

# WEST PARK HIGH SCHOOL

## Cell Phone & Personal Device Policy

**Mission Statement:** *We value people and we love to learn.*

West Park High School is committed to its mission statement. To ensure that people feel valued and provide the most optimum learning experience, beginning fall 2025-26, classrooms will be free from all student Personal Devices during class time.

### **“Personal Devices” Definition:**

Personal Devices include, but not limited to, cellular phones, smartphones, smart watches, earbuds, headphones, tablets, or any other personal electronic device.

### **All Personal Devices must be:**

- **Off:** Turned on “Airplane Mode” or turned “Off” and placed into their backpacks prior to entering any classroom or learning space door.
- **Storage Location:** Stored inside students’ backpacks in the teachers’ preferred location in the classroom (e.g. front of the classroom, under student desks, hanging on desk hooks, floor). If a student forgets to bring their backpack, teachers will provide an approved alternative option for Personal Device storage.
- **Duration:** Stored for the entire duration of the class period (bell-to-bell). Students may not take their phones out of their backpacks for any reason including breaks (e.g. Wellness Center, Health Office, Restroom). Students who leave school in the middle of a class period must wait to remove their Personal Device from their backpack until they have exited the classroom door.
- **Hidden:** Stored inside of the student backpack and may not be seen for the entire duration of the class period. This means Personal Devices may not be placed in a side pocket or any other location that may be visibly seen in any way from any angle.
- **Used Appropriately:** Should Personal Devices be approved for classroom use, they may not be utilized for non-educational purposes (e.g. social media, texts, calls, photographs of unrelated subjects).

### **Approved Times to Use Personal Devices:**

- Before & After School
- Passing Period
- Lunch & Meal Breaks
- Under the direction of the teacher or staff

- Emergencies or response to threat of danger

**Exceptions:**

- Appropriate accommodations will be made for individual students who have accommodations as a part of their IEP or 504 Plan as well as those with medical needs (e.g. blood-sugar monitoring apps).
- Teachers may authorize the use of Personal Devices for instructional purposes only.

**Staff Expectations:**

- Staff will clearly communicate classroom expectations at the beginning of each semester and remind throughout the year as needed.
- Staff will redirect students to put their Personal Devices away if they are visible, heard (e.g. vibrate, ring, alerts) or used by the student anytime during class time.
- Staff will provide a verbal warning for the first offense of seeing or hearing a Personal Device during class time and will then proceed with progressive discipline using Minga according to the Consequences outlined below.
- Should Personal Devices be permitted during class time, staff will provide clear directions on the approved start/end times, as well as the approved use for their Device.
- Staff will maintain strict, fair, and consistent adherence to the Consequences below to ensure equity and fairness among all students.

**Consequences:**

All consequences are entered into our online platform, Minga. Once a citation is entered, a notification is sent via email to the student and parent.

1. First Violation: Warning.
2. Second Violation: Student will be assigned an intervention (e.g. Wednesday detention).
3. Third Violation: Student and Parent(s) will meet with their Assistant Principal and create a "Cell Phone Usage Plan."
4. Fourth Violation: Student will be placed on the "No-Go" List for 30 school days.
5. Fifth Violation: Student will be subject to Progressive Discipline in alignment with RJUHSD Board Policy and California Ed Code 48900.

[Board Policy 5131.8](#)  
[California Ed Code 48901.7](#)