



Sunset School of Cultural Learning

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www.ps939.org

Georgia Mousouroulis, Principal

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David Pretto

Superintendent

District 20

August 1, 2025

Dear Families,

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow [Education Law §2803](#), effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:30 and ends at 2:50. Students will be able to use school/NYCPS-issued devices during the school day.

Collection/Storage

1. Upon arrival, students must power off their devices.
2. Students come to the main office to give the office staff their devices beginning at 8:00 am.
3. Devices will be stored in a secure phone locker during the day by office staff, and students will receive a numbered tag that they will use later for the retrieval of the device.
4. At the end of the school day, devices will be distributed by school staff in the main office starting at 2:40.
5. In the event a student leaves earlier, they will come to the main office where their guardian will pick them up, give their tag, and receive their phone from office staff.

In case of an emergency, parents or guardians can contact the main office at 347-464-5131 to reach their child. In case of a schoolwide emergency, the school will use GAMA (our schoolwide messaging service) to communicate information to parents or guardians.

Exceptions

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purposes.

- Parents/guardians must contact Maria Cortez, our parent coordinator, at 929-549-5447 if a student requires an exception for reasons such as: medical monitoring/treatments (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- Exceptions will be processed and approved by the principal within a one-week timeframe.

Discipline

- Students who use electronic devices in violation of the NYCPS [Discipline Code](#), the school's policy, Chancellor's Regulation A-413, and/or the NYCPS [Internet Acceptable Use and Safety Policy](#) ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e., refusal to surrender or store a device) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

Other: If lost or stolen:

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).
- If PS 939 moves to a pouch storage system and one is lost/broken, there will be a fee of \$15 for its replacement.

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Ms. Cortez, our parent coordinator, at 929-549-5447.

Educationally Yours,

Mrs. Mousouroulis
Principal