom and access to virtual learning in the event of a building closure. To maintain the device's life span and performance we ask the following:

- No food, drink, candy or snacks near the device
- Refrain from accessing and altering another person's files or folders
- Use equipment properly
- Work only on directed activities
- Stay in assigned area with the device
- Do not distract others
- Listen carefully, follow directions
- Show respect to everyone at all times

All students are expected to follow the Pittsburgh Public School System's Technology Acceptable Use Policy. The entire policy can be found on the Pittsburgh Public Schools website in addition to the opening school mailer or welcome packet. Appropriate discipline will be administered for violations of this policy.

Cell Phones & Electronic Devices (proposed policy/pending board approval)

See policy at the end of the handbook (page 12)

Field Trips

Throughout the year, field trips are planned and conducted for the students in all grades. These experiences are designed to reinforce or enrich the different aspects of the school curriculum. Through the efforts of the PTO and Pittsburgh Sunnyside funds, we try to provide each grade a field trip and keep student costs to a minimum.

At times parents are welcome to volunteer to join us on field trips. Each adult that accompanies us must attain a child abuse clearance and undergo a criminal history check. These forms can be picked up in the school office. Clearances can take up to eight weeks to come back to the school, so if you are interested in volunteering, please fill out the forms right away.

Lockers

A locker is issued at the beginning of the school year and is the property of the school. Students are not to bring anything other than suggested school supplies (books, pencils, notebooks, etc.) to school. The school is not responsible for valuables left in the locker. If a lock is used, give the homeroom teacher a spare key or the combination. If valuables must be brought to school, please give them to the office. Locks are available at school for \$5.00

Lost and Found

Pittsburgh Sunnyside has a system for handling lost and found articles. Students who lose an article are to report the incident to the office. A lost and found box is kept outside the cafeteria. Money, jewelry, glasses or any other articles of value should be turned into the office. Students may claim them after proper identification. We recommend parents place names on boots, gym shoes, lunch boxes, book bags and envelopes containing letters or money.

Academics

Homework

Homework may be assigned daily, usually not on Fridays. We ask that you oversee your child's homework. Please check over the work before it is turned to school. This will give you insight into what they are learning and how you can support. Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Please help your child get into the habit of completing work in a timely fashion by creating routines and appropriate workspaces. Homework is part of the overall grade.

Make-up Work

Students or their parents are responsible for requesting make-up work immediately upon the students return to school. If the dates of the student absence are known in advance, the teacher should be notified, and planned assignments may be given.

Materials

All curriculum materials are supplied by the school. Crayons, scissors, glue, etc. may also be supplied by the school. It is expected that each student brings his/her own pencils and paper. It is a good idea if children have a backpack, book bag or binder in which to keep homework, notices, newsletters, etc. Book bags are to be stored in lockers, not carried from class to class.

We ask you to discuss proper care of school materials with your child as we have done here at school. Textbooks are extremely costly to replace if lost. Children are expected to regard library books as “school books” and return them by the due date to school. If books are lost, parents will be asked to pay for their replacement.

Retention/Promotion

All schools operate under the guidelines of a Retention and Promotion Policy. In the elementary school, all students must pass both Reading and Mathematics in order to be promoted to the next grade. In addition, students in grades four and five must pass two of the following subjects: Spelling, English, Science and/or Social Studies.

A middle school student will be retained if he or she:

- Fails Reading or Math
- Fails Reading or Math and two other academic courses
- Fails any three academic courses
- Fails Communications (combination of Reading and Language Arts counts as two units) and one other academic course

Please note D/E grades on report cards and schedule a parent-teacher conference if they are received.

Library

Students circulate books once every 6-day cycle. Books should be returned on time. Books can be renewed by bringing the book into the library and requesting to have it renewed. Books that are lost must be paid for. Students with late or lost books will not be permitted to check out books.

Home Access Center

Students and parents are encouraged to frequently review grades and attendance in the Home Access Center. This can be accessed on the PPS website. Students and Guardians have their own logins. If there are any concerns, please reach out to the specific teacher.

Student Services

The mission of the Pittsburgh Public Schools Comprehensive System of Student Services is to provide a coordinated system of services to enhance student learning by addressing barriers that impact the cognitive, physical, emotional, and social well-being of students. We attempt to consistently utilize a child-centered team approach to plan and deliver needed services to students, staff, and families. At Pittsburgh Sunnyside Pre-K-8 we provide the following:

- Classroom presentations on anger management, bullying, decision making skills related to drugs and alcohol and stranger danger.
- Comprehensive Health Services
- Support counseling
- Instructional Support /Student Assistance Program
- Appropriate education placement
- Gifted referrals
- Mediations
- Appropriate referral to agencies or community programs
- Partnerships with mental health providers and out of school time programs

We promote school, family, and community collaboration to ensure that every student receives the necessary support to enhance their cognitive, physical, social, and emotional growth and development. If you have questions or concerns, please feel free to call the Student Services office at 412-529-2062.

Children Dealing With Homelessness

Please see the information about Education for Children and Youth Experiencing Homelessness

- [Education for Children and Youth Experiencing Homelessness](#)

Visitors

If you are visiting Pittsburgh Sunnyside, you must first scan the QR code and complete all necessary questions. Once you have completed the form, please call the main office so they know you are here. Proceed to the office to attain a visitor's pass. This is for the safety and protection of everyone. Please do not be offended if someone asks you for your pass, they are only following mandated guidelines. Please remember that we are happy to have you visit Pittsburgh Sunnyside! If you would like to meet with a staff member, please email the staff member to schedule an appointment.

Conferences

You are encouraged to speak with your child's teacher at any time if there are any questions concerning a grade, assignment, or any school-related situation. However, please call or write for a convenient time to meet so that the teacher may have grades, progress reports or other materials relative to the conference on hand. Any school-wide conference dates will be scheduled on the school calendar.

School Activities

Afterschool Programs

Children are encouraged to participate in many activities offered after school. Look for notices, newsletter articles or letters that explain and offer opportunities for extended activities.

Before and After school care is provided by Deakings Child Care inside the school. Please note that this is a private organization that utilizes the building as a convenience to families. More information can be found in the main office. There are additional outside partners that are available. Please speak with your child's teacher or call the main office.

Instrumental Program

Pittsburgh Sunnyside has a very successful instrumental program. The Pittsburgh Board of Education provides a limited number of orchestra and band instruments for each school in the city. The purpose is to enable some children to have the opportunity to begin class lessons during school time. The Board assigns an Instrumental Music Specialist to maintain the program. A rotating schedule is set up and followed weekly. Progress reports are given twice a year.

The selection of instrumental students is based on interest, availability of instruments, attitude and responsibility of the child. At the beginning of each school year a letter is sent home informing and asking parents if their child has an interest in enrolling in the program. The students name may be placed on the waiting list until an instrument is available.

Athletics

Middle School students have an opportunity to try out for the following interscholastic sports: Fall Volleyball, Fall Cross Country, Winter Basketball and Spring Soccer. Physicals are required for each sport. Elementary students in 4th and 5th grade have an opportunity to participate in Intramural track and other various sports are offered in the after-school program.

Non-discrimination Policy

Policy 102 – Non-Discrimination in School and Classroom Practices

Board Policy 102 states in part:

The Board declares that it is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit: <https://www.pghschools.org/nondiscrimination-policy>

Title IX Procedures

For information about our Title IX procedures, please visit:

<https://www.pghschools.org/titleIX>

Let's work together! We are a school community. Teamwork makes the DREAM work!

IMPORTANT: PLEASE READ

PROPOSED CELL PHONE & ELECTRONICS POLICY

Pittsburgh Sunnyside Cell Phone Policy

Students in grades 4-8 will have their cell phones collected daily. Cell phones **MUST** be turned into the homeroom teacher or a trusted adult. The devices will be locked away and returned at the end of the day. Students are **NOT** permitted to have their cell phones out or visible during the school day. If a student is caught with a cell phone in their possession, it will be confiscated, and a parent must come to the school to retrieve it. It will be held until a parent/guardian is able to pick it up from the school. If the cell phone use violates the code of student conduct, the appropriate action will be taken.

Violation #1- phone confiscated, parent contact, and student written reflection

Violation #2 – phone confiscated, parent contact, and after school conference with principal or teacher

Violation #3 – phone confiscated, parent contact, and suspension of field trips, assemblies, other special privileges, exclusion from extracurricular activities

Violation #4 - phone confiscated, parent contact, and exclusion from special events or promotion exercises (where applicable)

Violation #5 – parent will be contacted, and the phone will be confiscated and held for the remainder of the school year

*****Through progressive discipline measures, we hope to avoid reaching violations beyond #1. Please help us in this effort to minimize distractions and keep our schools safe.*****

Rationale for Policy: Pittsburgh Sunnyside believes that safety and education are priorities for student success. By offering to collect cell phones, students and teachers can focus on teaching and learning without the distractions of cell phones. Disruptions have been caused by students and parents that take away from the systems within the school that were established to keep ALL safe. Students being able to access social media outlets, communicate with peers and others outside of the school can create distress for students that takes their focus away from instruction. Taking cell phones also reduces sharing premature and inaccurate information to families before hearing from school staff. We also want to prevent unauthorized recording of other students and sharing it on social media. We take

cyberbullying seriously. In addition, some students may view things that are not appropriate and will allow other students to view it on their phones that other parents would not approve of their child seeing or knowing. We cannot control what our students are exposed to outside of these walls, but we would like to minimize negative influences while they are with us. Our desire is to provide a safe and supportive environment as best as we can while they are in school. Our school has a supportive staff and that will allow students to use the main office phone when needed.

Sunnyside Cell Phone Policy FAQ

Q: Where can I find the cell phone policy?

A: The cell phone policy is located in the student handbook and on our website.

Q: What if I can't come get my child's cell phone?

A: No worries. We will keep it safe until you are able. It could be the next day, next week, it will still be waiting for you.

Q: What is the earliest and latest I can pick up my child's cell phone?

A: The school office opens at 8:10am and closes at 3:30pm.

Q: What if I am unable to get my child's phone, is there something else I can do?

A: Unfortunately, nothing else can be done. We will keep it safe until you can get it.

Q: My child needs their cell phone because they walk home from school. Is there any way they can get it back?

A: Please have a conversation with your student about following the school rules so their phone won't be confiscated, and they can have their phone during the walk home from school.

Q: My child sometimes rides home with the neighbor. Can my neighbor pick it up for me?

A: No, the cell phone must be picked up by a parent or guardian.

Q: My student said they weren't using their phone; it was in their pocket. Why was the phone taken?

A: Students must turn their phones in, and cell phones should never be visible. The phone should not be on their person at all even if they are not using it.

Q: Doesn't keeping the phone until the end of the school year seem harsh?

A: While it may seem harsh, we are providing ample opportunities for correction before completely confiscating the phone at violation #5. Our hope is that parents will support the policy by setting expectations with their child and help with re-enforcement. For example, after the school has called after violation #3, the parent may want to keep the phone themselves before we get to violation #5. This will ensure the child has the phone when it is needed outside of school and not during the school day. With the interventions with the prior violations, we hope we never get to violation #5.

Q: Does this policy apply to other electronic devices?

A: Yes, it does. Because cell phones will be collected there is no need for air pods and other electronic headphones. Students should also turn these in, leave all other devices at home, or keep them in their lockers. These also should not be visible.

Q: Does my student need to turn it in, can't they just keep it in their locker?

A: Cell phones must be turned in. They cannot be kept in their locker. Unfortunately, students can still have access to their cell phones if they are kept in their lockers. They may sneak and take it into the bathroom, and we want to avoid inappropriate and unauthorized use of cell phones.

Q: My student is in grade 3, do they have to turn their cell phone in to their teacher?

A: Yes, most younger students do not have or carry their cell phones, but if your student brings their phone to school, they should turn it in to their homeroom teacher.