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Learning Today ~ Leading Tomorrow
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Dear Parents and Guardians:

As you may be aware, the mayor has changed the official policy on cell phones and electronic devices in schools. As part of this new policy the DOE is directing schools to set forth their own policy. After consultation with the School Leadership Team, the School Safety Team, and Student Council, the following electronic device policy was established.

The new policy is that students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices ("computing devices"); and 3) portable music and entertainment systems, such as iPods, MP3 players.

The expectation is that while these items are allowed in the school, no electronic device should be seen or heard in the school. It is expected that children will turn off their devices upon entry into the building. This includes all alarms, set reminders, and any other noises.

Please take the time to review the policy with your son or daughter to ensure they understand the information below. The grade level deans will be reviewing this policy in detail with each class throughout the week to ensure a clear understanding and answer any questions. Should you have any questions, please feel free to contact your child's grade level dean directly.

A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
3. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

B. Cell phones may be used as set forth below:

During the school day:

- Cell phones may not be turned on or used while on school property.

During after-school, school-sponsored programs or activities:

- Cell phones may not be used in any after-school instructional program unless directed to or under the supervision of a teacher or administration.
- Cell phones may be used during school sponsored trips solely for taking photographs that are appropriate and agreed to by the parties photographed. Utilization of cell phones to access the internet, text, or distribute/post information is not deemed acceptable use on school sponsored field trips.

C. Computing devices may be used as set forth below

During the school day:

- Computing devices may not be turned on or used while on school property.

During after-school, school-sponsored programs or activities:

- Computing devices may not be used in any after-school instructional programs unless directed to or under the supervision of a teacher or administration.

D. Portable music and entertainment systems may be used as set forth

During the school day:

- Portable music devices and entertainment systems may not be turned on or used while on school property.

During after-school, school-sponsored activities:

- Portable music devices may not be used in any after-school instructional programs unless directed to or under the supervision of a teacher or administration.
- Portable music devices may be used during school sponsored trips solely for taking photographs that are appropriate and agreed to by the parties photographed. Utilization of portable music devices to access the internet, text, or distribute/post information is not deemed acceptable use on school sponsored field trips.

E. Confiscation and return of electronic items

- If any device is confiscated due to a violation of this policy, violation of the DOE's Discipline Code, and/or the DOE's Acceptable Use and Safety Policy, parent/guardian will be notified of the confiscation. Based on the nature of the violation, the following measures may be instituted:

1st offense: confiscation of the item and returned at the end of the school day

2nd offense: confiscation of the item and returned following parent conference

3rd offense: confiscation of the item and returned following parent conference and warning of revocation of privilege if 4th offense occurs

4th offense: revocation of privilege to bring item to school

F. Discipline

School-based policies must state that students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Respectfully,

Jennifer Miller
Principal