

Procedure - Students and Electronic Devices

Offense Procedure

Step	Action
1	The student's electronic device will be confiscated by the staff member and held in the classroom for the duration of the period. The staff member will notify the guardian and send notice of this communication (and the infraction) to the office so it can be documented.
2	The student's electronic device will be confiscated for the day and held in the office for the remainder of the day. The student will notify the guardian and the office will document the behavior accordingly.
3	The student's electronic device will be confiscated and a guardian will be required to pick it up.

Non-Compliance with the Policy

If a student chooses to not comply with the policy, a guardian(s) will be contacted and may be required to pick their student up from school.