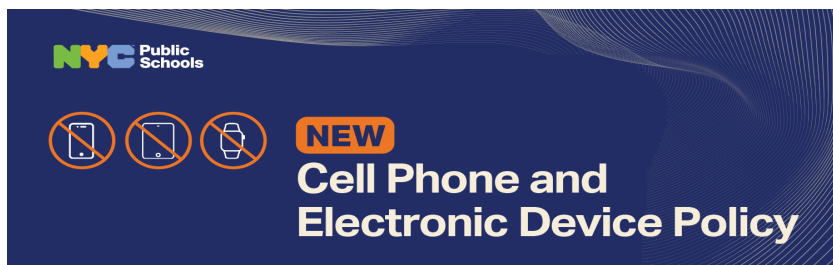




Epic High School South (27Q314)
121-10 Rockaway Blvd
Ozone Park, NY 11420
(718) 845-1290

Dr. Subhas Mohan, Principal
Ms. Clidege Pierre, Assistant Principal
Mr. John Geyer, Assistant Principal
Mr. Javier Moran, Assistant Principal

EPIC HS SOUTH STUDENT CELL PHONE AND ELECTRONIC DEVICE POLICY 2025-2026 *Updated 8/26/2025*



Effective September 4, 2025

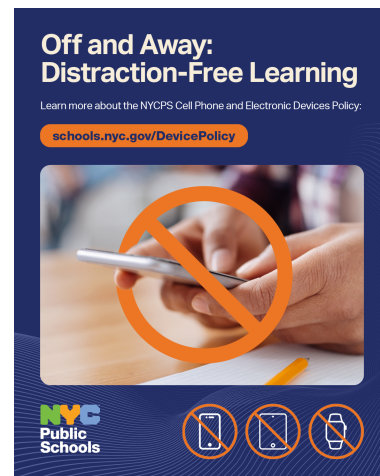
At Epic High School South, we are committed to providing a focused, distraction free learning environment. In compliance with Education Law §2803, all New York State schools are required to adopt a policy that prohibits the use of personal internet enabled electronic devices during the school day. To support this effort, Epic High School South is becoming a phone free school through the implementation of the Safe Pouch program.

Our school community including students, families, and staff share the belief that students should be fully engaged during the school day without distractions from cell phones, smartwatches, or similar devices. This policy is designed to support academic success and emotional well being.

*Students will not be permitted to use or access their **personal internet-enabled electronic devices** upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including lunch. The school day starts at 8:55 AM and ends at 3:15 PM. Students will be able to use school/NYCPS-issued devices during the school day.*

“Internet enabled electronic devices” include but are not limited to:

- Cell phones and smartphones
- Smartwatches
- Tablets and iPads
- Portable entertainment and music systems
- Laptops not issued by NYCPS



SAFE POUCH PROCESS – DAILY EXPECTATIONS

Each student will be issued a personal Blue Safe Pouch. While the pouch remains school property, students are responsible for bringing it to school **daily** in good working condition.

Upon entering school, students will:

1. Turn off their device or devices
2. Place all cell phones and smartwatches into their Safe Pouch
3. Secure the pouch in front of school staff
4. Place the pouch into their backpack for the school day

At the end of the school day (3:15 PM):

- Students will unlock their Safe Pouch in the presence of staff and remove their device or devices
- They will bring their pouch home and must return with it each day

Students who arrive late or leave early will pouch or unpouch their devices upon entering or exiting

EXCEPTIONS

Students may use their personal internet enabled devices only under the following circumstances:

- Emergencies or threats to safety
- Medical or IEP or 504 accommodations requiring device use (must be documented and approved)
- Administrative or teacher authorization for educational purposes
- Student athletes who need to unlock before departure for games
- Seniors with abbreviated schedules, verified by school staff, may unlock their devices as they leave.

To request an exception, parents or guardians must contact:

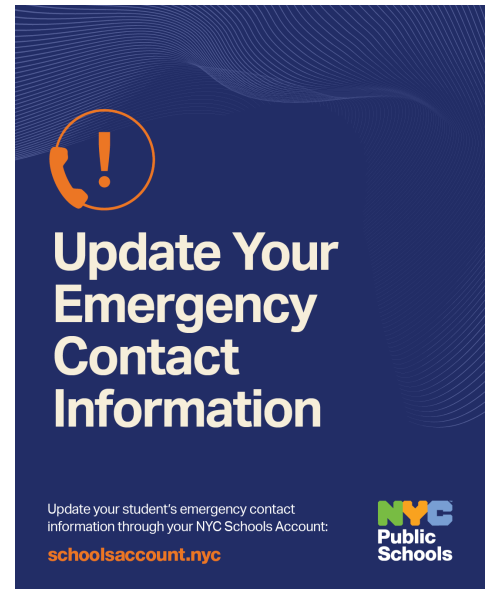
- Javier Moran, Assistant Principal – jmoran15@schools.nyc.gov
- Natasha Jones, Parent Coordinator – Njones34@schools.nyc.gov | 718-845-1290

Requests will be reviewed and processed within the first week of school

EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians may reach their child during the school day by calling Parent Coordinator Natasha Jones at 718-845-1290
- In case of emergency or exigent circumstances, students may access a phone in the Main Office, Room 403, to contact home in an emergency
- In case of emergency or exigent circumstances, the school will use GAMA to send emergency communications to families

Families are encouraged to set up their NYCSA account to access messages through GAMA



DISCIPLINE

Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the **nature and frequency** of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store device) may result in a suspension if approved by the Office of Safety and Youth Development.

- First offense: Device is confiscated and returned to the student after school
- Repeated offenses: Device is confiscated, and parents must pick it up after school. Student and parent will review the policy with an administrator
- Students who refuse to comply with the policy or refuse to pouch their device may face additional consequences. Repeated insubordination may result in a suspension if approved by the Office of Safety and Youth Development
- Students may not be suspended solely for accessing a personal internet enabled device in violation of the policy

LOST OR DAMAGED POUCHES

- Repair/Replacement fee:\$5
- Students are responsible for bringing their pouch each day and keeping it in good condition

STUDENT ACKNOWLEDGMENT

Every student is responsible for:

- Turning off and storing their phone and smartwatch in the Safe Pouch daily
- Keeping their pouch locked and stored in their backpack during the school day
- Unlocking and removing their device only at dismissal under staff supervision
- Respectfully requesting help for emergencies or accommodations
- Paying the required fee for damaged or lost pouches

If a student does not have a phone, they will still be assigned a Safe Pouch to store other electronic items such as earbuds or smartwatches. Students must bring the pouch every day regardless of whether they carry a phone.

We appreciate your cooperation as we work together to support a more productive and engaging learning environment for all students.

Student Name and ID #: _____ Date: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____