



Public School 112
Jose Celso Barbosa Elementary School

535 East 119th Street, New York, N.Y. 10035
(212) 860-5868 & (212)860-6077 (fax)

Lisa Velazquez, Principal

Nicole Bonaventura, Assistant Principal

Dear PS 112 Families,

We hope this letter finds you well. At PS 112, we strive to create a learning environment that supports academic excellence, safety, and respect for all students. We understand that many of our students may need cell phones and other electronic devices due to circumstances before and after school. To maintain this environment, and in compliance with [Chancellor's Regulation A-413](#) and [Education Law §2803](#), the following policy governs student use **of cell phones and other personal internet-enabled devices:**

[In alignment with Chancellor's Regulation A-413](#)

General Policy

- Students may bring personal devices (e.g., cell phones, smartwatches, tablets) to school but must keep them turned off and stored away in student backpacks, in classroom closets during school hours (8:30 AM – 2:50 PM), including breakfast, lunch, recess, and transitions.
- School-issued internet-enabled devices (e.g., iPads, laptops) may be used under teacher direction.
- Personal non-internet-enabled devices (e.g., MP3 players, music devices) may be used when approved by the teacher.

Permitted Exceptions: Use of personal internet-enabled devices may be allowed only under the following conditions:

- For educational purposes, with prior school authorization
- For documented medical needs (approved by the Office of School Health)
- For translation purposes, at the school's discretion
- If required by an IEP or 504 Plan (when DOE devices are not available)
- For students with family caregiving responsibilities, as determined by the counseling staff
- In emergencies, as determined by school leadership

Device Storage

- Devices will be stored in student backpacks, in classroom cubbies/closets, during the school day.
- Students may access devices during the day only if permission is granted for one of the exceptions listed above.

Parent Communication: If you need to reach your child during the school day, please:

- Call the **main office at (212) 860-5868**
- Email, text, call or message the teacher via the classroom teachers stated preferred method of communication (for non-urgent matters)
- If a student needs to contact their family during the day for an **urgent or emergency reason**, they should inform their teacher or a staff member. The main office will assist in facilitating the call.
- In the event of an emergency that requires school-wide communication, PS 112 will use the DOE Messenger system. Please ensure your contact information is up to date in NYSCA (New York City Schools Account) to receive notifications without delay.



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Violations & Progressive Discipline

- Unauthorized use will result in confiscation of the device and return at the end of the day.
- Repeat violations may result in a parent being required to pick up the device.
- Suspension for device use is prohibited. All discipline will align with the NYC DOE Discipline Code.

Lost or Stolen Devices

- PS 112 is **not responsible** for lost, stolen, or damaged personal devices. Students bring devices to school at their own risk.
- 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](#).
- If a device is lost or stolen:
 - The student should notify the main office immediately.
 - Families should file a report with the school and submit a claim with the comptroller's office.

Policy Oversight & Communication

- The policy will be posted on the school website and distributed to families in English and Spanish.
- Any updates will be communicated in writing.

We appreciate your cooperation in helping us ensure that our students remain focused and engaged in learning. Should you have any questions or concerns about the cell phone policy, please feel free to contact the school at your convenience.

Thank you for your continued support of our school community.

In Partnership,

Lisa Velazquez

Lisa Velazquez
 Principal, PS 112

I acknowledge that I have been provided with the PS 112 Cell Phone Policy

Child's Name

Child's Grade

Parent Signature

Date