



THE WILLIAMSBURG HIGH SCHOOL FOR ARCHITECTURE AND DESIGN

Office of the Dean

PROCEDURES FOR GRANTING MEDICAL EXEMPTIONS TO THE CELL PHONE POLICY (Chancellor's Regulation A-412)

A. Submission of Requests

1. Students may be granted permission to bring a cell phone into a school building for medical reasons.
2. In order to obtain a medical exemption, a parent must complete and sign a form containing the following information to be provided by a physician;*
 - A description of the student's medical condition;
 - An explanation of why the student needs to be accommodated with an exemption to the cell phone ban;
 - The length of the accommodation; and
 - The physician's signature (see attached form).
3. Principals will approve such requests except where a form is incomplete or appears to be falsified.
4. Requests for exemption must be submitted on an annual basis.

B. Conditions for Use of Cell Phones

1. Students will be given a special pass once the request is approved. This pass must be displayed when the student enters the school building.
2. Students who are granted an exemption are permitted to bring their cell phones into their school building. However, this exemption does not permit a student to use or carry the cell phone while in school.
3. The cell phone must be turned off and surrendered to school officials upon entrance into the building and returned upon the student's departure from the school.
4. School officials must voucher and store cell phones in a secure location.
5. If the cell phone is used or activated in school, the student may be subject to disciplinary measures as indicated in the NYC Discipline Code.

C. Data Collection

- All requests for medical exemptions must be entered into ATS;
- Principals must enter whether a cell phone exemption request has been granted or denied;
- Principals must also maintain a list of students who have been granted exemptions.

D. Confidentiality

- Medical information obtained in connection with cell phone exemption requests must be treated with appropriate confidentiality by school personnel.

** Students with an IEP or 504 accommodation that provides for medically related services and who are seeking a medical exemption must follow these procedures and submit the required documentation.*

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REQUEST FOR PERMISSION TO BRING A CELL PHONE INTO SCHOOL FOR MEDICAL REASONS – 2014 – 2015 SCHOOL YEAR

Pursuant to Chancellor's Regulation A-412, students may be granted permission to bring a cell phone into a school building for medical reasons. This exemption does not permit a student to use or carry a cell phone while in school. Parents must complete this form and have Section A completed by a physician. The completed form must be submitted to the principal.

Student's Name: Last: _____ First: _____ Middle: _____

Male: _____ Female: _____ D. O. B: _____ I.D. #: _____

School: _____ Class: _____

Check one if applicable: The student has an IEP _____ or a 504 Accommodation _____
that provides for medically related services.

*(***Please note that having an IEP or a 504 accommodation does not automatically allow a student permission to bring a cell phone to school for medical reasons.***)*

A. Physician's Statement for Requested Permission

1. Describe the nature of the medical condition (include diagnosis/condition):

2. Describe why a cell phone is a medical necessity:

3. Indicate the duration of time for which the student will need the cell phone exemption during the school year:

Physician's Name (Print)

Physician's Signature

Date Signed

NYS Registration No.



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_____ Physician/Clinic's Address	_____ Zip Code
_____ Physician/Clinic's Telephone No.	_____ Physician/Clinic's Fax No.

By submitting this request, I am asking permission for my child to bring a cell phone into his/her school building for medical reasons. I understand that my child will have to surrender his/her cell phone to school officials upon entrance into the school building and that the cell phone will be returned upon departure. I understand that if the cell phone is used or activated by my child in school, he or she may be subject to disciplinary measures, as indicated in the NYC Discipline Code. The information I have provided in this form is accurate and complete.

Please print parent's name & address below:

_____ Parent's Name	_____ Parent's Signature
_____ Parent's Address	_____ Zip Code
_____ Date Signed	_____ Daytime Telephone Number

To determine whether permission to bring a cell phone into a school building will be granted, this application must be approved by the principal. This request must be submitted annually.

For use by the Principal: Approved Denied

Principal's Signature: _____
Date Signed: _____