

Women's Academy of Excellence

Building Leaders, Building a Nation

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Dr. Florilinda L. Sol Cruz, Principal

Ms. Maudi Rodriguez, Asst. Principal

WAE School Cell Phone & Electronic Device Policy (Revised August 25, 2025)

Purpose:

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.

Policy statement:

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 8:20 am and ends at 2:39 pm. 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.
 - A designated collection point, supervised by staff members, will be set up on the 1st floor, entrance of WAE students in the building between 8:00 am and 8:30 am.
 - Any student who comes late, phones will be collected in the main office
 - On the center desk (if a staff member is available)
 - In the main office- Room 342 if no one is available in the center desk
 - Student's cellphones will be stored in a secure locker (with individual slot for each student).
 - At the end of the school day, devices will be distributed by school staff as follows from 2:40 pm – 3:00 pm.
 - 9th and 10th grade – Room 318
 - 11th and 12th grade – Room 316
 - Student/s who are approved for early dismissal must report to the Main Office to collect their cell phone:
 - Phones will be released by Ms. Newman (Parent Coordinator) or Ms. Espinosa (Secretary).

- If neither staff member is available, students should report to Asst. Principal Ms. Rodriguez in Room 318 to receive their phone

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call the Parent Coordinator, Ms. Newman, at **332-261-6612** to reach their child. **THIS NUMBER IS ONLY FOR EMERGENCY OR EXIGENT CIRCUMSTANCE.** For all other calls, please call 718-542-0740
- In case of emergency or exigent circumstances, students may access phones in the main office (room 342) to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use GAMA to communicate information to parents or guardians. Please see a copy that explains how to set up NYCSA account to access GAMA.

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 Ms. Maudi Rodriguez, Asst. Principal at 718-542-0740 or email at mrodriguez95@schools.nyc.gov. if a student requires an exception for reasons such as medical reasons (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.
- Exceptions will be processed and approved within 5-7 business days.

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

- 1st offense – confiscation and return after school, parent contact
- 2nd offense – confiscation, parent contact and parent pick up the phone at the end of the day
- 3rd offense – confiscation, parent conference, In-school disciplinary response (e.g., formal restorative conference, exclusion from extracurricular activities, or communal lunchtime)
- 4th offense – confiscation, parent conference and revocation of privilege to bring device to school for the remainder of the school year, except as permitted under any approved exception.

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.

For all retrievals, the following is strictly enforced:

1. parents/guardians must bring valid identification is required.
2. Only parents or legal guardians listed on the student's blue card are authorized to retrieve a confiscated device.
3. For 2nd – 4th offenses, device will only be released during school hours, which is no later than 4:00 pm.



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

- The school is not responsible for lost, stolen, or damaged devices
- 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 Ms. Shannae Heywood, the Dean at 718-542-0740 or email at SHeywood2@schools.nyc.gov.