

# **2024-25 Parent/Student Handbook**

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## **School Policies**

The school expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign the test/test envelope. A parent's signature indicates that the parent is aware of the student's progress. Grades will also be posted to Educate for parent viewing.

## **Graduation**

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

## **Homework**

Homework is an essential part of the instructional program, reinforces learning, and provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians.

The time allotments for homework (written and study) are as follows:

Grade K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3-5	approximately 45 minutes
Grades 6-8	approximately 90 minutes

Students are required to complete all homework.

## **Grades and Grading**

Report cards are distributed four times a year for Grades K to 8. Pre-K report cards are distributed 2 times a year (January and June). The report card is an important part of the ongoing communication between the school and the home.

## **Academic Achievement**

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:
  1. classwork/participation
  2. homework
  3. quizzes
  4. formative assessments
  5. summative assessments

There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

The Final Report Card Grade is the weighted average of the four previous quarter grades, and the end-year tests in Religion (Grades 3-5) and in all core subjects for Grades 6-8. This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1– 8.
- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
  - 4: Meeting Standards with Excellence
    - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
  - 3: Meeting Standards
    - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
  - 2: Approaching Standards
    - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
  - 1: Below Standards
    - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
  - N/A: Not Assessed
    - Students were not assessed on these standards this quarter.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- Passing is any mark 70% or above or any mark of D or higher.

Parents/guardians should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

### Character Development

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.

### Honor Roll

The criteria for inclusion in the Honor Roll are particular for each school. An acknowledgment of achievement in academics, a suggested model would be:

<b>Grades 3 – 8</b>	First Honors	<b>A in every subject or 90% average with no grade less than 85%</b>
	Second Honors	<b>B in every subject or 85% average with no grade less than 80%</b>
	Effort Ribbon	<b>At the teacher's discretion (Conduct and Effort Must be an A or a B)</b>
	Principal's Honors	<b>At least 3 quarters of First Honors (Awarded at 4<sup>th</sup> Quarter Assembly)</b>

Good conduct and effort is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct will not receive First or Second Honors even though marks might warrant it.

CTK School has the discretion in determining whether a student receives Honors depending on the individual's attendance and lateness recorded.

### Report Card Distribution

Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding. Final report cards may not be given before the assigned date of June 14, 2024. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

### Retention/Promotion

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent/guardian conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention.

*The student has failed to pass the major subjects on each grade level.*

The following table indicates the specific failures by grade level that might result in retention at that grade level:

<u>LEVEL</u>	<u>ACADEMIC PROGRESS</u>
Kindergarten	Evidence that the child is not meeting academic expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in ELA
Grade 2	Failure in ELA
Grade 3	Failures in ELA and Mathematics
Grade 4, 5, 6	Failures in ELA and Mathematics, or Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts
Grade 7, 8	Failures in ELA and Mathematics or Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, Social Studies

*The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:*

- failure to complete assignments
- failures on multiple summative assessments

Generally, a student would be retained only once in the elementary grades (1 - 5), and only once in the upper grades (6 - 8).

If a student completes all requirements for promotion or graduation, a family cannot self-select the student to be retained in their grade.

## **Assessments**

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, interim assessments, and New York State Education Department assessments. All students enrolled at Christ the King School are expected to participate in all exams and assessments. No alternative assignments will be provided. If parent/guardian refuses to allow their child to participate in the New York State Department of Education assessment, their child will not be permitted to attend school on testing dates.

Archdiocesan Test (Will be used as the student's End-Year Examinations)

ADNY Religion Test	Grade 3 to 8	June
Core Subject Final Exams	Grades 6 to 8	June

\*In June, the ADNY Religion exam will be used as the final exam for grades 6-8.

### Interim Assessments

<u>Interim Assessments – Administered Three Times per Year</u>	
Grades K-8	NWEA MAP Interim Assessments

## NY State Tests

<u>New York State Exams</u>	
Grade	Tests
3	English Language Arts and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics
7	English Language Arts and Mathematics
8	English Language Arts and Mathematics

The faculty of the school reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

## **Accidents**

Student accident insurance is included in the school's yearly fees. In the event of an accident at school, you may obtain a claim form from the office.

Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

## **Admission Policies**

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the parishes within the Archdiocese, Catholic school regions, or religious communities within the Archdiocese.

The process for admission to the school is: parents must complete the school application form and provide all required documents. For regional schools, this application is found online and is processed through TADS Admissions. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child. For regional schools, this notification occurs via email.



While admission is on a first-come, first served basis, the school endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish, or if a regional school, active in a parish in the region; third, to Catholic students whose parents are active in another Catholic parish or, if a regional school, active in a parish outside the region; and fourth, to non-Catholic students.

## **After School Program/Early Morning Drop-Off**

An after school program is available to parents. As long as a student is engaged in school sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified IN WRITING by the parent. Payments must be paid on time.

## **Announcements**

Informational announcements are handled through the school P.A. system. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written, brought to the office and approved by the principal.

## **Attendance**

In the State of New York, full-time education is compulsory from age 6 to age 16. Regular attendance is the responsibility of the child(ren)'s parent/guardian.

Excused Absence: In the state of New York, full time education is compulsory from age 6-16. Regular attendance is the responsibility of the child's parent/guardian. A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed. Every 3 latenesses within marking period will result in a detention after school (Grades 6-8).

When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent **MUST** come to the school for the child. The school must be informed ahead of time about such occurrences.

Students in Kindergarten through 8<sup>th</sup> Grade who miss twenty or more days of school, whether excused or unexcused, and who have not satisfactorily completed the required work, maybe considered for retention. Students with more than ten absences are in jeopardy of not successfully completing the school year. The Principal will meet with the student's parents or legal guardians to determine appropriate next steps. Certification of an absence by a physician is an exception to the ten day limit. However, satisfactory completion of required work is required.

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes are still required in addition to the phone call.

## **Birthday Celebrations**

Birthday parties are not permitted in school. Parents may send in celebratory cupcakes or snacks to be distributed at the end of the day. *This **MUST** be communicated and approved by your child's teacher a week in advance.*

## **Books**

All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is **NOT** to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a) the pupil's name be placed in the space provided in each book
  - b) the teacher make a record of the number of the book
  - c) the teacher make a record of the condition of the book
  - d) in September, each child will put a clean cover on each textbook received
  - e) in June, all textbooks are collected, extra materials and covers are removed
  - f) all workbooks are collected in June

2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cent per day fine per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## **Buses**

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides and manages this service. If a student is to take a different bus from school, a note must be submitted to the principal at the beginning of the school day.

To obtain student transportation in school districts outside of New York City, parents must file requests with the district in which they live by April 1 of the preceding school year or within 30 days of moving to the district. Parents must contact their local public school district to determine their eligibility.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus. Bus service for your child may be discontinued.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, the school will work in consultation with the public school district about possible consequences.

## **Change of Address, E-mail, Phone**

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification. All students must have a residential address on file with the school office. P.O. Box numbers are not sufficient.

## **Charter for the Protection of Children and Young People**

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserves the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

## **Child Abuse Laws**

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

## **Child Custody**

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

## **Communication**

Since, as parents, you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

## **Confidentiality**

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (See section on Child Abuse).

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always, the sense of confidentiality should prevail.

## **Contacts with the Media**

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. Parents/guardians should provide such documentation to the school office; otherwise, they must fill out the photo/video release form.

If enrolled in a regional school, this media authorization and release was embedded within the online registration process. The written form is not required unless the family wishes to change their preference during the course of the school year.

Parents of students enrolled in the Pre-K For All program at Christ the King should fill out the media authorization form at the end of the handbook.

## **Crisis/Emergency Information**

Should a crisis require evacuation from the school building, students will be brought to a safe place located at Christ the King Church and parents/guardian should meet them at that location.

Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about the crises.

For further information concerning the crisis, parents can refer to the following:

Radio station: 1010 WINS TV Station: News 12 The Bronx  
Internet: [catholicschoolsny.org](http://catholicschoolsny.org)

## **Daily Schedule**

The following schedule will be observed by Grades K - 8:

<b>7:40 AM</b>	<b>Enter School</b>
<b>8:00 AM</b>	<b>School Begins</b>
<b>11:00-11:40</b>	<b>UPK Lunch</b>
<b>11:40- 12:20</b>	<b>First Lunch (Gr. K-2)</b>
<b>12:20-1:00 PM</b>	<b>Second Lunch (Gr. 3-8)</b>
<b>2:30 PM</b>	<b>Dismissal (UPK)</b>
<b>2:55 PM</b>	<b>Dismissal (K-3)</b>
<b>3:00 PM</b>	<b>Dismissal (Gr. 4-8)</b>

Before **7:40 AM** and after **3:00 PM** the school does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:40 AM** and parents/guardians must arrange pickup at dismissal times. If a student is not picked up after 3:10 PM, he/she will automatically be enrolled in the afterschool program for the day. The parent will be charged the per diem rate for the day(s) the child(ren) were picked up after 3:10 PM.

To avoid interruption during the school day, any messages, forgotten lunches, books, boots, etc., must be taken to the school office, not to the classroom while school is in session. No outside vendor food is permitted to be dropped off. The school office will see to it that the child receives these items.

## **Discipline Code for Student Conduct**

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking (including vaping and e-cigarettes); vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items, such as lasers or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense.

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g. shooting or bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the Principal will notify the Regional Superintendent and call the parents. The office of the Superintendent will also be notified and, along with the administration, will determine the course of action to be taken up to and including calling law enforcement, requiring- a mental health referral and/or expulsion.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

## **Dress Code**

Your school uniform confirms your attendance at Christ the King School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform, always remembering that by wearing it inside and outside the classroom and the school, you are representing the school and your behavior should be a credit to both yourself and the school community.

*All uniforms MJUST be purchased from Flynn and O'Hara.*

Christ the King School policy requires students to wear the following uniform:

1. SUMMER UNIFORM TO BE WORN IN SEPTEMBER AND FROM APRIL TO JUNE



#### Girls Pre-K to 3rd Grade

Khaki 2 pleat skort, dark navy short sleeve polo shirt, navy crew socks, white Velcro sneakers.

#### Girls 4th-8th Grade

Khaki two panel skort, dark navy short sleeve polo shirt, navy crew socks, white laces with white sneakers.

#### Boys Pre-k-8th Grade

Khaki twill walking shorts, dark navy short sleeve polo shirt, navy crew socks, white Velcro sneakers for Grades K-3 they are free when you buy shoes, white with laces sneakers for Grades 4-8 they are free when you buy shoes.

### 2. WINTER UNIFORM TO BE WORN FROM OCTOBER TO MARCH

#### Pre- K and Kindergarten (Boys and Girls)

Navy heavy weight sweatshirt, heavy weight sweatpants, navy gym tea shirt, navy crew socks and plain, white Velcro sneakers.

#### Girls Grades 1-3

Navy and Khaki plaid drop waist jumper, white Peterpan collar blouse, navy tights or knee-hi, navy v-neck cardigan sweater, and black shoes (style 2532).

#### Girls Grades 4-7

Khaki wrap around kilt, white convertible collar blouse, navy with white trim v-neck pullover sweater, navy tights or knee-hi and, plain, black shoes (Classic Penny Loafer).

#### Boys Grades 1-7

Khaki pleated twill pants, white dress shirt, blue-yellow and white pattern tie, navy with white trim v-neck pullover sweater, navy crew socks, and plain, black dress shoes.

### 2. WINTER UNIFORM TO BE WORN ON GYM DAYS ONLY

#### Girls and Boys Grades 1-8

Navy heavy weight sweatpants, Navy heavy weight sweatshirt, navy gym tee shirt, navy crew socks, white sneakers (white Velcro for Grades PreK and K)

ONLY CTK SCHOOL CARDIGAN OR V-NECK SWEATERS ARE ALLOWED. NO OTHER SWEATER CAN BE WORN IN SCHOOL.

ONLY WHITE UNDERSHIRTS WITH NO PRINTING ARE TO BE WORN UNDER THE SHIRT.

For information about uniforms or to place an order, contact:

FLYNN & O'HARA UNIFORMS INC.

136 Westchester Square, Bronx, NY 10461

Tel. (718) 683-7561

A CHILD WILL RECEIVE A UNIFORM INFRACTION SLIP IF THEY ARE OUT OF UNIFORM UNLESS THE PARENT HAS SENT A LETTER EXPLAINING WHY. RECTIFICATION OF THE PROBLEM MUST OCCUR IMMEDIATELY THEREAFTER!

NO PART OF THE SUMMER UNIFORM CAN BE WORN WITH THE WINTER UNIFORM. IF YOUR CHILD CANNOT ATTEND GYM CLASS DUE TO LACK OF RIGHT UNIFORM, HE/SHE WILL BE MARKED AS UNPREPARED.

Please note that if your child has to come to school out of uniform on any given day, you must send a note with the child explaining the reason why and when he/she will return to full uniform.

The presence of anything that proclaims a current fad is not permitted for any girl or boy. This includes anything that is political or goes against the values and teachings of our Catholic faith.

## **PERSONAL APPEARANCE**

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boy's hair should not be below the shirt collar. Bangs should not be so long that they impede vision.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

## **MISCELLANEOUS**

### **JEWELRY:**

**\*\*NO EARRINGS ARE TO BE WORN BY THE BOYS AT ANY TIME DURING SCHOOL!**

**\*\*Girls can wear only small earrings. Earrings MUST be worn on the earlobe.**

**\*\*No body piercing anywhere! No nose rings! No finger rings! No fad buttons on any part of the uniform!**

**\*\*No chains, nameplates, necklaces.**

**\*\*No bracelets are permitted.**

**ANY JEWELRY WORN TO SCHOOL WILL BE TAKEN AWAY. ONLY THE PARENTS CAN COME TO CLAIM IT.**

No Smart/computer watches of any kind are permitted.

**\*\*DISPLAYS OF AFFECTION DEEMED INAPPROPRIATE BY C.T.K. TEACHERS (EXAMPLE: KISSING ON SCHOOL GROUNDS) IS NOT PERMITTED.**

### **MAKE-UP:**

No make-up is to be used. This includes but is not restricted to the following items:

Lipstick lip gloss eye shadow eye liner blush.

NAIL POLISH AND FAKE NAILS ARE NOT ALLOWED. You can ONLY use clear polish.

### **HAIR:**

Hair should be clean and well-groomed. The boys' hair must not not be below the shirt collar. Bangs should not be so long that they impede vision. Hair is to be worn in a fashion appropriate for school. "FAD" haircuts are NOT ALLOWED.

Girls' and boys' hair should be away from the eyes. No dyeing or highlighting. THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE WHAT IS APPROPRIATE ACCORDING TO THE LATEST FAD!

ANYONE COMING IN WITH A FAD HAIRCUT WILL BE SUSPENDED FROM SCHOOL FROM ONE TO FIVE DAYS (ADMINISTRATION RESERVES THE RIGHT TO DETERMINE DAYS) AND THE SUSPENSION WILL BECOME PART OF THE STUDENT'S RECORD.

## **Drug and Alcohol Policies**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, school will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately;
- The principal will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school.
- If the student confirms suspicion or appears unstable, student should be brought to the attention of the school nurse (as per the emergency guidelines)
- If necessary, the Principal will call 911 (as per the emergency guidelines)
- The police department may be called if the student is in possession of an illegal substance (as per the emergency guidelines)
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from the school.

## **Electronic Devices**

Electronic devices may be dynamic tools in the 21<sup>st</sup> century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, Smart watches and other personal electronic devices). In the event an electronic device, including a student's cell phone, is believed to contain evidence of a violation of school policy and/or threat to the school community, the individual possessing the device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

### **General Information:**

To provide an intellectual atmosphere that includes access to knowledge and information, Christ the King believes that all students should have the opportunity to develop skills in using computer technology. The technology of the computer network is defined as all computers, both hardware and software, the LAN (Local Area Network), furniture, and all transmitted information. Transmitted information includes, but is not limited to: electronic mail, web browsing, file transfer protocol, the mentor/mentee projects, and any information via the internet.

The internet is a network of thousands of computers around the world which allows users to send, receive, and publish information in various ways, including e-mail, news groups, and the World Wide Web. With access to computers and people all over the world comes the availability of material that may not be considered of educational value in the context of the school setting. Access to such material is actively discouraged at Christ the King School, but on a global network it is impossible to control all materials, and a determined user may discover controversial information. We firmly believe that the valuable information and interaction available on the internet far outweigh the risks inherent in the procurement of questionable material that is not consistent with CTK's educational goals and philosophy.

The network is a resource that is shared entirely by the Christ the King School community. Network and school administrators reserve the right to access, inspect, and delete the contents of student e-mail and files which they deem counterproductive to the goals of the school and the efficient functioning of the network.

### **Acceptable Use:**

Use of technology at Christ the King School is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience. Learning through interaction with the technology will furnish a graduate with many of the skills required by high schools and evolving business communities. Each user has the privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth.

Transmission and viewing of any material in violation of any US or state regulation is obviously prohibited. This includes, but is not limited to: plagiarizing copyrighted material, threatening or obscene materials, or materials protected by trade secret or that are classified government information. All school regulations apply to the use of the network to support the educational goals of this institution. When the school incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

#### Guidelines:

Students at Christ the King School are expected to comply with the following procedures:

- Students will follow the above acceptable use statement
- Each student is assigned an e-mail account that uses a total of eight letters starting with the first name initial and the following seven characters of his/her last name. All e-mail will be checked by school authorized personnel. All e-mail will be printed so as to keep accurate student records.
- Plagiarism of materials found on the network constitutes a violation of the school's disciplinary codes as outlined in the student handbook as well as unacceptable use of the network. All copyright laws, including those governing the copying of computer software must be observed.
- No student is allowed to access any other user's file.
- No student is allowed to use any material that has not been assigned by Christ the King School faculty or staff. Students may not install or delete software on individual workstations or on the network file server.
- Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
- The use of the computer to transmit or view sexually-oriented material, or any other information generally considered inappropriate in a school setting, is forbidden.
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

## **Consequences:**

Immediate notification will be made to the parent or guardian of any infraction of this Acceptable Use Policy. The final determination of what constitutes a violation of this policy is the responsibility of Christ the King Principal and computer coordinator. Depending on the severity of the infraction, any of the following consequences may be imposed:

- Loss of network use for a determined period of time
- Permanent revocation of access privileges
- Conference with parent/guardian
- School disciplinary action according to the Student Handbook and posted rules

This document is subject to change. It is the student's responsibility to remain aware of the regulations contained herein.

## **Emergency Closings/Delayed Openings**

- The schools in the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.
- In addition to following the lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island, may need to close based on local situations. That said, all closure decisions must be approved by the Superintendent of Schools. Schools in Westchester, Putnam and the Upper Counties that rely on public school districts for bus transportation will follow the delayed opening and/or closing policy of the local district.
- Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about delayed openings and closures due to weather. The school will also post schedule changes on our website.
- When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation, the following will apply:
- All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled
- After School and/or extended day care programs will be closed all day.

## **Expectations and Responsibilities for Students**

Students attend the school in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- do their best work at all times.

- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.
- Report concerns to an adult, especially if they witness what they know to be a violent or criminal act, or become aware of a potentially violent, or criminal act in school or at a school function.

## **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

## **Faculty Meetings**

Faculty meetings are scheduled on first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 12 PM on these days.

## **Field Trips**

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational

experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

## Financial Policies

### 1. TUITION Schedule: Kindergarten through 8<sup>th</sup> Grade

We make every effort to keep tuition and fees as affordable as possible. We also understand the financial sacrifice that parents make to send their children to Catholic School. The majority of the school's funding is derived from tuition and fees. The school must operate in a financially sound manner in order to provide a top quality Catholic education for each and every one of our students.

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for delinquent tuition or fees.

Tuition is an annual charge paid in **10 monthly installments**. Tuition must be paid directly paid to SMART Tuition by the 20<sup>th</sup> of each month.

If a family chooses to withdraw their child(ren) from the school, partial or full month tuition refunds will not be granted if the child(ren) attended one or more days that month.

### 2. TUITION DELINQUENCY

Families who are 30 days late on tuition will receive a notification letter. If tuition is collected via SMART tuition, a first notification will be sent immediately following a due date and the late fee will be assessed, which continues to compound for each month tuition is late. Families who are delinquent 60 days on tuition will receive a second letter; this letter will come from their principal. Upon receipt of this notification,



parents/guardians are asked to contact their principal to discuss a tuition payment plan. If a parent/guardian does not contact the principal within two weeks of receiving the letter, the child/children may not be permitted to attend school

### **3. FEES**

- Accounts with late payments will be assessed a late fee of at least \$40.00 for each late payment.
- Checks and late payments that do not clear the bank will result in a \$35.00 fee per occurrence.
- Families may be charged other fees in addition to tuition (i.e. after-school and early-drop-off programs, meal programs, graduation, technology, or other general fees) These fees are non-refundable.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney fees, and costs.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to Christ the King School.

### **Refund Policy**

- Withdrawal Date Annual Tuition Obligation

September	80% of tuition forgiven; family obligation 20%
October	70% of tuition forgiven; family obligation 30%
November	60% of tuition forgiven; family obligation 40%
December	50% of tuition forgiven; family obligation 50%
January	40% of tuition forgiven; family obligation 60%
February	30% of tuition forgiven; family obligation 70%
March	20% of tuition forgiven; family obligation 80%
April	10% of tuition forgiven; family obligation 90%
May	No adjustment; family obligation 100%
June	No adjustment; family obligation 100%

### **FUNDRAISING ACTIVITIES**

#### **A. Candy Sale**

Each family must participate in the annual fall and spring candy sale.

#### **B. Raffle**

Each family must participate in the annual Christmas raffle.

## **Fire/Emergency Drills**

Fire drills and emergency drills/ lockdown drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

For other emergency drills (e.g. lockdown drills), students are expected to remain quiet and follow teacher's directions.

## **Guidance**

A guidance program is a resource available to the school students. Service may include counseling, psychological intervention and support for families experiencing change.

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. As a Catholic school within the Archdiocese of New York, our school has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

## **Harassment/Bullying Policies**

Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

The school provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary

action including detention, suspension, or expulsion. The principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately.

## **Illness (see Medication)**

If a child has an illness or chronic medical condition, it is the parent/guardian's responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency.

In the event that the child exhibits symptoms related to infectious disease or communicable diseases (see attached), the parent/guardian is obligated to notify the school and to keep the child home until properly tested and cleared by a physician or appropriate licensed medical professional.

## **Immunizations**

Students are required to have all inoculations as suggested by the Department of Health before admission to the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

## **Lateness**

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll, may lead to disciplinary action and could impede your child's re-registration for the coming year.

## **Liturgy/Religious Education**

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Students in grades 3 through 8 are required to take the Archdiocesan Final Religion Examination.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand and agree to the religious education program of the school at the time of enrollment.

## **Lunch Program**

Christ the King School provides a hot lunch program by the Archdiocese of New York Child Nutrition Program. All children enrolled at our school are invited to participate in the lunch program. Every parent will receive a form in the beginning of the school year, which must be filled out completely.

No outside beverages are permitted.

If there is a special dietary problem concerning your child, that problem must be put in writing in a letter **from the doctor** explaining exactly what provisions must be made. The school kitchen staff will adhere only to what the doctor's note states.

All parents will complete and sign a lunch form.

During lunch, the student is responsible for the care and order of the lunch area. This includes clearing the tables, discarding the garbage, checking the floor around the area that the child sat for any garbage or spilled liquids, and returning the trays to their proper place.

Any child caught throwing food or behaving in a disorderly manner will be asked to eat lunch separately from their classmates.

## **Maternity/Paternity Policies**

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools - elementary as well as secondary - are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations.

## Medications

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self-administer his/her own medication. Under certain circumstances it may be necessary to do so.

Such a decision will be made by a case by case basis and will reflect the age and maturity of the child as well as:

- Severity of health care problem, particularly asthmatic or allergic conditions.
- Prescriber order directing the student be allowed to carry his/her medication.
- Notarized written statement from parent requesting compliance with prescriber order.
- Student has been instructed in the procedure from self-administration, and can assume this responsibility.
- It is the responsibility of the parent to ensure that their child is carrying and properly self-administering their medication.

## Money

Money that is brought to school for a specific purpose (class trip, book fair, snack money, etc.) must be put into an envelope with the child's name, grade and amount. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

## Parents/Guardians as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's parent/teacher organization.

Parents/Guardians are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities. If tuition payments are not made on time, parents are encouraged to reach out to the school to establish a payment plan.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.

- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse, improper use of technology and social media, or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

## **Parent/Guardian Organizations**

The Christ the King Parent Volunteer Corps. provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students.
- Assist Principal and homeroom teachers with field trips and other school activities and initiatives.
- All parent activities MUST be done in collaboration with the school principal and all communications must be approved by the principal before they are shared with the school community.

## **Philosophy and Goals**

### **CHRIST THE KING SCHOOL PHILOSOPHY STATEMENT**

Christ the King School is a Catholic School, and plays a major role in the larger work of Christ the King Parish. Our Primary goals are:

- To create an atmosphere conducive to the total development of each child. This includes spiritual, physical, emotional, and social growth such that each student develops self-discipline and respect for themselves and others.
- To build and live in a Christian Community, so that each person can experience learning and living in the light of Christian faith and values.
- To develop within our children a Christian respect for all of God's creation, especially for themselves, for their peers and for the adults with whom they interact.
- To work with parents and other adult guardians in all aspects of school life. To encourage support of the curriculum and Christian values taught in school.
- To always be a source of pride in our school community and larger community through the actions, words, and appearances of our children, teachers, staff, parents, and school property.

## Re-registration

At the time of re-registration parents/guardians will be notified if their child is being invited to return to the school in September or if the child is not being invited back.

## Release of Students (during school day)

The school has a sign-out book located in the main office. Occasions for the use of a sign-out book are:

- in the event of a student illness, the parent/guardian or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the administrative assistant will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent or guardian, that adult (must be 18 years of age or older) must sign the book.
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **[Please note: only the principal may approve the release of a student for a prearranged appointment.]**
- please make appointments after 3 PM.



## **School Calendar**

**A yearly calendar is distributed at the beginning of the school year. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar.**

The Mid-Year and End-Year Examination schedule for Grades 6-8 will be sent to parents when dates have been finalized.

## **School Publications**

All student or parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school name. Parents/guardians, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent's staff.

## **School's Right to Amend**

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

## **Security**

To assure the security of the building and the safety of each child, the school strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

The school has a crisis management manual and each classroom has a school emergencies resource flipbook.

## **Sex Offender Policy**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.

- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the local police departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the school building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents/guardians, and all visitors to the school.

**This policy includes cigarettes, cigars, pipe, or any other matter or substance tobacco, as well as the use of electronic cigarettes (e-cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems, or any similar system.**

## Special Learning Needs

Students with learning differences are children of God and members of the Church. The school makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Program (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent/guardian of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written by the Office of Teaching and Learning, and a copy of the plan will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

## **Summer School**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent directly.

The summer school report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

## **Telecommunications Policy**

### **SOCIAL MEDIA GUIDELINES**

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, X (formerly Twitter), Snapchat, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

## **Student Expectations in Use of the Internet**

**(please see below for complete policy requiring student's signature)**

## **Use of School Grounds**

**Unless students are formally registered for before or after school programs, the school does not have staff available to supervise students present on the school grounds before 8:00 AM and after 3:00 PM. Students must not arrive on the school grounds prior to 8:00 AM and parents/guardians must arrange to pick up at dismissal times.**

## **Withdrawals and Transfers**

When a student transfers from one school to another, or enters high school, or is withdrawn for any reason, the parent/guardian must notify the school of the student's new learning institution within five days, or the appropriate authorities will be contacted. The child's absence will be marked as unexcused until the school receives this notification or request for records from the receiving school. The new school may request a copy of the permanent record and health card from the former school. Permanent records will not be released directly to parents/guardians.

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a

student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues and/or unpaid financial obligations.

## **Summary Statement**

Once students have met the necessary admission requirements and have been accepted in the school, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents/guardians must always be mindful that attendance at the school is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, the school reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending the school relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at the school surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at the school, agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## **Telecommunications Policy**

### **Student Expectations in Use of the Internet**

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.

5. Students are responsible for their explorations on the internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines.
7. Parents/guardians must give their permission for their child to use the internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the internet independently at school

### ***Standards of Behavior***

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" online.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.
- Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper or printer cartridges, that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.

- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.,) are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement."
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously, which may include contacting law enforcement.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.



Student Name: \_\_\_\_\_

Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX

### **Christ the King School Parent Signature Page – Return Due Date: September 9, 2024**

We have received a copy of the school handbook and have read it.

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)



## MEDIA AUTHORIZATION AND RELEASE

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian

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*Names of Children, Parent or Guardian*

by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant to School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, internet, and podcasts.

I forever grant, assign, and transfer to School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

---

***Print Name***

***Name of Child/Children [if applicable]***

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***Signature***

***Signature of Parent or Guardian***

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***Date***

SIGNED Form Due by September 9, 2024

Return by September 9, 2024

A-2

## **Technology Use/Telecommunications Policy Agreement for 2022-2023 School Year for Christ the King School**

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

### **User**

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Guardian**

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Christ the King School Absent Note

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

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Doctor's note is attached.    Yes \_\_\_\_\_    No \_\_\_\_\_



## **Textbook/Software/Hardware Request Form**

*Christ the King School*  
*1345 Grand Concourse*  
*Bronx, NY10452*

NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL),  
LIBRARY LAW (NYSLIB),  
AND COMPUTER HARDWARE (NYS CH)

### PARENTAL REQUEST FORM FOR SCHOOL YEAR 2024-2025

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child \_\_\_\_\_ who is in grade \_\_\_\_\_ pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

**Signature of Parent or Guardian**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_\_\_\_

# 2018-19 School Year

## New York State Immunization Requirements for School Entrance/Attendance<sup>1</sup>

**NOTES:**

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades pre-k through 10, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: intervals between doses of polio vaccine DO NOT need to be reviewed for grades 5, 11 and 12.) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 11 and 12. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

**Dose requirements MUST be read with the footnotes of this schedule.**

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3 and 4	Grade 5	Grades 6, 7, 8, 9 and 10	Grades 11 and 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older		3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) <sup>3</sup>	Not applicable			1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses			
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years			
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses	1 dose	2 doses	1 dose
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable			Grades 7, 8 and 9: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable			
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable			

1. Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday.
  - b. If the fourth dose of DTaP was administered at 4 years or older, the fifth (booster) dose of DTaP vaccine is not required.
  - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
  - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td vaccine. If the first dose was received before their first birthday, then 4 doses are required. If the first dose was received on or after the first birthday, then 3 doses are required. A Tdap vaccine (or incorrectly administered DTaP vaccine) received at 7 years or older will meet the 6th grade Tdap requirement.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine. (Minimum age: 7 years)
  - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap. A dose received at 7 years or older will meet this requirement.
  - b. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
  - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
  - d. Intervals between the doses of polio vaccine do not need to be reviewed for grades 4, 5, 10, 11 and 12 in the 2017-18 school year.
  - e. If both OPV and IPV were administered as part of a series, the total number of doses and intervals between doses is the same as that recommended for the U.S. IPV schedule. If only OPV was administered, and all doses were given before age 4 years, 1 dose of IPV should be given at 4 years or older and at least 6 months after the last OPV dose.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
  - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
  - c. Mumps: One dose is required for prekindergarten and grades 10 through 12. Two doses are required for grades kindergarten through 9.
  - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
  - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks.
  - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
  - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine. (Minimum age: 6 weeks)
  - a. One dose of meningococcal conjugate vaccine (Menactra or Menveo) is required for students entering grades 7 and 8.
  - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
  - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
  - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
  - d. If dose 1 was received at 15 months or older, only 1 dose is required.
  - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. Unvaccinated children ages 7 through 11 months of age are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
  - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
  - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
  - e. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: [www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)

For further information, contact:

New York State Department of Health  
Bureau of Immunization  
Room 649, Corning Tower ESP  
Albany, NY 12237  
(518) 473-4437

New York City Department of Health and Mental Hygiene  
Program Support Unit, Bureau of Immunization,  
42-09 28th Street, 5th floor  
Long Island City, NY 11101  
(347) 396-2433



2017-2018 School Year

## Is Your Child Ready for Child Care or School?

### Learn about required vaccinations in New York City

All students 2 months to 18 years old in New York City must get the following vaccinations to go to child care or school. Review your child's vaccine needs based on his or her grade level this school year.

VACCINATIONS	Pre-Kindergarten (Child Care, Head Start, Nursery or Pre-K)	Kindergarten - Grade 3	Grades 4 - 5	Grades 6 - 9	Grades 10 - 12
Diphtheria, Tetanus and Pertussis (DTaP)	<b>4 doses</b>	<b>5 doses</b>  or 4 doses ONLY if the 4th dose was received at 4 years of age or older  or 3 doses ONLY if the child is 7 years or older and the series was started at 1 year or older			<b>3 doses</b>
Tetanus, Diphtheria and Pertussis booster (Tdap)					<b>1 dose, after 11 years of age</b>
Polio (IPV/OPV)	<b>3 doses</b>	<b>4 doses</b>  or 3 doses ONLY if the 3rd dose was received at 4 years of age or older	<b>3 doses</b>	<b>4 doses</b>  or 3 doses ONLY if the 3rd dose was received at 4 years of age or older	<b>3 doses</b>
Measles, Mumps and Rubella (MMR)	<b>1 dose</b>		<b>2 doses</b>		
Hepatitis B	<b>3 doses</b>		<b>3 doses</b>		
Varicella [Chickenpox]	<b>1 dose</b>	<b>2 doses</b>	<b>1 dose</b>	<b>2 doses</b>	<b>1 dose</b>
Haemophilus influenzae type b conjugate (Hib)	<b>1 to 4 doses</b>  Depends on child's age and doses previously received				
Pneumococcal Conjugate (PCV)	<b>1 to 4 doses</b>  Depends on child's age and doses previously received				
Meningococcal Conjugate (MenACWY)				<b>Grades 7 and 8: 1 dose</b>	<b>Grade 12: 2 doses</b>  or 1 dose ONLY if the 1st dose was received at 16 years of age or older

The number of vaccine doses your child needs may vary based on age and previous vaccine doses received. Your child may need additional vaccines or vaccine doses if they have certain health conditions. Talk to your doctor if you have questions. For more information, call 311 or visit [nyc.gov/health](http://nyc.gov/health) and search for **student vaccines**.





## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

### **Pneumococcal Vaccine Requirements for New York State Prekindergarten and Daycare Entrance/Attendance by Age and Vaccination History: Children Aged 2 Through 5 Years**

Current Age	Vaccination History	Additional Doses Required*	Total Number of Doses Required
24-59 months	0 doses (child never had any doses before age 24 months)	1	1
	1 dose administered on or after age 24 months	0	1
	1 dose administered before age 24 months	1	2
	2 doses, both administered on or after age 12 months	0	2
	2 doses, at least 1 administered before age 12 months	1	3
	3 doses, at least 1 administered on or after age 12 months	0	3
	3 doses, all administered before age 12 months	1	4
	4 doses	0	4
≥ 5 years	Not required for pre-K and daycare entrance or attendance for healthy children ≥ 5 years of age		

For the  
2017-18  
School Year

# Parents:

All kids entering **7<sup>th</sup>**, **8<sup>th</sup>** and **12<sup>th</sup>** grades must have the **meningococcal vaccine**.

**Without it, they can't start school.**

## About the Vaccine:

- It's not a new vaccine. It's been recommended for a decade.
- Most parents already choose to vaccinate their children.
- The meningococcal vaccine has been **required** for school entry since Sept. 1, 2016.

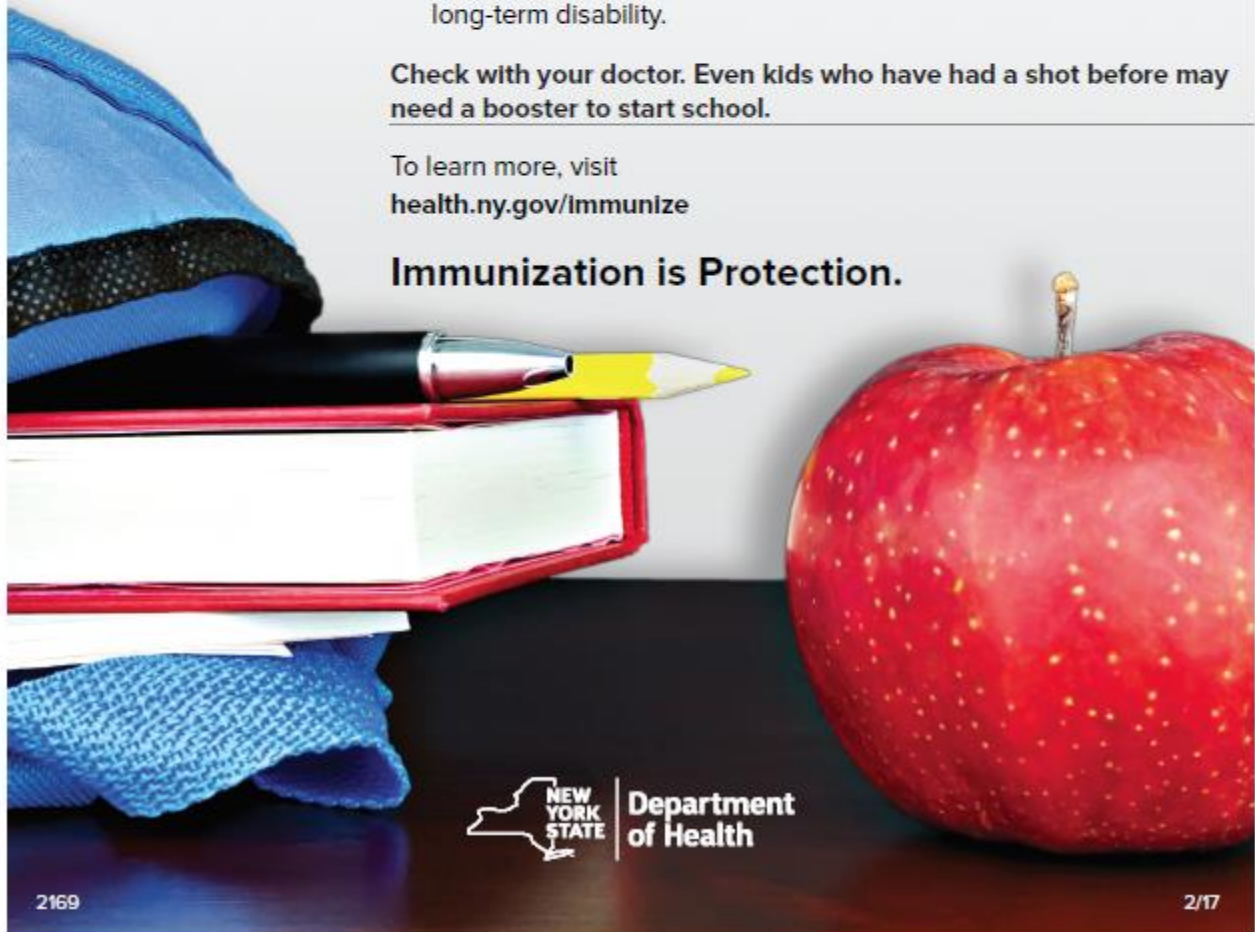
## About Meningococcal Disease:

- It causes **bacterial meningitis** and other serious diseases.
- Teens and young adults are at greater risk.
- It comes on quickly and without warning.
- Its symptoms are similar to the flu.
- Every case of this disease can result in death or long-term disability.

Check with your doctor. Even kids who have had a shot before may need a booster to start school.

To learn more, visit  
[health.ny.gov/immunize](http://health.ny.gov/immunize)

**Immunization is Protection.**



Department  
of Health