

**2016-17 Parent/Student Handbook**  
**St. Paul School**  
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# **School Policies**

## **Academic Expectations**

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

## **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.).

Students in the 8<sup>th</sup> grade must pass all subjects with a 70 or above to graduate. Students with failures in Math, ELA and Reading will be retained. Any student with 3 or more failures in any subjects will be retained. Any student with 4 or more failures will be asked to leave the school.

## **Homework**

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

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

|                  |                           |
|------------------|---------------------------|
| Grades Pre-K & K | 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 K to 8. Pre-K report cards are distributed **(two to four)** times a year. The report card is a link between the school and the home.

### Academic Achievement

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

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

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

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, and the mid-year and end-year tests (for Grades 3-4 in ELA, Math and Religion; for Grades 5-8 in all subjects). This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1– 8.
- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
  - 4: Exceeding Standards
    - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
  - 3: Meeting Standards
    - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
  - 2: Approaching Standards
    - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
  - 1: Below Standards

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

St. Paul School will make every effort to inform parents of possible failures. However, it is the responsibility of the **parent to contact the school with any questions regarding student achievement.**

### **Character Development**

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

### **Honor Roll**

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

|                     |               |  |
|---------------------|---------------|--|
| <b>Grades 1 – 3</b> | First Honors  | <b>95% average with no grade less than 90%</b> |
|                     | Second Honors | <b>90% average with no grade less than 85%</b> |
| <b>Grades 4 – 6</b> | First Honors  | <b>95% average with no grade less than 90%</b> |
|                     | Second Honors | <b>90% average; no mark less than 85%</b>      |
| <b>Grades 7 – 8</b> | First Honors  | <b>95% average; no mark less than 90%</b>      |
|                     | Second Honors | <b>90% average; no mark less than 85%</b>      |

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

**Students who are late more than 3 times during one marking period will not be given honors.**

### **Report Card Distribution**

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

### **Retention/Promotion**

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

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

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

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

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

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

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

**ANY STUDENT WHO HAS BEEN ABSENT ILLEGALLY (WITHOUT A DOCTOR'S NOTE OR PARENT NOTE) MORE THAN 20% OF THE SCHOOL YEAR (36 ABSENCES) WILL BE CONSIDERED FOR RETENTION.**

*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).

## 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.

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

|               |              |      |
|---------------|--------------|------|
| Religion Test | Grade 3 to 8 | June |
|---------------|--------------|------|

Archdiocesan-approved Standardized Assessment

|  |      |
|--|------|
| Standardized Assessment – Administered One Time per Year in the Spring |      |
|  |      |
| Grades K-2   | ITBS |

Interim Assessments

|   |                     |
|---|---------------------|
| Interim Assessments – Administered Two Times per Year |                     |
|   |                     |
| Grades K-8  | Interim Assessments |

NY State Tests

| New York State Exams |                                       |
|----------------------|---------------------------------------|
| Grade                | Tests                                 |
| 3                    | English Language Arts and Mathematics |
| 4                    | English Language Arts and Mathematics |
| 5                    | English Language Arts and Mathematics |
| 6                    | English Language Arts and Mathematics |
| 7                    | English Language Arts and Mathematics |
| 8                    | English Language Arts and Mathematics |

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



## Accidents

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

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

## Admission Policies

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

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

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

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

The school gives preference in admission: first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish, or if a regional school, active in a parish in the region; third, to Catholic students whose parents are active in another Catholic parish or, if a regional school, active in a parish outside the region; and fourth, to non-Catholic students.

## After School Program

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

## 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

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

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed. More than 5 lateness in a marking period will lead to suspension. Several suspensions will lead to expulsion from St. Paul School.

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

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

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

## Birthday Parties

**Birthday parties for Grades Pre K – 3 may be held monthly in each homeroom with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students.**

## **Books**

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

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

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a) the pupil's name be placed in the space provided in each book
  - b) the teacher make a record of the number of the book
  - c) the teacher make a record of the condition of the book
  - d) in September, each child will put a clean cover on each textbook received
  - e) in June, all textbooks are collected, extra materials and covers are removed
  - f) all workbooks are collected in June
2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cent per day fine per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## **Buses**

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides 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.

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

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

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

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

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

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

## **Child Abuse Laws**

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

## **Child Custody**

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

School communication with the appropriate guardian is essential. Accordingly:

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

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

## **Communication**

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

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

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

Teachers and Principal are in no way obliged to coordinate meetings with parents. Because of the personal nature of a child's educational record, parents who are having problems with other parents must solve these problems outside of school grounds.

## **Confidentiality**

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

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

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

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

## **Contacts with the Media**

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

## **Crisis/Emergency Information**

Should a crisis require evacuation from the school building, students will be brought to a safe place located at Our Lady Queen of Angels School on 110<sup>th</sup> Street. Parents/guardians should meet them at that location.

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

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

|                                      |                                   |  |
|--------------------------------------|-----------------------------------|--|
| <u><a href="#">Radio Station</a></u> | <u><a href="#">TV Station</a></u> | <u><a href="#">On the Internet</a></u> |
|--------------------------------------|-----------------------------------|--|

## Daily Schedule

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

|                       |  |
|-----------------------|--|
| <b>8:05 AM</b>        | <b>Students in K through 8 must be in school by this time.</b>     |
| <b>8:15 am</b>        | <b>Instruction Begins</b>  |
| <b>11:00- 1:00 pm</b> | <b>Lunch Periods</b>   |
| <b>2:30</b>           | <b>Dismissal of UPK 4 Only</b>                                     |
| <b>3:00 pm</b>        | <b>Dismissal of K-8 on Friday only</b>                             |
| <b>4:00 pm</b>        | <b>Dismissal Monday – Thursday, Grades PreK3, Kindergarten – 8</b> |
| <b>FIRST FRIDAYS</b>  | <b>Faculty Meetings, 11:45am dismissal: All Grades except UPK</b>  |

Before **7:30 AM** and after **4:00 PM** the school does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:30 AM** and parents must arrange pickup at dismissal times.

To avoid interruption during the school day, any messages, forgotten lunches, books boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

## Discipline Code for Student Conduct

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

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

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

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

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; 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 fighting or stealing students are given suspension. 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 vandalism and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

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

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

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

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



Any child caught taking any kind of drug including marijuana will be expelled from the school. Police will also be notified.

## **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 K - 5:** Plaid Jumper, white uniform blouse with round (peter pan) collar and buttons to the waist, school sweater, maroon or grey leggings or maroon knee socks. Black shoes.
- Girls 6 - 8:** Plaid Skirt, white uniform blouse with round (peter pan) collar and buttons to the waist, school sweater, maroon or grey leggings or maroon knee socks. In Summer months (Sept, Oct, May and June) the maroon school polo shirt may be worn (with the school logo only) in place of the school sweater. Black shoes.
- Girls K - 8:** Girls are not to dye their hair. Any other hair color, other than their natural hair color is unacceptable. Girls will be given 3 days to get this corrected. If not corrected, suspension will occur until the hair is back to normal.
- Girls may not wear any type of hanging earring. Any earring must be a stud and not dangle at all
  - Girls may not wear any make up during school hours. Students caught wearing makeup will be given detention.
  - Nail polish is not acceptable in any color or form on school days
  - No other sweater may be worn during school hours except the school sweater.
- Boys K - 5:** Grey dress uniform trousers (no corduroys or Dockers, or baggies), white, collared shirts with buttons to the waist (long or short sleeves) black belt, black rubber sole shoes. During months of Sept, Oct, May and June students may wear St. Paul Maroon Polo shirt. During all other months, the St. Paul School Sweater must be worn.
- Boys 6 - 8:** Grey dress uniform trousers (no corduroys or Dockers, or baggies), white, collared shirts with buttons to the waist (long or short sleeves) black belt, black rubber sole shoes. During months of Sept, Oct, May and June students may wear St. Paul Maroon Polo shirt. During all other months, the St. Paul School Sweater must be worn.

**Gym Uniform:** Maroon gym uniform must be worn with sneakers on gym day. The St. Paul T-shirt may also be worn.

### **OTHER UNIFORM ISSUES:**

- Gentlemen students must wear their shirt tucked in at all times.
- Pants must NEVER be worn below the waist exposing any area below the lower back
- Shoes must be tied properly. Hi tops of any kind are not permitted.
- Sweatshirts other than the school uniform are not to be worn at any time during the school day.

### **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. Box cuts, logo shaving, long bangs are never permitted. The school principal makes the final determination as to what is appropriate and what is inappropriate.

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

## **Drug and Alcohol Policies**

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

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately;
- The principal will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; 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, a party, dance, or school outing. Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from the school.

## **Electronic Devices**

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

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

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

**Students may bring cell phones/ electronic devices to school. However, they must give them to their teacher before the school day begins. The teacher will lock them up and return them to the student upon dismissal.**

**Students caught texting each other or anyone else (including parents) will be suspended.**

**Students bring electronics to school at their own risk. St. Paul School / The Catholic School Region of Manhattan assumes no responsibility for lost, broken electronic devices.**

**Any student caught looking at inappropriate websites during class time will be suspended immediately.**

**Any student caught taping any other student, teacher, faculty member or staff will be suspended immediately.**

**Any student caught posting inappropriate words, photos or actions will be suspended. These inappropriate words, photos and actions can be of themselves or another student.**

**Any student posting anything live online from a classroom will be suspended/ expelled immediately.**

## **Emergency Closings/Delayed Openings**

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

## **Expectations and Responsibilities for Students**

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

- do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.

- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

## **Extracurricular Activities**

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

## **Faculty Meetings**

**Faculty meetings are scheduled on first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 11:45am on these days.**

## **Field Trips**

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

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

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

accepted. Permission slips are due in the office 48 hours before the day of the trip. **Permission slips must be originals. They cannot be faxed or emailed.**

## Financial Policies

### 1. TUITION Schedule: Grades Pre-K – 8

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

**TUITION IS DUE THE FIRST FRIDAY OF EACH MONTH.** Tuition is an annual fee paid in **10 monthly installments**. If a family chooses to withdraw their child(ren) from the school, partial or full month tuition refunds will not be granted if the child(ren) attended one or more days that month.

| Grade Level                     | St. Paul School 20162017 |  |                             |
|---------------------------------|--------------------------|--|-----------------------------|
|                                 | Tuition                  | Registration Fee<br>(new student /<br>current student) | Book Fee/<br>Technology Fee |
| Pre K (3 year olds)             | \$4300 / year            | \$ 175   | \$150 / \$150               |
| Universal PreK (4<br>year olds) | FREE                     | FREE   | FREE                        |
| Kindergarten-8                  | \$ 4030 (1 child)        | \$175/ \$150   | \$150 / \$150               |
|                                 | \$ 6110 (2 children)     | \$175/ \$150   | \$150 / \$150               |
|                                 | \$ 7490 (3 children)     | \$175/ \$150   | \$150 / \$150               |
|                                 | \$ 8800 (4 children)     | \$175/ \$150   | \$150 / \$150               |

### 2. TUITION DELINQUENCY

Families who are 30 days late on tuition will receive notification letters from SMART tuition. Families who are delinquent 60 days on tuition will receive a second letter; this letter will come from their principal. Upon receipt of this notification, parents/guardians are asked to contact their principal to discuss a tuition payment plan. If a parent/guardian does not contact the principal within two weeks of receiving the letter, the child/children may not be permitted to attend school

### 3. FEES

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Principal immediately. I

## **FUNDRAISING ACTIVITIES:**

Fund raising is an incredibly important part of our school year. Money raised goes directly to support our students.

### **A. Candy Sale**

**Each family must participate in the annual fall candy sale by selling a minimum of \$50 (or one box of candy) per student.**

**Other fund raisers will be announced during the year.**

**Family fundraising will not exceed \$300 per child per year.**

## **Fire Drills**

Fire 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.

## **Guidance**

A guidance program is a resource available to the school students. Service may include counseling, psychological intervention and support for families experiencing change. This service is provided to St. Paul School through Title 1 Services/ NYC DOE.

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

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

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

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

## **Harassment/Bullying Policies**

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

The school provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately.

## **HIV/AIDS Curriculum**

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

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

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

## **Illness (see Medication)**

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



## Immunizations

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

## Lateness

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

**More than 5 latenesses in one marking period will be reason for suspension. If this behavior continues, it will be assumed education is not taken seriously and the student will be dismissed from St. Paul School at the end of the quarter.**

## Liturgy/Religious Education

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

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

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

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

## Lunchroom

**The school provides a hot lunch through the Archdiocesan Child Nutrition Program or the local Department or Board of Education.** In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility is noted on the form. If your child is not eligible for a free or reduced lunch program, and you wish your child to participate in the hot lunch

program, you must send lunch money to the school on a weekly basis, in an envelope marked with your child's name, your child's class, and the amount of money. The envelope must clearly state LUNCH MONEY.

- Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- **In good weather, the children go directly from lunchroom to the play street; first lunch until 12:15, and second lunch until 12:45.**
- **During inclement weather, the lunchroom period will be:**  
    **First lunch: 11:30 - 12:00      Children report to homeroom**  
    **Second lunch: 12:05 - 12:35      Children report to homeroom**
- If a child normally eats lunch in school every day and will be eating out on a particular day, a note must be presented to the teacher giving the child permission to eat out for the day. A designated adult must pick up and return the student within the lunch period. TELEPHONE PERMISSION IS NOT ACCEPTABLE.

## Maternity/Paternity Policies

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

## Student Abortion Policies

### *Rationale:*

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

### *Policies:*

1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the

school.

3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

*Guideline:*

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

## **Medications**

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

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

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

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

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility

- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

## **Money**

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

## **Parents as Partners**

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

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

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

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.

- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent 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 Organizations**

A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement

- to assist the school in meeting its financial obligations, primarily through fundraising activities
- to provide adult education programs

## Philosophy and Goals (Forward)

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

## Re-registration

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

## Release of Students (during school day)

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

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

## **School Calendar**

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

The Mid-Year and End-Year Examination schedule for Grades 3-8 will be sent to parents when dates have been finalized.

## **School Publications**

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

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

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

## **Security**

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

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

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

## **Sex Offender Policy**

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

- Students should never go home with strangers.

- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

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

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

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

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

## **Smoking**

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

## **Special Learning Needs**

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

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school.



The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

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

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

## **Summer School**

*(Each school will develop its own policy for summer remediation.)*

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

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

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

## **Telecommunications Policy**

### **SOCIAL MEDIA GUIDELINES**

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

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

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

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

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

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

## **Use of School Grounds**

The school does not have staff available to supervise students present on the school grounds **before 8:00 AM and after 2:50 PM. Students must not arrive on the school grounds prior to 8:00 AM and parents must arrange to pick up at dismissal times.**

## **Withdrawals and Transfers**

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

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

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

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

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

## **Summary Statement**

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

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

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

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at the school, agree to and accept

the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

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

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

## **Telecommunications Policy**

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

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

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).

7. Parents must give their permission for their child to use the internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the internet independently at school

#### *Standards of Behavior*

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

devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.

- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.,) are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.”
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX

## St. Paul School

### Parent Signature Page – Return Due Date: September 30, 2016

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

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(Parent's signature)

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(Parent'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)

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(Grade 2 and above Student's signature)

## MEDIA AUTHORIZATION AND RELEASE

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

\_\_\_\_\_  
*Names of Children, Parent or Guardian*

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

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

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

\_\_\_\_\_  
***Print Name***

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

\_\_\_\_\_  
***Signature***

\_\_\_\_\_  
***Signature of Parent or Guardian***

\_\_\_\_\_  
***Date***

SIGNED Form Due by September 16, 2016



**Technology Use/Telecommunications Policy  
Agreement for 2016-2017 School Year**

**for St. Paul School**

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

**User**

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

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

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

**Parent/Guardian**

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

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

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

# St. Paul School

## Absent Note

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

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

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

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

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

**St. Paul School**  
**114 East 118<sup>th</sup> Street, New York, NY 10035**

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

**PARENTAL REQUEST FORM FOR SCHOOL YEAR 2016-2017**

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

**Signature of Parent or Guardian**

\_\_\_\_\_

**Address**

\_\_\_\_\_  
\_\_\_\_\_

**Date**


\_\_\_\_\_



RENEE L. RIDER, ASSISTANT COMMISSIONER  
OFFICE OF STUDENT SUPPORT SERVICES  
89 Washington Avenue, Room 319-M EB  
Phone: (518) 474-4817; Fax: (518) 474-7758  
E-mail: [renee.rider@nysed.gov](mailto:renee.rider@nysed.gov)

June 30, 2015

**To:** District Superintendents  
Superintendents of Public Schools  
Administrators of Public, Charter and Nonpublic Schools  
School Health Personnel

**From:** Renee L. Rider 

**Subject:** Immunization Regulation Revisions – Update

**Good news! The NYS Education Department (NYSED) has just been informed by the NYS Department of Health (NYSDOH) that the effective date of the new immunization regulations has been changed to 9/1/2015.** Although the regulations are not formally adopted until published in the State Register, NYSDOH has informed NYSED that the final regulations will be unchanged from the version that was published in the State Register in March 2015:

<http://docs.dos.ny.gov/info/register/2015/march18/pdf/rulemaking.pdf> .

Please inform parents/guardians of these new requirements so they may schedule appointments for their children's vaccinations over the summer if needed.

Below is a summary of changes to the School Immunization Requirements for the 2015-16 school year based on NYSDOH amended regulations:

**MMR (grades K-12)**

- 2 doses of measles and mumps vaccines and 1 dose of rubella vaccine (MMR)
  - Required for school entry. For the 2<sup>nd</sup> dose, obtaining in age range of 4 through 6 years is no longer permitted

**DTaP (grades K-12, except 8-12 as noted below\*)**

- 5 doses of diphtheria and tetanus toxoid-containing vaccine and acellular pertussis vaccine (DTaP)
  - Required for school entry. For the 5<sup>th</sup> dose, obtaining in age range of 4 through 6 years is no longer permitted
  - If 4<sup>th</sup> dose received at 4 years of age or older, only 4 doses required

**Polio (grades K, 1, 6 and 7 only)**

- 4 doses of poliomyelitis vaccine (IPV)
  - Required for school entry. For the 4<sup>th</sup> dose, obtaining in age range of 4 through 6 years is no longer permitted
  - If 3<sup>rd</sup> dose received at 4 years of age or older, only 3 doses required

**Polio (grades 2-5, 8-12)**

- 3 doses

**\*Changes to Grades 8 through 12 School Entrance Immunization Requirements**

- Students enrolling in grades 8 through 12 in the 2015-16 school year are in this cohort, including new entrants in subsequent years into the cohort's current grade levels (e.g. 2016-2017 grades 9-12; 2017-2018 grades 10-12; 2018-2019 grades 11-12; 2019-2020 12th grade)
- Must meet immunization requirements of regulations in effect prior to July 1, 2014
- Do not need to have intervals assessed for immunizations
- Students are compliant for 2015-2016 through graduation, if they meet requirements in effect June 30, 2014 which were:
  - DTaP/DTP            3 doses
  - Tdap                1 dose
  - Polio                3 doses
  - MMR                2 doses, or 2 doses of measles, 1 dose of mumps, and 1 dose of rubella
  - Hep B               3 doses

The 2013-14 Immunization Chart may be helpful in reviewing student immunization records in grades 8-12 and can be viewed by [clicking here](#).

# SEPTEMBER 2016

## MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS

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

### ALL STUDENTS ENTERING A NEW YORK CITY 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 New York City public or private schools or child care (including Universal Pre-K 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 5 years old, a second examination, performed between the child's 5th and 6th birthday, is also required. Fillable CH-205 forms that include the student's pre-populated vaccination histories are available in the New York City Immunization Registry (CIR). A savable version of the pre-populated CH-205 is also available in CIR and is accessible for use and updates as needed.

| Required Screening for Child Care Only |  |
|--|--|
| Screening                              | Required Information   |
| Anemia Screening                       | Hematocrit and Hemoglobin  |
| Lead Screening, Assessment and Testing | <ul style="list-style-type: none"> <li>All children under 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 @ 311, or visit <a href="http://www.nyc.gov/html/doh/downloads/pdf/lead/lead-guidelines-children.pdf">http://www.nyc.gov/html/doh/downloads/pdf/lead/lead-guidelines-children.pdf</a></li> </ul> |

## IMMUNIZATION REQUIREMENTS 2016–17

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 he or she is 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 for Immunization Practices (ACIP) "catch up" schedule for the child to be considered "in process" and remain in school (refer to <http://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html> for 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.

| CHILD CARE/PRE-KINDERGARTEN  | NO. OF DOSES |
|--|--------------|
| DTaP (diphtheria-tetanus-acellular pertussis) OR DTP (diphtheria-tetanus-pertussis)..... | 1            |
| IPV (inactivated poliovirus) or OPV (oral poliovirus).....                               | 1            |
| MMR (measles-mumps-rubella).....   | 1            |
| On or after the 1st birthday.  |              |
| Hib (Haemophilus influenzae type b).....   | 1            |
| Hepatitis B.....   | 1            |
| Varicella.....   | 1            |
| On or after the 1st birthday.  |              |
| Pneumococcal conjugate (PCV).....  | 1            |

| KINDERGARTEN/GRADES 1–12   | NO. OF DOSES |
|--|--------------|
| DTaP, DTP, DT, Td (tetanus-diphtheria) OR Tdap (tetanus-diphtheria-acellular pertussis)..... | 1            |
| Vaccine type as appropriate for age.   |              |
| Tdap (6 <sup>th</sup> through 12 <sup>th</sup> grades).....                                  | 1            |
| IPV or OPV.....  | 1            |
| MMR On or after the 1st birthday.  |              |
| Hepatitis B.....   | 1            |
| Varicella.....   | 1            |
| On or after the 1st birthday.  |              |
| Meningococcal (7 <sup>th</sup> and 12 <sup>th</sup> grades).....                             | 1            |

# FULL COMPLIANCE

## 2016–17 School Year

### New York State Requirements for Child Care and School Entrance/Attendance<sup>1</sup>

Notes: For grades pre-k through 8, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age (*exception*: intervals between doses of polio vaccine only need to be reviewed for grades pre-kindergarten, kindergarten, 1, 2, 6, 7 and 8). Intervals between doses of vaccine DO NOT need to be reviewed for grades 9 through 12. 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 and dose requirements 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.

\*Footnotes reflect updates as of April 2016. Please refer to [http://www.health.ny.gov/prevention/immunization/schools/updated\\_school\\_imm\\_requirements.htm](http://www.health.ny.gov/prevention/immunization/schools/updated_school_imm_requirements.htm) for updated information and Frequently Asked Questions (FAQs).

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

| VACCINES  | PRE-KINDERGARTEN<br>(Child Care, Head Start,<br>Nursery or Pre-K) | KINDERGARTEN<br>through 2  | GRADES<br>3 through 5 | GRADES<br>6 through 8   | GRADES<br>9 through 12   |
|---|---|--|-----------------------|---|--|
| Diphtheria and Tetanus<br>toxoid-containing vaccine<br>and Pertussis vaccine<br>(DTaP/DTaP/DT/Td/Tdap) <sup>2</sup> | 4 doses   | 5 doses <u>or</u> 4 doses if the 4 <sup>th</sup> dose was received at 4 years of age or older <u>or</u> 3 doses if the series is started or completed at 7 years of age or older |                       | 3 doses   |  |
| Tetanus and Diphtheria<br>toxoid-containing vaccine<br>and Pertussis vaccine<br>booster (Tdap) <sup>3</sup>         |   | Not Applicable   |                       | 1 dose  |  |
| Polio vaccine (IPV/OPV) <sup>4</sup>  | 3 doses   | 4 doses <u>or</u> 3 doses if the 3 <sup>rd</sup> dose was received at 4 years of age or older  | 3 doses               | 4 doses <u>or</u> 3 doses if the 3 <sup>rd</sup> dose was received at 4 years of age or older | 3 doses  |
| Measles, Mumps and Rubella<br>vaccine (MMR) <sup>5</sup>  | 1 dose  |  | 2 doses               |   |  |
| Hepatitis B vaccine <sup>6</sup>  | 3 doses   |  | 3 doses               |   |  |
| Varicella (Chickenpox)<br>vaccine <sup>7</sup>  | 1 dose  | 2 doses  | 1 dose                | 2 doses   | 1 dose   |
| Haemophilus influenzae type<br>b conjugate vaccine (Hib) <sup>8</sup>   | 1 to 4 doses  |  | Not Applicable        |   |  |
| Pneumococcal Conjugate<br>Vaccine (PCV) <sup>9</sup>  | 1 to 4 doses  |  | Not Applicable        |   |  |
| Meningococcal Conjugate<br>Vaccine (MenACWY) <sup>10</sup>  |   | Not Applicable   |                       | Grade 7: 1 dose   | Grade 12: 2 doses <u>or</u> 1 dose if the first dose was received at age 16 years or older |

- Documented serologic evidence of immunity to measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) meets the immunization requirements for these diseases. Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
- Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine.** (Minimum age: 6 weeks)
  - Children starting the series on time should receive a 5-dose series of DTaP vaccine at ages 2, 4, 6, 15 through 18 months, and 4 years of age 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.
  - If the fourth dose of DTaP was administered at age 4 years or older, the fifth (booster) dose of DTaP vaccine is not necessary.
  - For children born prior to 1/1/2005, doses of DT and Td meet the immunization requirement for diphtheria toxoid-containing vaccine.
  - Children ages 7 through 10 years who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td vaccine. A Tdap vaccine (or incorrectly administered DTaP vaccine) received at 7 years of age or older will meet the 6<sup>th</sup> grade Tdap requirement. For previously unvaccinated children 7 years of age and older, the immunization requirement is 3 doses. Tdap should be given for the first dose, followed by two doses of Td in accordance with the ACIP recommended immunization schedule for persons 0-18 years of age: an initial Tdap followed 4 weeks later by a Td, and 6 months later by another Td.
- Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine.** (Minimum age: 7 years)
  - Students 11 years of age or older entering grades 6 through 12 are required to have one dose of Tdap. A dose received at 7 years of age or older will meet this requirement.
  - Students without Tdap who are 10 years old in grade 6 are in compliance until they turn 11 years of age.
- Inactivated poliovirus vaccine (IPV).** (Minimum age: 6 weeks)
  - Children starting the series on time should receive a series of IPV at ages 2, 4, 6 through 18 months and 4 years of age 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.
  - For students who received their fourth dose before August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
  - If both OPV and IPV were administered as part of a series, a total of 4 doses should be administered regardless of the child's current age.
- Measles, mumps, and rubella (MMR) vaccine.** (Minimum age: 12 months)
  - 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.
  - Students in grades kindergarten through 12 must have received 2 doses of measles-containing vaccine, 2 doses of mumps-containing vaccine and at least 1 dose of rubella-containing vaccine.
- Hepatitis B vaccine**
  - Dose 1 may be given at birth or anytime thereafter. Dose 2 must be received 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 24 weeks of age.
  - Two doses of adult hepatitis B vaccine (Recombinax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
  - Administration of a total of four doses Hepatitis B vaccine is permitted when a combination vaccine containing Hep B is administered after the birth dose. This 4<sup>th</sup> dose is often needed to ensure that the last dose in the series is given after 24 weeks of age.
- Varicella (Chickenpox) vaccine.** (Minimum age: 12 months)
  - 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.
  - Two doses of varicella vaccine are required for students in grades kindergarten, 1, 2, 6, 7 and 8.
  - One dose of varicella vaccine is required for pre-kindergarten and grades 3 through 5 and 9 through 12.
- Haemophilus influenzae type b conjugate vaccine (Hib).** (Minimum age: 6 weeks)
  - Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and 12 through 15 months of age.
  - If 2 doses of vaccine were received before 12 months of age, only 3 doses are required with dose 3 at 12 through 15 months of age and at least 8 weeks after dose 2.
  - If dose 1 was received at ages 12 through 14 months of age, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
  - If dose 1 was received at 15 months of age or older, only 1 dose is required.
  - Hib vaccine is not required for children 5 years of age 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 of age. The final dose must be received at age 12 through 15 months of age.
  - Unvaccinated children 7 through 11 months of age are required to receive 2 doses, at least 4 weeks apart, followed by a 3<sup>rd</sup> dose at age 12 through 15 months.
  - Unvaccinated children 12 through 23 months of age are required to receive 2 doses of vaccine at least 8 weeks apart.
  - If one dose of vaccine was received at 24 months of age or older, no further doses are required.
  - For further information, refer to the PCV chart available in the School Survey Instruction Booklet at <http://www.health.ny.gov/prevention/immunization/schools/>.
- Meningococcal Vaccine**
  - Students entering grade 7 are required to have received a single dose of meningococcal conjugate vaccine against serogroups A, C, W-135 and Y (MenACWY vaccine).
  - Students entering grade 12 will need to have received 2 doses of MenACWY vaccine, or only 1 dose of MenACWY vaccine if the first dose was administered at age 16 years or older.
  - The minimum interval between doses of MenACWY vaccine is 8 weeks.

#### 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, LIC, NY 11101, (347) 396-2433.  
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# 2016-17 School Year

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

**NOTES:**

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades Pre-k through 8, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: intervals between doses of polio vaccine need to be reviewed only for grades prekindergarten, kindergarten, 1, 2, 6, 7 and 8.) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 9 through 12. See footnotes for specific information for **each** vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

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

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



1. Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at ages 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years of age or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday.
  - b. If the fourth dose of DTaP was administered at age 4 years or older, the fifth (booster) dose of DTaP vaccine is not required.
  - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
  - d. Children ages 7 through 10 years who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td vaccine. A Tdap vaccine (or incorrectly administered DTaP vaccine) received at 7 years or age or older will meet the 6th grade Tdap requirement.
  - e. For children 7 years of age or older who received the first dose on or after their first birthday, the immunization requirement is 3 doses. If the first dose was received before their first birthday, then 4 doses are required.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine. (Minimum age: 7 years)
  - a. Students 11 years of age or older entering grades 6 through 12 are required to have one dose of Tdap. A dose received at 7 years of age or older will meet this requirement.
  - b. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years of age.
4. Poliovirus vaccine (IPV/OPV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a series of IPV at ages 2 months, 4 months and at 6 through 18 months, and 4 years of age or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
  - c. If the third dose of polio vaccine was received at age 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
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. Students in grades kindergarten through 12 must have received 2 doses of measles-containing vaccine, 2 doses of mumps-containing vaccine and at least 1 dose of rubella-containing vaccine.
  - c. One dose of MMR is required for prekindergarten.
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 24 weeks of age.
  - 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 aged less 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 aged 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate vaccine (MenACWY). (Minimum age: 6 weeks)
  - a. One dose of meningococcal conjugate vaccine (Menactra or Menevo) is required for students entering grade 7.
  - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at age 16 years or older, the second (booster) dose is not required.
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 of age.
  - b. If 2 doses of vaccine were received before 12 months of age, only 3 doses are required with dose 3 at 12 through 15 months of age and at least 8 weeks after dose 2.
  - c. If dose 1 was received at ages 12 through 14 months of age, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
  - d. If dose 1 was received at 15 months of age or older, only 1 dose is required.
  - e. Hib vaccine is not required for children 5 years of age 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 of age.
  - b. Unvaccinated children 7 through 11 months of age are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at age 12 through 15 months.
  - c. Unvaccinated children 12 through 23 months of age are required to receive 2 doses of vaccine at least 8 weeks apart.
  - d. If one dose of vaccine was received at 24 months of age or older, no further doses are required.
  - e. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: [www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)

For further information contact:

**New York State Department of Health  
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## **Minimum Pneumococcal Vaccine (PCV) Requirements for Children Attending Child Care and Pre-Kindergarten Programs in New York State**

**Instructions for reading this chart (which follows on page 2):** When a child presents to a child-care center, group family day care, or pre-kindergarten program, the individual reviewing the immunization record for that child should determine: 1) the current age of the child; 2) the age of the child when previous doses were administered; and 3) the number of doses of PCV vaccine that the child is required to have to attend. The age of the child when the first dose was administered affects the total number of doses the child is required to have.

If a child presents to the facility or program at less than 12 months of age, then the facility or program must follow up with the child's parent or guardian to ensure that the child completes the vaccine series by age 15 months.

Children missing any required doses must receive the missing doses following the minimum ages and intervals noted below.

1. The recommended vaccine schedule for children starting the series at age 2 months is 2 months, 4 months, 6 months, and 12 – 15 months.
2. The minimum age for the first dose is 6 weeks.
3. The minimum age for the final dose is 12 months.
4. The minimum interval between doses is 4 weeks; the final dose must be administered a minimum of 8 weeks after the previous dose.

Public Health Law Section 2164 requires that children who have not met the immunization requirements be excluded from day care or pre-kindergarten if they do not have medical or religious exemption to PCV vaccine. A child may be considered in process and able to attend day care or pre-kindergarten if she or he has received the first dose of PCV and has appointments for the remaining doses, if further doses are required.

**Minimum Pneumococcal Vaccine (PCV) Requirements for Children  
Attending Child Care and Pre-Kindergarten Programs in New York State**

| <b>Current Age</b>           | <b>Doses Required By Now</b>   | <b>Doses Required in the Future</b>  |
|------------------------------|--|--|
| Less than 2 months           | <b>None</b>  | <b>4 total</b> at ages 2 months, 4 months, 6 months, and 12 – 15 months  |
| 2 – 3 months                 | <b>1 dose</b>  | <b>3 more (for a total of 4)</b> at ages 4 months, 6 months, and 12 – 15 months  |
| 4 – 5 months                 | <b>2 doses</b>   | <b>2 more (for a total of 4)</b> at ages 6 months and 12 – 15 months   |
| 6 – 11 months                | <b>3 doses</b><br><br>OR<br><b>2 doses</b> if the child received the first dose at 7 – 11 months of age  | <b>1 more (for a total of 4)</b> at age 12 – 15 months<br>OR<br><b>1 more (for a total of 3)</b> at age 12 – 15 months |
| 12 – 23 months               | <b>4 doses</b> with the final dose on or after age 12 months<br><br>OR<br><b>3 doses</b> if the child received only 1 or 2 doses prior to age 12 months<br><br>OR<br><b>2 doses</b> if the child is unvaccinated or received the first dose on or after age 12 months  | <b>None</b>  |
| 24 – 59 months               | <b>4 doses</b> with the final dose on or after age 12 months<br><br>OR<br><b>3 doses</b> if the child received 2 or 3 doses prior to age 24 months of which 1 or 2 were received before age 12 months<br><br>OR<br><b>2 doses</b> if the child received the first dose at age 12 – 23 months or received only 1 dose prior to age 24 months<br><br>OR<br><b>1 dose</b> if the child is unvaccinated or received 1 dose on or after age 24 months | <b>None</b>  |
| 60 months (5 years) or older | Not required for children 60 months (5 years) of age or older  |  |

New for  
2016-17  
School Year

# Parents:

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

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

## About the Vaccine:

- It's not a new vaccine. It's been recommended for a decade.
- Most parents already choose to vaccinate their children.
- What's new is that the vaccine will be **required** for school entry as of Sept. 1, 2016.

## About Meningococcal Disease:

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

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

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

**Immunization is Protection.**



Department  
of Health