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## Cell Phone and Personal Device Procedure

Purpose: To support a safe, respectful, and focused learning environment where students are present, engaged, and free from distractions. This policy reflects Southwestern's commitment to preparing students for success through personal responsibility, digital citizenship, and a school culture centered on academic and social-emotional growth.

### Standard Guidelines

- To ensure full engagement in learning, students are not permitted to use phones, smartwatches, earbuds, or wireless audio devices during the instructional school day (7:45 AM to 2:40 PM MS/HS and 8:50 AM to 3:15 PM (ES), Monday through Friday).
- If brought to school, all devices must be powered off and stored in student lockers before the school day begins.
- "Phone Breaks" are not allowed during the school day.
- The school is not responsible for lost or stolen personal devices.

### Daily Procedure

- Upon arrival, students are expected to place their phone and devices in their locker before the instructional day begins.
- Devices must remain off and stored until dismissal.
- Students may retrieve their devices after the final bell.

### First Violation:

- Student will be given one warning and will be instructed to place the device in the pouch at the front of the classroom. At the end of the period, the student will need to place the device in their locker.

### Secondary Violation:

- Device is collected and held in the main office.
- Student may retrieve the device at the end of the day after the final bell.

### Third Violation:

- Device is collected and held in the main office.
- Parent/Guardian will be notified and required to make arrangements to retrieve the device in person. The device will not be returned to the student under any circumstances.
- Student will be required to complete a lesson/digital citizen reflection.

### Fourth Violation:

- Same process as the second violation.
- A discipline referral will be issued, and further consequences may be assigned according to the Code of Conduct.

### Subsequent Violations:

- Students may be required to turn their device in daily to the main office for a designated period (e.g., 2 weeks for a fourth violation, 3 weeks for a fifth).
- Additional consequences may be assigned in accordance with school expectations for respectful and responsible behavior.

### Core Values in Action

This policy promotes Respect for the learning environment, Responsibility in managing personal devices, and Integrity in following expectations that protect the academic focus of our school community. By creating a distraction-free setting, we strengthen our shared goal of helping every student feel seen, safe, and supported.

Together, we can create a learning environment that reflects the best of who we are as a Southwestern community.