



MANOR HIGH SCHOOL

Dr. Keith Brooks, Principal

CELL PHONES, ELECTRONIC DEVICES, AND TECHNOLOGY RESOURCES PROCEDURES

- The district permits students to possess personal cell phones for safety reasons; however,
- Mobile devices must remain turned off during the instructional day, including during all testing, unless they are being used for teacher approved instructional purposes.
- The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.
- Students are allowed to use their cell phones before and after school and during lunch.
- Students are **NOT** permitted to use cell phones during transition time and during class time.
- Any adult who discovers a student using one of these devices during class time will confiscate it, or notify an administrator who will confiscate the phone or device.
- Teachers may give the student an initial warning. If the student complies with the warning, it is OK.
- If the student does not comply the teacher will confiscate the phone.
- It is at the teacher's discretion to return the phone at the end of class.
- If the student continues to have a phone out the next day the teacher will confiscate the phone, put it in a Ziploc baggie and label with the student's name and ID.
- The teacher will personally turn the phone into Ms. Franco, MHS Bookkeeper.
- Ms. Franco, MHS Bookkeeper, will keep a spreadsheet of student and any repeat offenses
- The first time the mobile phone is confiscated it will be returned to a parent after payment of a \$15.00 fine to Ms. Franco, MHS Bookkeeper.
- A second offense will require a 2-week waiting period and \$15.00 fine. Education Code 37.082
- A student must have approval to possess Personal Electronics (i.e. CD Players, iPods, MP3's, PSP's & Gaming Devices) Loss or theft of these items is not the responsibility of the school.
- Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]
- In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized administrative personnel. [See Searches and policy FNF.]
- Any disciplinary action will be in accordance with the Student Code of Conduct.

Thank you for your due diligence to follow through with the above procedures.

"We are all part of a great team, WAMM!"