

Personal Belongings and Valuables at School

On occasion, students may decide to bring items to school that hold significant value. The school and School District cannot accept any liability for personal belongings and valuables, inclusive of musical instruments and other student owned property, if these items were to become lost, stolen, or broken. As a result, we discourage students from bringing valuables to school.

Musical instruments

It is recommended that parents provide adequate property insurance for coverage for musical instruments brought to school. Consult your *Home Owner's Policy* or insurance agent for more information.

Cell Phones, iPODs, and Cameras

Students who bring cell phones to school are able to use them **before or after school**, preferably outside the building. Students are not allowed to use cell phones anywhere in the school or on the school grounds **UNLESS under the direct instruction and supervision of their teacher**. Students found using their phone during class time without teacher permission, or outside at recess or lunch, will be asked to put it away - and if repeated use they will be asked to give their phone to the supervising staff member who will hold on to it for the remainder of the day. Repeated use without permission during school hours will also result in a phone call to the parents. For safety reasons and protection of personal privacy rights, students are not allowed to take pictures of other students or school staff members with their own cell phone or digital camera while at school.

E-readers, personal laptops and iPADS

Students are allowed to bring and use e-readers, personal laptops, and iPADS at the discretion of their teacher. Use of personal devices is only allowed under the direction and supervision of a teacher. Use of personally owned laptops or iPADS requires the student to adhere to school internet use policies.

Student Access to Office Phones

Student use of school phones is reserved for urgent reasons or emergency purposes only. Students must ask a Queen Mary staff member for permission to use the office phone before using it, providing an explanation as to why it is needed. Students will not be allowed to use the office phone to arrange for after school play date plans, so please encourage and assist your child in making these arrangements in advance, from home.

Bicycles, Skateboards, Scooters: Students who ride their bicycles to school are encouraged to lock them up outside during the school day. Scooters or skateboards are to be carried into the school and stored safely in classrooms. The school assumes no responsibility for lost or damaged bicycles, scooters or skateboards (should bike theft occur, your record of the bicycle product name, model number, and serial number is helpful for recovery). **Skateboards, roller blades, bikes, and scooters are not to be used on school grounds between 8:30 and 3:15.**

Label All Student Belongings!

Please make sure student belongings (particularly jackets, sweaters or “hoodies”, pencil boxes, binders, etc.) are labeled with the student’s name so they can be returned to them if found lying around the school. Items found, if not clearly labeled to allow us to identify the owner, are placed in our "Lost and Found" bench located opposite the base of the stairs on the lower floor.