



CELL PHONE PROCEDURES AND PRACTICES

Bell-to-Bell: Personal Electronic Devices Secured Throughout the School Day

To keep the focus on teaching, learning, and academic achievement—and to minimize school-day distractions—cell phones and other personal electronic devices are not to be used during school hours. School of the Arts uses the NuKase system to support our bell-to-bell cell phone expectations. Students are assigned a personal NuKase case for securing their cell phone each school day. The NuKase case is considered school property and is issued for student use. It is each student's responsibility to bring their NuKase to school every day, maintain it in good condition, and use it as directed.

CELL PHONE PROCEDURES

Building Entrance: As students enter the building, they will:

- Turn their cell phone completely off.
- Place the phone inside their assigned NuKase.
- Secure the NuKase according to the established entry procedure.
- Store the secured phone in their backpack or other appropriate personal storage.

Each student will maintain possession of their cellphone secured inside their NuKase for the duration of the school day. Students arriving after the regular arrival period will enter through the Main Entrance and complete the same process at the security desk.

If a student forgets their pouch: may surrender their phone at the designated check-in location for secure storage during the school day. The phone will be returned at dismissal. Daily phone check-in is a temporary courtesy for an occasional forgotten case. It is not an alternative to bringing and using an assigned NuKase each day. Students who repeatedly arrive without their NuKase will be required to address the issue with their grade-level administrator.

Lost or Damaged NuKase: Students are responsible for maintaining their assigned NuKase in usable condition. If a NuKase is lost, intentionally damaged, or altered in a manner that prevents it from functioning as intended, the student will be responsible for the replacement cost established by the school. Families who need assistance with replacement costs should contact the student's grade-level administrator to discuss available payment arrangements. Financial circumstances should not prevent a student from complying with the school's cell phone procedures.

Building Exit: At the end of the school day, students will:

- Follow the designated dismissal procedure to access their secured phone.
- Remove their phone from the NuKase.
- Keep their NuKase with their school materials so it is ready for the next school day.

Students with an approved early dismissal will follow the established release procedure at the security desk.

GENERAL PRACTICE

Students are expected to comply with the NuKase procedure upon entering the building each day. A student may not simply choose to keep an unsecured phone in a pocket, backpack, locker, or elsewhere during the school day.

Failure to follow the established procedure may result in parent/guardian contact and progressive disciplinary action consistent with the RCSD Code of Conduct.

One student. One phone. One NuKase. A student's NuKase may not be used to secure or conceal another student's device. Additional or unauthorized devices discovered during the school day may be collected and securely stored in accordance with school procedures.

Students may not access or use their phone during the school day unless specifically authorized by a school administrator. This includes using a phone for calls, texting, social media, photography, video, audio recording, gaming, or other purposes.

In the event of an emergency, parents/guardians should contact the School of the Arts Main Office rather than contacting a student directly on their cell phone during school hours. School personnel will ensure that urgent messages reach students.

CONSEQUENCES

Unauthorized possession or use of a cell phone during the school day may result in the device being collected and securely stored.

Any cell phone violation will result in parental pick-up of the device. Parents/guardians will be contacted, and repeated violations may result in progressive disciplinary consequences.

Using a cell phone or other personal device to photograph, video record, or audio record others without authorization may result in additional disciplinary action.

DAMAGE OR TAMPERING

Students may not break, alter, disable, manipulate, or otherwise tamper with a NuKase in an attempt to circumvent its intended purpose.

A NuKase showing evidence of intentional tampering or damage will be confiscated and replaced. The student will be responsible for the \$20 replacement cost.

THE EXPECTATION IS SIMPLE

Arrive with your NuKase.

Secure your phone.

Keep it secured throughout the school day.

Access it again at dismissal.

The technology may be changing, but our expectation is not.

School of the Arts remains a bell-to-bell, personal-device-free learning environment.

WE ARE SCHOOL OF THE ARTS!