



DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

George Cromwell Community School



P.S. 38R

421 Lincoln Avenue
Staten Island, New York 10306

Telephone: 718-351-1225

Fax: 718-979-2487

Dr. Roderick Palton, Community Superintendent
Mrs. Christine Chavez, Deputy Superintendent

Dr. Jason Cotto, Principal
Mrs. Mary Frisz, Assistant Principal
Ms. Christine Agnello, Secretary
Mrs. Kimberly Bottalico, Parent Coordinator

P.S. 38 Bell to Bell Cell Phone and Electronic Device Policy- School Year 2025-2026

Purpose of cell phone policy:

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 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 7:45 am and ends at 2:05 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.
- **If the school collects devices...**
 - A designated collection point, supervised by staff members, will be set up in 3rd through 5th grade classrooms between **7:45am** and **8:00am** and students will store their cell phones/devices in the cell phone storage locker. School staff will be responsible for locking the storage locker. If students arrive after this window, school staff will have the student secure their cell phone in the locker.
 - At the end of the school day, students will retrieve their cell phone/devices from the cell phone storage locker between **1:45pm** and **2:00pm**.
 - Students with approved early dismissal will retrieve their devices in the main office from Ms. Agnello, Secretary, at 718-351-1225 cagnello@schools.nyc.gov, or Mrs. Botallico, Parent Coordinator at 718-351-1225 (school phone) or 929-692-4253 (NYCDOE cell phone) kbottalico@schools.nyc.gov.

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call Mrs. Botallico at 718-351-4225 extension 1501 (school phone) or 929-692-4253 (NYCDOE cell phone).
- In case of emergency or exigent circumstances, students may access phones in the main office to reach their parents or guardians.



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- In case of emergency or exigent circumstances, the school will use GAMA to communicate information to parents or guardians.

a. Here is how parents/guardians can access the automated messaging system: **(see directions for setting up NYCSA account to access GAMA, etc)**

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 Mrs. Botallico at 718-351-1225 extension 1501 (school phone) or 929-692-4253 (NYCDOE cell phone) if a student requires an exception for reasons such as: medical monitoring/treatments (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 2 school 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. 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

- 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 Dr. Cotto, Principal, at 718-351-1225 or jcotto@schools.nyc.gov