

2023-2024

Parent/Guardian/Student Handbook

Sacred Heart School

59 Wilson Street Hartsdale, NY 10530

914-946-7323

www.shsharstdale.org

ContactUs@shshartsdale.org

Dr. John Fruner, EdD Principal

jfruner@shshartsdale.org

Table of Contents

Academic Expectations	Page 2
Graduation	Page 2
Homework	Page 2
Grades and Grading	Page 2
Assessments	Page 5
Accidents	Page 6
Admission Policies	Page 6
After School Program	Page 7
Announcements	Page 7
Attendance	Page 7
Birthday Parties	Page 8
Books	Page 8
Buses	Page 9
Change of Address, E-mail, Phone	Page 9
Charter for the Protection of Children and Young People	Page 9
Child Abuse Laws	Page 10
Child Custody	Page 10
Communication	Page 10
Confidentiality	Page 11
Contacts with the Media	Page 11
Crisis/Emergency Information	Page 11
Daily Schedule	Page 12
Discipline Code for Student Conduct	Page 12
Dress Code	Page 13
Drug and Alcohol Policies	Page 15
Electronic Devices	Page 15
Emergency Closings/Delayed Openings	Page 15
Expectations and Responsibilities for Students	Page 16
Extracurricular Activities	Page 17
Faculty Meetings	Page 17
Field Trips	Page 17
Financial Policies	Page 18

Fire & Emergency Drills	Page 20
Guidance	Page 20
Guidelines for the Education of Non-Catholics	Page 20
Harassment/Bullying Policies	Page 20
HIV/AIDS Curriculum	Page 21
Illness	Page 21
Immunizations	Page 21
Lateness	Page 22
Liturgy/Religious Education	Page 22
Lunchroom	Page 22
Maternity/Paternity Policies	Page 23
Student Abortion Policies	Page 23
Medications	Page 23
Money	Page 24
Parent/Guardian as Partners	Page 24
Parent/Guardian Organizations	Page 25
Philosophy and Goals	Page 26
Re-registration	Page 26
Release of Students	Page 26
School Calendar	Page 27
School Publications	Page 27
School's Right to Amend	Page 27
Security	Page 27
Sex Offender Policy	Page 27
Smoking	Page 28
Special Learning Needs	Page 28
Summer School	Page 29
Telecommunications Policy	Page 29
Student Expectations in Use of the Internet	Page 29
Use of School Grounds	Page 29
Withdrawals and Transfers	Page 30
Summary Statement	Page 30
Telecommunications Policy (continued)	Page 31
Appendix	Page 33
Parent/Guardian Signature Page	Page 33

Media Authorization and Release	Page 34
Technology Use Agreement	Page 35
Absent Note	Page 36
Textbook/Software/Hardware Request Form	Page 37
Title I Participation Notice	Page 42
Immunization Documents	Page 43
Data Privacy Consent Form	Page 60

Mission Statement

Sacred Heart School, founded in 1953, is a learning community dedicated to providing comprehensive and challenging Pre-Kindergarten through Grade 8 education. Working for the benefit of each student, we implement New York State's Common Core Standards and New York Archdiocesan curricula, strive to live and impart the teachings of Christ, develop the skills of independent life-long learning, and promote peace and citizenship through character education.



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/guardian to review and sign. A parent/guardian's signature indicates that the parent/guardian 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. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians. All homework times include 15 minutes of reading (or being read to).

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

Grade K	may be given 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 1 to 8. Pre-K and Kindergarten report cards are distributed (two to four) times a year. The report card is an important part of the ongoing communication between the school and the home. Dates for progress reports and report cards are indicated on the school calendar.

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 <u>only if</u> 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 midyear and end-year tests in Religion for grades 3-5 and in all core subjects for grades 6-8). This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1– 8.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- Passing is any mark 70% or above or any mark of D or higher.

The Parent/ guardian will be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

The Parent/guardian is encouraged to monitor their child's progress by using the Educate portal.

Character Development

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

Honor Roll

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

Grades 6 – 8		90% average; no mark less than 90%
	Second Honors	85% average; no mark less than 85%

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

Report Card Distribution

Report cards will be withheld if financial obligations have not been met and fees are outstanding. Final report cards may not be given before the assigned date of June 17th. 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. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parent/guardian periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

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

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

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

<u>LEVEL</u>	ACADEMIC PROGRESS	
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, or Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, and Social Studies	
Grade 7, 8	Failures in ELA and Mathematics or Failure in ELA or Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, and Social Studies	

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

- failure to complete assignments
- failures on multiple summative assessments
- 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. If a parent/guardian refuse to allow their child to participate in New York State Education Department assessment, their child will not be permitted to attend school on testing dates.

Archdiocesan Test

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

^{*}In June, the Archdiocesan Religion exam will be used as the student's End-Year Examination in Religion for Grades 6-8.

Interim Assessments

Interim Assessments – Administered Three Times per Year	
Grades K-8 NWEA MAP Interim Assessments	

NY State Tests

New York State Exams		
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 assessments regularly for the purpose of fostering student growth and achievement.

Accidents

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

Please note that the school accident insurance usually is secondary to the parent/guardian'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: The parent/guardian must complete the school application form and provide all required documents. For regional schools, this application is found online and is processed through TADS Admissions. Following an interview and evaluation of the materials, the parent/guardian will be notified in writing about the status of the child. For regional schools, this notification occurs via email.

While admission is on a first-come, first served basis, the school endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parent/guardian are active members of the parish, or if a regional school, active in a parish in the region; third, to Catholic students whose parent/guardian 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 the parent/guardian of a student. 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, the parent/guardian is expected to make arrangements to pick up his or her children at the end of the program or activity. Students will be released only to a parent/ guardian, or a person previously specified IN WRITING by the parent/guardian. Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.

Announcements

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

Attendance

In 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/guardian.

<u>Excused Absence:</u> 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.

<u>Lateness:</u> A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. The Parent/guardian will be consulted about chronic lateness, and the child may be required to make up time missed.

When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent/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/guardian or adult (must be 18 years of age or older)

chosen by the parent/guardian 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 parent/guardian to determine appropriate next steps. Certification of an absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is mandatory.

When a child is absent, parents/guardians are required to notify the school by 9:00 A.M.

Absence notes are still required upon student's return to school in addition to the phone call. Excessive absences and lateness may be considered educational neglect.

Birthday Parties

Birthday parties for Grades Pre-K – 3 may be held monthly in each homeroom with the teacher's permission. The Parent/guardian should notify the teacher in writing. The Parent/guardian may bring small individually wrapped items such as cupcakes, brownies, etc. The Parent/guardian 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. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parent/guardian. If a book is lost or defaced, the school will bill the parent/guardian 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 makes a record of the number of the book
- c) the teacher makes a record of the condition of the book
- d) in September, each child will put a clean cover on each textbook received
- e) in June, all textbooks are collected, extra materials and covers are removed
- f) all workbooks are collected in June
- 2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.

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

Buses

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

To obtain student transportation in school districts outside of New York City, the parent/guardian 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. The Parent/guardian must contact their local public school district to determine their eligibility.

The student and parent/guardian 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 always obey the driver and monitors.
- 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 <u>immediately</u> 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.

- The Parent/guardian 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 the parent/guardian chooses not to have their child participate in the safe environment classes, the parent/guardian 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 parent/guardian declines 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 guardian 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/guardian to provide the principal with a copy of the legal document from the parent/guardian for any student for which there is a legal custody agreement or for any student not residing with his/her parent/guardian.

School communication with the appropriate guardian is essential. Accordingly:

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

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

Communication

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

A parent/guardian 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/guardian who is refused such a meeting should notify the principal.

Parent/guardian-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/guardian-teacher conferences are required at the end of the first marking period. Teachers are expected to

be reasonably available to parents/guardians throughout the school year in order to keep open the lines of communication in the best interest of the students.

Respectful communication fosters a positive home-school relationship. As such, disparaging the school, students, administration, faculty, and staff either verbally or on social media is unacceptable, will harm the relationship between your family and the school, and may jeopardize the continued enrollment of your child in the school.

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/guardians, or peers. Always, the sense of confidentiality should prevail.

Contacts with the Media

Parents/guardians have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. Parent/guardians 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. The Parent/guardian of a student enrolled in Universal Pre-Kindergarten Classes should fill out the media authorization form at the end of this handbook.

Crisis/Emergency Information

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

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

Daily Schedule (B.10)

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

7:30-8:05 AM	Enter School on Wilson Street
8:05 AM	School Begins
11:30-12:15	First Lunch (Gr. 1 - 4)
12:00-12:45 PM	Second Lunch (Gr. K, 5 - 8)
2:30 PM	Dismissal

Before **7:30 AM and after 2:30 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/guardians 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.

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

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). A Parent/guardian is 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 a parent/guardian.

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 rules and regulations may result in suspension from school or the non-reregistration of the child for the next school year.

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

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and then, the parent/guardian will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to begin the expulsion process and 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 parent/guardian is called. The school reserves the right to begin the expulsion process and 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 to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the principal will notify the Regional Superintendent and call the parent/guardian. 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 improper use of technology and social media internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off 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.

Pre-K: play clothes

Kindergarten:

summer – play clothes suited to weather; shoes suited to climbing stairs and play winter – gray sweatshirt with school name or optional polo shirt with insignia gym – winter uniform with sneakers (Velcro closing recommended)

GIRLS: Grades 1 – 4 Plaid jumper* or gray slacks, white blouse (long or short sleeve), plaid tie, green varsity sweater with crest, green or black opaque or heavy weight knit tights or knee socks, plain black shoes or sneakers (low cut, low heeled)

Grades 5 – 8 Plaid skirt* or gray slacks, white blouse (long or short sleeve), green varsity sweater with crest**, green or black opaque or heavy weight knit tights or knee socks, plain black shoes or sneakers (low cut, low heeled)

BOYS: Grades 1 – 8 Gray slacks, white shirt (long or short sleeve)), school tie, black socks, green varsity sweater with crest**, plain black shoes or sneakers (low cut, all black)

*Jumpers and skirts must be worn at the manufactured length or just above the knee.

Summer Girls: Grades 1 – 8 White short- sleeve polo shirt, blue kick-pleat skirt or winter

uniform, white anklet or knee high socks

Boys: Grades 1 - 8 White short- sleeve polo shirt or winter uniform

Gym Girls & Boys: Grades 1 – 8 Winter Black sweatshirt with school name

and sneakers (no "wheelies); school tee-shirt may be worn

Summer Sacred Heart tee-shirt, red shorts, white socks, sneakers (no "wheelies)

Girls and Boys: The presence of anything that proclaims a current fad is not permitted.

During the cold weather, students may wear the **uniform cardigan sweater or the uniform** school sweatshirt. 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.

The Parent/guardian 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 parent/guardian 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 the parent/guardian.
- 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 <u>possession</u> of an illegal substance (as per the Emergency Guidelines),
- The Parent/guardian must pick up the child immediately should it be determined that the suspicion is founded. The Parent/guardian 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. The Parent/guardian 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

Generally, Sacred Heart School follows weather related emergency closings and delayed openings of the Greenburgh Central School District. Sacred Heart is located within the boundaries of Greenburgh Central School District and we share transportation services with this district. On rare occasions, such as early dismissal days, we may open when neighboring districts are closed. Closings and delayed openings are broadcast on:

Twitter.com/shshartsdale www.shshartsdale.org

Should Sacred Heart have an emergency early dismissal, either due to specific school community needs or civil emergency, we will initiate the Emergency Calling System (IRIS) using contact information you have provided. Your contact information must be current so please let the school know of changes.

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

Expectations and Responsibilities for Students

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

- do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents/guardians, and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, disruptive behavior, and improper use of technology and social media.
- 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 violation of school conduct policy, 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 on and off school grounds 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 the parent/guardian. 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

The school will schedule early dismissal days to accommodate faculty meetings and professional development throughout the school year. The dates and times for these early dismissal days are provided on the school calendar.

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/guardian is required before a child will be permitted to attend a field trip. Verbal, emailed, or faxed permission <u>cannot</u> be accepted. Permission slips are due in the office 48 hours before the day of the trip.
- Students participating in field trips must leave and return to school with their class. For insurance purposes, no private transportation will be permitted.

Financial Policies

<u>Tuition Management Policy – (Parish-based schools should insert their school's policy in this section)</u>

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

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Tuition is an annual charge that may be paid in monthly installments. Tuition must be paid directly to Smart Tuition by each month's designated due date.

WITHDRAWALS AND REFUNDS

Considerable effort and expense are 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 annual tuition will be forgiven. You, the family, are 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 issued upon written request to the school.
- In the case where a school requires a tuition deposit to complete enrollment, that tuition deposit is not refundable, regardless of withdrawal date.
- If you, the family, choose to withdraw your 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%

- Calculations will be based on the last month in which the child(ren) <u>attended one or more days of school</u>. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.
- Student records can only be provided to the child's new school upon satisfaction of the tuition obligation.

DELINQUENCIES

Failure to keep current with the tuition obligation jeopardizes the family's 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 from 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 their 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.
- Families with delinquent tuition payments may be ineligible to re-register or apply for financial aid for the following school year.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.
- Three or more failed payments within a month will result in a change 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, or other general fees).
- Fees are not refundable. This includes the Registration Fee paid through TADS.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees, and costs.

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

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

I have read this policy and agree to the following:

- I understand my obligation to make timely tuition payments.
- I understand that Smart Tuition will charge a \$40 administration fee for its service.
- I understand that my account will be assessed a \$40 late fee for each late payment.
- I understand that I will be charged a \$30 fee for returned or rejected checks and failed electronic payments.

 I understand that I have a tuition obligation if withdrawal notice is given after August 15th even if my child does not attend school

FUNDRAISING ACTIVITIES

The school provides several fundraising opportunities throughout the school year. We encourage families to participate in these opportunities. Requirements for fundraising are listed on the Tuition and Fees Schedule.

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. Fire drills may take place on any day and at any time regardless of weather conditions.

Guidance

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

Guidelines for the Education of Non-Catholics

A Parent/guardian 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/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 the parent/guardian, together with the school administration:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is physically aggressive, with a documented history of biting or harming others.

Illness (see Medication)

If a child has an illness or chronic medical condition, it is the parent/guardian's responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency. In the event that a child exhibits symptoms related to Covid-19, the parent/guardian is obligated to notify the school and to keep the child home until properly tested. A Parent/guardian should refer to the updated Covid-19 guidelines for more information.

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. Students will not be permitted to enter school unless all appropriate inoculations are documented on or before the first day. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the

parent/guardian and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

Lateness

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

Liturgy/Religious Education

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

Students in grades 3 through 8 are required to take a Mid-Term 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.

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

Lunch

The school provides a hot lunch cooked by school staff. In order to participate in the lunch program, the parent/guardian must complete a form each month ordering food.

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.
- In good weather, students proceed directly to and from the cafeteria to the play yard with first lunch conducted at 11:10 a.m. and the second lunch at 11:40 a.m. During inclement weather, grades K-8 students return to their classrooms for supervised recess.
- During inclement weather, the lunchroom period will be:

First lunch: 11:10 – 11:40 Children report to homeroom Second lunch: 11:40 - 12:10 Children report to homeroom

 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 who appears on the Emergency Contact 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 carefully consider 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 parent/guardian, 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 parent/guardian's 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's or 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/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. A Parent/guardian 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/guardian 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 a parent/guardian requesting compliance with prescriber order
- student has been instructed in the procedure for self-administration and can assume this responsibility
- The parent/guardian contact is made to clarify the parent/guardian responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

Money

Bringing cash to school as a payment is discouraged – except for well-founded and specific situations in which payment cannot be made in any other way. 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/Guardians as Partners

Just as the parent/guardian 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 parent/guardian 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 the parent/guardian 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. The Parent/guardian 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/guardian-teacher conferences, attendance at meetings and seminars designed to help the parent/guardian assist their children at home, and active involvement in the school's parent/guardian/teacher organization.

The Parent/guardian is 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 home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. The Parent/guardian 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 through the use of technology and social media.
- 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/Guardian-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse, improper use of technology and social media, or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

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

SACRED HEART PARENTS CLUB

The Sacred Heart Parents Club provides an effective channel of communication between the parent/guardian and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping the parent/guardian informed of school activities, programs, etc., and if any, parent/guardian service requirement
- to assist the school in meeting its financial obligations, primarily through fundraising activities
- to provide adult education programs

Philosophy and Goals

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

Re-registration

At the time of re-registration, the parent/guardian will be notified if their child is being invited to return to the school in September or if the child is not being invited back. If the Re-Registration Fee is not paid by the due date as outlined by the school, we cannot guarantee a seat for your child for the upcoming school year.

Release of Students (during school day)

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

- in the event of a student illness, the parent/guardian or an adult designated by the parent/guardian on the school's Emergency Contact list 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/guardian. If the parent/guardian cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency Contact slips are completed in September and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent/guardian, that adult (must be 18 years of age or older) must sign the book.
- for a prearranged appointment when the student is released, the parent/guardian, or approved adult must sign the book. [Please note only the principal may approve the release of a student for a prearranged appointment.]

School Calendar

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

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

School Publications

All student or parent/guardian 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's name. Parent/guardian 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 a parent/guardian, 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 the parent/guardian 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, a parent/guardian, and all visitors to the school. Smoking on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe 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, the parent/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 Program (IESP). It is the responsibility of the parent/guardian to ensure that the child's IESP is kept current.

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

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan and will then notify the parent/guardian of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written, 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 and programs 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. Proof of successfully completing a summer school program is required to be presented to the principal in September.

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 or guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher who will provide documentation to the school of no less than 25 hours upon completion of the tutoring sessions.

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's 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/guardian, 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 below for complete policy requiring student's signature)

Use of School Grounds

Unless students are formally registered for before or after school programs, the school does not have staff available to supervise students present on the school grounds before 7:30 AM and after 3:00 PM.

Students must not arrive on the school grounds prior to 7:30 AM and a parent/guardian must arrange to pick up at dismissal times.

Withdrawals and Transfers

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. Permanent records will not be released directly to parents/guardians. Such request for records should come directly from the receiving school. An Authorization to Release Records request form must be obtained from the school secretary. (Please see appendix.) All books must be returned. All bills must be paid before records are transferred to another school.

Schools may disclose a student's cumulative record (i.e., permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent's or guardian's 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/guardian 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 the parent/guardian 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 the parent/guardian 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 parent/guardian 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 parent/guardian 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 parent/guardian, by their acceptance of enrollment at the school, agree to and accept the school's rule and policy that students, a parent/guardian 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 the parent/guardian 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 parent/guardian 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 the parent/guardian 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 parent/guardian. 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/guardian/student handbook).
- 7. A Parent/guardian 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. A parent/guardian also has the option of denying permission for their child to use the internet independently at school.

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" online.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.

- Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper or printer cartridges, that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.,) are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement."
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Student Name:	_ Grade
Student Signature:	Date

Sacred Heart School

Parent/Guardian Signature Student

Acknowledgement Page

Return Due Date: September 29, 2023

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

(Parent/Guardian Signature)	(Parent/Guardian Signature)
(Grade 2 and above Student's signature)	(Grade 2 and above Student's signature)
(Grade 2 and above Student's signature)	(Grade 2 and above Student's signature)

MEDIA AUTHORIZATION AND RELEASE

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

•	g of photographs, movies, videos, and images capable of reproduction in any or children of whom I am the designated guardian
Names of Children, Parent/G	uardian
•	ion, Archdiocese of New York and/or the Catholic School Region and their ustees, directors, members, officers, employees, volunteers, agents, and
, ,	ool the right to edit, reproduce, use, and reuse images for any and all purposes advertising, promotion and display, and I hereby consent to the editing,
	of said images in any and all media in existence and all media yet in mited to, video, print, television, internet, and podcasts.
child/children may have in an hereby agree to release, inde	, and transfer to School any right, title, and interest that I and/or my by images, including negatives, taken of me and/or my children by School. I emnify, and hold harmless School from any and all claims, demands, actions, bility, damage, or cost arising from this authorization.
Print Name	Name of Child/Children [if applicable]
S	ignature of Parenst/Guardians
Date	
S	IGNED Form Due by September 29, 2023

A-2

Technology Use/Telecommunications Policy Agreement for 2023-2024 School Year

for Sacred Heart School

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

<u>User</u>

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 Signature:	Date:
Parent/Guardian	
As the parent/guardian of this student, I have read the access is designed for educational purposes. I am awa access to all controversial materials, and I will not hold Further, I accept full responsibility for supervision if and resources is not in a school setting. I hereby give permatersources and certify that I have reviewed this information.	are that it is impossible for the school to restrict them responsible for materials acquired in use. It when my child's use of school's technology hission for my child to use the school's technology
Parent/Guardian's name (please print):	
Parent/Guardian Signature:	Date:

Sacred Heart School

Absent Note

STUDENT'S NAME			_
STUDENT'S CLASS			_
DATE(S) OF ABSENCE			
REASON FOR ABSENCE _			
Doctor's note is attached.	Yes	No	

An e-mail can also be sent to the homeroom teacher or the principal.

If a doctor's note is to be attached, please scan the doctor's note and send it alone with the email.

The parent can also take a picture with a cell phone and attach the picture to the email.

Please return by September 29, 2023.

Textbook/Software/Hardware Request Form

Sacred Heart School 59 Wilson Street Hartsdale, NY 10530

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

PARENT/GUARDIAN REQUEST FORM FOR SCHOOL YEAR 2022-23

	eby authorize the school to obtain state ardware for my child	e-loaned textbooks, software, library materia who is in grade	•
to the New	York State Textbook, Software, Library	, and Computer Hardware Laws.	
Signature o	of Parent/Guardian		
Address:			
riddicss.			
Date:			

Title I Participation Notice

Dear Parent/Guardian:

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

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

- 1. Literacy Instruction Services
- 3. Math Instruction Services
- **5. Distance Learning Services**
- 7. Additional services not listed above as determined in consultation with the Superintendent of Schools Office, Regional Superintendent and Principal.

- 2. Mentoring Services
- 4. Tutoring Services
- 6. Academic Counseling Services

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

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

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

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

Title I Distance Learning Services: Your child will receive online, and direct instruction aimed at improving math/literacy concepts and skills. This service is provided through a web-based computer platform before school, after school or during non-instructional periods.

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

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

New York State Center for School Health

Supporting Student Success Through Health and Education

fvINYS fvINYC fvINYS fvINYC Required Required Optional 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	Gradel 12
HEARING SCREE	NING:						•							
Pure Tone	Х	Х	Х		Х		Х		Х				Х	
SCOLIOSIS SCRI	EENING	3												
Boys											Х			
Girls							Х		Х					
VISION SCREENI	NG													
0 1 5 1	Х													
Color Perception	Х													
Fusion		Х	Х											
Na an Mariana	Х	Х	Х		Х		Х		Х				Х	
Near Vision	Х	Х	Х		х		Х							
Distance A cultur	Х	Х	Х		Х		Х		Х				Х	
Distance Acuity	Х	х	х		х		х							
Hyperopia	Х	_												

^{*}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	Gradel 12
Line labe Francisco et a un extensivo et a	Х	х	Х		Х		х		Х		Х		х	
Health Examination**	х													
Dental Certificate	Х	х	х		х		х		х		х		х	

^{**}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 medicalprovider). 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 I Guidelines I Memos - Effective July 2018

2023-24 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). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons O 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. 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)	4 doses	5 doses or 4doses if the 4th dose was received nt 4 yenrs or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 d	oses
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³		Not applicable	10	lose
Polio vaccine (IPV/OPV)'	3 doses		oses doses vived at 4 years or ol	der
Measles, Mumps and Rubella vaccine (MMR)'	1 dose	2 do	oses	
Hepatitis B vaccine•	3 doses	3 do or 2 doses of adult hepatitis B vaccine (the doses at least 4 months apart be	,	
Varicella (Chickenpox) vacclne ⁷	1 dose	2 do	oses	
Meningococcal conjugate vaccine (MenACWY) ⁸		Not applicable	Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose wns received at 16 years or older
Haemophllus Influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not app	olicable	
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not app	olicable	

D.,,morr:;tr,1tp.j S(-:/mloqic: cw1dr,mu, of r.;c-:;t lets, m,1111p-11 or rutx liil ;ir:tibodi<-;t i c: l-r1borf3tory r_-)mf1fmFii011 of thrise: di:-cf1sos ic; accopfillk-r-pr-)Gt ur irr.murity tibr, this d1s ales. roiciqi(: te, t forpcii(; a,e. ac.;:o2ptabl/:o*) p1--J0f;ifi111mu11:ly only if th0 t(:SL WTJS p0fformed 1...#0fc: 50.pttmbc-r*l, 2019-ifind -lli th1-0. st rotyp1:s v1.-:rt: positive. A p0sltlv0. biood te::;t for hc:paUtfs B surff.le;; m;tibcdy is i.J.CCE-DtcJble prototof thmur ity to herxititis 8. De111011str;Jited serolopic py;d<!"\"\CO cfw1rlc, ||rJ.1fntbodil-; | 1borc3toty co-nimretri)o11 ofv0 ic:..;|llf d;s::08 (sord ics]morci(1:::by :::1 p1) ;ic-iun di;:ii _Jlantor 11ur ;;;1 pr:1-titiofref thut-Cl diild ||i S11::lld \CO1011111, J::cr;(-1; < KUpt::blc proof of ::nmiunity lo \CO101111, lic; ciic*l,

Drphth,-:,;t-:-; Jnci tct;inui;:. oxe,ids Llr.cl ::-iccii1.1lc:rt pcr-tus.sis (CT.:;P) vciccino. {Mi:1imum ::,ge: 6 weeks}

- il. ctridition stirring title is ticls on highno. Upould jecent/Art at 5-doc;ject scit-mas of DT:IP Upocine at 12 months, 4 months. 6 months him at 15 tit?rough 18 month-1s, jitlid ject 4 yes,ifrs 01 oldet inflict fourtit dose multy be rot/eirTitld 2.1/1/jly as ager 12 nionths, providited at 10rt st 0 millor-ths havo dispred sine; the title cione. Hu N01 Jor, thuc's 1-0 urtitld 65 o Y C-T-c1P Ix,ed not be re,p.e. iteculit it was coldmini Ir-roxi at Ie. tist 4 mointh ; iffers mit Hird do jectur DTciP. Tri(Inthal dos; in the Interpretation of the
- If the fourth dose of C-TG? VFJS Jdm; nistered at 4 years or older, -trid Gt fr-=t6 morth ;; rtr:r uo:=;-3, thn fifU1 (bcostor-J dose ofDTnP Velocin0 is. nut realized.
- c. For r,:h1id1-("11b01ri bd(H(1/1/2005, or:ly imm mi1y to dipf:thc+1i<'1i ii...'qu1re; d::md do:..; -;s of DT ;_1:-id Td csm :1i:et lh::..; requtr 'rnE-)nt
- d. Chikfr:,,n 7 YA r...; i*Ind okiA ·,,, 1h1, r., r.n.01 fiJlly imrY;ur11;;; d ·, r;th thP childhood D ctP v,xcin · · · si*Linics: should H cciv (Td-ctp VG(;iin11; , 1s tlK tirst dos-r(iin ti-r(iinth-up S;C-[l,:*:S. Ii*Ad(iit)Oni/11 do:;;;cs iîr-c;ncccio.d, USS: Td Oi Td;;p-;Accin0. ifthe first dose w.js received br-fore their first birthd-dy, then 4 doses me IOCJUit1, ris long e.is thc-tin;il do:-,;; we/s + toc;--+vOc_rt-4 y_rtis or ok-ro[if tice; til*st e.e.; VNI*1 N...(c(;ii)00 on it rift(r un(i tits) bfrtl*d y, th011 J dos, -s. d'J O fecul10d. Vis I. v. is long b S the-tff.tc1 dose; s.r dis received _:ii 4 ve_iris or olde.

fot;Jufn.;;;, and c.lip tith0t1.) to;;0ids::mci Jc(;!1iulm pr;;*rri..iss;.1s \Toiap) e1dols::sc(nt I)Oostr,rv:-;1c;cin0. (Mir;i 1um Cjj.c, Fo. q. 1tk:1; 6, 7::1r.d S::1D y:]c-ir:-;: rnin:n-,um cJQP for gm=:k 9 th'.GLJgh 12: 7 y.e;;;:.1)

- iil. Stc.1dcnts :11:10.-c.li'S or old1!!! 0.;-itc:1inq qt.c:idi::s 6 tiHOUQi'l 2 m0.10.qul;c:-d to h:::v'i' one- do:::e of Td,Jp
- b. in rJddnion is) th0. gtcld0. 6 th:ough 12 :cqui10.mCl I, "ld p m:lly sui2.0 b0. giw,n 2:s piirt oftr11:, cmt(h-up);r,1-10.s fu: students 7 y;:THS of figr cind oidN his. sui6 not fully imm-fornize:-d1,11111 thi"; dilid wod DTc P :=.(t*fc,s, s)S d:ss::rffX:od bov;;j: In sd1ool year 2022--2023, only d0s1-;es ofToklP offeri at -sw 10yt:0r erold-;T -, iii "cftisfr thi, Td:ip :1:Cdlffr(, nv,11t 0r 'tud ents i g cidPs 6, 7; iint 8: hciwPV(-:,r, doso2-s ofTC;p giv n :tmgfs 7 y Nr<; or c::ilCPr Nill ::-;ttisfy tilo r0quff;.ment f0r studErits in crncli:-s 9 through 12
- c StcJdent.s v;no are 10 years old in grad"2 6 and who have not yi2t received GTci.:ip vaccine ;;.ire 111 complL:ince untH tl1ey turn n 1e::1;rs old.
- 4. Il:activ, tecl ;Jolio v.Jccine (IPV) or m,:.-:1 polio v.::icc.ine (C)PV). (Mi1•1Imur:1 aqe: 6\JC c:-ks)

 - note if the title dos of polic vecicies while to any investigated with 4 years and at a transfer the more the floar the pricyloLJS dOS(", the four this doesn't, of policy veccally be not intiquire d
 - d. For childrrm with a recend of OPV, only thvcllr-nt In=•V (t0 'V') •=.ounts to-i+',1::ird NYS school poli(:, v,Josciln.;.. ro;..qLmern-;.n, D.-i-is;;;.s of OPV giv.;..n bt-1olC:: Aplil 1, 2016 should b.;-- CO1.mtltd unle::s::p0.crilutliy nc;t0d e1 mvncvalent. blve:11: nt o1-a'=; gIV(in clulit y a poHvv: u::: 1mm n1zetr0n u m:x11 n DoSes c-1"OPV c11v'::n 01c or ,:itle: f-.t)t ii 1, 2015 sl":ouh:! not bc-count1:-d
- S Mc,;i! ta,,:::,_m11mp;, , nc-i ub0li;1(MMR) Vc¥:dt'1 . [Minim1Jm .tJgc•: 12 mo11thsj
 - The tirstdo:::-8 of Mr_im vo<::(i:,r; r:w th<1ve bE-PII rPce:-w2d on or cittin tl P tirst birthd.nv. Th,:-: s0.cond do:=;:::to.Eth_:::iw; b,::c,i r--c-tive:d-:=;:lr-n:c;t 28 dc:rrs (,4 ...-1eeb) afte: the firit do:,e ki be coibidered valid.
 - b. M(-1 s., _c;; On.::> dos(-1 is 11;;auir,;;,d for pr0.:::i:1dmg:1rt.::>n. T.-vu Cosc s arrc, r8qu:red fer q1-,Jc! s ki11Uer-wiJ1te1-: thiough 12.

- Mumi,.--s: 0:-ic cios,.; rcqut1-()d for-p1-e;_)kindcrg,rJ1-tcr.. *T,,:.,ic* cios1); 11\:.' rN:;ujrr cl for qrr1cic+:; kindcrq,:cirtc:n threugh 12.
- d. R:.ibeii,:i: At leGs1 oni:! ciost :::_; required for g 8des [prekInd-erqurtE-n th1-our:h t2)

'J. Hepcilitis 8 V,J:CC1n<::

- .:_ C-ose; may be g1-ven at bOtti or anytm0 tlK.,;eefter. Cvse 2 IHLS1 bs:1 ivon cit lc:ost 41.;c,f::k::::(28 ctysl. 1ttoi dose 1 Dos.!:-3 r/1ust be: oct lr::,;is:t 3 \V0t.:ds5 fffEr ci09C-2 AND c-t le2::::t16\V0t,t::k5 8ftEr ci0 i;::1 ,1ND no rarlle7 t1.:in ::;1c 24 1;1c,c,:s 4 dos.(;'.:.:3rc/giv1_n,'::ubb.;tituh;'*!foi.;c 4 k;r ';dot 1.2:-1 in the,t0 eo.,ce1.;c,e,n;1.
- b TWO dos,:s of odult hcp.Jtitis. B voc::cinc (Recomb:voix) r-N;0lv,:-d 21t lcc::st 4 month ilpd:tp.;:e3q-t::71 through 15 yc.-;iir; 1-vW mcc.-t1:tr.-0q:..1ir(,-rn0rit.

Var-1,:,0lla (Lhlc:kc::npc,:(j voc,:!nc,. (M!nimu ,1 d£iCc: 12 n1onth:;)

- n1\:: fir:-;;t dose ot'vmlct)il v.flccine tll:,j:-Jl hav*:: bt\m r,...1: tv,d 0:-1 or aft;ir
 the tir;t!:.iidliday. Thr::;;c;;onci C;;isc n1ust have: bc-:::n t: (;:iv::d At k;;ci :t 23
 dc1y ,;4 w,,,eks) <.1fte1 the first (k.tse lo Qe on;id !r.'c.-d v;;ilici
- i ror c.hlldr r. youn -Ar tht1n 13 y,..,m:., th r commit,.nci d tnlnrmurn interv.ril betv,t::en do::€ 1 3mor-th;'.: (if the e ond cio e voJa::; admln1:c_.;tered .?t lc.?t:c;t 4 v.1,:x:ks l.lift::r tho tirst dose, it eom be f.icor::ptc d as valid): for personss i3 ve,Jr ,Jnd olde,, the mir1imurn 1ntervwi betv-.feeil do'!<es i::; 4 '/leeks.</p>
- Me1:inq0co(c:1l cot-iru Jate ACWY ¹-10:Kdne (M8n/C'-NY). {Min:mum ,J Je t-N grc':d(:s 7, 6 .:ind 9: 10 ycf'lr ; trllt lriUm .CJfJC:-b(JI1':d::o 1:htc:..Jqh 12 5 \\.1(:d<::)
 - ;J C.ine do:,e of rmininqocar:c:ui con_!llqi:ite vrY.:cim,' \ivlen,1dr;J, Menvr:!O or Ms::nQuadfi) is lfc'qt.Ji:ed fo: students entHing gr-ade, 7. 8, 9, 1C -21nd 11.
 - b Fm:::-tudent:::'n gmae 1:2, 1fthe first dose of meningc.:::occf:"li ,::-on_luQme vooclnc -,.../ls rcc<"tived 2#16 yrms or oldn_ th<": SfY::ond (!...oostc:1'_) doc,...-, t: 11ot required.</p>
 - t.. nw socond dos-C? mu5t t1fwc, b.- 0r. re(0ivr-d at 16- yl=;31s 01 0ldc: Tho r:-1ir1imum inti, ry;;,l lx tv-,1po,•n dosf:'s:: 81-W:'PIC:i
- HUf:/mcpt1/lw::-: intluf •nz.ap typr,i b u--iib) n:::r11LKJ ltf:/ v,tecir1! [Minim WT] -FUE2.ii
 6 WC:Uks)
 - Children stmt:llq the ::=e;-ies on timt" .::,hou.c] re-.::"t"lve HilJ _1,Jccne at 2 PlOl"*th , 4-n-onths; G rr,(mths ;:rmd ,# 2 Uvou;ih '15 lf"IntlE. Childr-_Eff c,ldc-l- thc;n 15 montlis must get caught up 2l(corciing to the 1\CIP catch+uµ schuduic). The* till full dos.u must IJr:-t co-fvod on or .:.1rte: 12 rnontils.
- c. If cto o• 11 ;.v:=is r0-1;.ivcid .;t ;c,q: t2 H1rouq11 114 months, eanly 2 dos,;-:-s c1r-1- quireci 1_-.Jith do.::,e 2 -Jt le::i-st 8 week; ::1ft r ,::Jo::=e 1
- cl. If clo c-1 v.rc::1s t(:U.:I\II"X-I ,,it 1S rnonths 01- olck:r. only 1 d0sc :s :cqllit"N!
- C:. H:b voccir:e:, Is nqt r. •!q:.Jired for ct iidtl:!17 5 y1:it:,rs er cld<-H.
- $10. \; Pn0umoi::occ,; 11,.; 0njug::.it1 \cdot ; J,::::in(-:'.' \; (PC\l). \; [Minimum \; s:19 \; ;: \; 6 \; \label{eq:pn0umoi} \; 1--'5)$
 - r.i. ChildrP.t1 p.tmti g th0. Sf-'ri on timP. pis-io1_jid tl?t ivis-'t PCV\'rtt.clnP- flt 2 months, 4 mointi-'rm; 6 monthn. 2ind -ii 12 u,rough 15 months. Children oids.'r "thi'ln -15 months mappiete ciluqi1t up ac-ce-1dinq to the ACIP p.jpitch-up scihi->duff. Thi' f1111JI ciose mll.'t be r2c12ived on or puffe; 12 month-!s
 - b. IJ11vriccir-rJ10.d ;:d1ftcr0.n :=igcis 7 t:11ougn 17 mc;:His me i0.qu1r-::d to r0i.::(ciV0 2 do:::es, iii 1:?2, it 4 Vleek::: p:Jrt, fol10;_-Ji::(d by .u third cub-se, Jt 12 tr1ro q11 15 1:-1vrits.
 - c: Unv 1ccin,Jted cl1ik ren ::1gi:_cs 12 ttimugh 2S rnonth'.i ,Jr1: requ1re -J to r,:cc,1v::-: 2 do:--.0.; ofv,cJcdrir. nt i(:di;t 8 w,;r::k:; c1pmt
 - If ,::ine dc,se c,fvnccil T^{r_i} w_{0,5} re.-::"::"ivecl ,Jt 24 r-7,)nth;;; c, oid,,,,,1-, rio further do:=:r.-s c110 requir d.
 - e. PCV fs not :equtred f"c:ir childrei-! S '.il::',:w:,: or older
 - f_ For _fu1tti-1. r 1r1for1natlon, rd -:-1- to tlK- PCV ch--Jrt _;iv;-1il<.1b:('in the _sdro;u| Su1-11,-y 111:'t uctio::in 81x1kl1;t::.1t _v.-'f..1.''';.1.hWith _ny.govipre -e_nti on,tmmi_n | Imtton.':--;ch ooi _-

For further information, contact:

N<-w Yer S1ate Department of Health Bureau of Immunization Room 649, Cc::i riing Tower ESP Albany, NY 12237 (518) 473-44-37

New York City Departcient of Health and Mental Hygiene Program Support. Unit, Bure,rn of Immuni:tab:Jt1, 42-09 28th Sti-eet, 5th floor Long Island City, NY 11101 (347) 396-2433

Ano escolar 2023-2024 Requisitos de vacunaci6n del estado de Nueva York para inscribirse/asistir a la escuela¹

NOTAS

Los ninos que estan en prekindergarten deben tener las vacunas correspondientes a su edad. La cantidad de dosis depende del programa recomendado por el Comite Asesor sobre Practicas de Vacunaci6n (Advisory Committee on Immunization Practices, ACIP). Los intervalos entre las dosis de vacunas deben corresponder al programa de vacunaci6n recomendado por el ACIP para personas de O a 18 anos. Las dosis aplicadas antes de la cdad mfnima o de los Intervalos mfnimos no son validas y no se tienen en cuenta al calcular la cantidad de dosis que se mencionan abajo. Consulte las notas al pie de pagina para obtener informaci6n específica sobre cada vacuna. Los ninos que se inscriben en clases sin grado deben cumplir los requisitos de vacunaci6n de los grados para los que son equivalentes en edad.

Se DEBEN leer las requisites de dosis con las notas al pie de pagina de este programa

Vacunas	Prekindergarten (guarderfa infantil, programa Head Start, guarderia o pre-K)	Kindergarten y 1.º, 2.º, 3.º, 4.º y 5.º grado	6.o, 7.o, 8.o, 9.º 10.º y 11.º grado	12.º grado		
Vacuna con toxoide difterico y tetanico y vacuna contra la tos ferina (DTaP/DTP/Tdap/Td)'	4 dosis	5 dosis o 4 dosis si la cuarta dosis se aplic6 a los 4 afios de edad o rnas, o 3 dosis si tiene 7 nfios o mcls y In serie se inici6 a partir del ano	3	dosis		
Refuerzo de la vacuna con toxolde difterico y tetanico y la vacuna contra la tos ferina (Tdap) para adolescentes'		No corresponde	1	dosis		
Vacuna antipoliomielftica (IPV/OPV) ⁴	3 dosls	4 dosis o 3 dosis si la tercera dosis se aplic6 a los 4 afios de edad o mi'is				
Vacuna contra sarampi6n, paperas y rubeola (MMR)⁵	1 dosis	2 dosis				
Vacuna contra la hepatitis 8 ⁶	3 dosis	3 dosis o 2 dosis de la vacuna o (Recombivnx) pnm ninos que recibier 4 meses entre los 11	on Ins dosis en inte	ervnlos de nl menos		
Vacuna contra la varicela ⁷	1 dosis	2 d	osis			
Vacuna antimeningoc6cica conjugada (MenACWY) ⁸	N	lo corresponde	7.o, 8.o, 9.º. 10.º y 11.º grado: 1 dosis	2 dosis o 1 dosis si la dosis se aplic6 a los 16 afios de ednd o mns		
Vacuna conjugada contra Haemophilus influenzae tipo B (Hib) ⁹	1 a 4 dosis	No corre	esponde			
Vacuna neumoc6cica conjugada (PCV)¹º	1 a 4 dosis	No corre	esponde			

Una constancia serviogica demostrada de anacuerpos contra el sarampion, las papocas o la tubdoda o una confirmación de laboratorio de dichas fontomia-acitidos son pmolíus, acoptiblos direularita funcible; mito-ricitis. Las pru; hois su:Hológicas puls:1 la poliomifoliti; pon n=J pru(-lbs.1, fi, er;ptDblo ch. t, l. imitifubido poli let pruo.br.2, en;ptDo-netituo.Set:11 Co. eputiciblo. dr. 2, 2019 y los la pru; dr. yrean polijlyo. Un n. it iliti; de con resultudo positivo el t l'initKU, lp o d'it supsi_rificit! ...onttil'i i-i! 8 (e.U.Iff prueba acaptable ica demostrada mm ;ili-iFKi ante ua hopatit; B. Unet dit., anticuttipos contire al verno,jarl, un'l Hoortfirmi Ci6n d variouia v 01 diAan6stico d0 un mello.lico" un R i-stente rmt-dico o un ci-nf0nm;m dei-__vvi, izride; (e., ru/c un nilo 1, vo v.:ittr bi_1 t>00 prUirb- ls -21(i pbibli fi, d<- bi_2 time fil V ificid.

- 2. Vi'lew,a contJ:,::oidc difte':,icv y tete'3nico y t-:i:e; fr:rina e'ler.-lul.=:;1 tDTiJP), f[dcJci rn(n:m::i: f, :..., r, rm,-:::
 - a. Los náhos que omit*:1zc111 lcJ sepe u Utimpi, deben resibir unJ -== r , p
 5 dosta de lati. DTUP u lo 2 m SPetti, 4 musero. El meupro y rutres. los
 15 y 18 meses de edicid, y 8 los 4, inicios de edicid o 1 núis. Lici (UJUnti-1-dosts
 pv**de adicarse a partir dibo ios 12 mrignies de
 trimicut Fido poi le 1-tic 110. El 1 w-m. (is decid). IA
 nc, es neces*ibiro qe es repid i, i, cuurifit dosis dt* DTUP si st** aplicó al
 fr.Phil-"U-4 nt*:8SPS ciP puPs dt*-li R tP o ruti docut tp DTiP. L==i litma dosis de
 id serfit delde pipiicultes u prifir del maito, Jilo de *:d2d y cil menos 5 liHcS9S
 despufs cie la dost anterior
 - b. Si In cu:1rtu do:js de: DT.1P::.e:1plic6 n lo::.4 c'lho:-• cli:: c::d...;d c:. lilris, y :li
 mems 6 m'c: 'ses despues de lu ter;::jem dG:sfs, nose requiere- liJ qu!n@ dos!
 (de:efuc?tzo) de la vacun!¹¹ DTSP
 - c. :Pit(;c1 loi; nino:: n,Kidotc; ,c:-inlt(;'.:. dc:l 111/2005. :: 110 r,c t;::quf("::(; lt;munid."ld a l<d1fter1a II luli do ;s d€ DTy Td pu de;1 cunm!i: e ie 1-eau!'.::'.ito.
 - d Los r,;n:tis mGyorft?S do? 7 ah0s que ;tJ-e:=ten completamer1-? vacLH1!:1d0/3 con i_, y_nfic cic vacunas DTaP p_::ii*Thiflos. dictx,n redbit Lei v.icu11cl Tclc:p cc-mo primerG dos1s de _tJ-s-zeit; de _c:ttt,Jliz::dic5n; Si ::;e ntct:!:;itt:m ao:::ls adei(J/il(S, u ;c l,J/il(j:_m, Td O Tcl.f1p Si le:; _bJlic::Yon I!) print(rctC d)shi a1-te:::, df:: su pmr:er erio de edud. deben dos1::itt:m (c; np iqu nile 4rifiol d8 o mfis_S1 sa apiicaron la ptmm;J dosis*1 p.trill (8 st primariat*10 s.de., cd:::1[(duben etblicarse 3 dos1s. slempre que la c\Osls final e Gpliq11e .e ic,s-4 afios 0 m6s

Rt,fuerzo all: Liv-c1cw...1Q con i toxoidE sit(-oft\ni,jc y diffor(co det'-1G vaccm;;; confirsi lift toxe; TCIrinFI ;ico-:,.lul.\fr (Td:-1p/\ ad:,10,\m,110,\ pc1rc1\ in.,\ 1-; y SY q.:-ido: 10 ...1tUs: L.!!dxl(\ n,\ni|11:1-\ pcircci\ 9.\ \all sit 2.\ gradio: 7\ ahios)

- #Les e'.:'.'-t...rJj;mtj;;rrmyor* s dE-,> 11 fJiic q:..H. ing:-ti-'.YJli # lo ; gr-adcs dE-, 6.* a 12.* ar-i.J(:17 rOcit r un d,Jsi:; ,:to Td;::cUp.
- c. Loʻ; <> ;tlKilic:1rtt! _; qur.-, ti__nt'n 10 ::irio-; d-, 1. d.1rt ,s1 6.º 1Jr:Jdn y qut',11'.1n no l(lClbt mn Ir1voclin Tc,:ipcurr:pl0n lo l qursito::- h;isi:F1 q r, tF:ngNn 1-; CJ/7os
- 4. Vncur:a ,Jntlpoiiomlf?IrticG in-:ictr,...adG (IPV) o ·.,-a::::una antipoliomleW:lrn o ul (OP\f] {Edc1U m:'ncna: 6 ::K r1.-11:::r:)
 - u. Los ninos que lomienz,:m lu se11e u til⊨'mpz:. deben re(::b1r un,i:::;e11e de IPV n los 2 mtses, 4 ettre: os 6 / 18 meses de e::k;d, y ;; ios 4 sr.os de tdot d o m.s. L_1 UlUm.:i c. 1;ei,c, > de.;b. e1riii;;aft.i.'... ject lif dL! ou/ito ar,o de:> edad y al meno 6 mes12s despu€s de la <*.0/s anterlor.
 - b. Para los estudiantes que i r(lotiforon bei cumtet de sie; nnte ; dtide edad y antes del 7 de agosto i del 2010, els suticiente pipliorn 4 dosis con al menos 4 semanas de diferencia
 - c SI Interectr,"I di)Sit; etiet: In wileut,"1 mHpdiffontietHiu se apilieó a los 4 años de edud o 1:1]s y pc,; IQ menos 6 mest"s despu deliJ dosis anterior nose rPquprrr, i I,1 r.umtn dosr
 - d. :Pith'Cl loi; nino:: (:011,mti::(1,*:(.Jont(:(; de OPV,::olo la DPV tn.\<1k:11t0 (tOPV) se tien? encuen+; J bwr.j b r ull:iito::;; de iu -,;;icunc.J mtipoformelrt1cw cr:: i,\;\;\;\;\; (: tk ltii, dd -;:t1do cir:: N.J.(\v<1\^1\mathred{Mk.l...},\)13 dosl ; di:: OPJ tipliciditi:-a1-tes df::11 de bril Lle 2cm cleiJE:;n incluirse a menos gwr: se IncHauen especitic"::Iment co11c r:-lono ;;iienies, biv;ii2ntes o cono, 3plic.sd s de mnto- urvi mmp ffifi cix, \(\varphi\mathrea{mk}\)(\varphi\mathrea{mk}\)(\varphi\varphi\mathrea{mk}\)(\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varphi\varph
- 5 Vc1cur:,J \'.Ontrc.1 ;::11,::imp1<)n, rx1rx.' ;::1;_; yr1.1t*1(>0!;:1(MMR). ;;t:d,xl minlm,J'.12 m<:."cil::s)
 - fil. la dOSiS do la Vfi.(ur.ci MMR C0br. habif*;;;; aptread0 a portif piato efflod ind.;;d. P.,ral-cinsidonirs.r, vi'Uliddi, F*1 segunda dosis do::•00 h.:152rst-I ofpliG foio al mi-ho:29 dies (4 seminins) después de la utilitar-Fi dosis.

- b \$;.-1/21-:-,p16: S•c;, r11 c0:-;it.::1 ur.2! dc- s pa;a p:- :k1ncL:rgarlm. &; n ;cesit-211 cios d-JsJ:::; p.:ir-rJ ios g1-2,dos de: kmde:rgilltrin fBs'tii 12:-.
- r. Pupr,ams: Staf n/rog,,,fm.ud<1 dost,j. pnr.u prekindergarten. Se necesstan dos dosts pBr-.7 los grjetidos che, kin,the,1g,,1rtm hasta 12.9.</p>
- d. Put..-".:i-1-cJ: Sr:: n0cc-:;if1 pot !o me-no:; uni':! dos.is p.::ilc'l todos los g,aao.. (μrHldr:dmg;:1rt., 1 [1,1::t] 12.:o [lf-J J0).
- 6. ViJcur1i3 ccntrc::1 L-J t-1eputlt!s B

L;;; printers J dx-isls ouede ap!tc2:se .::l n2e::er c* 12n cu2iqui0r 1:1on-:ent0 d(isruf* : L, "*;(igundil dosi; dr-.ht]: ipilic:riticiic, tili mff"r*lOS 4 s0mc1rvts; (28 di i) 02spl.!'2s de le primer J ciosiS. L:: tercer, J do::-i ciebe J marrys ciespuds 8 - man8s: despu .s cill: i+8 St::gunda dosis Y al marrys ciespuds de lap i:m::nc1 clDsis, PERO no c.mtos clc Ir-is 2-4 srnn:1n::1s jcu211do sc-epliquen 4 dOs: . reerr-plazm "cumtJ dc,si" " por tercern-d0s; ·· er estos criliculo 1.

- b. D•.Yi- closis de !__: --c:1c.l..Hu cont1,J !c:1 hep.-:dHis B p::11a ,Jl.,J.iltos !Recorr1bivux) nplic-.8d-ris (;Or! ::ii menos 4 se-m-3nns di:! dlfe ,e.r.('f8 er'!tri? los 11 y 15 siios cu:11pltn 11 ::,I inquisito.
- 7. V'"cunc'l centre'l 12' varicol.e-i. (Effid mlnimei; 12 m0.se-s)
 - et L.c.1 pr.1n,-tt.<1 dosl-tt: d0 G vxt.1t-let contrv I.i., 11c1i::01; dtcil)(1,-ibxt\$.ot: Ql)ilrt:;do 21 partif1-ci0i pim\forall 1: aho. Parn cvrisidi";mic;e v11lici-i-8, la s0gundB dosls d0b-tt, h-;)bcrsc c1plic2.do î'll rr;r:nos 28 d1:tis (4 sr.-m.:=ma-s) dospu, s de IF.I prim m d:t5fff.i.
- 8. Voc1m.F1 -ïIntimi:-IningocOr.fr.,c:; conjug00,1 AC\VY (ivl.::.nh.CWYJ. WrlArl minfr:-rn p0r-ïl 7.\(\cdot g_r; y 9.\)" qrcJd...i: 10 .')tlo .; falad minimu prnn '10. .] 12."qrudo: 6 semm7i3S).
 - Si2 requit;;re un,J dosis de i:J v,Jcu CJ mtimeningo,::6clca co11iLiq::1d-:1 (lvk:n,xti;,i, Mr*iriv\!IJ o M(nQuc1dfi) c,r.;i lo -; ,:stucir,;int(; qu: ing11::;iln:, lor; qr,JcioJ 7.". s:=, 9?, 10? y 11?.
- b Parel lo e -!:udiCintes d'::!120 qr,::1do, i ifi primem doi::.;i::-dP, :::3 v:::ic.ura ;fntime::)|iii J
 ki:::co1fiju yk.i. 11 c-ipliu) ;riior, 16 ;*ilio o m,1s. no sr-1c,qule:1c" !;; segund:: aosiY (de refuerzo).
 - La sequnda dost; debe tta rse apl!i::ado a ios 16 srios 0 mas. El inte:valo minimo 1:--1.trr. ctosis 1*s d<! E .1.m:-rn.*..
- V;,ii,:unr cor-ijt1gAd:"lcont1d H,::,c-mophilu;e; influr:-nB0 npo b [Hft-J. !EdMG rnfnim,::-,: 6::ar::ii:i: :)
 - a. Los niños que comienzan la serie a tiempo dube-n rectutir la vutkurta Hib 2, ios 2 moscup, 4 molupou, 6 il 2 y 15 r,1csclul du cadal. Loupiniro; mitiyon sid 1 15 julijonPritti al ditul stigiti 1 Li iuk; Adeletiniristo di di 4CIP. Li9 docjis fin, 1 dibor riphopii o il pmtfr il iuk., 12 mitutis
 - b. Si x; aplicaron 2 do::c.1; d,:: vm,;wrm aritus dti lo;; 12 mt sc; d;_? iid-t1d, sdo; requieren. J dos:s si li'll tr-r(:cr;ii 0.ntr,;; 15 r110s,;;s do edad y al menos 8 semanas después de la segunda dosis.
 - Si la primera dosts se recibió entre los 12 y 14 meses de edad, soto se requiercen 2 docels of in soc...mda do⊯is so archeó al menos 8 semienas do,spuf, ; d.: h_ pilmer.:1 do;;i'...
 - Si 'fX.: apli.c6 12: p11mea oosis 8 los 15 mcscs de 0oa-;;.!l o rn\$, ?dose fig::qu0r::--1 ciosis
 - e. No se requiere la vacuna Hib para niños mayores de 5 años
- -10. V-cJcur;a ncu,11or:-C,(-!r:a,-:-:onjLi(JcX!c=; (PCV:,. (Edad m;-11ima: 6 :=;c::mar ,as/

 - h Los :lirio; rio votot.m;Joios eke 7 ili 11 mp;c,y;, et? "ric,Jd cif b1_11 r,c_C::bi; 2 dasi:_; con :l'Il mElnos 4 s.-mort:/ ci.;; Cif([r,;nct,],1,S('BLidcuS d LinA t0rc0121 cio is (-ntr;: los 1nos 4 z y io;; 15 mes0s de cdc'ld
 - c l.os r1ifi;::x; ro vw;ur;Jclos d;;c12 :12.S mr.>:_;e, d1: Pdr-id d;;r)-:m n->cib;r 2 do';;;b d(I liftVfK.Lit721 COi': :ft: m11u:-8 Sist*r1.ft/FIS dt:I dlf01-0nciA
 - cl. S! -:-: todb:o unc"l dosrs de: li'l " π CWIA e'U lo::::; 24 m.::s0.s de: c:d-c1d o n"l<ls, no x n:, u: :+In cic.,i; -udic1on.__1I,; π _
 - c: LPi PCV no c-s ooJlgatorJa p.:ira los nlT'ios rnayor0s cc 5 -Gt'los

Pn,c=-, t,:-nr:r m<1s informaciC-n, cor;sLit;: 1-3 te=:,b;a de PCV q;J ;c::;t=J,::n c: Folk:to d;;s1rr::ir uciono-,+rm1;3 Picter::eii.r,f;;c:ipolnrf1::-,\text{LH7} v_ur_=_1J1NJ c,21th.ny.g0v/pr0v ntlon/lmmLmiz;\text{-Utl0n/sdi0CJls}

P.:iru olJte.ner 111c. s inr0r111c:tc.i6n. c.omunique .i:: con:

N<-w Yer S1ate Department of Health Bureau of Immunization Room 649, Cc::n1ing Tower ESP Albany, NY 12237 (518) 473-44-37

New York City Departcient of Health and Mental Hygiene Program Support. Unit, Bure, m of Immuni:tab:Jt1, 42-09 28th Sti-eet, 5th floor Long Island City. NY 11101 (347) 396-2433



Department of Health | Department of and Mental Hygiene

Education

Cheryl Lawrence, MD, FAAP Medical Director

July 2023

Office of School Health 30-30 47th Avenue, Long Island City, NY

Dear Parent or Guardian,

New York City has updated the school immunization requirements for the 2023-2024 school year. A list of these requirements for 2022-2023 is included with this letter. Before the school year begins, you must submit proof of immunization for your child if they are attending childcare or school

All students in childcare 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 childcare and pre**kindergarten (pre-K)** must also meet the requirements for:

- The Hib (Haemophilus influenza type b) and PCV (pneumococcal conjugate) vaccines.
- The influenza (flu) vaccine: children must receive the flu vaccine by December 31, 2022 (preferably, when it becomes available in early fall).

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

The Tdap (tetanus-diphtheria-pertussis) 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 childcare or school this year. Please note: If your child received doses of vaccine BEFORE the minimum age (too early), those doses do NOT count toward the number of doses needed.

If you have questions about these 2022-2023 requirements, please contact your childcare 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?

2023-2024 School Year

Learn about required vaccinations in New York City.

All students ages 2 months to 18 years in New York City must get the following vaccinations to go to childcare or school. Review yourchild's vaccine needs based on their grade level this school year. 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 or if previous doses were given too early.

VACCINATIONS	CHILD CARE, HEAD START, NURSERY, 3K OR PRE- KINDERGARTEN	KINDERGARTEN -Grade 5	GRADES 6-11	GRADE12		
Diphtheria, tetanus, and pertussis (DTaP)	4 doses	5 doses or 4 doses ONLY if the fourth dose .vas received at age 4 years or older or 3 doses ONLY if the child is age 7 years or older and the series was started at age 1 year or older	3 doses			
Tetanus, diphtheria and pertussis booster (TdapJ			1 dose (at or	r after age 11 years)		
Polio (IPV or OPVJ	3 doses	4 doses or 3 doses if the third dose was received at age 4 years or older				
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 1he doses at least 4 months apart between ages of 11 through 15 years				
Varicella (chicken pox)	1 dose		2 doses			
Meningococcal conjugate (MenACWYJ			Grade 6: Not applicable Grades 7-11: 1 dose	Grade 12: 2 doses or 1 dose if the first dose was recerved at age 16 years or older		
Haemophilus influenzae type b conjugate (Hibl	1 to 4 doses Depends on child's age and doses previously received					
Pneumococcal conjugate (PCVJ	1 to 4 doses Depends on child's age and doses previously received					
Influenza	1 dose					

Talk to your health care provider if you have questions.

For more information call 311 or visit nyc,gov/health and search for student vaccines.

Department ofHealth & Mental Hygiene Department of Education

Department of Health Office of Children and Family Services Department

State Education

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 2S years, with outbreaks in pockets of New York primarily drivingthe 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-kindergartenthrough 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 Healthfollows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices catch-up immunization schedule and expects childrento receive required doses consistent with Table 2 at the following link in order to continue to attend school or child day care: htt_ps://www.cdc.gov/vaccines/schedules/downloads/child/0-18vrs-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 obtainingfirst dose vaccinations for children attending school in the fall is14daysfromthe 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.

Frequently Asked Questions About Legislation Removing Non-Medical Exemptions from School Vaccination Requirements

Overview:

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.

1. 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.

2. When did the law become effective?

The law became effective on June 13, 2019.

3. How will schools and child day care settings be notified?

A joint notification by the NYS Department of Health, state Education Department, and Office of Children and Family Services was distributed to schools and child day care settings beginning on June 15, 2019.

4. 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 scheduled appointments for all required follow-up doses. The deadlines for follow-up doses depend on the vaccine. The Department follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP) catch-up immunization schedule for all

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 newlegislation 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:

- 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) allovvs 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.nvsed.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' <u>Fact Sheet: Addressing the Risk of Meas/es in Schools while Protecting the Civil Rights of Students with Disabilities is available at: https://www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-measles-201503.pdf.</u>

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 Office of Children State Education of Health and Family Services Department

Effective June 13, 2019, Chapter 35 of the Laws of 2019 repealed non-medical exemptions from vaccination for children attending school.

This document is in follow-up to FAQs issued on June 18, 2019.

The <u>2019-20 School Year New York State Immunization Requirements for School Entrance/Attendance</u> is available online.

The Center for Disease Control and Prevention Advisory Committee on Immunization Practices (ACIP) <u>catch-up</u> immunization schedule is available online.

VACCINATION REQUIREMENTS APPLICABLE TO ALL STUDENTS

Public Health Law §2164, as amended by Chapter 35 of the Laws of 2019 applies to students attending all schools as defined in Public Health Law §2164 to include any public, private or parochial child caring center, day nursery, day care agency, nursery school, kindergarten, elementary, intermediate or secondary schools.

Public Health Law §2164, as amended by Chapter 35 of the Laws of 2019 prohibits a school from permitting any child to be admitted to such school, or to attend such school, in excess of 14 days without sufficient evidence that the child has received all age appropriate required vaccinations. The 14 days may be extended where the student is transferring from out of state or from another country and can show a good faith effort to get the necessary evidence **or** where the parent, guardian or any other person in parental relationship can demonstrate that a child has received the first age-appropriate dose in each immunization series and that they have age appropriate scheduled appointments for follow-up doses to complete the immunization series in accordance with the CDC's Advisory Committee on Immunization Practices Recommended Immunization Schedules for Persons Aged 0 through 18.

1. Does the new law apply to children's camps issued a permit by the State or local health department?

No. The new legislation applies to schools as defined in Public Health Law §2164 and does not apply to children's camps that are issued a permit by the State or local health department.

2. My child had a religious exemption and attends summer school, or extended school year (ESY) for students with disabilities, which are not children's camps. Does the new law apply to summer school/ESY and if so, what is the

timeline I must follow to get my child vaccinated so my child can continue to attend school?

Yes, the law applies to both summer school and ESY. Proof of immunization must be provided within 14 days after the first day of summer school/ESY. The 14 days may be extended where the student is transferring from out of state or from another country and can show a good faith effort to get the necessary evidence; **or**, where the parent, guardian or any other person in parental relationship can demonstrate that a child has received the first age-appropriate dose in each immunization series within the 14 days and that they have age-appropriate scheduled appointments for follow-up doses to complete the immunization series in accordance with the Advisory Committee on Immunization Practices ("ACIP") "Recommended Child and Adolescent Immunization Schedules for ages 18 years or younger."

Thereafter, if such students require additional vaccinations due to entering a new grade level when school starts again in the future, those students must provide evidence of having received any additional age-appropriate required immunizations within 14 days of the first day instruction commences. The 14 days may be extended where the parent, guardian or any other person in parental relationship can demonstrate that a child has received the first age-appropriate dose in each immunization series within the 14 days and that they have age-appropriate scheduled appointments for follow-up doses to complete the immunization series in accordance with the ACIP "Recommended Child and Adolescent Immunization Schedules for ages 18 years or younger."

https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html.

3. When do parents need to provide proof of immunization in the fall for students who did not attend summer school or ESY?

Proof of immunization must be provided within 14 days after the first day of instruction in September. The 14 days may be extended where the student is transferring from out of state or from another country and can show a good faith

effort to get the necessary evidence **or** where the parent, guardian or any other person in parental relationship can demonstrate that a child has received the first age-appropriate dose in each immunization series within the 14 days and that they have age appropriate scheduled appointments for follow-up doses to complete the immunization series.

4. Does the new law apply to attendance at activities that are on school property but open to the general public? Examples may include: SAT prep, sporting events, and plays.

No. The new legislation does not apply to attendance at activities on school property that are open to the general public.

5. My child's school operates year-round, excluding ESY and summer school.
When did the new law start applying to year-round schools?

The change in the law took effect on June 13, 2019 and allowed 14 days for children to get their first dose of each required vaccine in order to be admitted to or continue attending school. Therefore, children at year-round schools were required to be vaccinated with the first doses by June 28, 2019. These children must be excluded from school immediately if they do not meet this requirement.

6. Does this new law apply to students aged 18 and older?

No. The mandatory vaccination law only applies to a child, which Public Health Law §2164(1)(b) defines as a person between the ages of two months and 18 years.

Once a student reaches the age 18, he/she is no longer required to show proof of immunization.

7. My child's school operates a year-round day care center. When did the new law start applying to these year-round day care centers in schools?

The change in the law took effect on June 13, 2019 and allowed 14 days for children to get their first dose of each required vaccine. Therefore, children at year-round day care centers are required to be vaccinated with the first doses by June 28, 2019. These children must be excluded from day care centers in school immediately if they do not meet these requirements.

8. My child had a religious exemption before the new law was enacted. Is my religious exemption still valid?

No. Religious exemptions are no longer valid in New York State.

9. Does the new requirement apply to charter schools?

Yes.

10. Do I need to schedule all of my child's appointments for all required doses, including all follow-up doses, within 30 days of the first day of attendance?

Parents and guardians must demonstrate, within 30 days of the first day of attendance, that their child has age-appropriate appointments scheduled for the next follow-up doses to complete the immunization series in accordance with the ACIP schedule. However, the actual appointments for the follow-up doses may be more than 30 days out, so long as they are in accordance with the ACIP schedule available online at https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html.

11. When are follow-up doses required for children who received their first doses prior to the change in law and are overdue for their next doses?

Such students must still receive their next doses as soon as they are due, in accordance with the ACIP schedule. Children must receive all first doses, or overdue follow-up doses if they already received prior doses in a series, within 14 days of school or child day care attendance, and must provide evidence of age appropriate appointments for the next follow-up doses, in accordance with the ACIP schedule, within 30 days of the first day of attendance. All required vaccine schedules must be completed in accordance with the ACIP schedule. Here is a link for the routine immunization and catch up schedules:

https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html

12. Is the rotavirus vaccine required to attend school?

No.

13. My child never received the pneumococcal vaccine or Haemophilus Influenzae type B (Hib) vaccine as a baby. Now my child is entering kindergarten.

According to the ACIP schedule, healthy children age 5 and older don't need these vaccines. Does my child still need these vaccines to attend school?

No. Pneumococcal and Haemophilus Influenzae type B (Hib) vaccines are only required for day cares and pre-kindergarten programs. Children in kindergarten through grade 12 do not need to receive a pneumococcal or Hib vaccine.

14. Who may issue a medical exemption?

Pursuant to Section 2164 of the Public Health Law, only physicians licensed to practice medicine in NYS may issue a medical exemption.

15. Is serological evidence of immunity acceptable proof of immunization for school enrollment?

A positive serologic test can be accepted as proof of immunity for school enrollment only for the following diseases: measles, mumps, rubella, varicella (chickenpox), hepatitis B and all three serotypes of poliomyelitis found in the polio vaccines.

16. If I'm a Group Family Child Care Provider, with my own children in my home, in addition to day care children, what are my options regarding my own children who remain in the home during day care hours and are not vaccinated? Can they remain in another part of the house during day care hours?

In home-based child care programs (family day care and group family day care), a provider's own non-school aged children count in the program's capacity and are considered to be enrolled in the program. The provider must comply with Public Health Law and New York State Child Care Regulations regarding immunizations, and must keep documentation of immunizations all enrolled children have received, including the provider's own children.

17. Are "homeoprophylaxis vaccines" acceptable alternatives for required vaccinations?

No. Only licensed vaccines recommended by the ACIP are acceptable.

18. Are out-of-country immunization records acceptable?

Yes, as long as they are official records and can be read and understood by the school or have been reviewed and signed by a physician licensed to practice medicine in NYS.

19. Are children allowed to follow a delayed vaccination schedule for required vaccines?

No. The ACIP schedule must be used. Delayed vaccination schedules are not permitted.

20. What does the June 30, 2020 date mean in the law?

Until June 30, 2020, a child can attend school if they receive the first age-appropriate dose in each immunization series within 14 days from the first day of school attendance and can show within 30 days that they have scheduled age-appropriate appointments for required follow-up doses. This allows students who were not fully up-to-date on their vaccinations on June 13, 2019, when the law was enacted, to continue to attend school, as long as they receive the first age-appropriate dose in each immunization series within 14 days from the first day of school attendance and can show within 30 days that they have scheduled age-appropriate appointments for required follow-up doses. By June 30, 2020, all students who were attending school at the time the law was enacted are expected to be fully up-to-date on their required immunizations and therefore the 30-day extension allowing such children to be enrolled as long as they have scheduled appointments to complete their immunization series according to the ACIP schedule will expire.

21. Can all required vaccines be given at the same time? Can the schedule be spread out?

Scientific data show that getting several vaccines at the same time does not cause any health problems. If combination vaccines are used, the number of injections can be reduced. The highest number of vaccines that a child might need to attend school or daycare is seven. However, the number varies by age, and older children need fewer doses to catch up. It is important to note that infants routinely get multiple vaccines at once, according to the ACIP schedule. The ACIP schedule is approved by the American Academy of Pediatrics, the American Academy of Family Practice, and is the standard of practice for vaccination in the United States. Vaccines can be

spread out to start, so long as a child receives the first age-appropriate dose in each immunization series within 14 days of the first day of attendance.

22. If a school doesn't receive State Aid, can it offer religious exemptions to the vaccination requirement?

No. All schools must comply with the immunization requirements, regardless of whether they receive State Aid. Public Health Law §2164(1)(a) defines "school" to include any public, private or parochial child caring center, day nursery, day care agency, nursery school, kindergarten, elementary, intermediate or secondary school.



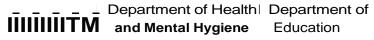
ANDREW M. CUOMO Governor

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
2 5 years	Not required for pre-Kand daycare entran- 5 years of age	ce or attendance for h	ealthy children 2



SEPTEMBER 2023

MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS

(PUBLIC, PRIVATE, PAROCHIAL SCHCOLS 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 3K 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 CH205 is also available in the CIR and is accessible for use to update as needed. For school year 2022-2023, the previous version of the CH205 form produced from the Online Registry will continue to be accepted by all NYC Public Schools, Center/School/Home-Based Care and After-School until it is replaced by the new version.

Required Screening for Child Care Only

Screening	Required Information
Anemia Screening	Hematocrit OR Hemogbbin
Lead Screening, Assessment and Testing	 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 2022-23

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

https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html). If a child does not receive subsequent doses of vaccine at appropriate intervals and according to the ACIP catch-up schedule, the child is no longer in process and must be excluded from school within 14 days after the minimum interval identified by the ACIP catch-up schedule. 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.

VACCINES	CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN	KINDERGARTEN through Grade 12
Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTP/DT/Td/Tdap)'-'	One dose DTaP or DTP	Grades K-5: One dose DTaP, DTP, OT; or Td, Tdap (ages 7 years or older) Grades 6-12: one dose of Tdap
Polio vaccine (IPV/OPV)1-4	One dose	One dose
Measles, mumps, and rubella vaccine (MMR) ¹ On or after the first birthday	One dose	One dose
Hepatitis B (HepB) vaccine•	One dose	One dose
Varicella (chickenpox) vaccine" On or after the first birthday	One dose	One dose
Meningococcal conjugate vaccine (MenACWY) ⁸ Grades 7 through 12		One dose
Haemophilus illfluenzae type b conjugate vaccine (Hlb) ⁹ Through age 59 months (up until the 5th birthday)	One dose	
Pneumococcal conjugate vaccine (PCV) ¹⁰ Through age 59 months (up until the 5 th birthday)	One dose	
Influenza" Depending on their influenza vaccine history, some children may need two doses of influenza vaccine. A second dose in not required for child care/pre-K attendance.	One dose	

2023-24: FULL COMPLIANCE

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

Notes: For all settings and grades (child care, head start, nursery, 3K, pre-Kindergarten through 12), intervals between doses of vaccine should be in accordance Withthe ACIP-recommendedimmunization schedule for children aged O through 18 years. Doses received more than 4 calendar days before the recommended minimum age or interval are not valid and do not count. This 4-day grace period does not apply to the recommended 28day minimum interval between doses of live virus vaccines (i.e., MMR, varicella). Refer to the footnotes for dose requirements and specific infonnation about each vaccine. Children enrolling in gradeless classes should meet immunization requirementsfortheirage-equivalentgrade. Children who were not in full compliance before the start of the school year must complete requirements according to the ACIP-recommended catch-up, schedule in order to remain in child care or school

VACCINES	CHILD CARE, HEAD START, NURSERY, 3K OR PRE- KINDERGARTEN	KINOERGARTEN through Grade 5	GRAOES 6 through 12			
Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/D1P) ²	4 doses	5 doses or 4 doses if the fourth dose was received,;;-age 4 years or older .013 doses t the child is age 7 years or older and the series was started at age 1 year or older				
Tetanus and diphtheria toxoid-containing vaccine and pertussis vaccine booster (Tdap)3		Not Applicable 1 dose				
Polio vaccine (IPVIOPV) ¹ • ⁴	3 doses	4 doses m:3 doses if the third dose was received at age 4 years or older				
Measles, mumps, and rubella vaccine [MMR)1.	1 dose	2 doses				
Hepatitis B (HepB) vaccine ^{1,6}	3 doses	3 doses or 2 doses of adult hepatitis B vac 3 doses HB") for children who received the doses at lea between the ages of 11 through 1				
Varicella (chickenpox) vaccine ¹ .7	1 dose		2 doses			
Meningococcal conjugate vaccine /MenACWYI'		Not Applicable Grades 7, 8, 9,10 Grade 12: 2 doses or 1 dose ifth⇔ and 11: 1 dose dose was received at aae 16 vears or ol				
Haemoph17us influerrzae type b conjugate vaccine (Hib)9	1 to 4 doses	Not Applicable				
Pneumococcal conjugate vaccine (PCV)1"	1 to 4 doses	Not Applicable				
Influenza ¹¹	1 dose	Not Applicable				

For more Infonnation contact.

New York state Depaimeri of Health, Bl., reau of Immunization: 518--473-4437

New York City Depatment of Health au Mertal Hygiene, Bureau of Illmurnzation 347-300-2433: Office of Sch: Jci Health Citywide (211 dsbicts) OSH@ 9alth nycgJv

- D:x:unerted semlogic 8Vidence of immunity to measles, mumps, nJ:Jella, hepatitis B, orvaicela meEts the recuirements brithese immilliz21:ion:_ Semlogc eviCRIce of immunity to measles, mumps, nJ:Jella, hepatitis B, orvaicela meEts the recuirements brithese immilliz21:ion:_ Semlogc eviCRIce of immunity to provide a comparison of immunity to variety as acceptable proof of immunity or variety.

 Diphtheria and tetaruns toxidis and accellular peth.siss (DTaP) vaccine (Minimum age: 6 wearon of the seminimum age: 6 wearon of th
- 2.

dose may be received as early as age 12 mmths, provided at least 6 months have elapsed since the third dose. However, IMhen retrospectively identified, the fourth dose need mt be repeated if it was administered at least4 month: after the third dose. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the prior dose.

If the Durth dose was admiri ered alage 4 years of older, the tilth (bixister) OOse is rd recessary

- If the fifth dose was received pnor to the fourth birthday, a sixth dose, administered at least 6 months afterthe pnordose, is required For children ban befa-e ... Bnuary 1, 2005, immunity onyto diphth: ?ria is required: any dipiheria-CDrtairingvaccine can meet the reql. Irement (DTaP, DT, Td, orTdap).
- Children a; les 7 years md cider who are not fully immunized with the childhood DTaP vocdne series should receive Tdep vaccine as the first dose in the catch-up series: if additional OOses are needed, either Tdap or Td should be used. If the first dose of DTaPIDTPIDT was received before the first birthday, then fmrtotal doses are required to complete the series. If the first dose of DTaPIDTPIDT was received on er after the first birthday, then three total doses are required to complete the series. The final dose must be received on or after the fourth birthday.
- Tetanus and diphtheria toxoids and acellularpertussis (Tdap) vaccine -- (Minimum age: 7 years)
 - students ages 11 yeErS or cider entering grades 6 trfrugl 12 are required to have one dose ofT dap
- students with: JL.t Tdap who are age 10 years up: in entry to 6th grade are in CDmplimoe urtil they turn ag2 11 years
 In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series (see footnote 2e)
 - In school year 2022-2023, only doses of Tdap (orDTaP) given at age 10 years or older will satisfy the Tdap requirement for grades 6, 7 and 8: however, doses of Tdap (orDTaP) given at age 7 years or older will satisfy the requirement grades 9 through 12
 - DTaP should NOT be used m or after the l'1birthday bL.t ifinaCNertertly received, the Tdap requirement is satisfied by doses of DTaP (see footnote 3c)
- Inactivated poliovirus vaccine OPV) or oral polio vaccine (OPV) (Minimum age: 6 weeks)

 Children starting the sooes m time shruld receive IPV Et a92s 2 morths, 4 mmths, 6 ti-rough 18 month3 am a92 4 years or older_ The final OOse in the sooes must be received mer aterthe Klurth tirthday and at lea 6 morths

afterthe uiordose

- Forstu::Jents WTN received thel'fourth dose befa-e age 4 years: if the 4170Ose was priorto f'l.ugJst 7, 2010, fou-OOses separated by at leastfou-weeks is suflicient
- If the thrd dose was received ata92 4 years or older and at least 6 morths afterthe pnordose, a fourth dose is not necessary d.
- If both OPV and IPVwere administeredas part of a series, the total number of doses and intervas beMleen doses is the same as that reCDmmended forthe IPVschedule. For OPV to crunttowardsthe o::impletion of the polio senes, the oose(s) ml£lhave ooen given oofore Apnl 1, 2016, md be trivalent (IOPV).
- Measles, mumps, and rubella (MMR) vaccine -(Minimum age: 12 months)
 - The first dose ofMMRvacdne must be m or after the first birthday. The seCDm dose must be gl/en at least 28 day; (four weeks) after the first OOse to be ccrisideredv-lid students in kirdergarten trfrugl grade mLBt receive two OOses of measles-cont£ining valTTle, two cbses of mumps—[;()||lftiring vaccile md at leffit me OOse of rubella-mntainilg vaccine
- Hepatitis B (I-lepB) vaccine -(Minimum age; birth) 6

 - The first dose of HepB vaccine may be given at birth a-anytime thereafter. The seo::ind dose must be given at least fourweeks (28 day;) after the first dose. The third dose must be given at least eight weeks after the seCDnd dose AND at least 16 weeks after dose one AND no earlierthan 24 weeks of age

 Administration of a total of four doses is permitted when a CDmbinationvaocine containing HepB is administered afterthe birth dose. This fourth dose is often needed to ensure that the last dose inthe series is given on or after age 6 b.
- Two OOses of adult HepB vacam (Reo::mbivax®) recerved at least far morths apart atag: 11 th"ough 15 years will meet the requrEment
- Varicella (chickenpox) vaccine -(Minimum age: 12 months)

The tirst dose ofvaicella vaOOne must be given mer after the tirst birthday_ The semnd dose mu3: be a:lea 28 mvs (far We€k3) after the frst dose to be consiCBredvalid

For children younger than age 13 the recommended minimum interval between doses 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 13 years and older, the minimum interval between doses is four weeks

- Meningococcal Vaccine (MenACWf) (Minimum age: 2 months)
 - students entening grades 7, 8, 9, 10 and 11 ere reqlired to receive a single dose ofmeningJOJccai CDnJug::te vaccine against serogro4=1s A C,W135 and Y (MenAC\NY vaccine).
 - students entering g-ade 12 med to recer.'e two doses of MenI\C\NY vaccine, er anyone dose of MeNC\VY vaccine the irst dose was admllistered at a92 16 years or older b.
 - IftheseconddJsewas admini ered before age 16 years, then a third dose given m crafterage 16 yeETS is reqlired
- The minimum irterval between cbses of MenACvVi vaccine is eigti weeks In school year2022-2023, only doses of MenACVVY given at 10 years or older satisfies the requirement for grades 7, 8 and 9; doses given before 10 years will satisfy the requirement for the first dose for grades 10 through 12
- 9. Haemcphiius fnfiuenzae type b conjugate vaccine (Hib) - (Minimum age: 6 weeks)
 - Dilidren starting the senes mtime am receiving PRP-T Hibvacane should receive doses at ages 2 morths, 4 morths, 6 months and 12 through 15 months if the formulation is ffiP-OMP, mly two doses are needed before age 12 through 15 months
 - If 2 doses of vacane were received before age 12 months, mly 3 doses are req.lired, with the third dose at 12 through 15 mooths am at k:iast 8 weeks after the seccn::J dose If the 1 irst dose wa; received at age 12 tlYrugl 14 mcrths, orly 2 doses are required with second dose at least 8 weeks afterthe first dose
 - 15 morths crciOOr, no further doses are recured
 - If the first dose was Hib vaccine i-3 not reculled a;ies 5 yeas or older
- Pneumococcal conjugate vaccine (PCV) -(Minimum age: 6 weeks) 10.
 - Chidren stating th:? series on time shouk:I receive PCV vaccile at ag:is 2 months, 4 mmths, 6 mooths am 12through 15 months
 - UrNocdnot:ed chidren ages 7 th"rugh 11 morths mu rece e two doses, A. lea:.tfourweeks apart, followed by a third dose at age 12 thrwgh 15 months am A: least eight: weeks after the prior dose
 - UrNocdnEted children ages 12 through 23 mmths mu receive two doses at lea eight weeks apart
 - Ifa dose was received at age 24month3 or older, no lJrtherdJses a-e regJired d.
 - PCV vaocim is not requi"ocl fer chilCTen ages 5 years or older
 - See PCV chart at https://www.cdcgov/Vaccines/schedules/downloads/child/Job-aids/pneumococcal.pdf
- 11 Influen:za Vaccine --(Minimum age: 6 months)
 - JiJI children 6 mmths th"oujl 59 mmths of age enrdled in NYCMide 47 & 43 regiJated Child ea-e, Head start, Nursery, or Pre-K programs mu recerv'e
 - me dose of in1iLBnza vaccine between JJly 13 and D?cember 311 of each yea-



REQUEST FOR REVIEW OF SEROLOGY OR DOCUMENTATION OF VARICELLA DISEASE TO SATISFY IMMUNIZATION REQUIREMENTS



Student's Name	Date of Birth /			
OSIS#	ATS DBN			
INSTRUCTIONS FOR THE REQUESTING MI	EDICAL PROVIDER			
New York State Public Health Law §2164 allows for laboratory documentative requirements for school/childcare attendance for measles, mumps, rubell evidence of immunity to polio is acceptable only if results are positive for all September 1, 2019. Serologic results are not acceptable proof of immuneningococcus, pneumococcus, or Haemophilus inf/uenzae type b. or nurse practitioner that a child has had varicella (chicken pox) disease is a Parent history of varicella disease is not acceptable.	a, varicella, and hepatitis B. Serologic three serotypes and testing was done prior to nity to diphtheria, tetanus, pertussis, Diagnosis by a physician, physician assistant			
As the child's medical provider, I certify that this child has (select	all that apply):			
Lab evidence of immunity*: \square Measles \square Mumps \square Rubella \square Varicel	a ☐ Hepatitis B ☐ Polio (3 serotypes)			
Varicella disease history*: ☐ Varicella disease (must be provider-docume	nted)			
 You must include one of the following documents for laboratory evidence of immunity or varicella documentation: A copy of the laboratory result including student name, DOB, test results and either reference range or qualitative result (e.g., positive, immune); you must sign the document. Equivocal results are not accepted as proof of immunity. Notes indicating immunity without laboratory test results are not accepted as proof of immunity. For varicella disease: documentation or basis for confirming varicella disease. Original note confirming varicella disease when available. Citywide Immunization Registry history page indicating that the child had varicella disease: must be provider-documented; documentation or basis for diagnosis may be requested. Parent history alone is not acceptable documentation for varicella disease. 				
I am the student's treating health care practitioner:				
Physician Name:	NYS License#			
Physician Signature:	Degree: MD DO NP PA			
OfficePhone()Ext Cell Phone () Date	Stamp			
Cell Phone ()				
Date PARENT/GUARDIAN CONSENT FOR RELEAS I, authorize (health profes) Departments of Health and Education with information contained in a not limited to laboratory or other records supporting this request.	SE OF INFORMATION sional) to provide the New York City			
Date PARENT/GUARDIAN CONSENT FOR RELEAS I, authorize (health profest Departments of Health and Education with information contained in the second contained	SE OF INFORMATION sional) to provide the New York City ny child's medical record, including, but			
Date PARENT/GUARDIAN CONSENT FOR RELEAS I, authorize (health profes) Departments of Health and Education with information contained in a not limited to laboratory or other records supporting this request.	SE OF INFORMATION sional) to provide the New York City			
Date PARENT/GUARDIAN CONSENT FOR RELEAS I, authorize (health profes) Departments of Health and Education with information contained in root limited to laboratory or other records supporting this request. ParenUGuardian Name:	SE OF INFORMATION sional) to provide the New York City ny child's medical record, including, but			



| Department of Health | Department of and Mental Hygiene | Education

Notice of Exclusion from School Due to Incomplete Immunization Record

Child's Name:	Date:							
School ID:								
School:School Phone:								
		I due to incomplete required school						
unless you provide documentation	n that they have received t	will not be allowed to return to school the next dose of each of the following y to measles, mumps, rubella, varicella,						
VACCINE	Number of Dose(s) Needed	NOTES (refer to SH65 for details by age and grade)						
DTaP (Diphtheria-tetanus-acellular pertussis) DTP (Diphtheria-tetanus-pertussis) Td	□1st □2nd L3rd □4th 05th							
(Tetanus-diphtheria)								
Tdap (Tetanus-diphtheria-acel/ular pertussis)	□1st	Only doses of Tdap (or DTaP) given at 10 years or older satisfies the requirement for grades 6, 7 and B; doses given at 7 years or older satisfies the requirement for grades 9-12.						
IPV/OPV (Polio)	□1st □2nd 03rd 04th	Bloodwork that shows proof of immunity is accepted but must include all three <u>polio serotypes</u> (testing must have been done before September 2019).						
MMR (Measles, mumps, rubella)	□1st □2nd	Bloodwork that shows proof of immunity is accepted.						
HepB (Hepatitis B)	:::J1st	Bloodwork that shows proof of immunity or chronic HepB infection is accepted.						
Varicella (Chickenpox)	□1st □2nd	Bloodwork that shows proof of immunity <i>OR</i> provider documentation of disease is accepted.						
MenACWY (Meningococcal Conjugate)	□1st □2nd	Only doses of MenACWY given at 10 years or older satisfies the requirement for grades 7, 8 and 9; doses given before 10 years satisfies the requirement for the first dose for grades 10-12.						
Hib (Haemophilus influenzae type b)	□1st :::J2nd C::3rd 04th	Child Care, Head Start, Nursery, 3K or Pre-K						
PCV (Pneumococcal conjugate)	□1st :::J2nd L3rd 04th	Child Care, Head Start, Nursery, 3K or Pre-K						
Influenza	□1st	Child Care, Head Start, Nursery, 3K or Pre-K						
_		izations" to review SH65 (Medical Requirements for school immunization requirements-related forms.						
dose(s) listed. If your child has all	ready received these vacc	sure that your child receives the missing ines, please give the records of ve schedules are not allowed. If you have						

any questions about the law requiring immunizations for school, or to find out more about where your child can be vaccinated, please call 311.

Sincerely,		
Principal Name:	Principal Signature:	
cc: Student file, Attendance Teacher (Public School)		SH-88 (rev. June 2022) Exclusion

Warning Notice: Your Child's Immunization Status

Child's Name:	Date:							
School ID:Grade/Class:								
School:School Phone:								
needed for school entry. Please in listed below or had a blood test to hepatitis B. Under Public Health after / unless	mmediately provide records check for immunity to mean Law§ 2164, your child so you provide documentanity. Please note: If your chemical provide the source of the source o	child is missing one or more vaccines is showing your child received the vaccines asles, mumps, rubella, varicella, polio, or will not be permitted to attend school tion that your child received the required hild received doses of vaccine BEFORE the the number of doses needed.						
VACCINE	Number of Dose(s) Needed	NOTES (refer to SH65 for details by age and grade)						
DTaP (Diphtheria-tetanus-acel/ular pertussis) DTP (Diphtheria-tetanus-pertussis) Td (Tetanus-diphtheria)	□1st □2nd □3rd □4th □5th							
Tdap (Tetanus-diphtheria-acel/ular pertussis)	□1st	Only doses of Tdap (or DTaP) given at 10 years or older satisfies the requirement for grades 6, 7 and 8; doses given at 7 years or older satisfies the requirement for grades 9-12.						
IPV/OPV (Polio)	□1st □2nd 03rd 04th	Bloodwork that shows proof of immunity is accepted but must include all three <u>polio serotypes</u> (testing must have been done before September 2019).						
MMR (Measles, mumps, rubella)	□1st □2nd	Bloodwork that shows proof of immunity is accepted.						
HepB (Hepatitis B)	□1st □2nd 03rd	Bloodwork that shows proof of immunity or chronic HepB infection is accepted.						
Varicella (Chickenpox)	□1st □2nd	Bloodwork that shows proof of immunity <i>OR</i> provider documentation of disease is accepted.						
MenACWY (Meningococcal Conjugate)	D 1st □2nd	Only doses of MenACWY given at 10 years or older satisfies the requirement for grades 7, 8 and 9; doses given before 10 years satisfies the requirement for the first dose for grades 10-12.						
Hib (Haemophilus influenzae type b)	□1st □2nd 03rd 04th	Child Care, Head Start, Nursery, 3K or Pre-K						
PCV (Pneumococcal conjugate)	□1st □2nd 03rd 04th	Child Care, Head Start, Nursery, 3K or Pre-K						
Influenza	□1st	Child Care, Head Start, Nursery, 3K or Pre-K						
9	, ,	izations" to review SH65 (Medical Requirements for school immunization requirements-related forms.						

Please show this letter to your child's medical provider to ensure that your child receives the missing dose(s) listed. If your child has **already** received these vaccines, please give the records of immunization or immunity to your school principal. Alternative schedules are not allowed. If you have any questions about the law requiring immunizations for school, or to find out more about where your child can be vaccinated, please call **311.**

Sincerely,

Principal Name: Principal Signature:

cc: Student file, Attendance Teacher (Public School)



MEDICAL REQUEST FOR IMMUNIZATION EXEMPTION



Student Information	DOE School Sites	Non-DOE School Sites			
Student Name:	0515#	Schoo 1/Facility Name:			
Date of Birt h / /	ATS DBN	School contact name/title:			
Student Address:		Phone: FAX:			
		Address:			

Instructions for the Requesting Physician

This form must be completed and signed by a physician licensed in New York State and be based on Advisory Committee on Immunization Practices' recommendations and quidelines, in accordance with NYS Public Health Law Section 2164. Parental concerns about immunizations do not constitute a valid medical exemption. Medical exemptions are granted for no more than one year and requests must be resubmitted annually. NYC Department of Health medical providers review all medical exemption requests and may request additional information. Note: students on home instruction are required to be vaccinated in accordance with the NYS Public Health Law Section 2164.

The following are **NOT** valid contraindications to ANY routine vaccine:

- Egg allergy, even if anaphylactic, is not a valid contraindication to MMR, influenza, or any other vaccine.
- · Autism and/or developmental delay in the child or family member.
- · Controlled seizures (with or without medication).
- · Mild, acute illness (e.g., low-grade fever, cold, upper respiratory illness, diarrhea, otitis media).
- Prior influenza A and/or B infection (influenza vaccine still required for children up to the 5th birthday).
- Contact with immunosuppressed persons by a healthy individual.
- · Pregnancy in the household or contact with a pregnant woman.
- · Family history of any vaccine reaction(s) or history of allergies (in a relative).
- · Family history of seizures (in a relative).
- · Parental requests to delay or withhold vaccinations will not be considered.

<u>Medical Exemp</u>	otion Request						
As the student's physician, I request a medical exemption for (student name)							
date of birthJJfor the following required immuni	zation(s). I certify under	penalty of	violation	of NYS Pu	ublic		
Health Law Section 2164 that the particular immunization(s)	will be detrimental to the	ne child's h	ealth:				
		For childr	en up to th	ne 5th birtho	lay		
☐ Hepatitis B ☐ DTaP ☐ Idap ☐ Id ☐ Polio ☐ MMR ☐	Varicella ☐ MenACWY	□ PCV13	□ <u>Hib</u>	☐ Influe	nza		
Explanation for exemption request for each vaccine(s), plea	ase attach supporting do	cumentation	if needed				
Diagnosis/Event/Treatment:	11 0						
-	Expected Duration of Co	ntraindication	on:				
	<u>'</u>						
Physician Name:	NYS License# NY						
Physician Signature:	Degree (MD/ DO)	Date	1 1		=		
		Stamp					
Office Phone () Ext	•						
Cell Phone {							
Parent/Guardian Consent for	or Poloseo of Info	rmation					
· · · · · · · · · · · · · · · · · · ·							
I, (parent/guardian name)autho					to		
provide the New York City Departments of Health and Educa			ny child's	medical			
record, including, but not limited to laboratory or other record							
Parent/Guardian's signature	Dat	e /_	/	. –			

Revised 7/5/2022 $\boldsymbol{\mathsf{I}}$ For print use only.

Display Disp	CHILD & ADOLESCENT HEALT NYC DEPARTMENT OFHEALTH & MENTAL HYGIENE			Pnnt Cl	lease learly	NYC ID(0515)		
Display Disp		T OR GUARDIAN						
District	Child's Last Name	First Name		Middle Nan	ne			of Birth /Month/Day/Year)
Page	Child's Address						,,	☐ Asian ☐ Black ☐ White
Cold	City/Borough State	e Zip Code	Scho		L 110	ive nawaliali/racv	Distlid	
TO BE COUND TETE BY THE HEATT CASE FRACTITIONES Continue Cont	I-Hea-I-th-i-ns_u_ra_n_ce □_Y_es -□-P-a_re_n_t/_	G_u_ard-ia-n La-st-Na_me	F	i_rs_t_NLam-e	iE_n	1_a_il		
Asthmit Robest arrenty and seech Month Company Asthmit Robest arrenty and seech Month Asthmit Robest arrenty an	Oncluding Medicaid)? No Foster Parent							work
Asthmit Robest arrenty and seech Month Company Asthmit Robest arrenty and seech Month Asthmit Robest arrenty an	TO BE COMPLETED BY THE HEALTH CA	RE PRACTITIONER	have a	act or recent m	edical histo	ot the follow	vin 2	-
Deposition Deposition of the property of t	☐ Uncomplcied ☐ Premature: weeks gestallon	D Asthma (check severity and a If persistent, chock all ci.rrent me	ttach MAF,). IntermittEflt D Quick Relief Med	D licatioo D	Mild PersistEflt	D Moderate PersistEflt id D Oral Steroid D O	thff Crntroller D None
Control Cont		Behavioral/mental health disc			ing, or visual i	mpainnent		
Explain all checked items advove. Addendum attached. Explain all checked items advove. Explain all checked items advove. Addendum attached. Explain all checked items advove. Explain all chec	Drugs/list)	Congenital or acqu,red heart Developmental Aearningp	disorder roblem	☐ Tubeiculoois ☐ Hospitalization	«atent infection	ordisease)		
Attach MAP #in-achool medications needed								
PRISCAL EXAM Devid Exat111 General Appearance Physical Examinum. Modern Mod			3 a/30V	e. 🗆 Audendum a	uacrieu.			
Height Gr		General.Appearance:						
Martina Major Ma	Heightcm (%lie)	NI AbnI			NI Abnl	I	NI Abnl	NI Abnl
Debta/vira Deb		' l ' ' '	1					
	BMIkg/m² (%lie)		1		_			
Description	Head C1icumference /ageQ yrs/ cm (%lie)	Describe abnormalifies:	-		+	ļ		·
Validated Screening Tool Used? Date Screened 1 year [Sizea] field Fontual Bith 4 years gross hearing /	BloodPressure /age 3 yrs) DEVELOPMENTAL /age0-6 yrs)	Nutrifion				Hearing	Date Do i	ntt R•sults
Contraction Make WN. Average WN. A	Validated Screening Tool Used? Date Screened				☐ Referred		hearing /	/ i
O Activity-Self-lep SCRENNS TESTS Date Done Feasure Feas	S c r eening Results: WNL					4 yrs: purelor		
Clinical Care Practitioner Signature Care Practitioner Signa	□ C.Og1titive/PrOOl001ScivinJ 0 Adaptive/Self-Help D C.OmmuricatimiLanguage D GrossMotor/fineMotor D Social-Emotional or □ Other Areaof Crncern	SCREENING TESTS Blood Lead Level (BLL) (required atage 1 yr and 2	Date Done		ug/dL	.<3 years Vision Acuity (required	appears}	Right / Left /
Hemoglobin or Yes No Hematocril Yes Yes Yes No Hematocril Yes Yes Yes No Hematocril Yes Yes Yes No Hematocril Yes Yes No Hematocril Yes	Describe Suspected Delay or Concern:	Lead Risk Assessment (annual/;, age 6 mo-6yrs)		<u>!</u>	,	Strabismus?	Glasses?	□Yes □ i'lJ
CIRNumber PhysicianConfirmed History of VaricellanfiedcionD Report only positive immunity	Child Receives EI/CPSE/CSE services Yes N	Hemoglobin or	i!!l 	0:		Visible ToothDec ent need for denta Dental Visit wit	a,, al referral <i>(pain, swelling, i</i> hinthe pa,t12 months	infectJ:Jn) j 🗆 Yes 🗆 No
Td			rsicianCor	nfirmed History of Va	aricellaInfection	D		Report only positive immunity:
Td	1 12441 M .: 1							1 Q6T itore Dag
Hep B	DTP/DTaP/DT _ !/		_/_			' -		Hepatitis B !!!
Hib					11_			<u> </u>
PCV				_				
HPV								
ASSESSMENT Well Child (Z00.129) Diagnoses/Problems (isst) ICD-10 Code RECOMMENDATIONS Full physical activity Restrictions (specify) Follow-up Needed 'I'J Yes, for Appl. date:,		1 1 1 1	1	_	1 1	1	/ / /	
Follow-up Needed i'IJ Yes,for		1 1		i				Polio 3
Referral(s): None Early Intervention IEP Dental Vision	ASSESSMENT Well Child (200.129) Diag	noses/Problems (list) ICD	-10 Code			ull physical activit	у	
Health Care Practitioner Name and Degree /print/ Facility Name Address City State Zip REVIEWER: TORM ID#				Referral(s):			☐ IEP ☐ Dental	
Health Care Practitioner Name and Degree /print/ Facility Name Address City State Form ID# Practitioner LicenseNo. and State TYPE OF EXAM: 0 NAECurrent O NAE PriorYear\S) Comments: TYPE OF EXAM: 0 NAECurrent O NAE PriorYear\S) Comments: REVIEWER: FORM ID#	Health Care Practitioner Signature			Date Fonn	Completed			ONER
National Provider Identifier (NPI) Address City State Zip Telephone Fax Email National Provider Identifier (NPI) DarReviewed. 1.0. NUMBER 1.0. NUMBER FORM ID#	Health Care Practitioner Name and Degree /print/		Pra	actitioner LicenseNo.	and State			NAECurrent O NAE PriorYear\S)
Address City State Zip REVIEWER: Telephone Fax Email FORM ID#	1 — — — — — — — — — — — — — — — — — — —		+ -	tional Provider Identif	ier (NPI)		`	
Telephone Fax Email FORMID#	Address	City		State	Zip			
FORM ID#	1 — — — — — — — — — — — — — — — — — — —	<u>-</u>	,	, — — — — - Email			- 4	
	CH205_Health_Exam_2016_June_2016.indd						FORM ID#	

REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM TO BE COMPLETED BY PRIVATE HEALTH CARE PROVIDER OR SCHOOL MEDICAL DIRECTOR IF AN AREA IS NOT ASSESSED INDICATE NOT DONE

Note: NYSED requires a physical exam for new entrants and students in Grades Pre-Kor 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).

Committee on Pre-School Special education (CPSE).										
	STUDENT INFORMATION									
Name							Sex:	M	F	DOB:
School:							Grade:			Exam Date:
					HEALTH HISTOR	RY				
Allergies No		Type:								
☐ Yes, indicate typ	ре	☐ Medication/Treatment Order Attached D Anaphylaxis Care Plan Attached								
Asthma □ No		☐ Intermittent ☐ Persistent ☐ Other:								
☐ Yes, indicate typ	oe	☐ Medica	ation/Tre	atment Or	der Attached	☐ Asthn	na Care	; Plan	Attac	hed
Seizures □No		Type:				Date of I	ast seiz	ure:		
☐ Yes, indicate typ	ре	☐ Medic	ation/Trea	atment Or	der Attached	☐ Seizur	e Care	Plan A	Attache	ed
Diabetes □ No		Type:]1 🗆	2						
☐ Yes, indicate typ	ре	☐ Medic	cation/Tre	eatment O	rder Attached	☐ Diabe	tes Me	dical	Mgm	t. Plan Attached
Risk Factors for Di Family Hx T2DM,					_					r more risk factors:
BMI kg/n	n2									
Percentile (Weight	Status	s Category): 0 <5	th 0 5th	n_49th 0 50 th _	₋₈₄ th 0 g5th	_94th() 95t	:h_9gtl	h D 99 th and>
Hyperlipidemia:	□N		, es □ No		Hyperto					ot Done
				PHYSICAL	EXAMINATION/A	SSESSMENT				
Height:		Weight:		BP:	:	Pulse:			Re	espirations:
Laboratory Testi	ng	Positive	Negative	Date	(e.g. d	List Other Poncussion, me				oncerns inctioning organ)
TB- PRN										
Sickle Cell Screen-PR	N									
Lead Level Required				Date						
☐Test Done ☐L	ead Ele	evated >5	µg/dl							
D System Review	and Al	onormal Fi	indings Li	isted Belov	v					
☐ HEENT	D Lyı	ymph nodes D Abdomen D Extremities D Speech								
D Dental	D Ca	ardiovascular D Back/Spine □ Ski			☐ Skin			D s	Social Emotional	
D Neck D Lungs D Genitourinary					urinary	D Neurologic	al		Dι	Musculoskeletal
D Assessment/Abi	normal	lities Noted	/Recomm	endations:		Diagnoses/Problems (list) ICD-10 Code*			ICD-10 Code*	
D Additional Information Attached			*Required only	for stud	dents	with a	n IEP receiving Medicaid			

Name:							DOB:
Vision & Hearing SCREENINGS - Required for PreK or K, 1, 3, 5, 7, & 11							
Vision (w/correction if prescribed)			Right	Let	ft	Referral	Not Done
Distance Acuity		20/		20/		D Yes D No	
Near Vision Acuity		20/		20/			
Color Perception Screening D Pass							
Notes							
Hearing Passing indicates student can hear 20dB at all frequencies: 500,1000, 2000, 3000, 4000 Hz; for grades 7 & 11 also test at 6000 & 8000 Hz. Not Done							
Pure Tone Screening	Right ☐ Pass ☐ Fa		Left D Pas	s D Fail Referr		al D Yes □No	
Notes							
Scoliosis Screen Boys in	grade 9, and Girls in		Negative	Posit	ive	Referral	Not Done
grades 5 & 7						□Yes □No	
RECOMMENDAT	IONS FOR PARTICIPA	OITA	N IN PHYSIC	CAL EDUCA	TION/SF	PORTS/PLAYGROU	ND/WORK
D Student may particip			ut restrictions	s.			
D Student is restricted	from participation in:						
D Contact Sports: Basketball, Competitive Cheerleading, Diving, Downhill Skiing, Field Hockey, Football, Gymnastics, Ice							
	sse, Soccer, and Wres	•					
D Limited Contact Sp		-		-			
D Non-Contact Sports		Bow	vling, Cross-C	ountry, Golf,	Riflery, S	Swimming, Lennis, a	and I rack & Field.
☐ Other Restrictions:							
Developmental Stage for Athletic Placement Process ONLY required for students in Grades 7 & 8 who wish to play at the high school interscholasticsports level OR Grades 9-12 who wish to play at the modified interscholasticsports level.							
Tanner Stage: D I □II DIii DIV□V Age of First Menses (if applicable):							
D Other Accommodations*: (e.g. Brace, orthotics, insulin pump, prosthetic, sports goggle, etc.) Use additional space							
below to explain. *Check with athletic governing body if prior approval/form completion required for use of device at							
athletic competitions.							
MEDICATIONS							
D Order Form for Medication(s) Needed at School Attached							
IMMUNIZATIONS							
D Record Attached □ Reported in NYSIIS							
HEALTH CARE PROVIDER							
Medical Provider Signature:							
Provider Name: (please print)							
Provider Address:							
Phone: Fax:							
Please Return This Form To Your Child's School When Completed.							

Please return this form SIGNED by September 29, 2023

DATA PRIVACY CONSENT FORM for Sacred Heart School

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

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

Processing of Personal Data

- A. Collection of Information. We collect your personal data that you provide to us during your application for admission, information we acquire or generate upon enrollment, and during the course of your education with us in order to carry out the purposes associated with our Technology Use/Telecommunications Policy.
 - Information you provide us during your application for admission. Upon application for admission, we collect information about personal circumstances and contact information, including, but not limited to, name, address, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
 - 2. Information we acquire or generate upon enrollment and during the course of your education with us. Upon enrollment and during the course of your education with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co-curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions, and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in. We will also collect information in connection with your use of hardware and software provided to you during the course of your education with us, including, but not limited to, address, telephone number, email address, other unique identifier, passwords or PINs, and account credentials (e.g., username and password).
- B. Access to Information. Your personal information is accessed and used by us. We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes. Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:
 - 1. evaluating applications for admission.
 - 2. processing confirmation of incoming students and transfer students in preparation for enrollment.
 - 3. recording, generating, and maintaining student records of academic, co-curricular and extracurricular progress.

- 4. establishing and maintaining student information systems.
- 5. maintaining directories and records.
- 6. compiling and generating reports for statistical and research purposes.
- 7. providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety, and security.
- 8. managing and controlling access to campus facilities and equipment.
- 9. communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects, and activities; and
- 10. soliciting your participation in research and non-commercial surveys.
- C. Sharing of Information. Some examples of when we may share or disclose your personal information to others include:
 - 1. sharing of information to persons, including parent/guardian, or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety, and security, or that of others.
 - 2. providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission.
 - 3. reporting and/or disclosing information to government bodies or agencies (e.g., Commission on Higher Education, Department of Education); and
 - 4. conducting research or surveys for purposes of institutional development; and
 - 5. sharing of information to various third-party vendors who provide services associated with our Technology Use / Telecommunications Policy and any hardware and software used in connection therewith.

Data Protection

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

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

Consent

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

Complete Name of Student/Child/Ward:	
Signature of Student:	
Date:	
If below 18 years old,	
As the parent/guardian of this student, I have read the data privacy consent and provide consent to use the personal information collected as outlined and I hereby give permission to use the personal information collected as outline form and certify that I have reviewed this information with my child.	d in accordance with this form.
Parent/Guardian's name (please print):	
Parent/Guardian's Signature:	Date: