



Community School District 13  
355 Park Place  
Brooklyn, NY 11238



*Meghan Dunn, Superintendent*

*Darlene Cameron, Deputy Superintendent*

*Lisa H. Pilaski, Executive Director*

## **MS 301 Restoration Academy Personal Electronics Free Policy School Year 2025 - 2026**

*District 13 is committed to optimizing our school learning environments for all students.*

*To ensure that we are maximizing our instructional time and supporting all students' interpersonal development, we have a district wide personal electronics free policy. We believe in the importance of fostering meaningful interpersonal interactions, encouraging play, and cultivating moments of joy throughout the school day. These values help support the overall well-being and development of our students. As such, our electronics free policy is a standard expectation across all schools in the district.*

**All personal electronics and internet-enabled devices including but not limited to: phones, smart watches, personal gaming devices, ipads, Walkmans, AirPods, iPods, digital cameras, etc., are not to be put out or used during school, including after school programming. For the upcoming school year, the regular school day at 13K301 is 8:00am - 2:20pm and, once it begins, our after school programming will dismiss at 5:00pm.** Across District 13 Middle Schools, every student is assigned a personal Yondr Pouch. The Yondr Pouch is considered school property, and each student is responsible for bringing their Yondr Pouch with them to school every day and keeping it in good working condition.

For all questions and communication regarding the Cell Phone Policy at 13K301, please contact the School Cell Phone Policy Supervisor, Nadea Tucker at 718-245-8766

### **Daily Process**

Before students **Enter the School Building** , students will:

- 1) Turn their phone off.

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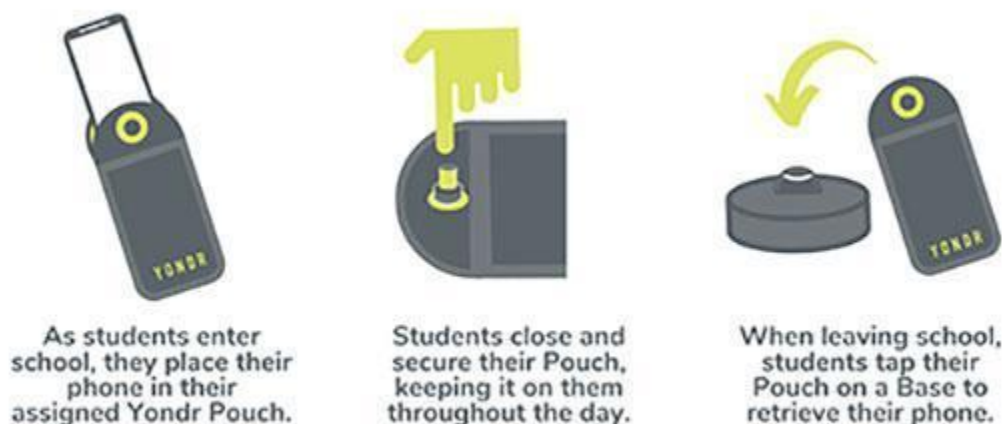
*Lisa H. Pilaski, Executive Director*

- 2) Place their personal electronics (phone, earbuds, iPads, etc...) inside their Pouch and secure and lock it.
- 3) Have their pouch available for the supervision staff member

Students are responsible for storing their pouch in their backpack and/or locker for the day. Upon **Leaving the School Building** for the day, students will:

- 1) Remove their personal electronics from their Yondr pouch.
- 2) Put their Yondr pouch someplace safe to bring back the next day..

**\*Students arriving late or leaving early will pouch/unpouch their phones at the attendance window OR the Main Office.**



### **Forgotten Pouch**

If a student forgets their Pouch, **their phone will be collected, and the administration will call home to remind the Parent of the policy.** The phone will be returned to the student at dismissal. The school has no liability for phones that are lost, stolen, or damaged during staff collection. All students are given a Yondr pouch to be in control of their phones at all times. If you do not bring this pouch to school, you are giving up this right.



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If a student consistently forgets their Pouch, it is considered Lost. **Refer to the Lost Pouch Policy.**

### **Lost / Damaged Pouches**

Yondr pouches are considered school property and must be returned to the school in the same condition in which they were given to you in September.

- If your pouch is damaged and no longer usable, Administration will collect the phone/Pouch and a parent/guardian will be required to come to school and pick it up. As per the [NYC Discipline Code](#) (B28; damage to school property) this will be logged into the Online Occurrence Reporting System (OORS). The cost of a replacement pouch is \$25. If you choose not to pay for a replacement pouch, your phone will be collected by Administration daily, as per the policies outlined above.

Examples of damage:

- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

### **Emergency Communication**

In case of emergency, if you need to contact your child during the school day, please call Ms. Tucker in the main office at 718-245-8766. If your child needs to contact you, phones are available in the main office and guidance office for emergencies. Additionally, the school uses GAMA, Jupiter, ClassDojo to send out whole school communication including any emergency updates. During the beginning of the school year, we will confirm that you have access to these communication platforms. If you have questions about our school



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based communication platforms please contact our parent coordinator N. Tucker at 718-245-8766 or email [ntucker6@schools.nyc.gov](mailto:ntucker6@schools.nyc.gov).

### **Disciplinary Policies**

Disregarding the Electronics Free policy is a violation of both New York State Law and Chancellor's Regulation A-413. Below are some sample disciplinary responses. Please review the New York City Public School's Discipline Code for a full explanation of the disciplinary policy.

Sample Cell Phone Infractions	Possible School Actions
<ol style="list-style-type: none"><li>1. Having an electronic device out</li><li>2. Having an electronic device turned on</li><li>3. Using an electronic device</li></ol>	Device will be taken by school staff; parent/guardian will be contacted; device will be returned at the end of the day.
<p>If students uses their phones to:</p> <ol style="list-style-type: none"><li>1. Take pictures</li><li>2. Record classmates and our staff members <b>(or off campus)</b></li><li>3. Share inappropriate content with classmates</li><li>4. Cyber-bully, e.g., posting negative comments on Facebook or any social media outlets</li></ol>	Please review the <a href="#">New York City Public Schools Citywide Behavioral Expectations</a> . These sample infractions constitute serious offenses to student safety and the well being of our entire school community. <u>These harmful activities can constitute school based discipline, even if they occur off school grounds or with students from other schools.</u>
The school reserves the right to create an individual intervention plan for students who consistently and habitually do not follow the district wide cell phone policy.	



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### **Policy Exceptions**

Exceptions to this policy will be limited and considered on a case-by-case basis. For example, students eligible for Assisted Technology (AT) Support pursuant to their Individualized Education Plan (IEP) and/or as a 504 accommodation and they do not have a DOE device; students who need their device for a medical reason; students who require translations and there are no other options available at the school or where otherwise required by law. Please reach out to Ms. Tucker at [ntucker6@schools.nyc.gov](mailto:ntucker6@schools.nyc.gov) for more information. Exceptions will be processed and approved within 1 calendar week.