

STUDENT CONDUCT:  
TELECOMMUNICATION DEVICES

FNCE  
(REGULATION)

PERSONS ELIGIBLE  
TO CLAIM  
ELECTRONIC  
DEVICES

Only a parent or guardian, as listed on the student's enrollment card, may reclaim an electronic device confiscated from their student. Students, who are eighteen years of age and living at home, must have parent/guardian retrieve their electronic devices.

PROCEDURES FOR  
RELEASE OF  
ELECTRONIC  
DEVICES

Electronic devices may be reclaimed by the parent or guardian of the student at the campus where the confiscation occurred during regular campus office hours. An administrative fee of \$15.00 will be assessed in order to reclaim an electronic device. Only a money order or exact cash will be accepted for payment. The campus will issue a receipt indicating the name of the student, the date the electronic device was confiscated, and the name of the person paying to reclaim the device. The campus will make a copy of the driver's license (or other photo ID) of the person paying to reclaim the device, have them sign the receipt, and staple the copy of the photo ID to the campus copy of the receipt. This procedure will be followed to protect the campus from claims that a device was not returned. It is recommended that high school campuses keep a separate receipt book for electronic devices.

ADMINISTRATIVE FEE  
DEPOSIT

Monies collected through the administrative fee shall be deposited in a general operating fund (GOF) account designated by the Business office.

DISPOSAL

Unclaimed electronic devices left for more than 30 days will be disposed of as allowed by state law. At least 30 days prior to the disposing of an electronic device, notice will be provided to the student's parent/guardian regarding the District's intent. The notice shall include the serial number on the electronic device, if available, or a brief description. The notice shall be in writing and delivered by the US Postal Service.