

2019-20 St. John School Parent Student Handbook

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Table of Contents

Academic Expectations	Page 3
Graduation	Page 3
Homework	Page 3
Grades and Grading	Page 4
Assessments	Page 7
Accidents	Page 8
Admissions Policies	Page 8
After School Program	Page 9
Announcements	Page 9
Attendance	Page 9
Birthday Parties	Page 10
Books	Page 10
Buses	Page 11
Change of Address, Email, Phone	Page 12
Charter for the Protection of Children and Young People	Page 12
Child Abuse Laws	Page 12
Child Custody	Page 12
Communication	Page 13
Confidentiality	Page 13
Contacts with the Media	Page 14
Crisis/Emergency Information	Page 14
Daily Schedule	Page 14
Discipline Code for Student Conduct	Page 15
Dress Code	Page 17
Drug and Alcohol Policies	Page 18
Electronic Devices	Page 19
Emergency Closings/Delayed Openings	Page 19
Expectations and Responsibilities for Students	Page 19
Extracurricular Activities	Page 20
Faculty Meetings	Page 20
Field Trips	Page 21
Financial Policies	Page 21
Fire and Emergency Drills	Page 23
Guidance	Page 23
Guidelines for the Education on Non-Catholics	Page 23
Harassment/Bullying Policies	Page 24
HIV/AIDS Curriculum	Page 24
Illness	Page 25
Immunizations	Page 25
Lateness	Page 25
Liturgy/Religious Education	Page 25

2019-20 *St John School* Parent/Student Handbook
Table of Contents (continued)

Lunchroom	Page 26
Maternity/Paternity	Page 26
Student Abortion Policies	Page 27
Medications	Page 27
Money	Page 28
Parents as Partners	Page 28
Philosophy and Goals	Page 30
Re-registration	Page 30
Release of Students	Page 30
School Calendar	Page 30
School Publications	Page 31
School's Right to Amend	Page 31
Security	Page 31
Sex Offender Policy	Page 31
Smoking	Page 32
Special Learning Needs	Page 32
Summer School	Page 33
Telecommunications Policy	Page 33
Student Expectations in Use of the Internet	Page 34
Use of Schools Grounds	Page 34
Withdrawals and Transfers	Page 34
Summary Statement	Page 35
Telecommunications Policy (continued)	Page 37
Parent Signature Page	Page 39
Media Authorization and Release	Page 40
Technology Use Agreement	Page 41
Absent Note	Page 42
Textbook/Software/Hardware Request Form	Page 43
Immunization Information Documents	Page 44

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.

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. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading. 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:

Grades K	may be given occasional 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 homework.

Grades and Grading

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

Academic Achievement

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

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

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

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.
- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
 - o 4: Meeting Standards With Excellence
 - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently.
 - o 3: Meeting Standards
 - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
 - o 2: Approaching Standards
 - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
 - o 1: Below Standards

- Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
 - ○ N/A: Not Assessed
 - Students were not assessed on these standards this quarter.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- Passing is any mark 70% or above or any mark of D or higher.

Parents 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

Academic Honors are awarded at report card time for grades 3-8. There are three types of honors:

Principal's Award is granted to those students with 95 or above in all academic subjects and a grade of A or B in Art, Music, Physical Education, Conduct and General Effort.

First Honors is granted to those students with 90 or above in all academic subjects and a grade of A or B in Art, Music, Physical Education, Conduct and General Effort.

Second Honors is granted to those students with 85 or above in all academic subjects and a grade of A or B in Art, Music, Physical Education, Conduct and General Effort.

Good conduct is a requirement to receive Academic 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.

Report Card Distribution

Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Final report cards may not be given before the last day of school. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Retention/Promotion

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

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. 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>LEVEL</u>	<u>ACADEMIC PROGRESS</u>
Kindergarten	Evidence that the child is not meeting academic expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in 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, Social Studies,

Grade 7, 8	Failures in ELA and Mathematics	
		<i>or</i>
	Failure in ELA	
		<i>or</i>
	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
- repeated scores of 1 (“below standards”) in several standard domains on report card

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 Test Religion Exams (In June, the Archdiocesan Religion Exam will be used as the student's End-Year examination in religion for Grades 6-8.)

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

*In June, the Archdiocesan Religion Exam will be used as the student's End-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 and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics
7	English Language Arts and Mathematics
8	English Language Arts and Mathematics

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

Accidents

A student accident insurance fee is added to every child's book bill. In the event of an accident at school, you may obtain a claim form from the office.

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

Admission Policies

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

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

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

The process for admission to the school is: parents must complete the online application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child.

St. John School gives preference in admission: 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.

The After School program is available to all students from school dismissal time to 5:30p.m. except on half days before a holiday. More information is available on the school website, www.saintjohngoshen.org.

Announcements

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

Attendance

In the State of New York, full time education is compulsory from age six to age 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.

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 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 10 absences are in jeopardy of not successfully completing the school year. Principals will meet with the student's parents/legal guardians to determine appropriate next steps. Certification of an absence by a physician is an exception to the ten-day limit. However, satisfactory completion of the required work is required.

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

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.

Birthday Parties

Each child, on his or her birthday, may bring small individual items such as cupcakes, brownies, etc. to share with his or her class. Parents should notify the teacher in writing. Parents may not bring in favors or "goodie" bags for the students.

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. Book socks or paper covers may be used for hardcover books. Clear Contact paper may to be used to cover any disposable books or workbooks obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or

defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

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

2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.

3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cent per day fine per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Buses

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school, a note must be submitted to the principal at the beginning of the school day. No child may ride a bus from a different school district without the district giving permission.

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

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

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

Confidentiality

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

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

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

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

Contacts with the Media

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents 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 place located at St. John Church and parents/guardian should meet them at that location. However, if entire campus evacuation is necessary, students will be evacuated to CJ Hooker auditorium where parents/guardians should meet their children.

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>WHUD radio station</u>	<u>CBS/NBC TV Station</u>	<u>www.saintjohnqoshen.org</u>
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Daily Schedule

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

7:30 AM	Enter School
7:45 AM	School Begins
11:31-12:01	First Lunch / Recess
12:01-12:31 PM	Second Lunch
2:30 PM	Dismissal

Before **7:30 AM and after 2:50 PM** the school does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:30 AM** and parents must arrange pickup at dismissal times.

To avoid interruption during the school day, any messages, forgotten lunches, books, boots, 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.

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. By enrolling a child in St. John School, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in St. John School, the parent agrees to be supportive of the rules and regulations that we deem critical in the spiritual, academic and behavioral growth of the child.

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

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

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; 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. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

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

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

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

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g. shooting, 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. 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

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community. Please make sure the student's name is on each piece of the school and gym uniform.

- Girls K - 5: Plaid Jumper, white uniform blouse with round (peter pan) collar and maroon socks. Khaki shorts may be worn in the fall and spring with the white shirt. Khaki pants may be worn in the winter with the white shirt and school sweater. In the winter, if a sweater is worn, it must be the school sweater. Hoodies or other sweaters are not permitted.
- Girls 6 - 8: In the fall and spring: Khaki skirt or shorts, red polo shirt, white socks.
In the winter: Khaki skirt or pants, white button down shirt, red sweater and white socks
- Girls K - 8: All girls must wear black or brown shoes. Sneaker-type shoes are not permitted; no high top shoes, clogs, platform shoes, slippers or boots are allowed. No jewelry is permitted. No makeup is allowed and only clear nail polish is permitted. Girls may wear maroon, white, or gold hair ribbons in their hair or simple barrettes.
- Boys K - 5: Khaki dress uniform trousers (or shorts in the fall and spring) no corduroys or Dockers, or baggies, maroon shirts (long or short sleeves), black or brown shoes. No sneaker type shoes or boots are permitted.
If a sweater is to be worn, it must be the school sweater. Hoodies are not permitted for wear in the classroom.
- Boys 6 - 8: For the fall and spring: Khaki dress uniform trousers or shorts (no corduroys or Dockers, or baggies), red logo polo shirts, black or brown shoes.
For the winter: Khaki dress uniform trousers, white button-down oxford shirt, red logo sweater, black or brown shoes. No sneaker-type shoes or boots are permitted. If a sweater is to be worn, it must be the school sweater. Hoodies are not permitted for wear in the classroom.
- Boys K - 8: Jewelry is not permitted. Socks may be khaki or dark dress socks. No sports socks may be worn except on gym days.

- Gym Uniform: Red school uniform shorts, gray school tee-shirt with the school name, zip up gym jacket, red sweat pants and sneakers. On the day the children have gym, they may wear their gym clothes to school. Students are allowed to wear sneakers on gym day.
- Girls and Boys: The presence of anything that proclaims a current fad is not permitted

During the cold weather, students may wear the maroon (K-5) or red (6-8) uniform cardigan sweater or the uniform pullover school sweater. Other types of sweaters or sweatshirts may not be worn.

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. Hair should not be dyed, highlighted, or partly shaved. There should be no designs cut into hair.

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

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, student should be brought to the attention of the School Nurse (as per the Emergency Guidelines)
- If necessary, the principal will call 911 (as per the Emergency Guidelines)
- The police may be called if the student is in the possession of an illegal substance (as per the Emergency Guidelines)
- Parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- 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.

Emergency Closings/Delayed Openings

St. John School follows the policy of the Goshen Public School District when closing due to inclement weather, loss of power or other issues.

- St. John School utilizes 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 St. John School is closed for the day due to inclement weather or other unforeseen situation, the following will apply:
 - All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled
 - After School and/or extended day care programs will be closed all day.

Expectations and Responsibilities for Students

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

- do their best work at all times.

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

Extracurricular Activities

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

Faculty Meetings

Faculty meetings are scheduled on first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 11:45 a.m. on these days or after the First Friday Mass has ended.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

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

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

Financial Policies

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 policy at the time of registration is that all tuition and fees will be paid on time. Tuition is an annual fee that may be paid in monthly installments. Tuition should be paid monthly directly to Smart Tuition on the designated due date.

WITHDRAWALS AND REFUNDS

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

DELINQUENCIES

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

- Families whose tuition payment is delinquent (late) will receive a letter form Smart Tuition immediately following the due date.
- Families whose tuition payment is delinquent 60 days will receive a second letter; this letter will come from the principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child(ren) may not be permitted to attend classes.
- Failure to address the delinquent tuition payment/s 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 aid/scholarships provided will be at risk and may be rescinded.
- 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 of payment terms.

FEES

- Families are charged an annual \$40 Smart Tuition administrative fee upon 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 fail (i.e.do not clear the bank) will result in a \$30 fee per occurrence
- Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology, of 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.

FUNDRAISING ACTIVITIES

The Parent Guild is a fundraising group made up of parents whose task is to plan fundraising activities for the school. Each family is required to participate in:

Raffle: Purchase \$100 in raffle tickets for the drawing in December. Tickets are purchased at the Back to School Night. Parents may resell the tickets, keep the money and return the name portion of the ticket to the Parent Guild.

Mandatory Fundraiser: Each year the Parent Guild plans an event which is that year's main fundraiser. A \$100 minimum contribution is required of all families whether or not they attend the event.

Shoprite Cards: each family is required to purchase \$2,000 in Shoprite Cards throughout the school year or contribute 5% of the remaining cards required for purchase. If a family chooses not to participate in the Shoprite Cards at all, the required donation is \$100.

Fire & Emergency Drills

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

Guidance

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

Guidelines for the Education of Non-Catholics

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

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

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

Harassment/Bullying Policies

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 and bullying. Students determined to have been involved in harassing and/or bullying behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or reported 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, color, creed, national origin, race, 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’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.

Immunizations

Students are required to have all inoculations as required by the Department of Health before admission to and for 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 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 7:45 a.m. is considered late. If late, the student may be admitted to class after the parent has signed the child in at the main office. Repeated lateness affects your child’s ability to be on the honor roll, may lead to disciplinary action and could impede your child’s re-registration for the coming year.

Liturgy/Religious Education

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

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

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

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

Lunchroom

Hot lunch will be served beginning the first full day of school. The monthly lunch menu will be e-mailed to parents and posted on the school website prior to the beginning of the month. Parents print off a copy of the menu, circle the lunches that are ordered and send the monthly menu to the school office. You will be billed for your child(ren)'s lunches through SMART, and the balance will be considered when applying the school's tuition and fees policies.

- 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.
- The lunchroom period will be:
 First lunch: 11:31 - 12:01
 Second lunch: 12:01 - 12:31
- If a child normally eats lunch in school every day and will be eating out on a particular day, a note must be presented to the teacher giving the child permission to eat out for the day. A designated adult must pick up and return the student within the lunch period. TELEPHONE PERMISSION IS NOT ACCEPTABLE.

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

Parents as Partners

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

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

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

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- 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 Parent Guild 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 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.

Philosophy and Goals (Forward)

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 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 completed by the due date as outlined by the school, we cannot guarantee a seat for your child in the upcoming 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 or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact card. Emergency cards are completed in September and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent or guardian, that adult (must be 18 years of age or older) must sign the book.
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **[Please note: only the principal may approve the release of a student for a pre-arranged appointment]**

School Calendar

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

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

School Publications

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

School's Right to Amend

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

Security

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

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

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

Sex Offender Policy

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

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.

- Older children should be encouraged to walk/travel to school in groups whenever possible.

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

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

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

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

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the school building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipes, or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar system.

Special Learning Needs

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

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results

of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

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

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent 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.

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

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

Telecommunications Policy

SOCIAL MEDIA GUIDELINES

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

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

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, 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 The Telecommunications Policy below for complete policy requiring student's signature)

Use of School Grounds

The school does not have staff available to supervise students present on the school grounds before 7:30 AM and after 2:50 PM. Students must not arrive on the school grounds prior to 7:30 AM and parents must arrange to pick up at dismissal times.

Withdrawals and Transfers

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

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

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

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

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

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.

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, printer cartridges, and diskettes 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. Their use for product advertisement or political lobbying is also prohibited.

Student Name: _____ Grade _____

Student Signature: _____ Date _____

**St. John School Parent Signature Page –
Return Due Date: September 30, 2019**

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

(Parent's signature)

(Parent's signature)

(Grade 2 and above Student's signature)

MEDIA AUTHORIZATION AND RELEASE

This form is not required to be returned if it was completed as a part of the online application process.

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

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

Return by September 30, 2019

Technology Use/Telecommunications Policy Agreement for 2019-2020 School Year For St. John School School

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

User

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

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian

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

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date: _____

St. John School Absent Note

STUDENT'S NAME _____

STUDENT'S CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE _____

Doctor's note is attached. Yes _____ No _____

St. John School
77 Murray Avenue
Goshen, NY 10924

NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL),
LIBRARY LAW (NYSLIB), AND COMPUTER HARDWARE (NYS CH)
PARENTAL REQUEST FORM FOR SCHOOL YEAR 2019-2020

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:



X NYS Required

X NYC Required

X NYS Optional

X NYC Optional

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) ²	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		

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 (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine. (Minimum age: 6 weeks)
 - a. One dose of meningococcal conjugate vaccine (Menactra or Menveo) is required for students entering grades 7, 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

For further information, contact:

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

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

Año escolar 2019-20

Requisitos de vacunación del estado de Nueva York para poder inscribirse y asistir a la escuela¹

NOTAS:

Los niños que se encuentran en prekindergarten deben contar con las vacunas apropiadas para su edad. La cantidad de dosis depende del calendario recomendado por el Advisory Committee for Immunization Practices (Comité Asesor de Prácticas de Vacunación, ACIP). Para los alumnos desde prekindergarten hasta el 11.º grado, los intervalos entre las dosis de vacunas deben corresponderse con el calendario de vacunación recomendado por el ACIP para personas de 0 a 18 años de edad. Las dosis recibidas antes de la edad mínima o antes de cumplidos los intervalos mínimos no son válidas y no cuentan para la cantidad de dosis que se enumeran a continuación. NO es necesario que se revisen los intervalos entre dosis de vacunas para alumnos del 12.º grado, excepto para el intervalo entre dosis de la vacuna contra el sarampión. Consulte las notas al pie de página para obtener información específica sobre cada vacuna. Los niños que se inscriben en clases sin un grado definido deben cumplir con los requisitos de vacunación de los grados en los que podrían estar según su edad.

Los requisitos de dosis DEBEN leerse con las notas al pie de página de este calendario.

Vacunas	Prekindergarten (guardería, Head Start, jardín de infantes o Pre-k)	Kindergarten y 1.º, 2.º, 3.º, 4.º y 5.º grados	6.º, 7.º, 8.º, 9.º, 10.º y 11.º grados	12.º grado
Vacuna que contiene los toxoides diftérico y tetánico y vacuna contra la tos ferina (DTaP/DTP/Tdap/Td) ²	4 dosis	5 dosis o 4 dosis si la 4.ª dosis se administró a los 4 años de edad o más o 3 dosis si tiene 7 años de edad y si la serie empezó cuando tenía 1 año de edad o más	3 dosis	
Vacuna que contiene los toxoides tetánico y diftérico y refuerzo de la vacuna contra la tos ferina (Tdap) ²		No corresponde	1 dosis	
Vacuna antipoliomielítica (IPV/OPV) ⁴	3 dosis	4 dosis o 3 dosis si la 3.ª dosis se administró a los 4 años de edad o más	4 dosis o 3 dosis si la 3.ª dosis se administró a los 4 años de edad o más	3 dosis
Vacuna contra el sarampión, paperas y rubéola (MMR) ⁵	1 dosis	2 dosis		
Vacuna contra la hepatitis B ⁶	3 dosis	3 dosis	3 dosis o 2 dosis de la vacuna contra la hepatitis B para adultos (Recombivax) para niños que recibieron las dosis en intervalos de por lo menos 4 semanas entre los 11 y los 15 años	
Vacuna contra la varicela ⁷	1 dosis	2 dosis		1 dosis
Vacuna antimeningocócica conjugada (MenACWY) ⁸		No corresponde	7.º, 8.º, 9.º y 10.º grados: 1 dosis	2 dosis o 1 dosis si la dosis se administró a los 16 años de edad o más
Vacuna conjugada contra el Haemophilus influenzae tipo b (Hib) ⁹	1 a 4 dosis	No corresponde		
Vacuna conjugada contra el neumococo (PCV) ¹⁰	1 a 4 dosis	No corresponde		

1. Una constancia serológica comprobada de anticuerpos contra el sarampión, paperas, 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 los ferina acelular (DTaP). (Edad mínima: 6 semanas)
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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)
 - a. 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.
 - b. 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)
 - a. 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.
 - b. 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.
 - c. 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.
 - d. No es necesario que se revisen los intervalos entre dosis de vacunas para alumnos del 12.º grado para el año escolar 2019-20.
 - e. 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, paperas y rubéola (MMR). (Edad mínima: 12 meses)
 - a. 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.
 - b. Sarampión: es necesaria una dosis para prekindergarten. Son necesarias dos dosis para los grados kindergarten hasta el 12.º grado.
 - c. Paperas: es necesaria una dosis para prekindergarten y para el 12.º grado. Son necesarias dos dosis para los grados kindergarten hasta el 11.º grado.
 - d. Rubéola: es necesaria por lo menos una dosis para todos los grados (prekindergarten hasta el 12.º grado).
6. Vacuna contra la hepatitis B
 - a. 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.
 - b. 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)
 - a. 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.
 - b. 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 válida); 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)
 - a. 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.
 - b. 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).
 - c. 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)
 - a. 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.
 - b. 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 administra entre los 12 y 15 meses de edad y al menos 8 semanas después de la dosis 2.
 - c. 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.
 - d. Si la dosis 1 se recibió a los 15 meses de edad o más, solo se requiere 1 dosis.
 - e. 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)
 - a. 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.
 - b. 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.
 - c. 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.
 - d. Si se recibió una dosis de la vacuna a los 24 meses de edad o más, no se requieren dosis adicionales.
 - e. Para obtener más información, consulta 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

New York State Department of Health/Bureau of Immunization
health.ny.gov/immunization



Cheryl Lawrence, MD, FAAP
Medical Director

Office of School Health
42-09 28th St.
Queens, NY 11101-4132

May 2019

Dear parent/guardian,

New York City has updated the school immunization requirements for the 2019-2020 school year. A list of the new school immunization requirements for 2019-2020 is included with this letter. Before the school year begins, you must submit proof of immunization for your children if they are attending child care or school.

All students in child care through grade 12 must meet the requirements for:

- The DTaP (diphtheria- tetanus-pertussis), poliovirus, MMR (measles-mumps-rubella), varicella and hepatitis B vaccines.

Children under age 5 who are enrolled in child care and pre-kindergarten (pre-K) must also meet the requirements for:

- The Hib (*Haemophilus influenzae* type b) and PCV (pneumococcal conjugate) vaccines.
- The influenza (flu) vaccine
 - Children must receive the flu vaccine by December 31, 2019 (ideally, when it becomes available in early fall).

Children in grades 6 through 12 must also meet the requirements for:

- The Tdap booster and MenACWY (meningococcal conjugate) vaccines.

Please review your child's immunization history with your child's health care provider. Their provider can tell you whether additional doses of one or more vaccines are required for your child to attend child care or school this year.

If you have questions about these requirements, please contact your child care center or school's administrative office.

Sincerely,

Cheryl Lawrence, MD, FAAP
Medical Director
Office of School Health

Is Your Child Ready for Child Care or School?

Learn about required vaccinations in New York City

2019-2020 School Year

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

VACCINATIONS	Pre-Kindergarten (Child Care, Head Start, Nursery, 3K or Pre-k)	Kindergarten – Grade 5	Grades 6 – 11	Grade 12
Diphtheria, tetanus and pertussis (DTaP)	4 doses	5 doses or 4 doses ONLY if the fourth dose was received at age 4 years or older or 3 doses ONLY if the child is 7 years or older and the series was started at age 1 year or older	3 doses	
Tetanus, diphtheria and pertussis booster (Tdap)			1 dose (on or after age 11 years)	
Polio (IPV/OPV)	3 doses	4 doses or 3 doses if the third dose was received at age 4 years or older	4 doses or 3 doses ONLY if the third dose was received at age 4 years or older	3 doses
Measles, mumps and rubella (MMR)	1 dose	2 doses		
Hepatitis B	3 doses	3 doses	3 doses or 2 doses of adult Hepatitis B vaccine [Recombivax HB] if the doses were received at least 4 months apart between the ages of 11 and 15 years	
Varicella (chickenpox)	1 dose	2 doses		1 dose
Meningococcal conjugate (MenACWY)			Grades 7, 8, 9 and 10: 1 dose	2 doses or 1 dose ONLY if the first dose was received at age 16 years or older
Haemophilus influenzae type B conjugate (Hib)	1 to 4 doses Depends on child's age and doses previously received			
Pneumococcal conjugate (PCV)	1 to 4 doses Depends on child's age and doses previously received			
Influenza	1 dose			

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



Department of Health & Mental Hygiene

Department of Education



Cheryl Lawrence, MD, FAAP
Medical Director

Office of School Health
42-09 28th St.
Queens, NY 11101-4132

Julio de 2019

Estimado padre/madre o tutor legal:

La Ciudad de Nueva York ha actualizado los requisitos de vacunación escolar para el año 2019-2020. Esta carta incluye una lista de los nuevos requisitos de vacunación escolar para el año 2019-2020. Si sus hijos asistirán a la guardería o a la escuela, debe presentar sus comprobantes de vacunación antes del inicio del año escolar.

Todos los estudiantes desde guardería hasta 12.º grado deben cumplir estos requisitos:

- Vacuna contra la difteria, el tétanos y la tos ferina (DTaP, por sus siglas en inglés), vacuna contra el virus de la poliomielitis, vacuna contra el sarampión, las paperas y la rubéola (MMR, por sus siglas en inglés), vacuna contra la varicela y vacuna contra la hepatitis B.

Los niños menores de 5 años que estén inscritos en guardería y prekínder (pre-K) también deben cumplir estos requisitos:

- Vacuna contra la *Haemophilus influenzae* tipo b (Hib) y la vacuna antineumocócica conjugada (PCV, por sus siglas en inglés).
- Vacuna contra la influenza (gripe).
 - Los niños deben recibir la vacuna contra la gripe antes del 31 de diciembre de 2019 (idealmente, cuando esté disponible a principios del otoño).

Los niños en los grados de 6.º a 12.º también deben cumplir estos requisitos:

- Refuerzo de la vacuna contra el tétanos, la difteria y la tos ferina (Tdap, por sus siglas en inglés) y la vacuna antimeningocócica conjugada (MenACWY, por sus siglas en inglés).

Revise el historial de vacunación de su hijo con el proveedor de atención de salud de su hijo. Su proveedor puede informarle si es necesario que su hijo reciba dosis adicionales de una o más vacunas para poder asistir a la guardería o a la escuela este año.

Si tiene preguntas sobre estos requisitos, póngase en contacto con la oficina administrativa de la guardería o de la escuela.

Atentamente.

Cheryl Lawrence, MD, FAAP
Directora médica
Oficina de Salud Escolar

¿Su hijo está listo para ir a la guardería o a la escuela?

Año escolar 2019-2020

Obtenga información sobre las vacunas requeridas en la Ciudad de Nueva York

Todos los estudiantes de la Ciudad de Nueva York desde los 2 meses hasta los 18 años deben recibir las siguientes vacunas para ir a guardería o a la escuela. Revise las vacunas que su hijo necesita según el grado escolar al que asistirá este año.

VACUNAS	Prekínder (sala de cuidado infantil, Head Start, guardería, sala de 3 o prekinder)	Kínder (5.º grado)	6.º a 11.º grado	12.º grado
Difteria, tétanos y tos ferina (DTaP, por sus siglas en inglés)	4 dosis	5 dosis o 4 dosis SOLO si la cuarta dosis se administró a los 4 años o más, o 3 dosis SOLO si el niño tiene 7 años o más y si la serie se comenzó a la edad de 1 año o más	3 dosis	
Refuerzo contra tétanos, difteria y tos ferina (Tdap, por sus siglas en inglés)				1 dosis (a partir de los 11 años)
Poliomielitis (IPV/OPV, por sus siglas en inglés)	3 dosis	4 dosis o 3 dosis si la tercera dosis se administró a los 4 años o más	4 dosis o 3 dosis SOLO si la tercera dosis se administró a los 4 años o más	3 dosis
Sarampión, paperas, rubéola (MMR, por sus siglas en inglés)	1 dosis	2 dosis		
Hepatitis B	3 dosis	3 dosis	3 dosis o 2 dosis de la vacuna contra la hepatitis B para adultos (Recombivax HB) si las dosis se administraron en intervalos de, por lo menos, 4 meses entre los 11 y 15 años	
Varicela	1 dosis	2 dosis		1 dosis
Antimeningocócica conjugada (MenACWY, por sus siglas en inglés)				2 dosis o 1 dosis SOLO si la primera dosis se administró a los 16 años o más
Haemophilus influenzae tipo b conjugada (Hib):	De 1 a 4 dosis Depende de la edad del niño y de las dosis que recibió previamente			
Antineumocócica conjugada (PCV, por sus siglas en inglés)	De 1 a 4 dosis Depende de la edad del niño y de las dosis que recibió previamente			
Influenza	1 dosis			

La cantidad de dosis de vacunas que su hijo necesita puede variar en función de la edad y de las vacunas que le administraron previamente. Es probable que su hijo necesite vacunas o dosis adicionales si tiene ciertas condiciones médicas. Si tiene preguntas, hable con su médico. Para obtener más información, llame al 311 o visite nyc.gov/health y busque "student vaccines" (vacunas para estudiantes).



Department of Health & Mental Hygiene

Department of Education

Spanish



**Department
of Health**

**Office of Children
and Family Services**

**State Education
Department**

June 14, 2019

Statement on Legislation Removing Non-Medical Exemption from School Vaccination Requirements

On June 13, 2019, Governor Andrew M. Cuomo signed legislation removing non-medical exemptions from school vaccination requirements for children. The United States is currently experiencing the worst outbreak of measles in more than 25 years, with outbreaks in pockets of New York primarily driving the crisis. As a result of non-medical vaccination exemptions, many communities across New York have unacceptably low rates of vaccination, and those unvaccinated children can often attend school where they may spread the disease to other unvaccinated students, some of whom cannot receive vaccines due to medical conditions. This new law will help protect the public amid this ongoing outbreak.

What did the new law do?

As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases to attend either:

- public, private or parochial school (for students in pre-kindergarten through 12th grade), or
- child day care settings.

For those children who had a religious exemption to vaccination, what are the deadlines for being vaccinated?

Children who are attending child day care or public, private or parochial school, and who had a religious exemption to required immunizations, must now receive the first age appropriate dose in each immunization series by June 28, 2019 to attend or remain in school or child day care. Also, by July 14, 2019 parents and guardians of such children must show that they have made appointments for all required follow-up doses. The deadlines for follow-up doses depend on the vaccine. The New York State Department of Health follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices catch-up immunization schedule and expects children to receive required doses consistent with Table 2 at the following link in order to continue to attend school or child day care: <https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>

What is the deadline for first dose vaccinations if my child is not attending school until September?

Parents and guardians of all children who do not have their required immunizations are encouraged to have them receive the first dose as soon as possible. The deadline for obtaining first dose vaccinations for children attending school in the fall is 14 days from the first day of school. Within 30 days of the first day of school, parents and guardians of such children must show that they have made appointments for all required follow-up doses.

Additional information will be forthcoming.

immunizations that are required to attend school in New York State, and expects children to receive required doses consistent with Table 2 of ACIP's Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger. (Please note that the guidelines contain all ACIP recommended vaccines, including some that are not currently required for schools and child day care programs in New York State.)

5. Where can I find the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP) catch-up immunization schedule?

The ACIP catch-up immunization schedule is available at the following link:

<https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>

(Please note that the guidelines contain all ACIP recommended vaccines, including some that are not currently required for schools and child day care programs in NYS.)

6. Are the vaccination requirements, as described in Question 5, required for my child to attend summer schools that are overseen by NYSED and summer child day care programs that are overseen by OCFS?

Yes. This requirement applies to summer school and summer child day care programs.

7. What is the deadline for first dose vaccinations if my child is not attending school until September?

The Department encourages parents and guardians of all children who do not have their required immunizations to receive the first dose in each immunization series as soon as possible. The deadline for obtaining first dose vaccinations in each immunization series for children attending school in the fall is 14 days from the first day of school or enrollment in child day care. Within 30 days of the first day of school, parents and guardians of such children must show that they have scheduled appointments for all required follow-up doses.

8. Does this new legislation apply to my child attending college?

The new legislation did not change the vaccination requirements for college attendance. Students attending college in NYS can still obtain a religious exemption. The Department requires that every student attending college be vaccinated against measles, mumps and rubella (MMR), unless the student has a valid religious or medical exemption.

9. Does this new legislation affect my child's medical exemption?

No. The new legislation does not affect valid medical exemptions.

10. What is a valid medical exemption?

A valid medical exemption must:

1. Be on a sample medical exemption form issued by the Department <https://www.health.ny.gov/forms/doh-5077.pdf> or the NYC Department of Health and Mental Hygiene, or on a signed statement that certifies that the immunization may be detrimental to a child's health;
2. Be signed by a physician licensed to practice medicine in New York State;
3. Contain sufficient information to identify the medical contraindication to a specific immunization. The Department recommends that health care practitioners consult the ACIP guidelines for contraindications and precautions to childhood vaccinations, available at: <https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html>. (Please note that the guidelines contain all ACIP recommended vaccines, including some that are not currently required for schools and child day care programs in New York State); and
4. Be confirmed annually.

11. My child is not being allowed to attend school and/or child day care program based on vaccination status. How do I appeal this decision?

Education Law §310(6-a) allows an appeal to the Commissioner of the State Education Department from persons considering themselves aggrieved by an action taken by "a principal, teacher, owner or other person in charge of any school in denying a child admission to, or continued attendance at, such school for lack of proof of required immunizations in accordance with" Public Health Law §2164. Such appeal may include a request for a "stay" of the school's action while the appeal is pending before the Commissioner. Information regarding the appeal process is available at: <http://www.counsel.nysed.gov/appeals/>.

There is no appeal process for child day care programs. Programs must be in compliance with all applicable laws.

12. What are the penalties for a school and child day care program if it does not comply?

All public, private and parochial schools are required to comply with the law. The Department will determine the cause of a school's violation or noncompliance and, where appropriate, seek civil penalties from noncompliant schools. NYS OCFS regulates child day care programs and may sanction programs that do not comply with the law.

13. How does New York State verify vaccination rates at schools and child day care programs?

The NYSDOH annually conducts surveys of school and child day care immunization coverage and exemption rates. Schools and child day care settings are required to participate in the surveys. Additionally, the NYSDOH audits a sample of schools each year for compliance with PHL Section 2164 and to verify the rates reported in their survey. If any students out of compliance with PHL Section 2164 are discovered during the audit, then the NYSDOH will require the students be excluded from school until they comply with the law. The Department will determine the cause of a school's noncompliance and, where appropriate, seek civil penalties from noncompliant schools. In some counties, the Department has delegated the county health department with authority to assist in conducting audits of schools to verify compliance.

NYS OCFS reviews vaccination records for compliance.

14. Does the new law apply to students who receive special education services?

Yes, the new law applies to students who receive special education services. However, the new legislation does not affect valid medical exemptions, and the United States Department of Education ("USDE") has issued guidance to assist schools in ensuring that students with disabilities under the federal Individuals with Disabilities Education Act ("IDEA") who are medically unable to receive vaccines due to a disability are not discriminated against on the basis of disability. USDE's Office for Civil Rights' [Fact Sheet: Addressing the Risk of Measles in Schools while Protecting the Civil Rights of Students with Disabilities](https://www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-measles-201503.pdf) is available at: <https://www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-measles-201503.pdf>.

Questions may be directed to the State Education Department's Office of Special Education, Policy Unit, 518-473-2878, SPECED@nysed.gov or to the appropriate [Special Education Quality Assurance Regional Office](#), SEQA@nysed.gov.

15. My child receives educational services from a public, private or parochial school off school grounds. Do they need to be vaccinated?

If a student is enrolled in the school, regardless of where they receive educational services, they will need to comply with the vaccination requirements for schools.

Version: June 18, 2019 – Document will be reissued with additional questions in the future.



**Department
of Health**

ANDREW M. CUOMO
Governor

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

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

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

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



SEPTEMBER 2019

MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS

(PUBLIC, PRIVATE, PAROCHIAL SCHOOLS AND CHILD CARE CENTERS)

ALL STUDENTS ENTERING A NEW YORK CITY (NYC) SCHOOL OR CHILD CARE FOR THE FIRST TIME MUST HAVE A COMPLETE PHYSICAL EXAMINATION AND ALL REQUIRED IMMUNIZATIONS

The comprehensive medical examination must be documented on a Child Adolescent Health Examination Form (CH205) and include the following:

Weight	Body Mass Index	Medical History
Height	Vision Screening	Developmental Assessment
Blood Pressure	Hearing Screening	Nutritional Evaluation
	Dental Screening	

All students entering NYC public or private schools or child care (including Universal 3-K and Pre-Kindergarten classes) for the first time must submit a report of a physical examination performed within one year of school entry. Because children develop and grow so quickly at these early ages, if this initial examination is performed before the student is age 5 years, a second examination, performed between the child's fifth and sixth birthday, is also required. Fillable CH-205 forms that include the student's pre-populated vaccination histories are available in the NYC Citywide Immunization Registry (CIR). A savable version of the pre-populated CH-205 is also available in the CIR and is accessible for use and updates as needed.

Required Screening for Child Care Only	
Screening	Required Information
Anemia Screening	Hematocrit and Hemoglobin
Lead Screening, Assessment and Testing	<ul style="list-style-type: none"> All children under age 6 years must be assessed annually for lead exposure. Blood lead tests are required for children at ages 1 and 2 years AND other children up to age 6 years if they are at risk of exposure OR if no lead test was previously documented. For more information, call the Lead Poisoning Prevention Program at 311, or visit https://www1.nyc.gov/assets/doh/downloads/pdf/lead/lead-guidelines-children.pdf

IMMUNIZATION REQUIREMENTS 2019–20

The following immunization requirements are mandated by law for all students between the ages of 2 months and 18 years. Children must be excluded from school if they do not meet these requirements. To be considered fully immunized, a child must have an immunization history that includes all of the following vaccines. The child's immunization record should be evaluated according to the grade they are attending this school year.

PROVISIONAL REQUIREMENTS

New students may enter school or child care provisionally with documentation of at least this initial series of immunizations. Once admitted provisionally, subsequent vaccines must be administered in accordance with the Advisory Committee on Immunization Practices (ACIP) "catch up" schedule for the child to be considered "in process" and remain in school (refer to <http://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html>). Alternative schedules are not acceptable. Students must complete the entire series to comply with the law. Students who have not been immunized within the provisional period must be issued exclusion letters and excluded from school or child care until they comply with the requirements.

CHILD CARE/PRE-KINDERGARTEN	NO. OF DOSES	KINDERGARTEN THROUGH GRADE 12	NO. OF DOSES
DTaP (diphtheria-tetanus-acellular pertussis) OR DTP (diphtheria-tetanus-pertussis).....	1	DTaP, DTP, DT, Td (tetanus-diphtheria) OR Tdap (tetanus-diphtheria-acellular pertussis).....	1
IPV (inactivated poliovirus) or OPV (oral poliovirus).....	1	Vaccine type as appropriate for age.	
MMR (measles-mumps-rubella).....	1	Tdap (grades six through 12).....	1
On or after the first birthday.		IPV or OPV.....	1
Hib (<i>Haemophilus influenzae</i> type b).....	1	MMR On or after the first birthday.....	1
Hepatitis B.....	1	Hepatitis B.....	1
Varicella.....	1	Varicella.....	1
On or after the first birthday.		On or after the first birthday.	
Pneumococcal conjugate (PCV).....	1	Meningococcal (MenACWY) (seventh, eighth, ninth, tenth and 12 th grades).....	1
Influenza.....	1		
Depending on their influenza vaccine history, some children may need two doses of influenza vaccine. A second dose is not required.			

2019–20: FULL COMPLIANCE

New York State Immunization Requirements for Child Care and School Entrance/Attendance¹

Notes: For grades Pre-Kindergarten through 11, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for people age 0 through 18 years. Intervals between doses of vaccine DO NOT need to be reviewed for grade 12. Doses received before the minimum age or intervals are not valid and do not count. You MUST reference the footnotes for dose requirements and specific information about each vaccine. Children enrolling in grade-less classes should meet immunization requirements for their age-equivalent grade.

VACCINES	PRE-KINDERGARTEN (Child Care, Head Start, Nursery, 3K or Pre-Kindergarten)	KINDERARTEN through Grade 5	GRADES 6 through 11	GRADE 12
Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTP/DT/Td/Tdap) ²	4 doses	5 doses or 4 doses if the fourth dose was received at age 4 years or older or 3 doses if the child is age 7 years or older and the series was started at age 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) ^{1,4}	3 doses	4 doses or 3 doses if the third dose was received at age 4 years or older	4 doses or 3 doses if the third dose was received at age 4 years or older	3 doses
Measles, mumps and rubella vaccine (MMR) ^{1,5}	1 dose	2 doses		
Hepatitis B vaccine ^{1,6}	3 doses	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax HB) for children who received the doses at least 4 months apart between the ages of 11 through 15 years	
Varicella (chickenpox) vaccine ^{1,7}	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 first dose was received at age 16 years or older
<i>Haemophilus influenzae</i> type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not Applicable		
Pneumococcal conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not Applicable		
Influenza ¹¹	1 dose	Not Applicable		

For more information contact:

New York State Department of Health, Bureau of Immunization: 518-473-4437

New York City Department of Health and Mental Hygiene, Bureau of Immunization: 347-396-2433; Office of School Health Citywide (all districts): 347-396-4720

1. Documented serologic evidence of immunity to measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) meets the immunization requirements for 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 five-dose series of DTaP vaccine at ages 2, 4, 6, 15 through 18 months, and age 4 years or older. The fourth dose may be received as early as age 12 months, provided at least six months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least four 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 age 4 years or older, the fifth (booster) dose of DTaP vaccine is not necessary.
 - c. A sixth dose of DTaP, at least six months after the prior dose, may be required if the fifth dose was received prior to the fourth birthday.
 - d. For children born before January 1, 2005, only immunity to diphtheria is required, and doses of DT and Td can meet this requirement.
 - e. Children ages 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 four doses are required. If the first dose was received on or after the first birthday, then three doses are required.
3. **Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine**
(Minimum age: 7 years)
 - a. Students ages 11 years or older entering grades six through 12 are required to have one dose of Tdap.
 - b. Students without Tdap who are age 10 years in sixth grade are in compliance until they turn age 11 years.
 - c. A dose of Tdap or DTaP administered on or after age 7 years meets this requirement.
4. **Inactivated poliovirus vaccine (IPV) or oral polio vaccine (OPV)**
(Minimum age: 6 weeks)
 - a. Children starting the series on time should receive IPV at ages 2, 4, 6 through 18 months and age 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least six months after the previous dose.
 - b. For students who received their fourth dose before age 4 years and prior to August 7, 2010, four doses separated by at least four weeks is sufficient.
 - c. If the third dose of polio vaccine was received at age 4 years or older and at least six months after the previous dose, a fourth dose of IPV is not necessary.
 - d. A fifth dose of IPV, at least six months after the prior dose, may be required if the fourth dose was received prior to the fourth birthday.
 - 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 IPV schedule.
 - f. Only OPV administered before April 1, 2016 counts towards the completion of the polio series.
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 (four weeks) after the first dose to be considered valid.
 - b. Students in kindergarten through grade 12 must have received two doses of measles-containing vaccine, two doses of mumps-containing vaccine (except one dose of mumps-containing vaccine for grade 12), and at least one dose of rubella-containing vaccine.
6. **Hepatitis B vaccine**
(Minimum age: birth)
 - a. The first dose may be given at birth or anytime thereafter. The second dose must be received at least four weeks (28 days) after the first dose. The third dose must be given at least eight weeks after the second dose AND at least 16 weeks after dose one AND no earlier than 24 weeks of age.
 - b. Two doses of adult hepatitis B vaccine (Recombivax®) received at least four months apart at age 11 through 15 years will meet the requirement.
 - c. Administration of a total of four doses of hepatitis B vaccine is permitted when a combination vaccine containing Hep B is administered after the birth dose. This fourth dose is often needed to ensure that the last dose in the series is given on or after age 24 weeks.
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 (four weeks) after the first dose to be considered valid.
 - b. For children younger than age 13 years, the recommended minimum interval between doses is three months (though if the second dose was administered at least four weeks after the first dose, it can be accepted as valid); for people age 13 years and older, the minimum interval between doses is four weeks.
8. **Meningococcal Vaccine (MenACWY)**
(Minimum age: 6 weeks)
 - a. Students entering grades seven, eight, nine, and ten are required to have received a single dose of meningococcal conjugate vaccine against serogroups A, C, W-135 and Y (MenACWY vaccine).
 - b. Students entering grade 12 will need to have received two doses of MenACWY vaccine, or only one dose of MenACWY vaccine if the first dose was administered at age 16 years or older.
 - c. If the second dose was administered before age 16 years, then a third dose given on or after age 16 years is required.
 - d. The minimum interval between doses of MenACWY vaccine is eight weeks.
9. ***Haemophilus influenzae* type b conjugate vaccine (Hib)**
(Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at ages 2 months, 4 months, 6 months and 12 through 15 months.
 - b. If two doses of vaccine were received before age 12 months, only three doses are required, with the third dose at age 12 through 15 months and at least eight weeks after the second dose.
 - c. If the first dose was received at ages 12 through 14 months, only two doses are required, with the second dose at least eight weeks after the first dose.
 - d. If the first dose was received at age 15 months or older, only one dose is required.
 - e. Hib vaccine is not required for children ages 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 ages 2 months, 4 months, 6 months and 12 through 15 months.
 - b. Unvaccinated children ages 7 through 11 months are required to receive two doses, at least four weeks apart, followed by a third dose at age 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive two doses of vaccine at least eight weeks apart.
 - d. If one dose of vaccine was received at age 24 months or older, no further doses are required.
 - e. For more information, refer to the PCV chart available in the School Survey Instruction Booklet at www.health.ny.gov/prevention/immunization/schools/.
11. **Influenza Vaccine**
(Minimum age: 6 months)
 - a. All children 6 months through 59 months of age enrolled in New York City Article 47 & 43 regulated pre-kindergarten programs (Child Care, Head Start, Nursery, or Pre-K) must receive one dose of influenza vaccine between July 1st and December 31st of each year.
 - b. Depending on their prior influenza vaccination history, some children may need two doses of influenza vaccine; however, a second dose is not required for school entry. Please refer to the Centers for Disease Control and Prevention (cdc.gov/flu) or New York City Department of Health (<https://www1.nyc.gov/site/doh/health/health-topics/flu-seasonal.page>) website.

CHILD & ADOLESCENT HEALTH EXAMINATION FORM
 NYC DEPARTMENT OF HEALTH & MENTAL HYGIENE — DEPARTMENT OF EDUCATION

Please Print Clearly
 NYC ID (OSIS) _____

TO BE COMPLETED BY THE PARENT OR GUARDIAN

Child's Last Name _____ First Name _____ Middle Name _____ Sex Female Male Date of Birth (Month/Day/Year) _____/_____/_____
 Child's Address _____ Hispanic/Latino? Yes No Race (Check ALL that apply) American Indian Asian Black White
 Native Hawaiian/Pacific Islander Other _____
 City/Borough _____ State _____ Zip Code _____ School/Center/Camp Name _____ District Number _____ Phone Numbers
 Home _____ Cell _____
 Health Insurance Yes No Parent/Guardian Last Name _____ First Name _____ Email _____
 (including Medicaid)? No Foster Parent Work _____

TO BE COMPLETED BY THE HEALTH CARE PRACTITIONER

Birth History (age 0-6 yrs)
 Uncomplicated Premature: _____ weeks gestation
 Complicated by _____
 Allergies None Epi pen prescribed
 Drugs (list) _____
 Foods (list) _____
 Other (list) _____
 Attach MAF if in-school medications needed _____

Does the child/adolescent have a past or present medical history of the following?
 Asthma (check severity and attach MAF): Intermittent Mild Persistent Moderate Persistent Severe Persistent
 If persistent, check all current medication(s): Quick Relief Medication Inhaled Corticosteroid Oral Steroid Other Controller None
 Asthma Control Status Well-controlled Poorly Controlled or Not Controlled
 Anaphylaxis Seizure disorder
 Behavioral/mental health disorder Speech, hearing, or visual impairment
 Congenital or acquired heart disorder Tuberculosis (latent infection or disease)
 Developmental/learning problem Hospitalization
 Diabetes (attach MAF) Surgery
 Orthopedic injury/disability Other (specify) _____
 Explain all checked items above. Addendum attached.

Medications (attach MAF if in-school medication needed)
 None Yes (list below) _____

PHYSICAL EXAM Date of Exam: ____/____/____
 Height _____ cm (____ %ile)
 Weight _____ kg (____ %ile)
 BMI _____ kg/m² (____ %ile)
 Head Circumference (age <2 yrs) _____ cm (____ %ile)
 Blood Pressure (age >3 yrs) ____/____

General Appearance:
 Physical Exam WNL
 NI Abnl Psychosocial Development HEENT Lymph nodes Abdomen Skin
 Language Dental Lungs Genitourinary Neurological
 Behavioral Neck Cardiovascular Extremities Back/spine
 Describe abnormalities: _____

DEVELOPMENTAL (age 0-6 yrs)
 Validated Screening Tool Used? _____ Date Screened ____/____/____
 Yes No
 Screening Results: WNL
 Delay or Concern Suspected/Confirmed (specify area(s) below):
 Cognitive/Problem Solving Adaptive/Self-Help
 Communication/Language Gross Motor/Fine Motor
 Social-Emotional or Personal-Social Other Area of Concern: _____
 Describe Suspected Delay or Concern: _____

Nutrition
 < 1 year Breastfed Formula Both
 ≥ 1 year Well-balanced Needs guidance Counseled Referred
 Dietary Restrictions None Yes (list below) _____

Hearing Date Done ____/____/____ Results
 < 4 years: gross hearing ____/____/____ NI Abnl Referred
 OAE: ____/____/____ NI Abnl Referred
 ≥ 4 yrs: pure tone audiometry ____/____/____ NI Abnl Referred

VISION Date Done ____/____/____ Results
 <3 years: vision appears: ____/____/____ NI Abnl
 Acuity (required for new entrants and children age 3-7 years) ____/____/____
 Right _____
 Left _____
 Unable to test
 Screened with Glasses? Yes No
 Strabismus? Yes No
 Dental
 Visible Tooth Decay Yes No
 Urgent need for dental referral (pain, swelling, infection) Yes No
 Dental Visit within the past 12 months Yes No

Child Receives EVC/PSE/CSE services Yes No

CIR Number _____ Physician Confirmed History of Varicella Infection Report only positive Immunity:
IMMUNIZATIONS - DATES
 DTaP/DTaP/DT Tdap _____
 Td _____ MMR _____
 Polio _____ Varicella _____
 Hep B _____ Mening ACWY _____
 Hib _____ Hep A _____
 PCV _____ Rotavirus _____
 Influenza _____ Mening B _____
 HPV _____ Other _____
 IgG Titers Date
 Hepatitis B _____
 Measles _____
 Mumps _____
 Rubella _____
 Varicella _____
 Polio 1 _____
 Polio 2 _____
 Polio 3 _____

ASSESSMENT Well Child (Z00.129) Diagnoses/Problems (list) _____ ICD-10 Code _____
 RECOMMENDATIONS Full physical activity
 Restrictions (specify) _____
 Follow-up Needed No Yes, for _____ Appt. date: ____/____/____
 Referral(s): None Early Intervention IEP Dental Vision
 Other _____

Health Care Practitioner Signature _____ Date Form Completed ____/____/____
 Health Care Practitioner Name and Degree (print) _____ Practitioner License No. and State _____
 Facility Name _____ National Provider Identifier (NPI) _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ Fax _____ Email _____
 DOHMH ONLY PRACTITIONER I.D. _____
 TYPE OF EXAM: NAE Current NAE Prior Year(s)
 Comments: _____
 Date Reviewed: ____/____/____ L.D. NUMBER _____
 REVIEWER: _____
 FORM ID# _____

REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM

TO BE COMPLETED IN ENTIRETY BY PRIVATE HEALTH CARE PROVIDER OR SCHOOL MEDICAL DIRECTOR

Note: NYSED requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special Education (CPSE).

STUDENT INFORMATION

Name:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	DOB:
School:	Grade:	Exam Date:

HEALTH HISTORY

Allergies <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type	<input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Food <input type="checkbox"/> Insects <input type="checkbox"/> Latex <input type="checkbox"/> Medication	<input type="checkbox"/> Anaphylaxis Care Plan Attached <input type="checkbox"/> Environmental
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Asthma <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type	<input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Intermittent <input type="checkbox"/> Persistent <input type="checkbox"/> Other: _____	<input type="checkbox"/> Asthma Care Plan Attached
--	---	--

Seizures <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type	<input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Type: _____	<input type="checkbox"/> Seizure Care Plan Attached Date of last seizure: _____
--	--	--

Diabetes <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type	<input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> HbA1c results: _____ Date Drawn: _____	<input type="checkbox"/> Diabetes Medical Mgmt. Plan Attached
Risk Factors for Diabetes or Pre-Diabetes: <i>Consider screening for T2DM if BMI% > 85% and has 2 or more risk factors: Family Hx T2DM, Ethnicity, Sx Insulin Resistance, Gestational Hx of Mother; and/or pre-diabetes.</i>		

BMI _____ kg/m2 **Percentile (Weight Status Category):** <5th 5th-49th 50th-84th 85th-94th 95th-98th 99th and >

Hyperlipidemia: No Yes Hypertension: No Yes

PHYSICAL EXAMINATION/ASSESSMENT

Height: _____ Weight: _____ BP: _____ Pulse: _____ Respirations: _____

TESTS	Positive	Negative	Date	Other Pertinent Medical Concerns
PPD/ PRN	<input type="checkbox"/>	<input type="checkbox"/>		One Functioning: <input type="checkbox"/> Eye <input type="checkbox"/> Kidney <input type="checkbox"/> Testicle
Sickle Cell Screen/PRN	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Concussion – Last Occurrence: _____
Lead Level Required Grades Pre- K & K			Date	<input type="checkbox"/> Mental Health: _____
<input type="checkbox"/> Test Done <input type="checkbox"/> Lead Elevated >10 µg/dL				<input type="checkbox"/> Other: _____

System Review and Exam Entirely Normal

Check Any Assessment Boxes ***Outside*** Normal Limits And Note Below Under Abnormalities

<input type="checkbox"/> HEENT	<input type="checkbox"/> Lymph nodes	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Extremities	<input type="checkbox"/> Speech
<input type="checkbox"/> Dental	<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Back/Spine	<input type="checkbox"/> Skin	<input type="checkbox"/> Social Emotional
<input type="checkbox"/> Neck	<input type="checkbox"/> Lungs	<input type="checkbox"/> Genitourinary	<input type="checkbox"/> Neurological	<input type="checkbox"/> Musculoskeletal

<input type="checkbox"/> Assessment/Abnormalities Noted/Recommendations:	Diagnoses/Problems (list)	ICD-10 Code
	_____	_____
	_____	_____
	_____	_____
<input type="checkbox"/> Additional Information Attached		

Name:			DOB:	
SCREENINGS				
Vision	Right	Left	Referral	Notes
Distance Acuity	20/	20/	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Distance Acuity With Lenses	20/	20/		
Vision – Near Vision	20/	20/		
Vision – Color <input type="checkbox"/> Pass <input type="checkbox"/> Fail				
Hearing	Right dB	Left dB	Referral	
Pure Tone Screening			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Scoliosis Required for boys grade 9 And girls grades 5 & 7	Negative	Positive	Referral	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deviation Degree:		Trunk Rotation Angle:		
Recommendations:				
RECOMMENDATIONS FOR PARTICIPATION IN PHYSICAL EDUCATION/SPORTS/PLAYGROUND/WORK				
<input type="checkbox"/> Full Activity without restrictions including Physical Education and Athletics. <input type="checkbox"/> Restrictions/Adaptations Use the Interscholastic Sports Categories (below) for Restrictions or modifications <input type="checkbox"/> No Contact Sports Includes: baseball, basketball, competitive cheerleading, field hockey, football, ice hockey, lacrosse, soccer, softball, volleyball, and wrestling <input type="checkbox"/> No Non-Contact Sports Includes: archery, badminton, bowling, cross-country, fencing, golf, gymnastics, rifle, Skiing, swimming and diving, tennis, and track & field <input type="checkbox"/> Other Restrictions:				
<input type="checkbox"/> Developmental Stage for Athletic Placement Process ONLY Grades 7 & 8 to play at high school level OR Grades 9-12 to play middle school level sports Student is at Tanner Stage: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V				
<input type="checkbox"/> Accommodations: Use additional space below to explain <input type="checkbox"/> Brace*/Orthotic <input type="checkbox"/> Colostomy Appliance* <input type="checkbox"/> Hearing Aids <input type="checkbox"/> Insulin Pump/Insulin Sensor* <input type="checkbox"/> Medical/Prosthetic Device* <input type="checkbox"/> Pacemaker/Defibrillator* <input type="checkbox"/> Protective Equipment <input type="checkbox"/> Sport Safety Goggles <input type="checkbox"/> Other:				
*Check with athletic governing body if prior approval/form completion required for use of device at athletic competitions.				
Explain: _____				
MEDICATIONS				
<input type="checkbox"/> Order Form for Medication(s) Needed at School attached				
List medications taken at home:				
IMMUNIZATIONS				
<input type="checkbox"/> Record Attached	<input type="checkbox"/> Reported in NYSIS	Received Today: <input type="checkbox"/> Yes <input type="checkbox"/> No		
HEALTH CARE PROVIDER				
Medical Provider Signature:				Date:
Provider Name: <i>(please print)</i>				Stamp:
Provider Address:				
Phone:				
Fax:				
Please Return This Form To Your Child's School When Entirely Completed.				

