



Cypress Hills Collegiate Prep
999 Jamaica Avenue, Brooklyn, N.Y. 11208
Telephone - 718-647-1672 / Fax - 718-647-6719



Anthony Stipanov, Principal

Danielle Naughton, Assistant Principal
Michelle Capasso, Assistant Principal

September 2026

Greetings Parents and Guardians,

As we prepare for the upcoming 2026–2027 school year, we aim to ensure that all students are well-equipped for academic success in a safe, organized, and conducive learning environment. Per Chancellor's Regulation A-413, which governs the use of cell phones and other electronic devices in schools, we are implementing updates to our technology policy that require your support.

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 devices) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

COLLECTION / STORAGE:

- Upon arrival, students must power off their devices.
- A designated collection point, supervised by staff members, will be set up by 7:30am entrance to the building.
- At the end of the school day, devices will be distributed by school staff in location students 8th period classrooms between times 2:15 and 2:20
- Students who were late will have to pick up their device from the main office, room 402.
- Students who had their devices confiscated at scanning or throughout the day, will have this device placed in a collection bag, with their name on it and locked in room 402 throughout the day. Students can collect their device from our Dean, Ms. Gaspard (Brown) in room 416 after 2:20pm.
- Students with approved early dismissal will retrieve their devices in our main office, room 402.

EMERGENCY COMMUNICATIONS:

- In case of emergency or exigent circumstances, parents or guardians can call our Parent Coordinator, Ms. Guy at 929-399-8815 to reach their child.
- In case of emergency or exigent circumstances, students may access phones in specific location 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.

Here is how parents/guardians can access the automated messaging system: [directions](#) for setting up [NYCSA account](#) to access GAMA.



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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 Phillip Varghese at 718-647-1672 if a student requires an exception for reasons such as: medical monitoring/treatment s (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 two business days.

We ask for your cooperation in ensuring that these personal devices are left at home unless they are specifically authorized by the school administration for instructional or accessibility purposes. Please note that we will continue to collect cell phones in our standard operating procedure and return to students 8th period.

Limited Storage Capacity for Electronic Devices: Please note that our school has limited space for secure device storage. While we make every effort to handle all confiscated devices with care, exceeding our storage capacity puts all devices at risk of damage or loss, including those belonging to your child. By keeping non-DOE devices at home, you are helping us prevent overcrowding in our storage facilities and ensuring that DOE-issued technology can be maintained in optimal condition. CHCP will not be held responsible for any unauthorized devices brought into the school building.

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 thank you in advance for your attention to this matter and for partnering with us to support a safe, respectful, and academically focused school environment. Should you have any questions about this policy or need clarification on DOE-issued technology use, please contact our Dean, Ms. Gaspard (Brown) at Tbrown113@schools.nyc.gov or 718-647-1672 extension 4.

Warm regards,

Anthony Stipanov
Principal