



The New York City Department of Education

## Hale A. Woodruff Public School 224

*School for the Arts & Technology*

755 Wortman Avenue- Brooklyn, NY 11208

(718) 235-3600 | (718) 827-5840

Ms. Alexandria Frank- *Principal*

Ms. Diana Travieso - *Assistant Principal*

*"Soaring above and beyond expectations is how we thrive as a hive"*



### 19K224 Cell Phone & Electronic Device Policy

**Date:** August 25, 2025

**Dear Families and Staff,**

At PS 224, we are committed to creating a safe, focused, and distraction-free learning environment for all students. In accordance with [Education Law §2803](#), effective **August 1, 2025**, personal **internet-enabled electronic devices**—including cell phones, smartwatches, tablets, iPads, laptops, and portable music or entertainment systems—**may not be used during the school day**.

### Policy Overview

- **Collection & Storage:**
  - All personal devices must be **powered off** upon arrival and remain off until dismissal at **2:20 PM**.
  - Devices will be collected in the classroom by the teacher between 8:10 am – 9:00 a.m.
  - Devices will be stored securely in locked cabinets within the classroom
  - At dismissal, devices will be distributed by the teacher between 2:00 pm –2:10 p.m.
  - If a student is picked up early, the classroom teacher will return the device at that time.
- **School-Issued Devices:** Students may use **NYCPS-issued devices** as directed by their teachers.

### Emergency Communication

In case of an emergency, families can contact **Mr. Ronal Porter, Parent Coordinator**, at [rporter6@schools.nyc.gov](mailto:rporter6@schools.nyc.gov) or at **718-235-3600**. Additionally, urgent school-wide updates will be shared through **School Messenger** and **Class Dojo**. Families are encouraged to set up their **NYC Schools Account (NYCSA)** to receive automated notifications.

- a. ([directions](#) for setting up [NYCSA account](#) to access GAMA, etc)

### Exceptions



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Students may be permitted to use personal devices under the following circumstances:

1. When documented in an IEP or 504 Plan for medical or educational purposes (until a DOE-issued device is provided).
2. For health monitoring as prescribed by a medical provider and reviewed by the Office of School Health.
3. If approved by the principal/designee for an educational purpose.
4. If approved by the principal/designee for translation/interpretation services when no other means are available.
5. In the case of a student caregiver situation, as determined by school support staff.
6. In the event of an individual emergency, where the parent notifies the principal/designee.

\*\*\*Parents/guardians must contact the Principal/Assistant Principal at (718) 235-3600 if an exception is required. Exceptions will be processed and approved within 72 hours.

## Discipline

Students who violate this policy will be subject to **progressive discipline** in accordance with the **NYCPS Discipline Code**, **Chancellor's Regulation A-413**, and the **Internet Acceptable Use & Safety Policy**. While students cannot be suspended solely for unauthorized device use, repeated non-compliance may lead to further disciplinary action.

Disciplinary responses will **increase in severity** based on the **nature** and **frequency** of the violations. In cases where a student **repeatedly refuses to surrender or properly store their device**, a **suspension** may be considered, pending approval from the **Office of Safety and Youth Development**.

## Lost or Stolen Devices

PS 224 is **not responsible** for lost, stolen, or damaged personal devices. In the unlikely event that an electronic device is stolen or damaged at school, families may submit a claim to the **NYC Comptroller's Office** if needed: [Submit a Claim](#).

## Communication of Policy

- This policy will be provided to all students and parents/guardians at the start of the school year and upon new enrollment.
- A copy will be posted on the school website ([ps224.org](http://ps224.org)) and Class Dojo.



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- Any updates will be shared with students, parents, and staff in writing via school messenger, hard copy, and Class Dojo.

We appreciate your cooperation in helping us maintain a focused and productive learning environment. Should you have any questions or require further clarification, please reach out to **Mr. Ronald Porter** at [rporter6@schools.nyc.gov](mailto:rporter6@schools.nyc.gov) or **718-235-3600**.

Thank you for your continued partnership and support in helping our scholars thrive.

**Sincerely,**

*Ms. Alexandria Frank*

**Principal, 19K224**