

Kingston Catholic School



Parent-Student Handbook 2023-2024

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Parent/Student Handbook
Kingston Catholic School
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School Policies

Academic Expectations

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. A parent's signature indicates that the parent is aware of the student's progress.

At the five-week mark of each quarter, parents/guardians will receive a progress report to alert them to their child's progress. Either the parent or the teacher may request a conference if there are academic or behavioral concerns.

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. All homework times include 15 minutes of reading (or being read to).

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

Grade K	may be given short homework assignments related to the curriculum
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all of their homework.

Grades and Grading

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.

Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets for more than 120 minutes per week.

The Final Report Card Grade is the weighted average of the four previous quarter grades (with mid-year and end-year tests in Religion for 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.
- 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 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. At Kingston Catholic School our benchmarks are:

Grades 6, 7, & 8	First Honors	90% average
	Second Honors	85% average

Good conduct 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. Students with chronic absences or chronic tardiness may be excluded from receiving honors.

Honors Classes- In eighth grade, students meeting the following criteria may be invited to participate in Regents level classes currently being offered by the school: scoring a high 3 or 4 on NYS tests from the previous two years, show high achievement and/or high growth on MAP assessments, have a 92 average in math, science, ELA, and social studies, an A or B in conduct and effort, excellent school attendance, and have the recommendation of their teachers.

National Junior Honor Society- Student in grades 6-8 may be invited to join the NJHS if they achieve **first honors** and receive the endorsement of three faculty members.

Report Card Distribution

K-8 report cards are distributed in November, January, April, and June. PreK report cards are distributed in January 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. The report card is an important part of the on-going communication between the school and the home.

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 Standards and Archdiocesan curriculum. 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 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>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 English Language Arts (ELA)
Grade 2	Failure in ELA
Grade 3	Failures in ELA and Mathematics
Grade 4, 5, 6	Failures in ELA and Mathematics, <i>or</i>

	Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, and Social Studies
Grade 7, 8	Failures in ELA and Mathematics or Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, and 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 our school are expected to participate in all exams and assessments. No alternative assignments will be provided.

Archdiocesan Tests

Religion Mid-year and Final Exams*	Grades 3 to 8	January and June
Core Subject Mid-Year and Final Exams	Grades 6-8	January and June

*The June Archdiocesan Religion Exam will be used as the student's End-of-Year Examination in Religion 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, Science and Mathematics
4	English Language Arts, Science and Mathematics

5	English Language Arts, Science and Mathematics
6	English Language Arts, Science and Mathematics
7	English Language Arts, Science and Mathematics
8	English Language Arts, Science 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 medical 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

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. Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.

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

Excused Absence: 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.

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 grade eight who miss ten (10) or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Students with more than ten (10) absences are in jeopardy of not successfully completing the school year. The principal will meet with the student's parent/legal guardian to determine appropriate next steps. Certification of an absence by a physician is an exception to the ten-day limit. However, satisfactory completion of the required work is required.

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

Birthday Celebrations

Birthday snacks may be shared on the student's birthday or other appropriate date arranged with the teacher. Parents should notify the teacher in writing one week in advance of the date. **Parents may**

bring small individual, prepackaged and factory sealed items such as individual packages of cookies, chip, or goldfish.

Invitations to parties outside of school may not be handed out in class if any student in the class is excluded from the list. The entire class, all the boys, or all of the girls must be included to hand out the invites.

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. 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, within their district, from school, a note must be submitted to the principal at the beginning of the school day. NOTE: Students are not permitted to ride buses outside their district.

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.

- 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.

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 reserve 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/guardians, 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/guardians 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 should provide such documentation to the school office; otherwise, they must fill out the media authorization release form. **If enrolled in a regional school, this media authorization and release was embedded within the online registration process, so the written form is not required, unless a family wishes to change their preference during the course of the school year.**

Crisis/Emergency Information

Should a crisis require evacuation from the school building, students will be brought to a safe location and parents/guardians will be contacted by the school to arrange pick up.

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:

<u>Radio Station</u>	<u>TV Station</u>	<u>On the Internet</u>	<u>IRIS</u>
<u>Wbpm 92.9</u>	<u>Spectrum News</u>	<u>Kingstoncatholic.org</u>	<u>Iris Alert</u>

Daily Schedule

Grades PK – 8 will observe the following schedule:

7:45am	Enter School
8:00am	School Begins
11:30am-12:15pm grades PK-4	First Lunch
12:15pm-1:00pm Grades 5-8	First Lunch
2:45pm	Dismissal

Before **7:45am** and **after 2:45pm** the elementary 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 7:45am and parents/guardians must arrange pickup at dismissal time.

To avoid interruption during the school day, any messages, forgotten lunches, books, etc., must be taken to the office and not to the classrooms while school is in session. 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/guardian 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/guardians 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. Students and/or parents/guardians should report perceived acts of corporal punishment to the principal of the school immediately.

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; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items 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. For acts such as, but not limited to, disrupting class, misuse of materials, inappropriate behavior in the hallways or lunchroom, disrespect or insubordination, students are often given conduct referrals, parental/guardian notification emails, and/or detention. 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/guardian 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/guardian 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/guardian 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/guardians 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, bomb threats), or harm to students, employees, or visitors are taken seriously. Upon knowledge of the threats, the principal will notify the Regional Superintendent and call the parents/guardians. The Office of the Superintendent will also be notified, and along with 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

Our school uniform confirms a student attends the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that pride is taken in one's appearance by wearing the complete uniform. Please remember that by wearing it inside and outside the classroom and the school, students are representing the school and their behavior should be a credit to the school community. Flynn & O'Hara is the uniform company for our school.

Girls K – 4: Flynn and O'Hara jumper, white uniform blouse with round (Peter Pan) collar (short or long sleeve), gray KCS sweater or navy zip front fleece, navy tights or knee socks, and a black, brown, navy sturdy shoe.

OR

Flynn and O'Hara trousers or walking short, gray polo, gray KCS sweater, navy tights or knee socks, and a black, brown, navy sturdy shoe.

Girls 5 - 8: Flynn and O'Hara skirt (plaid kilt or navy skort), gray polo, gray school sweater or navy zipper front fleece, navy knee socks or tights and a black, brown, navy sturdy shoe.

OR

Flynn and O'Hara trousers or walking short, gray polo, gray KCS sweater or navy zipper front fleece, navy tights or knee socks, and a black, brown, or navy sturdy shoe,

All Girls K - 8: Sneakers or sneaker-type shoes are not permitted (with the exception of gym day); high top shoes, open toe or back shoes, heels over 1 ½ inches, or boots are not permitted. Jewelry, other than a religious medal is not permitted. **Makeup and artificial nails are not allowed and only clear nail polish is permitted.**

Girls may wear navy blue, white, or gold hair ribbons in their hair or simple barrettes.

Boys K – 8: Flynn and O'Hara navy uniform trousers or walking short, gray uniform polo (long or short sleeves), gray sweater or navy zip fleece, navy socks, black, brown, or navy sturdy shoe.

All Boys K-8: Other than a religious medal or cross, jewelry is not permitted.

Gym Uniform All Students: Navy blue school uniform shorts or track pants, navy blue school t-shirt (long or short sleeve) and track jacket and sneakers. On the day the children have gym, they wear their gym clothes to school. School gym uniforms may be ordered on line through our school store with Timely Signs.

Girls Pre-K: Yellow or blue KCS dress or gym uniform.

Boys Pre-K: Gym Uniform.

During the cold weather, students may wear the gray uniform cardigan sweater, navy ¼ zip fleece, or full zip fleece. **Other types of sweaters or sweatshirts may not be worn in school.** The KCS track jacket is part of the gym uniform and are for gym days only.

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 boys' hair must not be below the shirt collar. Bangs should not be so long that they impede vision. Boys and girls hair should not be dyed.

If a student is out of uniform, a referral may be sent home and the progressive discipline policy of the school will be followed.

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 nurse's office will be made by school officials.

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,
- If the student confirms suspicion or appears unstable, the student will be brought to the attention of the School Nurse (as per Emergency Guidelines),
- If Necessary, the Principal will call 911 (as per Emergency Guidelines,)
- The police may be called if the student is in possession of an illegal substance (as per Emergency Guidelines),
- Parents/guardians must pick up their child immediately should it be determined that the suspicion is founded. Parents/guardians will be expected to follow the recommendations of the School Principal if the child is to continue in the school;
- 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, 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 21st 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 cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic 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.

Kingston Catholic Chromebook Acceptable Use Policy

One (1) Chromebook is assigned to the Student and is in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment during the school day. The Chromebook is not to leave the school building.

The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his or her right to use the Chromebook.

The school property may be used by the student only for non-commercial purposes, in accordance with KCS policies and rules, the Schools Acceptable Use Policy, as well as all applicable laws and regulations.

Students may not install or use any software other than software owned or approved by the school and made available to the student in accordance with this Chromebook Agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not add, delete, access, or modify other users' accounts on the Chromebook or on any school owned computer.

The school network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification numbers have been placed on the Chromebook. The student agrees not to remove or modify these labels. If the labels become damaged or missing, contact the teacher for replacements. The student agrees not to affix additional stickers, labels, tags, or markings of any kind to the machine.

A Google Classroom or Seesaw account has been set up and is available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within the school community.

The student agrees to use best efforts to ensure that the school property is not damaged or rendered inoperable by any malicious code or program, including, but not limited to bugs, spyware, viruses, and worms.

The student acknowledges and agrees that the student's use of the school's property is a privilege and that by the student's agreement to the terms of this Chromebook Agreement, the student acknowledges the student's responsibility to protect and safeguard the schools property and to return the same in good condition upon request by the school.

Student Chromebook Responsibilities

- The Chromebook is an important learning tool and is to be used for educational purposes only
- The student will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- The student will not lend the Chromebook to anyone. It will stay in the student's possession at all times during the school day
- The student will not load software that is inappropriate for school onto the Chromebook
- The student will not use the Chromebook with personal email accounts. The student will not give personal information when using the Chromebook
- The student will not remove programs or files from the Chromebook, that have not been authorized by the school
- The student agrees that email (or any other computer communication) should be used only for appropriate, educational, and responsible communication and not to communicate with parents, peers, or other outside our school community during the school day
- The student will keep all accounts and passwords secure, and will not share these with any other students
- The student will not attempt to repair the Chromebook
- The student will return the Chromebook when requested
- The student's parents will accept final responsibility for Chromebooks lost or damaged by their children

ACCEPTABLE USE AND INTERNET SAFETY FOR THE COMPUTER NETWORK OF KINGSTON CATHOLIC SCHOOL

Kingston Catholic School is pleased to make available to students access within KCS to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student

use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

ACCEPTABLE USES

1. Educational Purposes Only. The School is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

2. Unacceptable Uses of Network.

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

uses that violate the law or encourage others to violate the law, transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited, by the School's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

INTERNET SAFETY

Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide of materials to shun. If a student finds that other users are visiting offensive or harmful sites, s/he should report such use to the person designated by the School.

Personal Safety

Using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission.

Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

"Hacking" and Other Illegal Activities

It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

Failure to Adhere to the Acceptable Use Policy

The student's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall, at a minimum, have his/her access to the computer network and Internet terminated, which the School may refuse to reinstate for the remainder of the student's enrollment in the School. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if s/he permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School may also take other disciplinary action in such circumstances.

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 daycare 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/guardians 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. Students may not attend extracurricular activities on days they are absent from school. 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 the first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 12:20 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 for 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/guardian, 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

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. Tuition is an annual charge that may be paid in monthly installments. Tuition must be paid directly to Blackbaud by the designated due date.

REFUNDS and WITHDRAWALS

Considerable effort and expense is expended throughout the registration period and continues during the summer months as we plan and prepare for your child's inclusion in our school community. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If written notice of withdrawal is received by the school prior to or before August 15, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school after August 15, and the student does not attend, 90% of the tuition will be forgiven. The family is responsible to pay the remaining balance of 10% of the annual tuition as billed. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be refunded upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

Withdrawal Date	Annual Tuition Obligation
September	80% of annual tuition forgiven Family Obligation 20%
October	70% of annual tuition forgiven Family Obligation 30%
November	60% of annual tuition forgiven Family Obligation 40%
December	50% of annual tuition forgiven Family Obligation 50%

January	40 % of annual tuition forgiven Family Obligation 60%
February	30% of annual tuition forgiven Family Obligation 70%
March	20%of annual tuition forgive Family Obligation 80%
April	10% of tuition forgiven Family Obligation 90%
May	No adjustments Family Obligation 100%
June	No adjustments Family Obligation 100%

DELINQUENCIES

Failure to keep current with your tuition obligation jeopardizes your child(ren)'s placement in the school. If tuition and fees cannot be paid on time, families must communicate with the school administration in writing to prevent enforcement of delinquency procedures.

- Families whose tuition payment are delinquent (late) will receive a letter from Blackbaud immediately following the due date.
- Families whose tuition payment is delinquent 60 days will receive a second letter; this letter will come from their principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child/children may not be permitted to attend classes.
- Failure to address the delinquent payments, as agreed with the Principal, may result in the child(ren)'s suspension.
- Records and report cards cannot be transmitted for students with delinquent tuition payments, and financial scholarships provided will be at risk and may be rescinded.
- Families with delinquent tuition may be ineligible to re-register or apply for financial aid for the following school year.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.
- Three or more failed payments within a month will result in a change in payment terms.

FEES

- Families are charged an annual \$40.00 Blackbaud administrative fee upon the activation of their account.
- Accounts with late payments will be assessed a late fee of \$40 for each late payment.
- Checks and electronic payments that do not clear the bank will result in a \$35 fee per occurrence.
- Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology or other general fees). These fees are not refundable.
- Fees are not refundable. This includes the Registration fee paid through TADS.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

ACCEPTANCE OF THIS TUITION AND FEES POLICY SCHOOL YEAR: 2023-2024

When completing the registration/re-registration process in TADs, a digital copy of this policy is available for review, and your electronic acceptance will be requested to successfully complete enrollment. Your electronic acceptance confirms the following:

I have read this policy and agree to the following:

- I understand my obligation to make timely tuition payments.
- I understand that Blackbaud will charge a \$40 administration fee for its service.
- I understand that my account will be assessed a \$40 late fee for each late payment.
- I understand that I will be charged a \$35 fee for returned or rejected checks and failed electronic payments.
- I understand that I have a tuition obligation if withdrawal notice is given after August 15th even if my child does not attend school

Fire and Emergency Drills

Fire, emergency, and lockdown drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire or lockdown 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 drills and follow directions as given. Teachers will direct the students. Drills may take place on any day and at any time regardless of weather conditions.

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

All persons have a right to be treated with dignity and in a Catholic school environment all demeaning behavior is unacceptable. Students, parents or guardians who become aware of acts of bullying or harassment involving any student must report these incidents to the principal.

The school provides a safe environment for all and participates 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.

Harassment, intimidation or bullying includes, but is not limited to, written, verbal, or physical acts, which physically harm a student or damages the student's property or has the effect of substantially interfering with a student's education or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, pranks, gestures, exclusion or other forms of relational aggression, or physical attacks, actions, or threats. Actions may take any form including written, oral, physical, or electronic.

These behaviors, which are contrary to the teachings of the Catholic Church, are prohibited in all Catholic schools in the Archdiocese of New York and will not be tolerated regardless of time or place.

No student shall be subjected to bullying and harassment on the basis of actual or perceived traits or characteristics i.e. age, race, color, creed, national origin, religion, gender, physical attributes, physical or mental ability, ancestry, political beliefs, socioeconomic status, or familial status.

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools within the Archdiocese are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The schools within the Archdiocese use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administration:

- The student is not toilet-trained or is incontinent, or unable to control drooling.

- The student is physically aggressive, with a documented history of biting or harming others.

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 a child exhibits symptoms related to infectious disease or communicable diseases (see attached), the parent/guardian is obligated to notify the school and 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 required by the Department of Health before admission to and for the continued attendance at the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents/guardians 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 after a parent/guardian signs them in the main office. Repeated lateness affects your child's ability to learn, 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 Mid-Term and 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/guardians of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

Lunch Program

Lunch order forms are available on our website each week. Lunch orders must be returned to the office each Friday for the coming week. Lunchroom rules include but are not limited to:

- Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.

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.

Student Abortion Policies

Rationale:

The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable... since it is the deliberate killing of an innocent human being."

Policies:

1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

Guideline:

1. In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parents/guardians' role in the decision to abort should be taken into consideration.

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 or her own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on 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
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

Money

Money that is brought to school for a specific purpose (class trip, book fair, etc.) must be put into an envelope with the child's name, grade and amount. Since snacks are sold periodically, 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/guardians 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/guardians 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/guardians 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/guardians 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.
- 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 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/guardian 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

A Home-School Organization, known as the Kingston Catholic School Family Organization (KCSFO) provides an effective channel of communication between parents/guardians 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
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fundraising activities
- to provide adult education programs
- all parent activities must be done in collaboration with the school principal or designee and all communications must be approved by the principal before they are shared with the school community

Philosophy and Goals

The school endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

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. If the Re-Registration Fee is not paid by the due date as outlined by the school, we cannot guarantee a seat for your child for the upcoming school year.

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/guardian 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/guardian cannot be contacted, the office will contact the name listed on the child's emergency contact card. Emergency cards will be 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.)

School Calendar

A yearly calendar is posted on our website at the beginning of the school year. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar.

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, 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.

Schools' 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 ensure the security of the building and the safety of each child, all exterior doors will be locked during the school day. 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 that it is reviewed regularly with faculty and staff.

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, and all visitors to the school. Smoking on sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, vaporizers, vape pens, e-cigars, e-hookah, vaping devices, personal vaporizers, or any other matter or substance containing tobacco, as well as any other 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. If you suspect your child has a learning disability and wish to have your child evaluated to determine if special education services are needed, you may contact your child's teacher or the principal. Through the Committee on special Education (CSE) Kingston City Schools will conduct a full educational evaluation, if determined to be necessary, arrange for, and provide Individualized Education Services Plan (IESP) and special education services. Parents/guardians also have the option to have their child(ren) evaluated privately at their own expense.

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 Plan (IESP), the parent/guardian must contact the Kingston City School Special Education Department to get an IESP for their child. It is always the parent/guardian's responsibility to keep their child's IESP up to date.

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 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 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.

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/guardian'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, Twitter, 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 appendix 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 7:45 AM and after 2:45 PM. Students must not arrive on the school grounds prior to these times and parents 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 5 days, or the appropriate authorities will be contacted. The child's absences will be marked as unexcused until the school receives notification or a 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 the parent/guardian. Such a request for records should come directly from the receiving school. An Authorization to Request Records must be obtained from the Kingston Catholic office. All books and learning materials must be returned and all bill must be paid before school records are transferred to another 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).

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.

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 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.

APPENDIX

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 (see parent/student handbook).
7. Parents 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.
- *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. The use for product advertisement or political lobbying is also prohibited.

Student Name: _____ Grade _____

Student Signature: _____ Date _____

Return to School by September 11, 2023

Kingston Catholic School

Parent Signature Page – Return Due Date: September 11, 2023

Family Name **(PLEASE PRINT)**

(Parents' signature)

(Parents' 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 parent or designated guardian

Family Name (PLEASE PRINT) _____

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]

Signature

Signature of Parent or Guardian

Date

SIGNED Form Due by September 11, 2023

**Technology Use/Telecommunications Policy
Agreement for 2023-2024
School Year for
Kingston Catholic 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/guardian of this student(s), 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(ren)'s use of school's technology resources is not in a school setting. I hereby give permission for my child(ren) to use the school's technology resources and certify that I have reviewed this information with my child(ren).

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

SIGNED Form Due by September 11, 2023

Title I Participation Notice

Dear Parent/Guardian:

Your child may be eligible to participate in the New York City Department of Education's Office of Nonpublic Schools Title I Program for the 2023-2024 school year, a federal program that provides supplemental educational services to eligible students at no cost to you, the parent/guardian. The Title I program is designed to enable all students to obtain a high-quality education. Your child's school is working with a third-party vendor to provide the supplemental educational services.

Your child may be enrolled in one or more of the Title I programs listed below

- Literacy Instruction Services
- Math Instruction Services
- Additional services not listed above as determined in consultation with the Superintendent of Schools Office, Regional Superintendent and Principal.
- Mentoring Services
- Tutoring Services
- Academic Counseling Services

Title I Literacy Instruction Services: Your child will receive direct instruction aimed at improving literacy skills, including but not limited to, comprehension, fluency, and writing across content areas. This service is provided in a separate location from their regularly scheduled class, other than English Language Arts, during the school day.

Title I Math Instruction Services: Your child will receive direct instruction aimed at improving math concepts and skills. This service is provided in a separate location from their regularly scheduled class, other than Math, during the school day.

Title I Mentoring Services: Your child will receive support aimed at improving academic skills, including but not limited to, communication and organizational skills. This service is provided before and after school or during non-core instructional periods.

Title I Tutoring Services: Your child will receive support aimed at improving student learning across a variety of subjects. This service is provided before and after school or during non-core instructional periods.

Title I Academic Counseling Services: Your child will receive academic counseling supports during the school day to assist with mitigating any barriers to learning. This service is provided in a separate location from their regularly scheduled instructional periods.

Parent/guardian may be invited to attend a parent/guardian orientation meeting to further explain the Title I-funded Program. You may also be invited to attend additional workshops to assist you in supporting your child at home.

Kingston Catholic School

Absentee Note

STUDENT'S NAME _____

STUDENT'S CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE _____

Doctor's note is attached. Yes _____ No _____

DATA PRIVACY CONSENT FORM for Kingston Catholic School

Kingston Catholic puts premium value to the privacy and security of personal data entrusted by its students and parents for legitimate purposes in connection with the Technology Use/Telecommunications Policy and any hardware and software used in connection therewith.

When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you.

Processing of Personal Data

A. Collection of Information. We collect your personal data that you provide to us during your application for admission, information we acquire or generate upon enrollment, and during the course of your education with us in order to carry out the purposes associated with our Technology Use/Telecommunications Policy.

1. Information you provide us during your application for admission. Upon application for admission, we collect information about personal circumstances and contact information, including, but not limited to, name, address, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.

2. Information we acquire or generate upon enrollment and during the course of your education with us. Upon enrollment and during the course of your education with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to cocurricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in. We will also collect information in connection with your use of hardware and software provided to you during the course of your education with us, including, but not limited to, address, telephone number, email address, other unique identifier, passwords or PINs, and account credentials (e.g., username and password).

B. Access to Information. Your personal information is accessed and used by us. We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes. Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:

1. evaluating applications for admission;
2. processing confirmation of incoming students and transfer students in preparation for enrollment;
3. recording, generating and maintaining student records of academic, co-curricular and extracurricular progress;
4. establishing and maintaining student information systems
5. maintaining directories and records.
6. compiling and generating reports for statistical and research purposes
7. providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety, and security.
8. managing and controlling access to campus facilities and equipment.
9. communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects, and activities; and
10. soliciting your participation in research and non-commercial surveys.

Sharing of Information. Some examples of when we may share or disclose your personal information to others include:

sharing of information to persons, including parent/guardian, or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety, and security, or that of others.
providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission.
reporting and/or disclosing information to government bodies or agencies (e.g., Commission on Higher Education, Department of Education); and
conducting research or surveys for purposes of institutional development; and
sharing of information to various third-party vendors who provide services associated with our Technology Use / Telecommunications Policy and any hardware and software used in connection therewith.

Data Protection

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. We only permit your data to be accessed or processed by authorized personnel who hold such information under strict confidentiality, including all third-party vendors.

Any data security incident or breach that comes to the knowledge of us will be recorded and reported as required by law. We will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your personal information, we will notify you of such incident in an appropriate manner.

Consent

I have read this form, understood its contents and consent to (a) the collection, use, processing and transfer by Kingston Catholic School of certain personal information about you (the "Data"); (b) any transfer of Data by any such authorized person for the purposes of implementing, administering and managing the purposes outlined above; (c) the use of such Data by any such authorized person for such purposes; and (d) the transfer to and retention of such Data by third parties in connection with such purposes. I further agree and acknowledge that while Kingston Catholic School has taken all necessary and reasonable steps to ensure that all third parties protect such Data, Kingston Catholic School has no control over how the third party will use or disseminate my information. I agree to release and hold harmless Kingston Catholic School, its representatives, officers, employees, contractors, agents, and assignees, from any and all claims of action or damages of any kind arising from, or in any way connected to, the release or use of any information or records by any third party pursuant to this form and as allowed by all applicable laws.

Complete Name of Student: _____

Signature of Student: _____

Date: _____

If below 18 years old: As the parent/guardian of this student, I have read the data privacy consent form, understood its contents and provide consent to use the personal information collected as outlined and in accordance with this form. I hereby give permission to use the personal information collected as outlined and in accordance with this form and certify that I have reviewed this information with my child.

Parent/Guardian's name (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Please return to School by September 11, 2023

Kingston Catholic School

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

PARENTAL REQUEST FORM FOR SCHOOL YEAR 2023-2024

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.

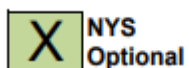
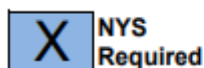
Signature of Parent or Guardian

Address

Date

SIGNED Form Due by September 11, 2023

2023-2024 NYS Immunization & Health Information



NYS and NYC Screening & Health Exam Requirements														
	New Entrant	Pre K or K*	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
HEARING SCREENING:														
Pure Tone	X	X	X		X		X		X				X	
SCOLIOSIS SCREENING														
Boys											X			
Girls							X		X					
VISION SCREENING														
Color Perception	X													
	X													
Fusion		X	X											
Near Vision	X	X	X		X		X		X				X	
	X	X	X		X		X							
Distance Acuity	X	X	X		X		X		X				X	
	X	X	X		X		X							
Hyperopia	X													

*Determine if your Kindergarten or Pre K students are your district's new entrants.

Health Examination Overview														
	New Entrant	Pre K or K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Health Examination**	X	X	X		X		X		X		X		X	
	X													
Dental Certificate	X	X	X		X		X		X		X		X	

**Health Examinations may be either a Health Appraisal (health exam performed by the School Medical Director) or Health Certificate (health exam performed by the student's primary medical provider). They must be dated no more than 12 months prior to the start of the school year in which they are required, or the date of entrance to the school for new entrants.

This sample resource was created by the New York State Center for School Health and is located at www.schoolhealthny.com
in the Laws|Guidelines|Memos - Effective July 2018

2019-20 School Year New York State Immunization Requirements for School Entrance/Attendance¹

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 11, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. 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 grade 12 except for interval between measles vaccine doses. 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, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	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) ³	Not applicable		1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses If the 3rd dose was received at 4 years or older	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombvax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years	
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		1 dose
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable		Grades 7, 8, 9 and 10: 1 dose	2 doses or 1 dose If the dose was received at 16 years or older
Haemophilus Influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		

papera, rubéola, hepatitis B, varicela o poliomielitis (para todos los serotipos) constituye una prueba aceptable de la inmunidad a estas enfermedades. El diagnóstico de un médico, asistente médico o enfermero de práctica avanzada de que un niño tuvo varicela es una prueba aceptable de la inmunidad a dicha enfermedad.

2. Vacuna de toxoides diftéricos y tetánicos y tos ferina acelular (DTaP). (Edad mínima: 6 semanas)

- Los niños que comienzan la serie a tiempo deben recibir una secuencia de 5 dosis de la vacuna DTaP a los 2 meses, 4 meses, 6 meses y 15 a 18 meses de edad, además de a los 4 años de edad o más. La cuarta dosis puede administrarse a partir de los 12 meses de edad, siempre que hayan transcurrido por lo menos 6 meses desde la tercera dosis. Sin embargo, no es necesario que se repita la cuarta dosis de DTaP si se administró al menos 4 meses después de la tercera dosis de DTaP. La dosis final de la serie debe administrarse en el cuarto cumpleaños o después.
- Si la cuarta dosis de DTaP se administró a los 4 años de edad o más, la quinta dosis (refuerzo) de vacuna DTaP no es necesaria.
- Para los niños nacidos antes del 1/1/2005, solo se requiere inmunidad a la difteria y las dosis de DT y Td cumplen con este requisito.
- Los niños mayores de 7 años de edad que no estén completamente vacunados con la serie de vacunas DTaP infantiles deben recibir la vacuna Tdap como la primera dosis en la serie de vacunas para ponerse al día; si se necesitan más dosis, se debe administrar la vacuna Td. Si recibieron su primera dosis en o después de su primer cumpleaños, entonces requerirán tres dosis, siempre y cuando la dosis final se haya recibido a los cuatro años de edad o más. Una vacuna Tdap (o una vacuna DTaP administrada de forma incorrecta) recibida a los 7 años de edad o más servirá para cumplir con el requisito de Tdap para el 6.º grado.

3. Vacuna de toxoides tetánicos y diftéricos y contra la tos ferina acelular (Tdap). (Edad mínima: 7 años)

- Los alumnos de 11 años de edad o más que ingresan desde el 6.º al 12.º grado deben recibir una dosis de Tdap. Se cumplirá este requisito al recibir una dosis a los 7 años de edad o más.
- Los alumnos de 10 años de edad que ingresan al 6.º grado y que no han recibido la vacuna de Tdap satisfacen los requisitos hasta que cumplen 11 años de edad.

4. Vacuna antipoliomielítica inactivada (VAPI) o vacuna antipoliomielítica oral (OPV). (Edad mínima: 6 semanas)

- Los niños que comienzan la serie a tiempo deben recibir una secuencia de IPV a los 2 meses, 4 meses y entre los 6 a 18 meses de edad y a los 4 años de edad o más. La dosis final de la serie debe administrarse en el cuarto cumpleaños o después y al menos 6 meses después de la dosis anterior.
- Para los alumnos que recibieron la cuarta dosis antes de su cuarto cumpleaños y antes del 7 de agosto de 2010, es suficiente administrar 4 dosis con al menos 4 semanas de separación.
- Si la tercera dosis de la vacuna antipoliomielítica se administró a los 4 años de edad o más y por lo menos 6 meses después de la dosis anterior, no se requerirá la cuarta dosis.
- No es necesario que se revisen los intervalos entre dosis de vacunas para alumnos del 12.º grado para el año escolar 2019-20.
- Si tanto la OPV como la VAPI se administraron como parte de una serie, el número total de dosis e intervalos entre dosis es el mismo que el recomendado para el programa de VAPI de EE. UU. Si solo se administró la OPV, y todas las dosis se administraron antes de los 4 años de edad, se debe administrar 1 dosis de VAPI a los 4 años de edad o más y la última dosis de la OPV debe administrarse por lo menos 6 meses después.

5. Vacuna contra el sarampión, papera y rubéola (MMR). (Edad mínima: 12 meses)

- La primera dosis de la vacuna MMR debe haberse administrado en el primer cumpleaños o después. Para considerarse válida, la segunda dosis debe haberse administrado al menos 28 días (4 semanas) después de la primera dosis.
- Sarampión: es necesaria una dosis para prekindergarten. Son necesarias dos dosis para los grados kindergarten hasta el 12.º grado.

12.º grado. Son necesarias dos dosis para los grados kindergarten hasta el 11.º grado.

- Rubéola: es necesaria por lo menos una dosis para todos los grados (prekindergarten hasta el 12.º grado).

6. Vacuna contra la hepatitis B

- La dosis 1 debe administrarse en el nacimiento o en cualquier momento posterior. La dosis 2 debe administrarse al menos 4 semanas (28 días) después de la dosis 1. La dosis 3 debe administrarse al menos 8 semanas después de la dosis 2 y al menos 16 semanas después de la dosis 1, PERO no antes de las 24 semanas de edad.
- Se cumplirá el requisito con dos dosis de la vacuna contra la hepatitis B para adultos (Recombivax) administradas con al menos 4 semanas de separación a la edad de 11 a 15 años.

7. Vacuna contra la varicela. (Edad mínima: 12 meses)

- La primera dosis de la vacuna contra la varicela debe haberse administrado en el primer cumpleaños o después. Para considerarse válida, la segunda dosis debe haberse administrado al menos 28 días (4 semanas) después de la primera dosis.
- Para los niños menores de 13 años, el intervalo mínimo recomendado entre dosis es de 3 meses (si la segunda dosis se administró por lo menos 4 semanas después de la primera dosis, se puede aceptar como válido); para los niños de 13 años de edad o más, el intervalo mínimo es de 4 semanas.

8. Vacuna antimeningocócica conjugada ACWY. (Edad mínima: 6 semanas)

- Es necesaria una dosis de vacuna antimeningocócica conjugada (Menactra o Menveo) para los alumnos que ingresan al 7.º, 8.º, 9.º y 10.º grados.
- Para los estudiantes del 12.º grado, si la primera dosis de la vacuna antimeningocócica conjugada se administró a los 16 años de edad o más, no se requiere la segunda dosis (refuerzo).
- La segunda dosis debe haberse administrado al menos a los 16 años de edad o más. El intervalo mínimo entre dosis es de 8 semanas.

9. Vacuna conjugada contra el Haemophilus influenzae tipo b (Hib). (Edad mínima: 6 semanas)

- Los niños que comienzan la serie a tiempo deben recibir la vacuna Hib a los 2 meses, 4 meses, 6 meses y 12 a 15 meses de edad. Los niños mayores de 15 meses deben ponerse al día de acuerdo al programa de recuperación del ACIP. La dosis final debe recibirse a los 12 meses de edad o después.
- Si se recibieron 2 dosis de la vacuna antes de los 12 meses de edad, solo se requieren 3 dosis si la dosis 3 se administró entre los 12 y 15 meses de edad y al menos 8 semanas después de la dosis 2.
- Si la dosis 1 se recibió entre los 12 y 14 meses de edad, solo se requieren 2 dosis si la dosis 2 se administró al menos 8 semanas después de la dosis 1.
- Si la dosis 1 se recibió a los 15 meses de edad o más, solo se requiere 1 dosis.
- No se requiere la vacuna Hib para niños de 5 años de edad o más.

10. Vacuna conjugada contra el neumococo (PCV). (Edad mínima: 6 semanas)

- Los niños que comienzan la serie a tiempo deben recibir la vacuna PCV a los 2 meses, 4 meses, 6 meses y 12 a 15 meses de edad. Los niños mayores de 15 meses deben ponerse al día de acuerdo al programa de recuperación del ACIP. La dosis final debe recibirse a los 12 meses de edad o después.
- Los niños de 7 a 11 meses de edad que no han sido vacunados tienen la obligación de recibir 2 dosis, con al menos 4 semanas de separación, seguidas de una tercera dosis a los 12 a 15 meses de edad.
- Los niños de 12 a 23 meses de edad que no han sido vacunados tienen la obligación de recibir 2 dosis de la vacuna con al menos 8 semanas de separación.
- Si se recibió una dosis de la vacuna a los 24 meses de edad o más, no se requieren dosis adicionales.
- Para obtener más información, consulte la tabla de PCV disponible en el Folleto de Instrucciones de Encuestas Escolares en: www.health.ny.gov/prevention/immunization/schools

Para obtener más información, póngase en contacto con:

Departamento de Salud del Estado de Nueva York
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

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, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older. 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 grade 12 in the 2019-20 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 grade 12. Two doses are required for grades kindergarten through 11.
 - 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 (Recombinax) 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, 8, 9 and 10.
 - 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

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