**2018-2019 Capital High School Student Parent Handbook**

(Cell Phone Policy copied from pages 87-88)

**8.0 Cellular Telephones and Personal Listening Devices**

Students are permitted to possess cellular telephones and personal listening devices (iPods, MP3s, etc.). The use of cellular telephones and personal listening devices is permitted within the building before and after school, during lunch and passing times. Use of cellular telephones and personal listening devices is NOT permitted during class time. Any exception to use during class time must be approved by an administrator or classroom teacher and the cellular phone and/or personal listening device must be used for educational purposes only. In addition to the above a violation of the cell phone policy occurs when a student uses the phones to talk or text or the phone rings. Cell phones are not to be used at any time to photograph or video in locker rooms or restrooms. A violation of the personal listening device policy occurs when the device is used in class without prior permission.

**Corrective Disciplinary Action**

**First Violation** – Student will immediately be sent to the office with the phone or listening device. The administrator or designee will confiscate the phone or listening device for the remainder of the day.

**Second Violation** – Student will immediately be sent to the office with the phone or personal listening device. The administrator or designee will confiscate the phone or listening device to be returned at the end of the day. Parent will need to pick up device. The administrator or designee will contact the parent(s) with the student present and explain the violation and the subsequent consequences for non-compliance.

**Third Violation** – Student will immediately be sent to the office with the phone or listening device. The administrator or designee will confiscate the phone to be returned to the parent at the end of the day. The administrator or designee will contact the parent(s) with the student present and explain the violation. The student will be required to drop the phone or listening device off in the attendance office on a daily basis for the remainder of the year, where it will be held until the end of the student’s day.