



Hazel Park School District
Educational Opportunities for All
Amy Kruppe, Superintendent

Hazel Park Junior High

Tammy Scholz, Principal Jeremy Gold, Assist. Principal
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Dear Parents or Guardians of HPJH students,

Due to social media concerns and in an effort to maintain the focus of school environment being centered on teaching and learning while providing a safe and orderly atmosphere, the following policy regarding personal communication devices (PCDs) will be followed at HPJH.

Non School Issued Personal Communication Devices (PCDs) Board Policy

PCDs include but are not limited to: **cell phones**, computers, tablets, electronic readers, and/or other web-enabled devices of any type.

- Students will not be permitted to have PCDs visible, on or in use during school hours. Devices must be powered off completely, not just placed into vibrate or silent mode, and must be stored out of sight during school hours.
- Students may use PCDs with permission from HPJH Staff in the **MAIN OFFICE ONLY** during the hours of 7:15 a.m. and 3:15 p.m.
- Students using PCDs in class, in the hallway, bathroom, cafeteria, locker room or in any area other than with permission in the MAIN OFFICE will have their PCD taken by school personnel.
- The student's parent or guardian will be contacted and will be required to pick up the confiscated device during school office hours.

***In addition, students may not have headphones or earbuds in their ears or around their necks while walking in the hallways. Earbuds/headphones may only be used when directed by a teacher and may only be used for educational purposes.

PCDs can be picked up between 7:15 a.m. and 3:55 p.m. when school is in session. PCDs will only be released to the parent or guardian listed as the MiStar emergency contact. **PCDs taken for not following the policy will NOT be given back to the student.** Photo identification must be provided as verification when picking up the device. The Hazel Park School District is not responsible for lost, stolen or damaged PCDs brought to school and includes devices confiscated for failure to adhere to the PCD policy. Students who bring PCDs are instructed to keep all devices securely in their lockers and are advised not to share their locker information with anyone.

Should communication be needed between a parent or guardian and a student, please call our main office at (248) 658-2300. Students who need to contact a parent will be required to use school phones. The office staff has been instructed not to call classrooms to deliver messages, as this is a disruption to the learning environment.

PROCEDURE:

1. If a student is caught using a PCD or a PCD is visible at any time, the student will be asked by school personnel to relinquish the PCD. We strongly recommend students keep their PCD's powered off and in their lockers. If a PCD rings, vibrates, or makes any other sound it will be taken by HPJH personnel.

- a. If the student complies, the PCD will be collected and placed in an office-provided envelope/bag. The staff member taking the PCD will complete the HPJH discipline referral form and place in the envelope or bag.
 - b. The staff member will take the PCD to the main office during hall passing or contact the office for assistance.
 - c. Office personnel will make contact with the student's parent or guardian regarding the incident and notify them of available pick-up times for the PCD.
2. If a student is asked to relinquish the PCD and does not comply, a building administrator or designated staff member will be contacted.
 - a. The student will be escorted to the office to speak with their designated counselor or, if unavailable, to a building administrator, and another request to relinquish the PCD will be made.
 - b. If the PCD is relinquished without further delay, the student may receive a minor disciplinary action such as a lunch detention or after school detention.
 - c. If the student does not comply, the student is considered insubordinate and will follow additional disciplinary consequences.

PROGRESSIVE DISCIPLINE FOR REFUSAL TO GIVE PCD TO SCHOOL PERSONNEL:

1. First offense: Lunch detention and possible after-school behavior intervention/ detention. (1 hour after school)
2. Second offense: Friday behavior intervention/detention (1-2 hours after school)
3. Third offense and subsequent violations: Multiple after-school detentions/behavior interventions and/or suspension from school. If suspension is deemed appropriate by the school administration, a parent meeting/conversation before re-entry to school will be required.

The procedures outlined above are designed to support the Board of Education PCD policy by ensuring our school environment best supports our chief aim - ensuring a safe and orderly teaching and learning environment for all. The district's one-to-one technology offering lends itself to meeting our students' needs for learning and engaging in an educational environment enriched by educationally sound, school-provided technologies.

We appreciate your understanding of this policy and helping ensure your student abides by this policy.

With Students in Mind,

Tammy M. Scholz
Principal

Jeremy Gold
Assistant Principal