

**Milby High School**

# Ruth I. Peña, Principal

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Dear Milby High School Parents and Guardians,

We hope this letter finds you well. As we continue to foster a safe and focused learning environment, we want to remind you of our district cell phone policy. Your cooperation is essential in ensuring a productive educational experience for all students.

Cell Phone Policy Overview:

1. Phone Collection: At the beginning of each class period, students are required to turn in their cell phones to their respective teachers. This practice helps minimize distractions and promotes active engagement during instructional time.

2. Usage Restrictions: During class and passing periods, students may not use cell phones or AirPods. We encourage them to focus on their studies and interact with their peers face-to-face.

3. Lunchtime Exception: Students are allowed to use their phones only during lunchtime. This provides a designated break for personal communication and relaxation.

4. Consequences: Failure to adhere to the cell phone policy will result in the following:

o The student’s cell phone will be collected by the teacher.

o A $25 fee will be assessed for the return of the phone at the end of the day to the parent/guardian.

o Parents will be notified promptly.

We appreciate your partnership in maintaining a conducive learning environment. By reinforcing these guidelines, we can create a positive atmosphere where students thrive academically.

Should you have any questions or concerns, please feel free to contact our school office at (713) 928-7401. Thank you for your continued support!

Sincerely,

Ruth I. Peña

Principal, Milby High School