



ACADEMY OF URBAN PLANNING & ENGINEERING EST. 2003

400 Irving Avenue, 5th & 6th Floor

Brooklyn, NY 11237

(718) 381-7100 x5206 Fax (718) 497-1974 www.aupenyc.org

Michael Schulman, Acting Principal

Valerie Vu, Assistant Principal Supervision

Mary Couri, Acting Assistant Principal Supervision

"BUILDING COMMUNITIES OF LEARNERS"

August 2026

Dear Parent or Guardian,

As we approach the school year, we want to remind parents that AUPE has a cell phone policy that adheres to Education Law §2803 which states that 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.

Continuing this school year, the following policy will be implemented:

1. Assigned Pouches: Each student will be assigned a colored, numbered pouch for their personal devices. Upon entry, students will submit their devices in these pouches, which will be securely stored until dismissal. At the end of the day, students will retrieve their devices from the auditorium. Students that are dismissed early are to retrieve their device from the Dean's office.

2. Lost Pouch Protocol: If a student loses their assigned pouch, they will still be required to submit their device upon entry. However, they will not be able to retrieve it until after 9th period, ensuring accountability and security. Students may purchase a new pouch at a cost of \$5.

3. Consequences for Breaking Policy: Students who attempt to sneak devices into the building or attempt to retrieve their device before the conclusion of their day will have them confiscated. The first-time offenders will receive a phone call home and can retrieve their device after 3:45 PM. Students who violate this policy three times may be suspended from school.

4. 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.



ACADEMY OF URBAN PLANNING & ENGINEERING EST. 2003

400 Irving Avenue, 5th & 6th Floor

Brooklyn, NY 11237

(718) 381-7100 x5206 Fax (718) 497-1974 www.aupenyc.org

Michael Schulman, Acting Principal

Valerie Vu, Assistant Principal Supervision

Mary Couri, Acting Assistant Principal Supervision

"BUILDING COMMUNITIES OF LEARNERS"

In the event you need to contact your child, please see the phone numbers below.

Staff Name		Extension
Administration	Title	718-381-7100 PRESS 2
Mike Schulman	Acting Principal	5212
Valerie Vu	Assistant Principal	5123
Mary Couri	Acting Assistant Principal	5210
Support Staff	Role	
Lesme Morales	Dean	
Kyle Novak	Dean	5200
Janery Nunez	Parent Coordinator	5203
Massiel Olivo-Heredia	Pupil Secretary	5109
Aaron Roth	9th Grade	5206
Veronica Manzo	10th Grade	5201
Cynthia Rodriguez	11th Grade	5129
Milena Uribe	12th Grade	5222
Paola Munoz	FRNYC & College Advisory	5222

If you have any questions or concerns, do not hesitate to contact the Dean's Office at (718) 381-7100 PRESS 2 THEN ex 5200.

Thank you for your understanding and partnership as we strive to provide the best possible educational environment for our students.

Sincerely,

Mike Schulman
Acting Principal