



**New York City Public Schools**

Melissa Aviles Ramos, Chancellor

## **The William C. Hughley School PS/IS 116 Queens**

A Community of Learners

107-25 Wren Place

Jamaica, NY, 11433

Telephone: 718-526-4884 Fax: 718-658-5663

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**DR. TARA MALAGOLI**, Principal  
**ISANNAH WINLEY**, Assistant Principal  
**CLAUDETTE HANSON**, Assistant Principal  
**AKSA MOUGHAL**, IA Assistant Principal

Dear PSIS116Q Families:

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow Education Law §2803, effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

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 during lunch. The school day starts at 8:10 a.m. and ends at 2:30 p.m. Students will be able to use school/NYCPS-issued devices during the school day.

### **1. COLLECTION/STORAGE**

- Upon arrival, students must power off their devices.
  - In each homeroom and designated classroom, staff members will collect devices each morning by 8:10 a.m. and place the device in a lock box.
  - At the end of the school day, devices will be distributed by staff in homeroom and/or designated classroom at dismissal by 2:25 p.m.
  - Students who were late or had their device confiscated will have to pick up their device from the main office with Ms. Butler.
  - Students with approved early dismissal will retrieve their devices in their homeroom from Dean Antoine and/or Dean Cromer.

### **2. EMERGENCY COMMUNICATIONS**

- In case of emergency or exigent circumstances, parents or guardians can call Community Associate Darnell Hickman at 718-526-4334 to reach their child.
- In case of emergency or exigent circumstances, students may use a designated phone in the main office to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use Class DoJo and GAMA to communicate information to parents or guardians. Contact your child's teacher to ensure you are registered to receive free messages on the Class Dojo mobile phone application.



Here is how parents/guardians can access the automated messaging system (GAMA):

### Step-by-Step Guide to Set Up NYCSA

#### 1. Get Your Account Creation Code

- Ask your child's school for an **Account Creation Code** (also called a registration code).
- You can get it by:
  - Calling or visiting the school.
  - Requesting it via the school's parent coordinator or community associate.

#### 2. Visit the NYCSA Website

- Go to: <https://www.schoolsaccount.nyc/>

#### 3. Click "Create Account"

- On the homepage, click the "**Create Account**" button.

#### 4. Enter Your Information

You'll be asked to provide:

- Your **first and last name**
- Your **email address** (this will be your username)
- Create a **password**

#### 5. Enter the Account Creation Code

- Type in the code you got from the school.
- Enter your child's **9-digit student ID (OSIS number)** — found on report cards or school IDs.

#### 6. Confirm and Finish Setup

- Review your information.
- Confirm your email address via a verification link sent to you.
- You're all set!

#### What You Can Do with NYCSA:

- View **grades, attendance, and test scores**
- Update **contact information**
- Access **school forms**
  - a. Get **school notifications and alerts**

#### 3. EXCEPTIONS

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and **do not** have a DOE-issued device for such purpose.
- Parents/guardians must contact Laura DeVito at 718-526-4884 if a student requires an exception for reasons such as: medical monitoring/treatments (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within 48 school business hours.

#### 4. 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.



**5. OTHER: If lost or stolen**

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact our Community Associate Darnell Hickman at 718-526-4884.

In Service of Children,  
Dr. Tara Malagoli  
Principal