



Jaclyn Reyes
Assistant Principal

THE MEYER LEVIN SCHOOL FOR THE PERFORMING ARTS

"Excellence In All We Do!"

Jamie Hendrickson
Principal

5909 Beverly Road
Brooklyn, NY 11203
P: (718) 451-2200
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Rahdaysha Cummings
Assistant Principal

Distraction-Free Learning Policy for Internet-Enabled Personal Devices

Effective: September 4, 2025

Dear Families,

In alignment with New York State legislation enacted by Governor Kathy Hochul and Chancellor's Regulation A-413, all public schools are now required to implement a Distraction-Free Learning Policy that limits student access to internet-enabled personal devices—including cell phones, smartwatches, tablets, and similar technology—during the instructional day.

Our school is committed to fostering a focused, safe, and engaging academic environment for all learners. Students are not permitted to access or store internet-enabled devices in their bookbags or on their person during the school day.

Collection and Storage Procedures

To ensure compliance and support of a distraction-free school experience:

- Upon arrival, students must turn off all personal internet-enabled devices.
- Devices will be placed in individualized envelopes during the first period class, collected, and stored in the dean/administrators office for each floor.
- Devices will be returned to students at dismissal.
- Students who arrive late or leave early will follow check-in/check-out protocols in the main office.

The school is not responsible for any lost, damaged, or stolen devices that have **NOT** been submitted for collection.

Communication During School Hours

If you need to contact your child during the school day, please use one of the following school numbers:

- **Main Office** – Ms. Best or Ms. Barrett (718) 451-2200
- **Parent Coordinator** – Mr. Knox (347) 228-4324

Students may also request permission to use the main office phone in emergencies.



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In Case of Emergency

Communication with students and families will be handled promptly through the following procedures:

- Parents/Guardians will be notified via NYC Schools Account (NYSCA). This account allows you to access GAMA and other important school notifications.
 - To set up your NYSCA visit <https://www.schoolsaccount.nyc/>
 - Click "Create Account"
 - Use the code provided by P.C. Knox. He is available to support parents/guardians with setting up their account as needed. Reach out to him directly to make an appointment.
- Parents/Guardians will also receive updates on the school app. Please visit your APP store and download the Meyer Levin app (look for the school crest).

Authorized Use Exceptions

Students may only use personal devices during the instructional day when:

- Required by a student's IEP or 504 Plan (requires signed documentation from a medical provider)
- Needed for medically documented reasons (i.e. diabetes monitoring: requires signed documentation from a medical provider).
- Approved for **translation** or **caregiving** needs

Please ensure all necessary documentation is submitted to the main office via email to Ms. Barrett at abarrett@schools.nyc.gov by **September 20, 2025**, to ensure appropriate accommodations. Documented medically necessary exceptions will be processed in 24 hours..

Violations & Consequences (Aligned to Chancellor's Regulation A-413)

Students found with an unauthorized internet-enabled device will face the following progressive consequences:

- **1st Offense:** Device held in the main office and returned to the student at dismissal.
- **2nd Offense:** Parent/guardian must retrieve the device from school.
- **3rd Offense and beyond:** Meeting with school leadership. Additional interventions may apply based on the NYC DOE Discipline Code which include but are not limited to exclusion from student activities and community gatherings.



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Use of Devices Outside Bell-to-Bell Instruction

Internet-enabled personal devices may be used at the following times only:

- **Before School (7:30 a.m. - 8:00 a.m.):** To inform parents of safe arrival
- **After School (2:50 p.m. Mon-Thurs and 12:50 p.m. on Friday):** As directed by after-school program
- **School-Sponsored Activities:** School outings off site. **Please note phones must be powered down and not used during the field trip unless there is an emergency.**



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Acknowledgement Form

Student Acknowledgement

I have read and understand the school's Distraction-Free Policy. I agree to turn off and submit my internet-enabled personal devices each day and will not use them during instructional hours unless given permission.

Student Name (Print): _____

Student Signature: _____ Date: _____

****Failure to sign and return this form does not exempt your child from adhering to the Policy. All students are expected to comply fully with the policy regardless of signature status**

Parent/Guardian Acknowledgement

I have reviewed the Distraction-Free Policy with my child. I understand and support the school's expectations and agree to reinforce this policy at home.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

****Failure to sign and return this form does not exempt you from adhering to this policy. All parents are expected to know and direct their scholar(s) to comply with the policy regardless of signature status**

Thank you for your continued support as we prioritize academic achievement, student wellness, and a safe school culture. Should you have questions or need further clarification, please do not hesitate to contact us.

Sincerely,

Jamie Hendrickson
Principal
Meyer Levin School for the Performing Art