

# **PARENT and STUDENT HANDBOOK**

**2022-2023**



**ACADEMY OF ST. DOROTHY**  
**1305 Hylan Blvd.**  
**Staten Island, New York 10305**

**2022-2023**  
**Parent/Student Handbook**  
**ACADEMY OF ST.DOROTHY**  
***Table of Contents***

Academic Expectations	3
Graduation	3
Homework	3
Grades and Grading	3
Assessments	6
Accidents	7
Admission Policies	8
After Care Program	8
Announcements	8
Attendance	9
Birthday Parties	10
Books	10
Buses	11
Change of Address, E-mail, Phone	11
Charter for the Protection of Children and Young People	11
Child Abuse Laws	12
Child Custody	12
Communication	12
Confidentiality	13
Contacts with the Media	13
Crisis/Emergency Information	13
Daily Schedule	14
Discipline Code for Student Conduct	14
Dress Code	16
Drug and Alcohol Policies	18
Electronic Devices	19
Emergency Closings/Delayed Openings	21
Expectations and Responsibilities for Students	21
Extracurricular Activities	22
Faculty Meetings	22

Field Trips	22
Financial Policies	23
Fire Drills	24
Guidelines for the Education of Non-Catholics	25
Harassment/Bullying Policies	25
HIV/AIDS Curriculum	26
Illness (see Medication)	26
Immunizations	27
Lateness	27
Liturgy/Religious Education	27
Lunchroom	27
Maternity/Paternity Policies	28
Student Abortion Policies	28
Medications	29
Money	29
Parents as Partners	30
Parent Organizations	30
Parking and Vehicles	32
Philosophy and Goals	32
Re-registration	32
Release of Students (during school day)	33
School Calendar	33
School Publications	33
School's Right to Amend	34
Security	34
Service	34
Sex Offender Policy	34
Smoking	35
Special Learning Needs	35
Summer School	36
Technology/Chromebooks	36
Telecommunications Policy	37
Student Expectations in Use of the Internet	37
Use of School Grounds	37
Withdrawals and Transfers	37

Summary Statement	39
Telecommunications Policy (continued)	41
APPENDIX	43
Parent Signature Page – <b>Return Due Date: September 30, 2022</b>	43
MEDIA AUTHORIZATION AND RELEASE	44
Technology Use/Telecommunications Policy	45
Absent Note	46
Textbook/Software/Hardware Request Form	47
Title I Information	48
Immunization Documents	49
Data Privacy Consent Form	79

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September, 2022

Dear Parents/Guardians and Students,

Welcome to the community of the Academy of St. Dorothy! We are pleased to present this Parent/Student Handbook to you so that you will know more about the school and how we will work together for the education of your child.

The faculty and staff of the Academy of St. Dorothy look forward to working with you to promote academic excellence and spiritual development in the context of the Catholic values of community, service, reverence, and leadership.

Together, let us pray that God who has begun this good work in each of us, may carry it through to completion.

  
Sr. Sharon A. McCarthy, SSD  
Principal

***Providing Academic Growth and Success in a  
Catholic Christian Environment***

## **Overview of the Academy of St. Dorothy**

The Academy of St. Dorothy, founded in 1932, is a private elementary school administered by the Sisters of St. Dorothy. It is located on Hylan Boulevard and contains eleven classrooms, a cafeteria, an auditorium, and a gymnasium/sports field complex.

PreKindergarten is also a part of the Academy of St. Dorothy. Acceptance in the PreKindergarten does not constitute automatic acceptance into our Kindergarten program. However, first Consideration will be given to those students attending our PreKindergarten program. Several factors are taken into account such as age, readiness, parent involvement, cooperation, and prompt tuition payments.

## **School Motto**

"We work in Simplicity"

## **Coat of Arms**

On an oval shaped board and blue background stands an ash tree planted on a mound of brown earth. On the left is a lily and on the right, a dove.

The ash tree is the symbol of the Congregation of the Sisters of St. Dorothy; the mound is the Church on which the Congregation is founded. The dove is a symbol of the religious, the Sisters. The lily represents all youth entrusted to our care. The star represents the Blessed Virgin Mary.

The seashell below represents the basket of the fruit and flowers sent miraculously by St. Dorothy to Theophilus by an angel. From the shell fall two strings of pearls – precious virtues. The seashell, which itself is a living receptacle of pearls, symbolizes the Congregation, "We Work in Simplicity" is inscribed.

## **School Colors**

The school colors of the Academy of St. Dorothy are navy blue and white.

## 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 (approximately 15 minutes)
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 only if the class meets for more than 120 minutes per week.

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

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

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 to be awarded an Honor Roll Certificate at the Academy of St. Dorothy is the following:

<b>Grades 1 – 3</b>	Honors	A in every subject or 85% average with no grade less than 80%
<b>Grades 4 – 8</b>	First Honors	90% average; no mark less than 85%
	Second Honors	85% average; no mark less than 80%

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. All subjects where a letter grade is given must be no lower than a B in order for a student to receive academic honors. Students who are late (tardy) four or more times in a quarter are not eligible for honors.

## Report Card Distribution

Report cards will be withheld if financial obligations have not been met and fees are outstanding.

## 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>	<u>ACADEMIC PROGRESS</u>
Kindergarten	Evidence that the child is not meeting academic expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in English Language Arts (ELA)
Grade 2	Failure in ELA
Grade 3	Failures in ELA and Mathematics
Grade 4, 5, 6	Failures in ELA and Mathematics, 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 and Final Exams	Grade 3 to 8	January and June
Core Subject* Mid Year and Final Exams	Grade 6 to 8	January and June

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

### Interim Assessments

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

### NY State Tests

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

The faculty of the school reviews these 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 Care program is available to the parent/guardian of a student. Please contact the Office at 718-351-0939 to receive registration and calendar material or visit our website at [www.academyofstdorothy.org](http://www.academyofstdorothy.org). 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.

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. 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.

Since NYS does not specify a number of days that a student should be absent before retention is considered, we do not think that there should be an arbitrary number indicated in the handbook. 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 call the school office (71-351-0939) by 8:30 A.M.

Absence notes are still required upon student's return to school in addition to the phone call. A doctor's note will be required for students absent for more than three days. Excessive absences and lateness may be considered educational neglect. Requests to pick up homework/classwork for an absent student must be received by the Office by 11:00 am (10:30 am on early dismissals). Homework and books may be picked up at the Office after 3:00 pm (12:15 pm on early dismissals).

Children not in attendance in school due to an "extended" vacation time will be required to make up work when they return. It is the student's obligation to ask the teacher for missed assignments. It is extremely important that each child be in attendance regularly and follow vacations built into the school year.

## Birthday Parties

Birthday parties for Grades Pre-K – Gr. 4 may be held 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 drinks, ice-cream, favors or "goodie" bags for the students. Students in Grades 5-8 will follow the same policy, but the "celebration" will take place in the Cafeteria during lunch.

Invitations to children's parties may not be distributed at school unless the entire class or all boys/girls are invited.

## 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.

## 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 immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification.

## Charter for the Protection of Children and Young People

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- 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, 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. 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 Island Auto Group (Hylan Blvd.), 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.

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

<b><u>Radio Station</u></b>	<b><u>TV Station</u></b>	<b><u>On the Internet</u></b>
<b>WOR</b>	<b>710 AM</b>	<b><a href="http://www.wor710.com">www.wor710.com</a></b>
<b>WCBS</b>	<b>880 AM</b>	<b><a href="http://www.wcbs880.com">www.wcbs880.com</a></b>
<b>WINS</b>	<b>1010 AM</b>	<b><a href="http://www.1010wins.com">www.1010wins.com</a></b>

## Daily Schedule

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

<b>7:45 AM</b>	<b>Enter School / Classroom</b>
<b>8:00 AM</b>	<b>School Begins</b>
<b>11:30-12:00</b>	<b>First Lunch (Gr. K, 1 - 4)</b>
<b>12:00-12:20 PM</b>	<b>Second Lunch (Gr. 5 - 8)</b>
<b>2:45 PM</b>	<b>Dismissal</b>

Before **7:45 AM** and after **3:00 PM** the school does not have staff available to watch for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:45 AM** and parents/guardians must arrange pickup at dismissal times.

- Students enter directly through the main school doors and proceed to their classroom. After 8:00 AM the student is considered late and must enter and sign in at the Office.
- No child may leave the school premises during class hours, recess, lunch period or dismissal to patronize the local stores and/or vendors. No one will be permitted to go to neighboring stores before school begins unless accompanied by a parent.
- 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.
- No pets of any kind are allowed on the premises at any time.
- The PreKindergarten school day (UPK and ASD Wrap-Around) is from 8:30 AM to 2:15 PM. Universal PreK only is from 9:00 AM – 11:30 AM.

## 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. For acts such as continued classroom disruption, students are often given detention and/or parent/guardian are notified. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, 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.

### **Girls' Uniform consists of:**

#### **Kindergarten – Grade 4**

- Jumper
- White blouse with Peter Pan (round) collar
- Sweater, navy blue with charcoal trim, ¼ zip pullover with school logo

#### **Grades 5-6**

- Skirt
- White Oxford blouse
- V-neck sweater or sweater vest, navy blue with school logo

#### **Grades 7-8**

- Skirt
- White Oxford blouse
- Navy blue with white stripe cardigan sweater with school emblem on pocket

#### **All Girls**

- Knee socks, navy
- Shoes must be purchased at Styl-O-Pedic Shoe Store –2435 Hylan Blvd.
- Coat, navy or black (can be purchased through school or have no visible logo other than ASD)
- Gym Uniform is required and purchased directly through ASD
- Sneakers are all white with NO logo for Physical Education class and to use with the fall/spring uniform
- Excessive jewelry is not permitted
- No makeup is allowed, and only clear nail polish is permitted

### **Boys' Uniform consists of:**

#### **Kindergarten – Grade 4**

- Gray pants
- Blue ASD polo shirt (Kdg only - all year) – long or short sleeve depending on weather
- Blue dress shirt – Grades 1-4
- Plaid school tie – Grades 1-4
- Sweater, navy blue with charcoal trim, ¼ zip pullover with school logo

### **Grades 5-6**

- Gray pants
- White Oxford shirt
- Plaid school tie
- V-neck Sweater or vest, navy blue vest with school logo

### **Grades 7-8**

- Gray pants
- White Oxford shirt
- Navy and gray striped tie
- Navy blue with white striped cardigan sweater with school emblem

### **All Boys**

- White, navy, or black socks (no visible logos)
- Shoes must be purchased at Styl-O-Pedic Shoe Store –2435 Hylan Blvd.
- Coat, navy or black (can be purchased through school or have no visible logo other than ASD)
- Gym Uniform is required and purchased directly through ASD
- Sneakers are all white with NO logo for Physical Education class and to use with the fall/spring uniform

### **PreKindergarten Uniform / Gym Uniform (K-8)**

The uniform must be purchased from the Academy of St. Dorothy school office. It consists of the following:

- Navy blue ASD sweatshirt
- Navy blue ASD sweatpants
- Navy blue ASD shorts (mesh or cotton) (PreKindergarten – cotton blend only)
- Gray ASD t-shirt
- White socks (no visible logos)

Students are to wear their gym uniforms to school on gym day. Shorts may be worn during the time of summer uniform.

- PreKindergarten students may wear any kind of Velcro sneaker
- PreKindergarten students may wear any kind of coat/jacket
- PreKindergarten uniforms are worn on a daily basis except for days denoted as “special occasions”.

Summer uniforms are optional. Summer uniforms consist of ASD polo shirts and navy shorts or skorts (all must be purchased from Flynn & O'Hara – 2645 Forest Ave.). Students may choose to wear only the summer shirt with their skirt or pants. Students in Kindergarten through Grade 4 will wear a light blue polo and Grades 5-8 will wear a white polo. Summer uniforms may be worn from **September 7<sup>th</sup>** through **October 7<sup>th</sup>** and from **May 22<sup>nd</sup>** through **June 16<sup>th</sup>**.

From **January 3<sup>rd</sup>** through **March 3<sup>rd</sup>** – turtleneck shirts are an optional part of the uniform for all students both boys and girls (K-8). They must be purchased from Flynn & O'Hara with the ASD insignia. Girls will also be allowed to wear uniform slacks from Flynn & O'Hara during this time period.

All students in Kindergarten – Grade 8 are required to purchase a regulation school bag determined by grade. Bags are purchased directly from the school.

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

During the cold weather, students may wear the **navy-blue 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.

Jewelry should be kept to a minimum and should be appropriate. Girls are permitted to wear earrings (except on Gym day). Post earrings are strongly advised but if hoop earrings are worn the hoop must be small enough that a pencil does not fit through it. One earring only on each ear is permitted. Boys are not allowed to wear earrings at school or during events where they are representing ASD.

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 possession 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 21<sup>st</sup> century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff, and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, Smart Watches and other personal electronic devices). In the event an electronic device, including a student 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.

## **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 have the option of denying permission for their child to use the internet independently at school

### *Standards of Behavior*

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.

- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" online.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.
- Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper or printer cartridges, that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.,) are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement."
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.



- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

## **Emergency Closings/Delayed Openings**

The Academy of St. Dorothy in the Archdiocese of New York follows 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 Academy of St. Dorothy 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. PreKindergarten children will be dismissed at 11:30 am on those days and at Noon for children in Kindergarten – Grade 8 – if an earlier dismissal time is needed, parents will be notified.

## **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 cannot 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.
- Parent chaperones must have participated in the SAFE Environment Training for volunteers and submitted permission for a Background Check. SAFE Environment Training may be done online. Details will be shared with all ASD families via email.

## Financial Policies

### • Tuition Schedule: Grades PreKindergarten – Grade 8

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 TADS Tuition Management by the designated due date.

All fees should be paid on time. If there are outstanding fees at the time of Report Card distribution, the Report Card may be withheld until fees are paid. Problems or difficulties involving finances must be addressed with the principal.

Payments will be made in (10) equal installments (March, April, May, June, August, September, October, November, December, January) by the designated due date.

	<b>Classification</b>		
	<b>Total Tuition</b>	<b>Non-refundable Deposit</b>	<b>Remaining Payments (9)</b>
<b>PreK (Wrap Around</b>	<b>\$ 3,400</b>	<b>\$ 340</b>	<b>\$ 340</b>
<b>Kindergarten – Gr. 8</b>			
<b>1 Child</b>	<b>\$ 6,200</b>	<b>\$ 620</b>	<b>\$ 620</b>
<b>2 Children</b>	<b>\$11,900</b>	<b>\$1,190</b>	<b>\$1,190</b>
<b>3 Children</b>	<b>\$14,400</b>	<b>\$1,490</b>	<b>\$1,490</b>

## 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 the Tuition Secretary 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 \$50 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 \$40 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.
- Kindergarten Graduation Fee
  - \$100 per student
- Grade 8 Graduation Fee
  - \$150 per student
- Fundraising Activities
  - Candy Sale – Each family must participate in the annual winter candy sale by selling a minimum of \$60 worth of candy.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and our children. We thank you for your cooperation and support that you give to the Academy of St. Dorothy.

#### **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.

## **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 after signing in at the main office. Repeated lateness (four or more) 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 guidelines 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.

## **Lunchroom**

The school provides a hot lunch through the Lunchbox Café (646-702-0453). A menu for the current month will be posted on the school website ([www.academyofstdorothy.org](http://www.academyofstdorothy.org)). Lunch may be purchased on a daily basis (Kindergarten – Grade 8) or children may bring lunch from home.

- If a child carries a lunchbox, a soft-sided one is required for the safety of the students.
- Glass bottles and/or containers are not permitted.
- 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.
- Children are not permitted to leave school grounds during lunch hour.

## 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 cards; supervising 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 Parent Guild meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse, 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.

## **Parent/Guardian Organizations**

The Parents' Guild 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

## **Parking and Vehicles**

The following regulations govern the drop-off and pick up of students in PreKindergarten – Grade 8.

- No vehicle will be permitted on school grounds during school days between the hours of 7:30 am to 8:30 am, 11:00 am to 1:00 pm, or 2:00 pm to 3:00 pm.
- No parking or standing is permitted between the two driveways in front of the school. If there is an infraction of this rule the law enforcement agency will issue a summons to the offender.
- Drop-Off / Pick-up Area
  - There is NO PARKING allowed in this area for Kindergarten – Grade 8 parents. Please make sure that your child is capable of exiting and entering the vehicle on their own. You cannot stop to wait for your child to walk into the playground or to arrive on the sidewalk at dismissal. (PreKindergarten parents will be allowed limited parking for their arrival – 8:30 am and dismissal – 11:30 am / 2:15 pm.
  - Children should exit cars on the right hand side, get on the sidewalk, and enter the building. Once students are on the sidewalk, drivers must move into the left hand lane to exit the property.
  - Cars must pull as far forward in this area as possible to allow for maximum use of the driveway.
  - Doors open at 7:45 am (Kindergarten – Grade 8) and 8:30 am (PreKindergarten). Arrangements for earlier arrival must be made with the Office due to lack of supervision.
  - Dismissal for students in Kindergarten – Grade 8 is 2:45 pm. Parents should not arrive before 2:50 pm to pick up their child/children. This will allow students ample time to arrive at the pick-up area. If your child is not present, you cannot sit and wait, you must go around the block.
  - The speed limit for this area is 5 mph for the safety of each and every child.

## **Philosophy and Goals**

The Academy of St. Dorothy 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.
- 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**

The calendar for the year is available at the beginning of the school year on the school's website (monthly calendar) – [www.academyofstdorothy.org](http://www.academyofstdorothy.org). Please continue to refer to the School Monthly Calendar (ASD Website) for any revisions to the initial 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.

Office hours are from 8:30 am to 11:00 am and 12:45 pm to 2:15 pm. Outside doors must be closed at all times and may not be opened by anyone other than authorized school personnel.

## **Service**

To strengthen students' Catholic Identity and to expand their understanding of the Christian call to service, the Academy of St. Dorothy has instituted a Service Hours Requirement for their curriculum.

The number of hours per year is:

PreKindergarten – Kindergarten	1 hour
Grades 1-2	2 hours
Grades 3-4	4 hours
Grades 5-6	6 hours
Grades 7-8	10 hours

## **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.

## **Technology / Chromebooks**

Students in Grades 6-8 are required to purchase a Chromebook to access their online textbooks. Chromebook use is a privilege. Students are not allowed to use their Chromebooks to e-mail, use social media, or take photos during school hours. Use of social media and games are not allowed during school hours. All internet rules apply.



# **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 7:45 AM and after 3:00 PM. Students must not arrive on the school grounds prior to 7:45 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 Academy of St. Dorothy 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 Sisters of St. Dorothy, 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.

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

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

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

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **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 have the option of denying permission for their child to use the internet independently at school

#### *Standards of Behavior*

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

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

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

Grade \_\_\_\_\_

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

Date \_\_\_\_\_

## APPENDIX

### Academy of St. Dorothy

#### Parent/Guardian Signature Page – Return Due Date: September 30, 2022

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

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(Parent/Guardian Signature)

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(Parent/Guardian Signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

## MEDIA AUTHORIZATION AND RELEASE

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

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*Names of Children, Parent/Guardian*

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

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

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

---

**Print Name**

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

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*Signature of Parent/Guardian*

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**Date**

SIGNED Form Due by September 16, 2022



# Technology Use/Telecommunications Policy Agreement for 2022-2023 School Year

## for the Academy of St. Dorothy

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

### User

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

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

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

### Parent/Guardian

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

Parent/Guardian's name (please print): \_\_\_\_\_

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

**Return by September 16, 2022**

# Academy of St. Dorothy

## Absent Note

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

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

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

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

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

**Textbook/Software/Hardware Request Form  
Academy of St. Dorothy  
1305 Hylan Blvd.  
Staten Island, NY 10305**

**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**

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

**Signature of Parent/Guardian**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Return by September 16, 2022**

## **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 2022-2023 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 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  | 2. Mentoring Services           |
| 3. Math Instruction Services  | 4. Tutoring Services            |
| 5. Distance Learning Services   | 6. Academic Counseling Services |
| 7. Additional services not listed above as determined in consultation with the Superintendent of Schools Office, Regional Superintendent and Principal. |                                 |

**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, after 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, after 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

**X** NYS  
Required

**X** NYC  
Required

**X** NYS  
Optional

**X** NYC  
Optional

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

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

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

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

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

# 2022-23 School Year

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

**NOTES:**  
Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. 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) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) <sup>3</sup>		Not applicable	1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses		
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>		Not applicable	Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable		

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies, or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019 and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months, and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
  - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
  - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6, 7 and 8: 10 years; minimum age for grades 9 through 12: 7 years)
  - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
  - b. 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, as described above. In school year 2022-2023, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6, 7 and 8; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 9 through 12.
  - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. For students who received their fourth dose before age 4 and prior to August 7, 2019, 4 doses separated by at least 4 weeks is sufficient.
  - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
  - d. For children with a record of OPV, only trivalent OPV (IOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016 should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016 should not be counted.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
  - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
  - c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
  - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
  - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
  - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
  - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7, 8 and 9: 10 years; minimum age for grades 10 through 12: 6 weeks)
  - a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.
  - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
  - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
  - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
  - d. If dose 1 was received at 15 months or older, only 1 dose is required.
  - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
  - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
  - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
  - e. PCV is not required for children 5 years or older.
  - f. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: [www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)

For further information, contact:

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

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

New York State Department of Health Bureau of Immunization  
[health.ny.gov/prevention/immunization](http://health.ny.gov/prevention/immunization)

# Año escolar 2022-2023

## Requisitos de vacunación del estado de Nueva York para inscribirse/asistir a la escuela<sup>1</sup>

### NOTAS:

Los niños que están en prekindergarten deben tener las vacunas correspondientes a su edad. La cantidad de dosis depende del programa recomendado por el Comité Asesor sobre Prácticas de Vacunación (Advisory Committee on Immunization Practices, ACIP). Los intervalos entre las dosis de vacunas deben corresponder al programa de vacunación recomendado por el ACIP para personas de 0 a 18 años. Las dosis aplicadas antes de la edad mínima o de los intervalos mínimos no son válidas y no se tienen en cuenta al calcular la cantidad de dosis que se mencionan abajo. Consulte las notas al pie de página para obtener información específica sobre cada vacuna. Los niños que se inscriben en clases sin grado deben cumplir los requisitos de vacunación de los grados para los que son equivalentes en edad.

**Se DEBEN leer los requisitos de dosis con las notas al pie de página de este programa**

Vacunas	Prekindergarten (guardería infantil, programa Head Start, guardería 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 diftérico y tetánico y vacuna contra la tos ferina (DTaP/DTp/Tdap/Td) <sup>2</sup>	4 dosis	<b>5 dosis o 4 dosis</b> si la cuarta dosis se aplicó a los 4 años de edad o más, o <b>3 dosis</b> si tiene 7 años o más y la serie se inició a partir del año		<b>3 dosis</b>
Refuerzo de la vacuna con toxoides diftérico y tetánico y la vacuna contra la tos ferina (Tdap) para adolescentes <sup>3</sup>		<b>No corresponde</b>		<b>1 dosis</b>
Vacuna antipoliomielítica (IPV/OPV) <sup>4</sup>	3 dosis	<b>4 dosis o 3 dosis</b> si la tercera dosis se aplicó a los 4 años de edad o más		
Vacuna contra sarampión, paperas y rubéola (MMR) <sup>5</sup>	1 dosis	<b>2 dosis</b>		
Vacuna contra la hepatitis B <sup>6</sup>	3 dosis	<b>3 dosis o 2 dosis</b> de la vacuna contra la hepatitis B para adultos (Recombivax) para niños que recibieron las dosis en intervalos de al menos 4 meses entre los 11 y los 15 años de edad		
Vacuna contra la varicela <sup>7</sup>	1 dosis	<b>2 dosis</b>		
Vacuna antimeningocócica conjugada (MenACWY) <sup>8</sup>		<b>No corresponde</b>	<b>7.º, 8.º, 9.º, 10.º y 11.º grado: 1 dosis</b>	<b>2 dosis o 1 dosis</b> si la dosis se aplicó a los 16 años de edad o más
Vacuna conjugada contra Haemophilus influenzae tipo B (Hib) <sup>9</sup>	1 a 4 dosis	<b>No corresponde</b>		
Vacuna neumocócica conjugada (PCV) <sup>10</sup>	1 a 4 dosis	<b>No corresponde</b>		



1. Una constancia serológica demostrando anticuerpos contra el sarampión, las paperas o la rubéola o una confirmación de laboratorio de dichas enfermedades son pruebas aceptables de la inmunidad ante estas. Las pruebas serológicas para la poliomielitis son una prueba aceptable de la inmunidad solo si la prueba se hizo antes del 1 de septiembre de 2018 y los tres serotipos dieron positivo. Un análisis de sangre con resultado positivo para el anticuerpo de superficie contra la hepatitis B es una prueba aceptable de la inmunidad ante la hepatitis B. Una constancia serológica demostrando anticuerpos contra la varicela, una confirmación de laboratorio de varicela o el diagnóstico de un médico, un asistente médico o un enfermero de práctica avanzada de que un niño tuvo varicela son pruebas aceptables de la inmunidad ante la varicela.
  2. Vacuna con toxoide diftérico y tetánico y tos ferina acelular (DTaP). (Edad mínima: 6 semanas)
    - a. Los niños que comienzan la serie a tiempo deben recibir una serie de 5 dosis de la vacuna DTaP a los 2 meses, 4 meses, 6 meses y entre los 15 y 18 meses de edad, y a los 4 años de edad o más. La cuarta dosis puede aplicarse a partir de los 12 meses de edad, siempre que hayan transcurrido por lo menos 6 meses desde la tercera dosis. Sin embargo, no es necesario que se repita la cuarta dosis de DTaP si se aplicó al menos 4 meses después de la tercera dosis de DTaP. La última dosis de la serie debe aplicarse a partir del cuarto año de edad y al menos 6 meses después de la dosis anterior.
    - b. Si la cuarta dosis de DTaP se aplicó a los 4 años de edad o más, y al menos 6 meses después de la tercera dosis, no se requiere la quinta dosis (de refuerzo) de la vacuna DTaP.
    - c. Para los niños nacidos antes del 1/1/2005, solo se requiere inmunidad a la difteria y los dosis de DT y Td pueden cumplir este requisito.
    - d. Los niños mayores de 7 años que no estén completamente vacunados con la serie de vacunas DTaP para niños deben recibir la vacuna Tdap como primera dosis de la serie de actualización; si se necesitan dosis adicionales, use la vacuna Td o Tdap. Si les aplicaron la primera dosis antes de su primer año de edad, deben aplicarse 4 dosis, siempre que la dosis final se aplique a los 4 años de edad o más. Si les aplicaron la primera dosis a partir de su primer año de edad, deben aplicarse 3 dosis, siempre que la dosis final se aplique a los 4 años o más.
  3. Refuerzo de la vacuna con toxoides tetánico y diftérico y de la vacuna contra la tos ferina acelular (Tdap) para adolescentes. (Edad mínima para 6.<sup>o</sup>, 7.<sup>o</sup> y 8.<sup>o</sup> grado: 10 años; edad mínima para 9.<sup>o</sup> a 12.<sup>o</sup> grado: 7 años)
    - a. Los estudiantes mayores de 11 años que ingresan a los grados de 6.<sup>o</sup> a 12.<sup>o</sup> deben recibir una dosis de Tdap.
    - b. Además del requisito para 6.<sup>o</sup> a 12.<sup>o</sup> grado, la vacuna Tdap también se puede aplicar como parte de la serie de vacunas de actualización para estudiantes mayores de 7 años que no estén totalmente vacunados con la serie de vacunas DTaP para niños, como se describió arriba. En el año escolar 2022-2023, solo las dosis de Tdap aplicadas a los 10 años o más cumplirán el requisito de Tdap para los estudiantes en los grados 6.<sup>o</sup>, 7.<sup>o</sup> y 8.<sup>o</sup>; sin embargo, las dosis de Tdap aplicadas a los 7 años o más cumplirán el requisito para los estudiantes en los grados 9.<sup>o</sup> a 12.<sup>o</sup>.
    - c. Los estudiantes que tienen 10 años de edad en 6.<sup>o</sup> grado y que aún no recibieron la vacuna Tdap cumplen los requisitos hasta que tengan 11 años.
  4. Vacuna antipoliomielítica inactivada (IPV) o vacuna antipoliomielítica oral (OPV). (Edad mínima: 6 semanas)
    - a. Los niños que comienzan la serie a tiempo deben recibir una serie de IPV a los 2 meses, 4 meses y entre los 6 y 18 meses de edad, y a los 4 años de edad o más. La última dosis de la serie debe aplicarse a partir del cuarto año de edad y al menos 6 meses después de la dosis anterior.
    - b. Para los estudiantes que recibieron la cuarta dosis antes de su cuarto año de edad y antes del 7 de agosto de 2010, es suficiente aplicar 4 dosis con al menos 4 semanas de diferencia.
    - c. Si la tercera dosis de la vacuna antipoliomielítica se aplicó a los 4 años de edad o más y por lo menos 6 meses después de la dosis anterior, no se requerirá la cuarta dosis.
    - d. Para los niños con antecedentes de OPV, solo la OPV bivalente (bOPV) se tiene en cuenta para los requisitos de la vacuna antipoliomielítica en las escuelas del Estado de Nueva York. Las dosis de OPV aplicadas antes del 1 de abril de 2016 deben incluirse a menos que se indiquen específicamente como monovalentes, bivalentes o como aplicadas durante una campaña de vacunación contra el virus de la poliomielitis. Las dosis de OPV aplicadas a partir del 1 de abril de 2016 no deben incluirse.
  5. Vacuna contra sarampión, paperas y rubéola (MMR). (Edad mínima: 12 meses)
    - a. La primera dosis de la vacuna MMR debe haberse aplicado a partir del primer año de edad. Para considerarse válida, la segunda dosis debe haberse aplicado al menos 28 días (4 semanas) después de la primera dosis.
  - b. Sarampión: Se necesita una dosis para prekindergarten. Se necesitan dos dosis para los grados de kindergarten hasta 12.<sup>o</sup>.
  - c. Paperas: Se necesita una dosis para prekindergarten. Se necesitan dos dosis para los grados de kindergarten hasta 12.<sup>o</sup>.
  - d. Rubéola: Se necesita por lo menos una dosis para todos los grados (prekindergarten hasta 12.<sup>o</sup> grado).
6. Vacuna contra la hepatitis B
    - a. La primera dosis puede aplicarse al nacer o en cualquier momento después. La segunda dosis debe aplicarse al menos 4 semanas (28 días) después de la primera dosis. La tercera dosis debe aplicarse al menos 8 semanas después de la segunda dosis y al menos 16 semanas después de la primera dosis. PERO no antes de las 24 semanas (cuando se apliquen 4 dosis, reemplazar "cuarta dosis" por "tercera dosis" en estos cálculos).
    - b. Dos dosis de la vacuna contra la hepatitis B para adultos (RecombiVax) aplicadas con al menos 4 semanas de diferencia entre los 11 y 15 años cumplirán el requisito.
  7. Vacuna contra la varicela. (Edad mínima: 12 meses)
    - a. La primera dosis de la vacuna contra la varicela debe haberse aplicado a partir del primer año. Para considerarse válida, la segunda dosis debe haberse aplicado al menos 28 días (4 semanas) después de la primera dosis.
    - b. Para los niños menores de 13 años, el intervalo mínimo recomendado entre dosis es de 3 meses (si la segunda dosis se aplicó por lo menos 4 semanas después de la primera dosis, se puede aceptar como válida); para los mayores de 13 años, el intervalo mínimo es de 4 semanas.
  8. Vacuna antimeningocócica conjugada ACWY (MenACWY). (Edad mínima para 7.<sup>o</sup>, 8.<sup>o</sup> y 9.<sup>o</sup> grado: 10 años; edad mínima para 10.<sup>o</sup> a 12.<sup>o</sup> grado: 6 semanas)
    - a. Se requiere una dosis de la vacuna antimeningocócica conjugada (Menactra, Menveo o MenGardix) para los estudiantes que ingresan a los grados 7.<sup>o</sup>, 8.<sup>o</sup>, 9.<sup>o</sup>, 10.<sup>o</sup> y 11.<sup>o</sup>.
    - b. Para los estudiantes del 12.<sup>o</sup> grado, si la primera dosis de la vacuna antimeningocócica conjugada se aplicó a los 16 años o más, no se requiere la segunda dosis (de refuerzo).
    - c. La segunda dosis debe haberse aplicado a los 16 años o más. El intervalo mínimo entre dosis es de 8 semanas.
  9. Vacuna conjugada contra *Haemophilus influenzae* tipo b (Hib). (Edad mínima: 6 semanas)
    - a. Los niños que comienzan la serie a tiempo deben recibir la vacuna Hib a los 2 meses, 4 meses, 6 meses y entre los 12 y 15 meses de edad. Los niños mayores de 15 meses deben ponerse al día según el programa de actualización del ACIP. La dosis final debe aplicarse a partir de los 12 meses.
    - b. Si se aplicaron 2 dosis de vacuna antes de los 12 meses de edad, solo se requieren 3 dosis si la tercera dosis se aplica entre los 12 y 15 meses de edad y al menos 8 semanas después de la segunda dosis.
    - c. Si la primera dosis se recibió entre los 12 y 14 meses de edad, solo se requieren 2 dosis si la segunda dosis se aplicó al menos 8 semanas después de la primera dosis.
    - d. Si se aplicó la primera dosis a los 15 meses de edad o más, solo se requiere 1 dosis.
    - e. No se requiere la vacuna Hib para niños mayores de 5 años.
  10. Vacuna neumocócica conjugada (PCV). (Edad mínima: 6 semanas)
    - a. Los niños que comienzan la serie a tiempo deben recibir la vacuna PCV a los 2 meses, 4 meses, 6 meses y entre los 12 y 15 meses de edad. Los niños mayores de 15 meses deben ponerse al día según el programa de actualización del ACIP. La dosis final debe aplicarse a partir de los 12 meses.
    - b. Los niños no vacunados de 7 a 11 meses de edad deben recibir 2 dosis, con al menos 4 semanas de diferencia, seguidas de una tercera dosis entre los 12 y 15 meses de edad.
    - c. Los niños no vacunados de 12 a 23 meses de edad deben recibir 2 dosis de la vacuna con al menos 8 semanas de diferencia.
    - d. Si se recibió una dosis de la vacuna a los 24 meses de edad o más, no se requieren dosis adicionales.
    - e. La PCV no es obligatoria para los niños mayores de 5 años.
    - f. Para tener más información, consulte la tabla de PCV que está en el Folleto de instrucciones para encuestas escolares, en: [www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)

Para obtener más información, comuníquese con:

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

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

New York State Department of Health Regional Immunization  
Health Regions and Offices



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

Cheryl Lawrence, MD, FAAP  
Medical Director

July 2022

Office of School Health  
30-30 47th Avenue,  
Long Island City, NY  
11101

Dear Parent or Guardian,

New York City has updated the school immunization requirements for the 2022-2023 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?

2022-2023 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 your child'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 was 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 (Tdap)			1 dose (at or after age 11 years)	
Polio (IPV or OPV)	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 the doses at least 4 months apart between ages of 11 through 15 years	
Varicella (chickenpox)	1 dose	2 doses		
Meningococcal conjugate (MenACWY)			Grade 6: Not applicable Grades 7-11: 1 dose	Grade 12: 2 doses or 1 dose if the first dose was received at age 16 years or older
Haemophilus influenzae type b conjugate (Hib)	1 to 4 doses Depends on child's age and doses previously received			
Pneumococcal conjugate (PCV)	1 to 4 doses Depends on child's age and doses previously received			
Influenza	1 dose			

Talk to your health care provider if you have questions.  
For more information call 311 or visit [nyc.gov/health](https://nyc.gov/health) and search for **student vaccines**.



Department of Health  
& Mental Hygiene

Department of  
Education

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **10. What is a valid medical exemption?**

A valid medical exemption must:

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

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

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

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

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

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

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

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

NYS OCFS reviews vaccination records for compliance.

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

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

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

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

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

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



**Department  
of Health**

**Office of Children  
and Family Services**

**State Education  
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 2019-20 School Year New York State Immunization Requirements for School Entrance/Attendance is available online.

The Center for Disease Control and Prevention Advisory Committee on Immunization Practices (ACIP) catch-up 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**

7/22/2019

**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?**

7/22/2019

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?**

7/22/2019

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

7/22/2019

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.



# Department of Health

**ANDREW M. CUOMO**  
Governor

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

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

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

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



## SEPTEMBER 2022

### MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS

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

**ALL STUDENTS ENTERING A NEW YORK CITY (NYC) SCHOOL OR CHILD CARE FOR THE FIRST TIME MUST HAVE**

#### **A COMPLETE PHYSICAL EXAMINATION AND ALL REQUIRED IMMUNIZATIONS**

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

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

All students entering NYC public or private schools or child care (including Universal 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 Hemoglobin
Lead Screening, Assessment and Testing	<ul style="list-style-type: none"> <li>All children under age 6 years must be assessed annually for lead exposure.</li> <li>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.</li> <li>For more information, call the Lead Poisoning Prevention Program at 311, or visit <a href="https://www1.nyc.gov/assets/doh/downloads/pdf/lead/lead-guidelines-children.pdf">https://www1.nyc.gov/assets/doh/downloads/pdf/lead/lead-guidelines-children.pdf</a></li> </ul>

#### **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) <sup>2,3</sup>	One dose DTaP or DTP	<b>Grades K-5:</b> One dose DTaP, DTP, DT; or Td, Tdap (ages 7 years or older) <b>Grades 6-12:</b> one dose of Tdap
Polio vaccine (IPV/OPV) <sup>1,4</sup>	One dose	One dose
Measles, mumps, and rubella vaccine (MMR) <sup>1,5</sup> On or after the first birthday	One dose	One dose
Hepatitis B (HepB) vaccine <sup>1,6</sup>	One dose	One dose
Varicella (chickenpox) vaccine <sup>1,7</sup> On or after the first birthday	One dose	One dose
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup> Grades 7 through 12		One dose
<i>Haemophilus influenzae</i> type b conjugate vaccine (Hib) <sup>9</sup> Through age 59 months (up until the 5 <sup>th</sup> birthday)	One dose	
Pneumococcal conjugate vaccine (PCV) <sup>10</sup> Through age 59 months (up until the 5 <sup>th</sup> birthday)	One dose	
Influenza <sup>11</sup> Depending on their influenza vaccine history, some children may need two doses of influenza vaccine. A second dose is not required for child care/pre-K attendance.	One dose	



## 2022-23: 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 with the ACIP-recommended immunization schedule for children aged 0 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 28-day minimum interval between doses of live virus vaccines (i.e., MMR, varicella). Refer to the footnotes for dose requirements and specific information about each vaccine. Children enrolling in gradeless classes should meet immunization requirements for their age-equivalent grade. 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	KINDERGARTEN through Grade 5	GRADES 6 through 12
Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTp) <sup>2</sup>	4 doses	5 doses <u>or</u> 4 doses if the fourth dose was received at age 4 years or older <u>or</u> 3 doses if the child is age 7 years or older and the series was started at age 1 year or older	3 doses
Tetanus and diphtheria toxoid-containing vaccine and pertussis vaccine booster (Tdap) <sup>2</sup>		Not Applicable	1 dose
Polio vaccine (IPV/OPV) <sup>1,4</sup>	3 doses	4 doses <u>or</u> 3 doses if the third dose was received at age 4 years or older	
Measles, mumps, and rubella vaccine (MMR) <sup>1,5</sup>	1 dose	2 doses	
Hepatitis B (HepB) vaccine <sup>1,6</sup>	3 doses	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax HB <sup>®</sup> ) for children who received the doses at least 4 months apart between the ages of 11 through 15 years
Varicella (chickenpox) vaccine <sup>1,7</sup>	1 dose	2 doses	
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>		Not Applicable	Grades 7, 8, 9, 10 and 11: 1 dose Grade 12: 2 doses <u>or</u> 1 dose if the first dose was received at age 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not Applicable	
Pneumococcal conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not Applicable	
Influenza <sup>11</sup>	1 dose	Not Applicable	

**For more information contact:**

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

New York City Department of Health and Mental Hygiene, Bureau of Immunization: 347-396-2433, Office of School Health Citywide (all districts): OSH@health.nyc.gov

- Documented serologic evidence of immunity to measles, mumps, rubella, hepatitis B, or varicella meets the requirements for these immunizations. Serologic evidence of immunity to polio is acceptable only if results are positive for all three serotypes and testing must have been done prior to September 1, 2019. Diagnosis by a physician, physician assistant or nurse practitioner that a child had varicella disease is acceptable proof of immunity to varicella.
- Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine – (Minimum age: 6 weeks)**
  - Children starting the series on time should receive a five-dose series of DTaP vaccine at ages 2 months, 4 months, 6 months, 15 through 18 months, and age 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, when retrospectively identified, the fourth dose need not be repeated if it was administered at least 4 months 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 fourth dose was administered at age 4 years or older, the fifth (booster) dose is not necessary.
  - If the fifth dose was received prior to the fourth birthday, a sixth dose, administered at least 6 months after the prior dose, is required.
  - For children born before January 1, 2005, immunity only to diphtheria is required; any diphtheria-containing vaccine can meet the requirement (DTaP, DT, Td, or Tdap).
  - Children ages 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, either Tdap or Td should be used. If the first dose of DTaP/DTp/DT was received before the first birthday, then four total doses are required to complete the series. If the first dose of DTaP/DTp/DT was received on or 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 acellular pertussis (Tdap) vaccine – (Minimum age: 7 years)**
  - Students ages 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
  - Students without Tdap who are age 10 years upon entry to 6<sup>th</sup> grade are in compliance until they turn age 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 2a).
  - In school year 2022-2023, only doses of Tdap (or DTaP) given at age 10 years or older will satisfy the Tdap requirement for grades 6, 7 and 8; however, doses of Tdap (or DTaP) given at age 7 years or older will satisfy the requirement grades 9 through 12.
  - DTaP should NOT be used on or after the 7<sup>th</sup> birthday but if inadvertently received, the Tdap requirement is satisfied by doses of DTaP (see footnote 3c).
- Inactivated poliovirus vaccine (IPV) or oral polio vaccine (OPV) – (Minimum age: 6 weeks)**
  - Children starting the series on time should receive IPV at ages 2 months, 4 months, 6 through 18 months and age 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the prior dose.
  - For students who received their fourth dose before age 4 years: if the 4<sup>th</sup> dose was prior to August 7, 2010, four doses separated by at least four weeks is sufficient.
  - If the third dose was received at age 4 years or older and at least 6 months after the prior dose, a fourth dose is not necessary.
  - If both OPV and IPV were administered as part of a series, the total number of doses and intervals between doses is the same as that recommended for the IPV schedule. For OPV to count towards the completion of the polio series, the dose(s) must have been given before April 1, 2016, and be trivalent (tOPV).
- Measles, mumps, and rubella (MMR) vaccine – (Minimum age: 12 months)**
  - The first dose of MMR vaccine must be given on or after the first birthday. The second dose must be given at least 28 days (four weeks) after the first dose to be considered valid.
  - Students in kindergarten through grade 12 must receive two doses of measles-containing vaccine, two doses of mumps-containing vaccine and at least one dose of rubella-containing vaccine.
- Hepatitis B (HepB) vaccine – (Minimum age: birth)**
  - The first dose of HepB vaccine may be given at birth or anytime thereafter. The second dose must be given at least four weeks (28 days) after the first dose. The third dose must be given at least eight weeks after the second dose AND at least 16 weeks after dose one AND no earlier than 24 weeks of age.
  - Administration of a total of four doses is permitted when a combination vaccine containing HepB is administered after the birth dose. This fourth dose is often needed to ensure that the last dose in the series is given on or after age 6 months.
  - Two doses of adult HepB vaccine (Recombivax<sup>®</sup>) received at least four months apart at age 11 through 15 years will meet the requirement.
- Varicella (chickenpox) vaccine – (Minimum age: 12 months)**
  - The first dose of varicella vaccine must be given on or after the first birthday. The second dose must be given at least 28 days (four weeks) after the first dose to be considered valid.
  - For children younger than age 13 years, the recommended minimum interval between doses is three months (though, if the second dose was administered at least four weeks after the first dose, it can be accepted as valid); for people aged 13 years and older, the minimum interval between doses is four weeks.
- Meningococcal Vaccine (MenACWY) – (Minimum age: 2 months)**
  - Students entering grades 7, 8, 9, 10 and 11 are required to receive a single dose of meningococcal conjugate vaccine against serogroups A, C, W-135 and Y (MenACWY vaccine).
  - Students entering grade 12 need to receive two doses of MenACWY vaccine, or only one dose of MenACWY vaccine if the first dose was administered at age 16 years or older.
  - If the second dose was administered before age 16 years, then a third dose given on or after age 16 years is required.
  - The minimum interval between doses of MenACWY vaccine is eight weeks.
  - In school year 2022-2023, only doses of MenACWY 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.
- Haemophilus influenzae type b conjugate vaccine (Hib) – (Minimum age: 6 weeks)**
  - Children starting the series on time and receiving PRP-T Hib vaccine should receive doses at ages 2 months, 4 months, 6 months and 12 through 15 months. If the formulation is PRP-OMP, only two doses are needed before age 12 through 15 months.
  - If 2 doses of vaccine were received before age 12 months, only 3 doses are required, with the third dose at 12 through 15 months and at least 8 weeks after the second dose.
  - If the first dose was received at age 12 through 14 months, only 2 doses are required with second dose at least 8 weeks after the first dose.
  - If the first dose was received at age 15 months or older, no further doses are required.
  - Hib vaccine is not required for children ages 5 years or older.
- Pneumococcal conjugate vaccine (PCV) – (Minimum age: 6 weeks)**
  - Children starting the series on time should receive PCV vaccine at ages 2 months, 4 months, 6 months and 12 through 15 months.
  - Unvaccinated children ages 7 through 11 months must receive two doses, at least four weeks apart, followed by a third dose at age 12 through 15 months and at least eight weeks after the prior dose.
  - Unvaccinated children ages 12 through 23 months must receive two doses at least eight weeks apart.
  - If a dose was received at age 24 months or older, no further doses are required.
  - PCV vaccine is not required for children ages 5 years or older.
  - See PCV chart at <https://www.cdc.gov/vaccines/schedules/downloads/child/job-aids/pneumococcal.pdf>
- Influenza Vaccine – (Minimum age: 6 months)**
  - All children 6 months through 59 months of age enrolled in NYC Article 47 & 43 regulated Child Care, Head Start, Nursery, or Pre-K programs must receive one dose of influenza vaccine between July 1<sup>st</sup> and December 31<sup>st</sup> of each year.
  - Depending on their prior influenza vaccination history, some children may need two doses of influenza vaccine; however, a second dose is not required for school entry. Please refer to the Centers for Disease Control and Prevention ([www.cdc.gov](https://www.cdc.gov)) or New York City Department of Health ([www.nyc.gov/health/vlu](https://www.nyc.gov/health/vlu)).



# 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 MEDICAL PROVIDER

New York State Public Health Law §2164 allows for laboratory documentation of immunity to satisfy the immunization requirements for school/childcare attendance for measles, mumps, rubella, varicella, and hepatitis B. Serologic evidence of immunity to polio is acceptable only if results are positive for all three serotypes and testing was done prior to September 1, 2019. **Serologic results are not acceptable proof of immunity to diphtheria, tetanus, pertussis, meningococcus, pneumococcus, or Haemophilus influenzae type b.** Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella (chicken pox) disease is acceptable proof of immunity to varicella. Parent history of varicella disease is not acceptable.

**As the child's medical provider, I certify that this child has (select all that apply):**

Lab evidence of immunity\*: ☐ Measles ☐ Mumps ☐ Rubella ☐ Varicella ☐ Hepatitis B ☐ Polio (3 serotypes)

Varicella disease history\*: ☐ Varicella disease (must be provider-documented)

\* 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: <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> NP <input type="checkbox"/> PA
Office Phone ( ____ ) ____ - ____ Ext ____	Stamp
Cell Phone ( ____ ) ____ - ____	
Date ____ / ____ / ____	

## PARENT/GUARDIAN CONSENT FOR RELEASE OF INFORMATION

I, authorize \_\_\_\_\_ (health professional) to provide the New York City Departments of Health and Education with information contained in my child's medical record, including, but not limited to laboratory or other records supporting this request.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NYC DOHMH USE ONLY

Confirmed immunity	<input type="checkbox"/> MEASLES	<input type="checkbox"/> MUMPS	<input type="checkbox"/> RUBELLA	<input type="checkbox"/> VARICELLA	<input type="checkbox"/> HEP B	<input type="checkbox"/> VARICELLA DISEASE	<input type="checkbox"/> POLIO
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Reviewed by \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Notice of Exclusion from School Due to Incomplete Immunization Record

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School ID: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

School: \_\_\_\_\_ School Phone: \_\_\_\_\_

Dear Parent / Guardian:

**As of \_\_\_\_/\_\_\_\_/\_\_\_\_ your child cannot attend school due to incomplete required school immunizations.** Under Public Health Law § 2164, your child will not be allowed to return to school unless you provide documentation that they have received the next dose of each of the following required vaccine(s) or had a blood test to check for immunity to measles, mumps, rubella, varicella, polio, or hepatitis B.

VACCINE	Number of Dose(s) Needed	NOTES (refer to SH65 for details by age and grade)
<b>DTaP</b> ( <i>Diphtheria-tetanus-acellular pertussis</i> ) <b>DTP</b> ( <i>Diphtheria-tetanus-pertussis</i> ) <b>Td</b> ( <i>Tetanus-diphtheria</i> )	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>Tdap</b> ( <i>Tetanus-diphtheria-acellular pertussis</i> )	<input type="checkbox"/> 1 <sup>st</sup>	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.
<b>IPV/OPV</b> ( <i>Polio</i> )	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>	Bloodwork that shows proof of immunity is accepted but must include <u>all three polio serotypes</u> (testing must have been done before September 2019).
<b>MMR</b> ( <i>Measles, mumps, rubella</i> )	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup>	Bloodwork that shows proof of immunity is accepted.
<b>HepB</b> ( <i>Hepatitis B</i> )	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	Bloodwork that shows proof of immunity or chronic HepB infection is accepted.
<b>Varicella</b> ( <i>Chickenpox</i> )	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup>	Bloodwork that shows proof of immunity <b>OR</b> provider documentation of disease is accepted.
<b>MenACWY</b> ( <i>Meningococcal Conjugate</i> )	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup>	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.
<b>Hib</b> ( <i>Haemophilus influenzae type b</i> )	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>	Child Care, Head Start, Nursery, 3K or Pre-K
<b>PCV</b> ( <i>Pneumococcal conjugate</i> )	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>	Child Care, Head Start, Nursery, 3K or Pre-K
<b>Influenza</b>	<input type="checkbox"/> 1 <sup>st</sup>	Child Care, Head Start, Nursery, 3K or Pre-K
<b>Note to Providers:</b> Please go to <a href="https://schools.nyc.gov">schools.nyc.gov</a> and search "immunizations" to review SH65 (Medical Requirements for School Year 2022-23) in the "Information for Providers" section and 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)

SH-88 (rev. June 2022) Exclusion



## Warning Notice: Your Child's Immunization Status

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School ID: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

School: \_\_\_\_\_ School Phone: \_\_\_\_\_

Dear Parent / Guardian:

We reviewed your child's health record and found that your child is missing one or more vaccines needed for school entry. Please immediately provide records showing your child received the vaccines listed below or had a blood test to check for immunity to measles, mumps, rubella, varicella, polio, or hepatitis B. **Under Public Health Law § 2164, your child will not be permitted to attend school after \_\_\_\_/\_\_\_\_/\_\_\_\_ unless you provide documentation that your child received the required vaccines or has proof of immunity.** 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.

VACCINE	Number of Dose(s) Needed	NOTES (refer to SH65 for details by age and grade)
<b>DTaP</b> (Diphtheria-tetanus-acellular pertussis) <b>DTP</b> (Diphtheria-tetanus-pertussis) <b>Td</b> (Tetanus-diphtheria)	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>Tdap</b> (Tetanus-diphtheria-acellular pertussis)	<input type="checkbox"/> 1 <sup>st</sup>	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.
<b>IPV/OPV</b> (Polio)	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>	Bloodwork that shows proof of immunity is accepted but must include <u>all three polio serotypes</u> (testing must have been done before September 2019).
<b>MMR</b> (Measles, mumps, rubella)	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup>	Bloodwork that shows proof of immunity is accepted.
<b>HepB</b> (Hepatitis B)	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	Bloodwork that shows proof of immunity or chronic HepB infection is accepted.
<b>Varicella</b> (Chickenpox)	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup>	Bloodwork that shows proof of immunity <i>OR</i> provider documentation of disease is accepted.
<b>MenACWY</b> (Meningococcal Conjugate)	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup>	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.
<b>Hib</b> (Haemophilus influenzae type b)	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>	Child Care, Head Start, Nursery, 3K or Pre-K
<b>PCV</b> (Pneumococcal conjugate)	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>	Child Care, Head Start, Nursery, 3K or Pre-K
<b>Influenza</b>	<input type="checkbox"/> 1 <sup>st</sup>	Child Care, Head Start, Nursery, 3K or Pre-K
<b>Note to Providers:</b> Please go to <a href="https://schools.nyc.gov">schools.nyc.gov</a> and search "immunizations" to review SH65 (Medical Requirements for School Year 2022-23) in the "Information for Providers" section and 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)

SH-89 (rev. June 2022) Warning

Student Information	DOE School Sites	Non-DOE School Sites
Student Name:	OSIS #	School/Facility Name:
Date of Birth ____/____/_____ Student Address:	ATS DBN	School contact name/title: 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 guidelines, 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 5<sup>th</sup> 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.

**Medical Exemption Request**

As the student's physician, I request a medical exemption for (student name) \_\_\_\_\_  
date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ for the following required immunization(s). I certify under penalty of violation of NYS Public Health Law Section 2164 that the particular immunization(s) will be detrimental to the child's health:

<input type="checkbox"/> Hepatitis B <input type="checkbox"/> DTaP <input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> Polio <input type="checkbox"/> MMR <input type="checkbox"/> Varicella <input type="checkbox"/> MenACWY	<b>For children up to the 5<sup>th</sup> birthday</b> <input type="checkbox"/> PCV13 <input type="checkbox"/> Hib <input type="checkbox"/> Influenza
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**Explanation for exemption request for each vaccine(s)**. please attach supporting documentation if needed.

Diagnosis/Event/Treatment:

Date of Diagnosis/Event:

Expected Duration of Contraindication:

Physician Name:	NYS License # NY ____	
Physician Signature:	Degree ( MD / DO )	Date ____/____/____
Office Phone ( ____ ) ____ - ____ Ext ____	Stamp	
Cell Phone ( ____ ) ____ - ____		

**Parent/Guardian Consent for Release of Information**

I, (parent/guardian name) \_\_\_\_\_ authorize (physician name) \_\_\_\_\_ to provide the New York City Departments of Health and Education with information contained in my child's medical record, including, but not limited to laboratory or other records supporting this request.

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>CHILD &amp; ADOLESCENT HEALTH EXAMINATION FORM</b>					Please Print Clearly		NYC ID (OSIS)														
<b>TO BE COMPLETED BY THE PARENT OR GUARDIAN</b>																					
Child's Last Name					First Name					Middle Name					Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Date of Birth (Month/Day/Year) ____/____/____				
Child's Address										Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No		Race (Check ALL that apply) <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other _____									
City/Borough				State		Zip Code		School/Center/Camp Name				District Number _____		Phone Numbers Home _____ Cell _____ Work _____							
Health Insurance (including Medicaid)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Parent/Guardian Last Name			First Name			Email													
		<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Foster Parent																			
<b>TO BE COMPLETED BY THE HEALTH CARE PRACTITIONER</b>																					
Birth history (age 0-6 yrs) <input type="checkbox"/> Uncomplicated <input type="checkbox"/> Premature: _____ weeks gestation <input type="checkbox"/> Complicated by _____ Allergies <input type="checkbox"/> None <input type="checkbox"/> Epi pen prescribed <input type="checkbox"/> Drugs (list) _____ <input type="checkbox"/> Foods (list) _____ <input type="checkbox"/> Other (list) _____ Attach MAF if in-school medications needed										Does the child/adolescent have a past or present medical history of the following? <input type="checkbox"/> Asthma (check severity and attach MAF): <input type="checkbox"/> Intermittent <input type="checkbox"/> Mild Persistent <input type="checkbox"/> Moderate Persistent <input type="checkbox"/> Severe Persistent If persistent, check all current medication(s): <input type="checkbox"/> Quick Relief Medication <input type="checkbox"/> Inhaled Corticosteroid <input type="checkbox"/> Oral Steroid <input type="checkbox"/> Other Controller <input type="checkbox"/> None Asthma Control Status: <input type="checkbox"/> Well-controlled <input type="checkbox"/> Poorly Controlled or Not Controlled <input type="checkbox"/> Anaphylaxis <input type="checkbox"/> Seizure disorder <input type="checkbox"/> Behavioral/mental health disorder <input type="checkbox"/> Speech, hearing, or visual impairment <input type="checkbox"/> Congenital or acquired heart disorder <input type="checkbox"/> Tuberculosis (latent infection or disease) <input type="checkbox"/> Developmental/learning problem <input type="checkbox"/> Hospitalization <input type="checkbox"/> Diabetes (attach MAF) <input type="checkbox"/> Surgery <input type="checkbox"/> Orthopedic injury/disability <input type="checkbox"/> Other (specify) _____ Explain all checked items above. <input type="checkbox"/> Addendum attached.											
<b>PHYSICAL EXAM</b> Date of Exam: ____/____/____ Height _____ cm (____ %ile) Weight _____ kg (____ %ile) BMI _____ kg/m <sup>2</sup> (____ %ile) Head Circumference (age ≤2 yrs) _____ cm (____ %ile) Blood Pressure (age ≥3 yrs) ____/____										<b>General Appearance:</b> <input type="checkbox"/> Physical Exam WNL NI Abnl <input type="checkbox"/> Psychosocial Development <input type="checkbox"/> HEENT <input type="checkbox"/> Lymph nodes <input type="checkbox"/> Abdomen <input type="checkbox"/> Skin <input type="checkbox"/> Language <input type="checkbox"/> Dental <input type="checkbox"/> Lungs <input type="checkbox"/> Genitourinary <input type="checkbox"/> Neurological <input type="checkbox"/> Behavioral <input type="checkbox"/> Neck <input type="checkbox"/> Cardiovascular <input type="checkbox"/> Extremities <input type="checkbox"/> Back/spine Describe abnormalities: _____											
<b>DEVELOPMENTAL</b> (age 0-6 yrs) Validated Screening Tool Used? _____ Date Screened ____/____/____ <input type="checkbox"/> Yes <input type="checkbox"/> No Screening Results: <input type="checkbox"/> WNL <input type="checkbox"/> Delay or Concern Suspected/Confirmed (specify area(s) below): <input type="checkbox"/> Cognitive/Problem Solving <input type="checkbox"/> Adaptive/Self-Help <input type="checkbox"/> Communication/Language <input type="checkbox"/> Gross Motor/Fine Motor <input type="checkbox"/> Social-Emotional or Personal-Social <input type="checkbox"/> Other Area of Concern _____ Describe Suspected Delay or Concern: _____										<b>Nutrition</b> < 1 year <input type="checkbox"/> Breastfed <input type="checkbox"/> Formula <input type="checkbox"/> Both ≥ 1 year <input type="checkbox"/> Well-balanced <input type="checkbox"/> Needs guidance <input type="checkbox"/> Counseled <input type="checkbox"/> Referred Dietary Restrictions <input type="checkbox"/> None <input type="checkbox"/> Yes (list below) _____ <b>SCREENING TESTS</b> Date Done ____/____/____ Results _____ Blood Lead Level (BLL) (required at age 1 yr and 2 yrs and for those at risk) ____/____/____ µg/dL Lead Risk Assessment (annually, age 6 mo-6 yrs) ____/____/____ <input type="checkbox"/> At risk (do BLL) <input type="checkbox"/> Not at risk _____ Child Care Only _____ Hemoglobin or Hemocrit ____/____/____ g/dL %											
Child Receives EI/CPSE/CSE services <input type="checkbox"/> Yes <input type="checkbox"/> No CIR Number _____ Physician Confirmed History of Varicella Infection <input type="checkbox"/>										<b>Hearing</b> Date Done ____/____/____ Results _____ < 4 years: gross hearing ____/____/____ <input type="checkbox"/> NI <input type="checkbox"/> Abnl <input type="checkbox"/> Referred OAE ____/____/____ <input type="checkbox"/> NI <input type="checkbox"/> Abnl <input type="checkbox"/> Referred ≥ 4 yrs: pure tone audiometry ____/____/____ <input type="checkbox"/> NI <input type="checkbox"/> Abnl <input type="checkbox"/> Referred <b>Vision</b> Date Done ____/____/____ Results _____ < 3 years: Vision appears ____/____/____ <input type="checkbox"/> NI <input type="checkbox"/> Abnl Acuity (required for new entrants and children age 3-7 years) ____/____/____ Right _____/_____ Left _____/_____ <input type="checkbox"/> Unable to test Screened with Glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No Strabismus? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Dental</b> Visible Tooth Decay <input type="checkbox"/> Yes <input type="checkbox"/> No Urgent need for dental referral (pain, swelling, infection) <input type="checkbox"/> Yes <input type="checkbox"/> No Dental Visit within the past 12 months <input type="checkbox"/> Yes <input type="checkbox"/> No											
<b>IMMUNIZATIONS - DATES</b> DTP/DTaP/DT <input type="checkbox"/> Yes <input type="checkbox"/> No Tdap ____/____/____ 1st ____/____/____ MMR ____/____/____ Polio ____/____/____ Varicella ____/____/____ Hep B ____/____/____ Mening ACWY ____/____/____ Hib ____/____/____ Hep A ____/____/____ PCV ____/____/____ Rotavirus ____/____/____ Influenza ____/____/____ Mening B ____/____/____ HPV ____/____/____ Other ____/____/____										Report only positive immunity: IgG Titers Date Hepatitis B ____/____/____ Measles ____/____/____ Mumps ____/____/____ Rubella ____/____/____ Varicella ____/____/____ Polio 1 ____/____/____ Polio 2 ____/____/____ Polio 3 ____/____/____											
<b>ASSESSMENT</b> <input type="checkbox"/> Well Child (Z00.129) <input type="checkbox"/> Diagnoses/Problems (list) _____ ICD-10 Code _____ _____ _____ _____										<b>RECOMMENDATIONS</b> <input type="checkbox"/> Full physical activity <input type="checkbox"/> Restrictions (specify) _____ Follow-up Needed <input type="checkbox"/> No <input type="checkbox"/> Yes, for _____ Appt. date: ____/____/____ Referral(s): <input type="checkbox"/> None <input type="checkbox"/> Early Intervention <input type="checkbox"/> IEP <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Other _____											
Health Care Practitioner Signature										Date Form Completed ____/____/____		<b>DOHMH PRACTITIONER I.D.</b>									
Health Care Practitioner Name and Degree (print)										Practitioner License No. and State		TYPE OF EXAM: <input type="checkbox"/> NAE Current <input type="checkbox"/> NAE Prior Year(s) Comments:									
Facility Name										National Provider Identifier (NPI)		Date Reviewed: ____/____/____ I.D. NUMBER _____ REVIEWER: _____									
Address										City		State		Zip		FORM ID# _____					
Telephone					Fax		Email														

<b>REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM</b> <b>TO BE COMPLETED BY PRIVATE HEALTH CARE PROVIDER OR SCHOOL MEDICAL DIRECTOR</b> <b>IF AN AREA IS NOT ASSESSED INDICATE NOT DONE</b>					
<b>Note:</b> NYSED requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special education (CPSE).					
STUDENT INFORMATION					
Name				Sex: <input type="checkbox"/> M <input type="checkbox"/> F    DOB:	
School:				Grade:                      Exam Date:	
HEALTH HISTORY					
<b>Allergies</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type		Type: <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Anaphylaxis Care Plan Attached			
<b>Asthma</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type		<input type="checkbox"/> Intermittent <input type="checkbox"/> Persistent <input type="checkbox"/> Other : <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Asthma Care Plan Attached			
<b>Seizures</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type		Type: <input type="checkbox"/> Medication/Treatment Order Attached		Date of last seizure: <input type="checkbox"/> Seizure Care Plan Attached	
<b>Diabetes</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type		Type: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Diabetes Medical Mgmt. Plan Attached			
<b>Risk Factors for Diabetes or Pre-Diabetes:</b> <i>Consider screening for T2DM if BMI% &gt; 85% and has 2 or more risk factors: Family Hx T2DM, Ethnicity, Sx Insulin Resistance, Gestational Hx of Mother, and/or pre-diabetes.</i>					
BMI _____ kg/m2					
<b>Percentile (Weight Status Category):</b> <input type="checkbox"/> <5 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> -49 <sup>th</sup> <input type="checkbox"/> 50 <sup>th</sup> -84 <sup>th</sup> <input type="checkbox"/> 85 <sup>th</sup> -94 <sup>th</sup> <input type="checkbox"/> 95 <sup>th</sup> -98 <sup>th</sup> <input type="checkbox"/> 99 <sup>th</sup> and >					
<b>Hyperlipidemia:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Done <b>Hypertension:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Done					
PHYSICAL EXAMINATION/ASSESSMENT					
<b>Height:</b>		<b>Weight:</b>		<b>BP:</b>	
				<b>Pulse:</b>	
				<b>Respirations:</b>	
<b>Laboratory Testing</b>		<b>Positive</b>	<b>Negative</b>	<b>Date</b>	<b>List Other Pertinent Medical Concerns</b> (e.g. concussion, mental health, one functioning organ)
TB- PRN		<input type="checkbox"/>	<input type="checkbox"/>		
Sickle Cell Screen-PRN		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Lead Level Required Grades Pre- K &amp; K</b>		<b>Date</b>			
<input type="checkbox"/> Test Done <input type="checkbox"/> Lead Elevated $\geq 5$ $\mu\text{g/dL}$					
<input type="checkbox"/> <b>System Review and Abnormal Findings Listed Below</b>					
<input type="checkbox"/> HEENT <input type="checkbox"/> Dental <input type="checkbox"/> Neck		<input type="checkbox"/> Lymph nodes <input type="checkbox"/> Cardiovascular <input type="checkbox"/> Lungs		<input type="checkbox"/> Abdomen <input type="checkbox"/> Back/Spine <input type="checkbox"/> Genitourinary	
				<input type="checkbox"/> Extremities <input type="checkbox"/> Skin <input type="checkbox"/> Neurological	
				<input type="checkbox"/> Speech <input type="checkbox"/> Social Emotional <input type="checkbox"/> Musculoskeletal	
<input type="checkbox"/> Assessment/Abnormalities Noted/Recommendations:				Diagnoses/Problems (list)                      ICD-10 Code*	
<input type="checkbox"/> Additional Information Attached					

\*Required only for students with an IEP receiving Medicaid

Name:				DOB:	
<b>Vision &amp; Hearing SCREENINGS - Required for PreK or K, 1, 3, 5, 7, &amp; 11</b>					
<b>Vision</b> (w/correction if prescribed)	<b>Right</b>	<b>Left</b>	<b>Referral</b>	<b>Not Done</b>	
Distance Acuity	20/	20/	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
Near Vision Acuity	20/	20/	<input type="checkbox"/>		
Color Perception Screening <input type="checkbox"/> Pass <input type="checkbox"/> Fail			<input type="checkbox"/>		
Notes					
<b>Hearing</b> 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.					<b>Not Done</b>
Pure Tone Screening	<b>Right</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail <b>Left</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail		<b>Referral</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>
Notes					
Scoliosis Screen Boys in grade 9, and Girls in grades 5 & 7		<b>Negative</b>	<b>Positive</b>	<b>Referral</b>	<b>Not Done</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
<b>RECOMMENDATIONS FOR PARTICIPATION IN PHYSICAL EDUCATION/SPORTS/PLAYGROUND/WORK</b>					
<input type="checkbox"/> Student may participate in all activities without restrictions. <input type="checkbox"/> Student is restricted from participation in: <input type="checkbox"/> <b>Contact Sports:</b> Basketball, Competitive Cheerleading, Diving, Downhill Skiing, Field Hockey, Football, Gymnastics, Ice Hockey, Lacrosse, Soccer, and Wrestling. <input type="checkbox"/> <b>Limited Contact Sports:</b> Baseball, Fencing, Softball, and Volleyball. <input type="checkbox"/> <b>Non-Contact Sports:</b> Archery, Badminton, Bowling, Cross-Country, Golf, Riflery, Swimming, Tennis, and Track & Field. <input type="checkbox"/> <b>Other Restrictions:</b>					
<b>Developmental Stage for Athletic Placement Process <u>ONLY</u> required</b> for students in Grades 7 & 8 who wish to play at the high school interscholastic sports level <b>OR</b> Grades 9-12 who wish to play at the modified interscholastic sports level. <b>Tanner Stage:</b> <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V      Age of First Menses (if applicable) : _____					
<input type="checkbox"/> <b>Other Accommodations*:</b> (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.					
<b>MEDICATIONS</b>					
<input type="checkbox"/> Order Form for Medication(s) Needed at School Attached					
<b>IMMUNIZATIONS</b>					
<input type="checkbox"/> Record Attached			<input type="checkbox"/> Reported in NYSIIS		
<b>HEALTH CARE PROVIDER</b>					
Medical Provider Signature:					
Provider Name: <i>(please print)</i>					
Provider Address:					
Phone:			Fax:		
<b>Please Return This Form To Your Child's School When Completed.</b>					



## **DATA PRIVACY CONSENT FORM for the Academy of St. Dorothy**

The Academy of St. Dorothy 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/Telecommunication Policy.

1. Information you provide us during your application for admission. Upon application for admission we collect information about personal circumstances and contact information, including, but not limited to, name, address, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record etc.
2. Information we acquire or generate upon enrollment and during the course of your education with us. Upon enrollment and during the course of your education with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance attendance record, medical record, etc. We will also collect information for and in relation to 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 extra curricular 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.

2. **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 of my personal information by the Academy of St. Dorothy] of certain personal information about you (the "Data"); (b) any transfer of my 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 the Academy of St. Dorothy] has taken all necessary and reasonable steps to ensure that all third parties protect such Data, the Academy of St. Dorothy has no control over how the third party will use or disseminate my information. I agree to release and hold harmless the Academy of St. Dorothy], 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 form, understood its contents and provide consent to use the personal information collected as outlined and in accordance with this form. I hereby give permission to use the personal information collected as outlined and in accordance with this form and certify that I have reviewed this information with my child.

Parent/Guardian's name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

