



February 28, 2019

Dear Parent/Guardian,

The purpose of this letter is to request that you carefully consider what electronic and valuable items you allow your student to bring to school. As you are aware, students at West Greenville are not allowed to bring personal electronic devices to class with them. We provide all materials needed throughout the school day. Even though these valuable items (such as phones and tablets) are not allowed in class, many of our students bring these personal devices with them for use on the bus and to communicate with their parent before and after school.

West Greenville School is not responsible for the storage and protection of these items during the day. We have been storing items only as a courtesy. We will continue to offer this service to try and accommodate what we know are long bus rides and parent/student communication needs. However, we cannot be responsible for the value or replacement of these items should anything happen to them. We are educators attempting to focus on meeting the academic and emotional needs of students. Our training and focus is not and should not be, storage of valuables.

We are asking that all parents sign and return the acknowledgement below. This will provide us with verification you understand your student is responsible for any items they bring to school. West Greenville does not assume responsibility for stored items.

As always, please feel free to call if you have any questions or concerns.

Thank you for your support,

Laura O'Laughlin, Ph.D.  
Director of West Greenville School

-----  
I acknowledge that

- West Greenville provides all instructional materials needed for my student to access their curriculum during the school day.
- My student is not allowed personal electronic devices (e.g. phones, tablets, smart watches, etc.) and other valuables during the school day.
- West Greenville is not responsible for the safety and storage of any personal devices or valuables my child brings to school. If my student requests storage of an item, they do so at their own risk.

---

Parent Signature

Date