Whitmer High School Device Confiscation Form

To minimize disruption in the classroom, all students should abide by the Personal Electronic/Communication Device policy.

Directions: This form must be signed in order to retrieve the confiscated device from the Attendance/Resource Center (ARC). ARC staff will hold signed copies of violations and monitor retrieval requirements.

Student:_____ Staff:_____

Date: _____ Grade: _____

Cell Phone **Earbuds** **SMART Devices** **Other Item:**_____

Personal Communication Devices may only be used before and after school, during the student lunch break, and in between classes as long as they don't create a distraction, disruption or otherwise interfere with the educational environment (po5136). These devices include but are not limited to cell phones, smart watches, tablets, pads, and laptops. Earbud devices are NOT permitted to be worn in the building with the exception of the cafeteria (only one is permitted to be worn).

- Students must place all smaller electronics in the device pocket holder when entering the classroom. There are no exceptions! This includes cell phones, smartwatches and earbuds. Larger personal electronic devices (such as tablets, pads, and laptops) should be placed inside the student's bookbag.
- Place cell phones in pockets with their screens facing inward to not be visible to the class.
- All audible and light notifications (including flashing lights) must be turned off.
- Students will store electronic devices in the assigned pocket in the classroom from the start of the class period until the end of the class period, including when leaving the classroom temporarily, such as for a brief bathroom break or office visit.

Per the Student Handbook, consequences for violating the cell phone policy are as follows:

1st Offense – Electronic device will be confiscated and submitted to the ARC. The student may pick the device up at the end of the school day. The student will be issued a warning.

2nd Offense – Electronic device will be confiscated and submitted to the ARC. Parent/Guardian may pick the device up from school. The student will be assigned an after school detention.

3rd Offense – Electronic device will be confiscated and submitted to the ARC. Parent/Guardian may pick the device up from school. The student will be assigned a Tuesday School.

4th Offense – Electronic device will be confiscated and submitted to the ARC. Parent/Guardian may pick the device up from school. The student will be assigned a day in the Alternative Discipline Classroom (ADC).

5th Offense – Electronic device will be confiscated and submitted to the ARC. Parent/Guardian may pick the device up from school. The student will be assigned two days in the Alternative Discipline Classroom (ADC).

Special Note – If violations continue after the 5th offense, a mandatory re-entry meeting with the parent/guardian will be required to discuss loss of privileges.

Custodial parent/guardian must read, fill-out, sign & date form when picking up item:

Student Name:_____ Date:_____ Signature:_____

Guardian Name:_____ Date:_____ Signature:_____

The Board assumes no responsibility for theft, loss, or damage to, misuse or unauthorized use of PCDs brought onto its property.