



ALCS Cell Phone & Electronics Policy

Effective School Year 2025–2026

In alignment with the **New York State law § 2803** banning student cell phone use during school hours, **Albany Leadership Charter School for Girls (ALCS)** is implementing a revised **Cell Phone and Electronics Policy** to support academic focus, equity, and safety across our 6–12 Academy of Excellence.

We believe that a distraction-free environment is essential for learning and personal growth. This policy is designed to help students stay engaged in class, build healthy communication habits, and maintain a respectful and focused school culture.

What Families Need to Know

Cell Phones, Smart Watches, Tablets, and/or any Internet-enabled device Are Not Permitted During the School Day

- All students must **turn in their phones and personal electronic devices** when entering the school building each morning.
- Devices will be **securely stored by school staff** in a locked cellphone locker and returned to students at dismissal.
- This policy includes **cell phones, smartwatches, tablets, earbuds**, and any device that can send/receive messages, access the internet, or take photos.

School Hours = No Device Use

- Device use is **not allowed at any time** during the school day, including in hallways, restrooms, lunch periods, or any unsupervised time.
- **Students may not text, call, or message parents/guardians** during the school day.
- If your child needs to reach you urgently, they will be allowed to use a **school phone under staff supervision**.

Exemptions

- *Where necessary with regard to the student's healthcare*
- *Upon approval of a school psychologist, social worker or counselor with respect to a student responsible for the care of a family member*
- *Where required by law for an IEP and/or 504 Plan*



Parent/Guardian Expectations

If you need to contact your child during the school day, call the **main office at 518-694-5300**, and we will ensure the message is delivered promptly.

If the Policy is Violated

If a student is found using or in possession of a personal device during school hours:

1. **The device will be confiscated immediately.**
2. **Progressive disciplinary actions will apply**, including requiring a parent or guardian to retrieve the device from school.
3. **Refusing to give up a device when asked** will be treated as **insubordination**, which may result in suspension or other disciplinary consequences.

Why This Matters

This policy is rooted in our commitment to:

- Creating a **safe and focused academic environment**
- Promoting **equity**, where all students can learn without digital distractions or social pressure
- Encouraging meaningful, **in-person interactions** and connections among students and staff

We appreciate your full **partnership and support** in ensuring our scholars thrive within a culture of **Leadership, Scholarship, Service, and Sisterhood**.

For questions about this policy, please contact your child's school leader or the main office.