



NEW YORK CITY DEPARTMENT OF EDUCATION

Thomas A. Edison Career & Technical Education H.S.

165-65 84th Ave. * Jamaica, New York 11432 * (718) 2976580 * Fax (718) 658 – 0365

www.thomasedisonhs.org

Moses Ojeda, Principal

Adam Boxer, Assistant Principal

Dear Parents/Guardians/Students:

Since March 2015, Thomas A. Edison High School has been following the Chancellor's Regulation A-413 which states that students may carry cell phones and all other electronic devices to school.

As part of that new regulation, schools were asked to create their own school based policy regarding cell phone/electronic devices inside their buildings.

The Thomas A. Edison C.T.E. High School based policy is:

While inside the school building, ALL cell phones/electronic devices MUST be turned off and properly secured out of site, (including head phone wires) and may not be used inside the building without prior authorization from an administrator. This includes PM school and Saturday school.

The following rooms have been made available for students who would like to make parental contact via their electronic devices with permission:

ROOMS: 103, 118, 136, 138, G17, G41, 234, 319

- Students may **NOT** use or **HAVE THEIR DEVICE SEEN OR HEARD** in the classrooms, hallways, cafeterias, staircases, bathrooms or locker rooms for any purpose.
- All electronic devices may not be turned on or used during the administration of any quiz, test or examination. During a New York State Regents Exam, we follow NYS Education Department Guidelines, except where an IEP or 504 allows.
- No cell phones or devices may be used during any Fire or Emergency Drills.
- No cell phones or devices may be used in the locker room or bathrooms.

Students who use or have cell phones or electronic devices seen or heard (without approval) are subject confiscation and/or gradual discipline in accordance with the guidance interventions and disciplinary responses set in the Discipline Code.

If an item is confiscated:

- Students will receive a receipt and a duplicate will go into their Disciplinary File.
- For student's first confiscation, parents or legal guardians, with a receipt may pick up the device on Tuesday, Wednesday or Thursday from 10am – 1pm or request a Saturday morning pickup (by emailing aboxer2@schools.nyc.gov) during tutoring from 10am – 11am.
- For any additional confiscations, dates and times will be provided at a later time for picking up devices.
- Devices will not be given back on the day they are confiscated.

***The school is not responsible for any lost or stolen cell phones or electronic devices.**

***Parents/Guardian who need to contact their children during the school day must call the main school number at 718-297-6580.**

If you have any questions or concerns or require clarification regarding our school policy, do not hesitate to email Mr. Adam Boxer, Assistant Principal at aboxer2@schools.nyc.gov or call 718-297-6580 Ext.1365.