

Name _____
(Last Name) (First Name)

CELL PHONE REGISTRATION JEFF TECH

Parent/Guardian

If you would like your student to be able to carry a cell phone to Jeff Tech, please read and complete the following registration form. Once the form is complete, please turn it into the main office. Completing this registration form gives your student the permission of you and Jeff Tech to have a cell phone in their possession.

Students and parents must agree to the following rules and procedures as they relate to cell phones:

Students should follow the procedures listed below when entering rooms in the building with a cell phone in his/her possession:

1. Upon entering all classrooms in the building, (this includes the gym and shop areas) students are required to turn their phone off and place it in the bag provided.
2. If a student is caught with a cell phone during class time or the student's cell phone causes a disruption/distraction for other students the following disciplinary structure will be followed:

1st offense – retention of item in the office until the conclusion of the school day. The student may retrieve the item personally. (Detention will be imposed)

2nd offense – retention of item in the office until the student has a parent call the Principal requesting it be returned. The student may then retrieve the item personally. (One day of OSS will be imposed)

3rd or subsequent offense – retention of item in the office until a parent or guardian retrieves the item. (3 days of OSS will be imposed for each additional incident)

Jeff Tech is not responsible for lost or stolen devices, whether in student or the school's possession, or any damage to the device, its programs, or its contents.

Cell phones and electronic devices are not permitted in the restrooms or locker rooms. At no time is it appropriate for students to take/send pictures without administrative/instructor approval during school hours. If for emergency reasons a student is in need of using a cell phone during school hours, the student needs to meet with the Principal to obtain written permission.

Students are NOT permitted to make phone calls in the hallways or common areas. A student must receive permission to make a phone call from administration and the call should be placed while remaining in the main office/student services area.

Jeff Tech administration reserves the right to restrict cell phone use of individual students at any time.

I have read and understand the guidelines for cell phone use/possession at Jeff Tech. I have instructed my student to adhere to the aforementioned rules and procedures for cell phone use/possession at Jeff Tech.

_____ Date _____
(Parent Signature)

_____ Date _____
(Student Signature)

Student's cell phone number _____