



CARDINAL McCLOSKEY
COMMUNITY CHARTER SCHOOL

Cardinal McCloskey Community Charter School

Cell Phone/Electronic Device Policy K-5

This updated Cell Phone/Electronic Device Policy for Cardinal McCloskey Community Charter School, complies with the NYC Department of Education Chancellor's Regulation A-413, issued July 24, 2025.

Effective for the 2025-2026 School Year

This policy has been updated to align with the NYC Department of Education Chancellor's Regulation A-413, issued July 24, 2025.

Section 1: General Policy

In accordance with Chancellor's Regulation A-413, the use of personal internet-enabled electronic devices by students is prohibited on school grounds during the school day. The school day includes all instructional and non-instructional times (i.e., 8 am-3:30 pm), such as classroom, lunch, and recess. Electronic devices include, but are not limited to, cell phones, smartphones, smartwatches, laptops, tablets, and portable music or gaming systems. Students are permitted to bring devices to school, but they must be turned off and stored for the entire school day as outlined below.

Section 2: Storage of Devices

CMCCS provides a mandatory storage method for all personal electronic devices to ensure they are not used during the school day, consistent with DOE policy.

- Grades K-5: Students will secure their device in the assigned case. Upon arrival, students will place their phone in a personal case which will be

locked. Students will maintain possession of their phone in the locked case and will not be able to use it until it is unlocked at dismissal.

Section 3: Exceptions to the Policy

The use of a personal internet-enabled device is prohibited unless an exception is granted.

A. Required Exceptions:

In accordance with DOE policy, the school must authorize the use of a device under the following circumstances:

- For a specific educational purpose, if authorized by the school principal/designee.
- For the management of a student's healthcare, as documented by the student's medical provider and reviewed by the Office of School Health.
- For a student caregiver who is responsible for a family member, as determined on a case-by-case basis by a school psychologist, social worker, or counselor.
- When such use is contained in a student's Individualized Education Program (IEP) or 504 Accommodation Plan.
- Where required by law.

B. School-Authorized Exceptions:

The school may authorize the use of a device under the following circumstances:

- During an individual student emergency, where the parent has notified the principal/designee of the specific emergency.
- For translation and interpretation services if other means of translation are not available.

Section 4: Prohibited Use

Regardless of any exception, personal electronic devices may not be turned on or used in the following circumstances:

- During the administration of any school quiz, test, or examination, unless explicitly authorized.
- In locker rooms or bathrooms.
- During school fire drills or other emergency preparedness exercises.

Section 5: Violations and Discipline

Students who use an electronic device in violation of this policy will be subject to progressive discipline in accordance with the School's Discipline Code. However, a student may not be suspended solely on the grounds that they accessed a personal electronic device in violation of the school policy.

Section 6: Confiscation of Devices

- Students who violate the policy may have their devices confiscated by school staff.
- If a student refuses to hand over a device, staff will not engage in confrontation and will instead notify a school administrator.
- When a device is confiscated, the principal/designee will contact the student's parent. The device will be secured in a locked office.
- The device will be returned to the parent following a parent conference, during which this policy will be reviewed.

Section 7: Emergency Contact Procedures

In accordance with Chancellor's Regulation A-413, parents who need to contact their child during the school day in the event of an emergency must call the school or teacher directly. School staff will relay messages to the student.