

## **Electronic Devices Protocol 2009-2010 (Cell phone, IPODS, etc.)**

When you have confiscated an electronic device please follow this procedure.

1. Proceed with the electronic device to:
  - Mrs. Mc Fadden's Office East Wing (282)
  - Mrs. Johnson's Office Main Building (212)
2. Fill out the electronic device log.  
(Students name, staff's name, type of device, place confiscated, and the date)
3. Write the students name on a baggie that will be provided for you. Then insert and seal the baggie with the electronic device.
4. Please hand the electronic device over to either Mrs. Johnson or Mrs. Mc Fadden. They will lock it in a secure place.
5. A receipt stating that you handed in the electronic device to the school will be filled out and handed to you.

Electronic devices can be returned to a parent/guardian on Thursday's from 12:15 – 1:00 in room 212 (Attendance office)

- If a student refuses to hand over their electronic please fill out an ODR form and the Vice Principal for that grade will follow up.
  - It is the teacher's responsibility to complete these procedures. Please do not just drop off a phone to the Administrative Assistant.
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