

STUDENT CONDUCT:  
TELECOMMUNICATION DEVICES

FNCE (REGULATION)  
(EXHIBIT)

The following exhibits may be used as notification letters in regard to confiscated electronic devices:

Exhibit A: Notice of Confiscation of an Electronic Device (To Parent) – 1 page

Exhibit B: Notice of Confiscation of an Electronic Device (To Electronic  
Company) – 1 page

STUDENT CONDUCT:  
TELECOMMUNICATION DEVICES

FNCE (REGULATION)  
(EXHIBIT)

EXHIBIT A

**NOTICE OF CONFISCATION OF AN ELECTRONIC DEVICE (TO PARENT)**

Date of Notice
----------------

Student's Name: Last	First	Middle	Date of Confiscation
Brief Description of Electronic Device (including serial number if available):			

Name of Parent/Guardian:
Address of Parent/Guardian:

Dear Parent/Guardian:

An electronic device, as defined by Education Code 37.082 and local policy, was confiscated from your child, named-above, on the date indicated. The student's parent/guardian must present a photo ID and pay an administrative fee of \$15.00 (payable by cash or money order only) in order for to reclaim a confiscated electronic device. Electronic devices may be reclaimed at the campus where the confiscation occurred during regular campus office hours. State law allows the school to dispose of any electronic device 30 days after giving notice to you and to the electronic company whose name appears on the device that it has been confiscated. If we have not heard from you within 30 days from the date of this notice, we will dispose of the electronic device without further communication.

In addition to confiscation, other appropriate disciplinary action will be assessed.

Sincerely,

Signature of Campus Principal or Designee	Date
---	------

STUDENT CONDUCT:  
TELECOMMUNICATION DEVICES

FNCE (REGULATION)  
(EXHIBIT)

EXHIBIT B

**NOTICE OF CONFISCATION OF AN ELECTRONIC DEVICE  
(TO ELECTRONIC COMPANY)**

Date of Notice
----------------

Name of Company on the electronic device:
---

Address of Company on the electronic device:
--

Dear Sir or Madam:

An electronic device, as defined by Education Code 37.082 and local policy, was confiscated from a student in our District as follows:

Brief Description of the Electronic Device (including serial number if available)
---

Date of Confiscation
----------------------

State law allows the school to dispose of any electronic device 30 days after giving notice to you and the student's parent that it has been confiscated. The parent was given notice immediately following the date of confiscation of the procedures to reclaim the device and information regarding disposal. The parent has failed to reclaim the electronic device within 30 days; therefore, it is the District's intention to dispose of the electronic device within 30 days of the date on this notice.

Sincerely,

Signature of Campus Principal or Designee
---

Date
------