

High School of Art and Design

Cell Phone Policy 2025-2026

NYC DOE Chancellor's Regulation A-413 Compliant

📋 Official Policy Document for Community Distribution

This webpage contains the complete High School of Art and Design cell phone policy for 2025-2026. Save this page for future reference or print for offline access. Share with family members as needed.

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Policy Overview - What You Need to Know

Effective August 2025 - High School of Art and Design implements a comprehensive cell phone and smartwatch storage policy in full compliance with NYC DOE Chancellor's Regulation A-413. Cell phones and smartwatches are prohibited during school hours and must be stored in lockers, while personal tablets and laptops may be used in class with teacher permission.

⚠️ Essential Information for Students & Families

Phones & smartwatches prohibited: Cell phones and smartwatches must be stored in lockers from 8:20 AM - 2:40 PM

Personal tablets/laptops permitted: iPads and laptops may be used in class with teacher permission only

Exceptions provided: Educational use, medical needs, student caregivers, IEP/504 plans, emergencies

Non-internet devices permitted: Basic fitness trackers, calculators, non-smart watches allowed

Emergency contact always available: Parents call main office (212) 752-4340, ext. 60711

No suspension for phone violations: NYC DOE A-413 protects students from suspension solely for device use

📞 Emergency Contact Information

Main Office: (212) 752-4340, Extension 60711

We will locate your student within minutes for any emergency situation

Complete Policy Details

Daily Requirements for Students

Upon arrival: Turn off cell phones and smartwatches

Store in lockers: Cell phones and smartwatches must be stored in assigned lockers for entire school day

Personal tablets/laptops: May bring iPads and laptops to class for educational use with teacher permission

Access only when authorized: May retrieve phones/smartwatches for approved exceptions during school hours

Regular retrieval: Phones and smartwatches available at 2:40 PM dismissal

Off-campus lunch (Jr/Sr only): May take phones when leaving campus

Device Categories - What's Allowed vs. Prohibited

❌ PROHIBITED (Must Be Stored in Lockers):

- Cell phones of any kind (iPhone, Android, etc.)
- Smartwatches with communication capabilities (Apple Watch, Galaxy Watch, etc.)

✅ PERMITTED WITH TEACHER PERMISSION (Personal Educational Devices):

- Personal tablets (iPads, Surface tablets, etc.) - classroom use only with teacher permission
- Personal laptops - classroom use only with teacher permission
- Gaming devices with internet access (Nintendo Switch with WiFi, etc.) - classroom use only with teacher permission

✅ PERMITTED (Non-Internet Enabled Devices):

- Basic fitness trackers (Fitbit without WiFi, simple step counters)
- Calculators (scientific, graphing without internet)
- Non-smart watches (analog, basic digital watches)
- MP3 players without internet connectivity
- Any device that CANNOT connect to the internet

✅ PERMITTED (School-Provided Devices):

- DOE-issued laptops, tablets, and educational technology
- Used only as directed by teachers for educational purposes
- Chromebooks and other school computing devices

Required Exceptions - When Students CAN Use Personal Devices

✓ REQUIRED: Educational Authorization

The principal or designee may authorize device use for specific educational purposes. This authorization must be documented, time-limited, and students must return devices to secured storage immediately after authorized use ends.

✓ REQUIRED: Medical Needs

Students with documented medical conditions requiring device monitoring (diabetes management, seizure alerts, etc.) may access devices when necessary for healthcare management. Requires written documentation from healthcare provider and review by the Office of School Health.

✓ REQUIRED: Student Caregivers

Students who are routinely responsible for the care and wellbeing of a family member may be authorized to access devices during the school day. This requires case-by-case review and determination by our school psychologist, social worker, or counselor.

✓ REQUIRED: IEP/504 Plan Requirements

Students MUST be permitted to use personal internet-enabled devices when such use is specifically written into their Individualized Education Program (IEP) or 504 Plan for medical or educational purposes (when the school has not yet provided a DOE-issued device for this purpose).

✓ REQUIRED: Legal Requirements

Students may access devices where required by law, as determined by the principal or designee in consultation with appropriate authorities.

? OPTIONAL: Individual Student Emergencies

Students may access devices during individual emergency situations when a parent has notified the principal or designee of the specific nature of the emergency. Access is limited to the duration of the emergency situation.

? OPTIONAL: Translation and Interpretation Services

Students may use devices for translation or interpretation services when other means are not available. This requires prior authorization from school administration.

Universal Device Restrictions

ALL electronic devices (personal and school-provided) are prohibited during:

- Administration of any school quiz, test, or examination (unless explicitly authorized by the school or specified in an IEP/504 plan)
- School fire drills or emergency preparedness exercises
- Use in locker rooms or bathrooms at any time

Consequences and Progressive Discipline

🚫 IMPORTANT: Important Student Protection Under NYC DOE A-413

Students may be subject to progressive discipline for device policy violations, but **students CANNOT be suspended solely for accessing personal internet-enabled devices in violation of school policy**. Suspension may only occur if device violations are combined with other disciplinary infractions such as insubordination or disruptive behavior.

First Violation

- Immediate device securing in pouch and locker storage
- Parent/guardian notification
- Restorative conversation about digital citizenship
- Review of policy requirements and available exceptions
- Discussion of any potential need for authorized exceptions

Second Violation

- Device confiscated for 48 hours
- Parent/guardian conference required before device return
- Student completes digital wellness workshop
- Meeting with guidance counselor
- Assessment for any applicable policy exceptions

Third Violation

- Device confiscated for one full week
- Administrative meeting with parents/guardians
- Student develops personal device management plan
- Comprehensive assessment for exception authorization needs
- Possible assignment to supervised study during lunch

Continued Violations

- Extended confiscation periods
- Formal disciplinary action (excluding suspension for device use alone)
- Possible restriction from school events and activities
- Development of individualized behavior support plan
- Referral to student support services

⚠️ Refusal to Surrender Device

Immediate removal from class

Parent/guardian contact and required conference

Progressive discipline for insubordination (may include suspension for insubordination, not device use)

Consequences for both device policy violation AND insubordination

Frequently Asked Questions

Q: Can students use their phones during lunch, study hall, or passing periods?

No. The "bell-to-bell" policy covers ALL school hours from 8:20 AM to 2:40 PM, including lunch, passing periods, study halls, and any non-instructional time. Students may only access devices for the approved exceptions listed in this policy.

Q: How do parents contact students during school hours in an emergency?

Call the main office immediately at (212) 752-4340, extension 60711. Our staff will locate your student within minutes and facilitate immediate communication for any emergency situation. This system ensures faster response than trying to reach students directly on their phones.

Q: Can students access their phones during school hours for approved reasons?

Yes. Students may access their stored devices during the school day when necessary for approved exceptions including: educational authorization from administration, medical needs, student caregiver responsibilities, IEP/504 plan requirements, legal requirements, individual emergencies (with parent notification to principal), and translation services.

Q: Are fitness trackers, calculators, and basic watches allowed?

Yes. Non-internet enabled devices like basic fitness trackers (without WiFi), calculators, and non-smart watches are permitted during the school day. However, smartwatches with calling, texting, or internet capabilities are prohibited and must be stored like smartphones.

Q: What about students with IEP or 504 plan accommodations?

Students with device use specifically written into their IEP or 504 Plan for medical or educational purposes MUST be permitted to access their devices as specified. If your student has such accommodations, contact their case manager to ensure proper documentation and implementation of this requirement.

Q: Can students be suspended just for using their phone during school?

No. NYC DOE Chancellor's Regulation A-413 specifically prohibits suspension solely for accessing personal internet-enabled devices in violation of school policy. Other progressive discipline measures are available, and suspension may only occur if device violations are combined with other disciplinary infractions.

Q: What if my student is a caregiver for a family member?

Students who are routinely responsible for the care and wellbeing of a family member may be authorized for device access on a case-by-case basis. This requires review and determination by our school psychologist, social worker, or counselor. Contact the guidance office at (212) 752-4340 to discuss your student's specific situation.

Q: Can Juniors and Seniors use their phones during off-campus lunch?

Yes. Upperclassmen with approved off-campus lunch privileges may retrieve their secured pouches from lockers when leaving for lunch, unlock them once off school grounds, but must return devices to secured pouches and lock them before re-entering school property.

Q: Can individual teachers authorize phone use for educational purposes?

No. Educational authorization for personal device use must come from the principal or their designee, not individual teachers. Such authorization must be documented, time-limited, and students must return devices to secured storage immediately after the authorized educational use ends.

Q: What if a student needs their phone for translation or language support?

Students may use devices for translation and interpretation services when other means are not available. This requires prior authorization from school administration. Contact the main office to discuss translation accommodation needs for your student.

Contact Information



Main Administration

Main Office: (212) 752-4340
Emergency Extension: 60711
Principal: Maximillian ReSugura

Email: msugura3@schools.nyc.gov

AP Building Culture: Barrington

McCalla

Ext. 42001 |

bmcalla@schools.nyc.gov

Parent Coordinator: Ms.

Johnson

Ext. 60712 |

JJohnson32@schools.nyc.gov



Student Support Services

School Nurse: Ms. Langer

Ext. 60403 |

klanger@health.nyc.gov

AP Guidance: Ms. Daly

Ext. 10204 |

mdaly6@schools.nyc.gov



Guidance Counselors

9th Grade: Ms. Gaynor

Ext. 10203 |

dgaynor4@schools.nyc.gov

10th Grade: Ms. Cox

Ext. 10205 |

acox3@schools.nyc.gov

11th Grade: Mr. Reyes

Ext. 10206 |

nreyes2@schools.nyc.gov

12th Grade: Ms. Montero

Ext. 10202 |

mmontero5@schools.nyc.gov

College Counselor: Ms. Lawkins

Ext. 60202 |

klawkins@schools.nyc.gov