



The Wortman School

923 Jerome Street, Brooklyn, New York 11207

Telephone (718) 649-5739

Fax (718) 927-2230

Dr. Katia Jean Jacques

Ms. Melessa Avery

Mr. Sekou Smith

Assistant Principal

Principal

Assistant Principal

PS 273 Student Cell Phone Policy Effective September 2025

PS 273K The Wortman School, we are committed to maintaining a safe, respectful, and focused learning environment. To support this, our school follows the NYC public schools “Bell to Bell” policy, which prohibits all student use of smartphones or internet-enabled devices during school hours including:

- Classroom instruction
- Lunch
- Recess
- All school-related activities held during regular school hours



COLLECTION & STORAGE OF STUDENT DEVICES

- Upon arrival, students must tag or label and place all cellphones and smart devices into a school-issued cabinet, which will be locked and unlocked only by the classroom teacher.
- Phones will remain locked for the entire school day, including lunch and recess.
- At dismissal, student devices will be returned by the classroom teacher.
- If a student is approved for an early dismissal, they will be able to retrieve their device upon dismissal when their early dismissal is confirmed by the office.
- If a teacher is absent, the grade level supervisor will assume the role of retrieving, securing and returning devices to the students.

- **Classroom teachers and administrative staff will be the only staff members with access to storage cabinets.**

COMMUNICATION BETWEEN FAMILIES & STUDENTS

Absolutely no Use of Personal Cell Phones During the School Day

Students may not use personal cell phones, or any other smart devices for any reason during the day. This includes emergencies, texting, making calls, or using apps.

Contacting Your Child:

To contact your child during the school day for emergency purposes only:

- Email: JTorresperez@schools.nyc.gov (You will receive a confirmation that your message was received.)
- Call: (929) 790-2611 or the Main Office at (718) 649-5740.

In case of emergencies or urgent announcements:

- The school will send messages through Class Dojo and School Messenger. .
- Families can access School Messenger through the NYC Schools Account (NYCSA). If you haven't created an account, contact the Parent Coordinator for step-by-step setup support for both messenger services.

LOST OR STOLEN DEVICE PROCEDURE

If a student reports their phone or device as lost or stolen while in school's possession:

- The teacher should report it immediately to the Assistant Principal.
- A written incident report will be completed.
- School administrators will investigate the loss by interviewing other students, creating a search group.
- Parents/guardians will be notified of the report and next steps.

DISCIPLINE FOR POLICY VIOLATIONS

Non-Compliance and Consequences:

Failure to comply with the cellphone policy will result in the following progressive consequences and parents will be notified via phone and non-compliance notice informing them of the infraction. Infractions will be logged and maintained in the main office with the school's secretary.

Infraction 1

- Verbal warning and reminder of the policy
- Phone must be placed immediately in the locked box in the classroom

Infraction 2

- Parent/guardian will be notified
- Student conference with school staff
- Phone is secured by staff for the remainder of the day

Infraction 3

- Parent meeting required
- Phone is confiscated and held in the main office
- Returned only to a parent/guardian at dismissal

Infraction 4 and Beyond

- Student will lose the privilege of bringing a phone to school for a set period
- Additional disciplinary action may be taken in line with the NYC DOE Citywide Discipline Code

Parents may read Chancellors Regulations A314 for further information:

<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-413-english.pdf>

We appreciate your support in creating a school environment where all students can focus and thrive. Let us know if you have any questions or need clarification.

The best prevention to lost or stolen devices is to ensure your child is following the Cell Phone Policy by securing it with the teacher.



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PS 273 Student Cell Phone Policy **Infraction Notice to Parents** **(In alignment with NYC's "Bell to Bell" Policy)**

Student Name: _____ Class: _____

Date: _____



No phone use during:

- Class
- Lunch
- Recess
- Any part of the school day



- Locked Storage System:
- Phones locked upon arrival
 - Unlocked at dismissal
 - Afterschool: unlocked at pickup



- To Contact Your Child:
- Email: JTorresperez@schools.nyc.gov (You'll get a 'received' reply)
 - Call: (929) 790-2611
 - School: (718) 649-5740

 Consequences for Non-Compliance: (Circle One)

- ☐ 1 Warning + phone must go into the sacred cabinet
- ☐ 2 Parent notified + phone held by staff for the day
- ☐ 3 Parent meeting + phone held in office, returned to parent
- ☐ 4 Phone banned for set period + possible disciplinary action (see Chancellor's Regulation)