



Parent-Guardian-Student Handbook

2025-2026

The Four *R*'s

*R*eligion † *R*esponsibility † *R*igor
† *R*espect †

Pastor:

Rev. Matthew J. Furey

Regional Superintendent:

Mr. David Ojeida

Principal:

Mrs. Kimberley Papineau

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SAINT MARTIN DE PORRES SCHOOL
Parent-Guardian-Student Handbook
2025 – 2026

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SCHOOL POLICIES

Academic Expectations

Saint Martin de Porres School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent/guardian to review and sign or posted to Student Information System (SIS) for parent viewing. A parent/guardian's signature indicates that the parent/guardian is aware of the student's progress. If a parent/guardian does not receive quizzes or tests to sign, it is the parents/guardians' responsibility to review the open gradebook (FACTS) on a regular basis to track their child's progress. Please be sure that all financial obligations are being met so access to the SIS System remains open and available to view your student(s) grades.

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.).

Please note: In an effort to be considerate of our students who have been with us for multiple years, 8th grade students must have attended Saint Martin de Porres school since the beginning of their 6th grade year in order to receive Valedictorian/Salutatorian consideration. The Valedictorian and Salutatorian will be determined using the aggregate average of their 6th, 7th, and 8th grade years.

Homework

Homework is an essential part of the instructional program, reinforces learning, and provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians. All homework times include 15 minutes of reading (or being read to).

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

Grade	Time Allotments for Daily Homework (written & study)
K	may be given occasional short homework assignments related to the curriculum
1 & 2	approximately 30 minutes
3 & 4	approximately 45 minutes
5 & 6	approximately 90 minutes
7 & 8	approximately 120 minutes

Students are required to complete all their homework and all homework must be handed in on time.

Grades and Grading

Report cards are distributed four times a year for Grades K to 8. PreK-3 and PreK-4 report cards are distributed two times a year, as well as two progress reports in November and March. The report card is an important part of the ongoing communication between the school and the home. Dates for progress reports and report cards are indicated on the school calendar. Again, parents/guardians are expected and welcome to check FACTS for progress.

Academic Achievement

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

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

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

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

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

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

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

The parent/guardian is expected to monitor their child's progress by using the Student Information System (SIS) portal.

Character Development

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

The "Conduct Grade" indicates that the student:

- follows class and school rules;
- shows care in the use of personal property;
- treats teachers with respect;
- treats other students with respect;
- exercise self-control; and
- listens attentively; and
- uses technology appropriately.

Honor Roll

The Honor Roll policy at Saint Martin de Porres School is as follows:

Grades	Honor Roll	Criteria
5-8	Principal's	<i>Overall grade average of <u>95</u> with no grade below <u>90</u>.</i> "A" or "B" in Penmanship, Art, Music, Gym, and Character Development. Any grade "B" or lower in special subjects, the student is not eligible for the Honor Roll.
5-8	Scholar's	<i>Overall grade average of <u>90</u> with no grade below <u>85</u>.</i> "A" or "B" in Penmanship, Art, Music, Gym, and Character Development. Any grade "B" or lower in special subjects, the student is not eligible for the Honor Roll.
5-8	High Achiever's	<i>Overall grade average of <u>85</u> with no grade below <u>80</u>.</i> "A" or "B" in Penmanship, Art, Music, Gym, and Character Development. Any grade "B" or lower in special subjects, the student is not eligible for the Honor Roll.

The overall grade average is based upon the demonstration of mastery of material covered in class by the completion of all required class work, homework, quizzes, formative assessments, and summative assessments. Good conduct is a requirement to receive 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 cannot be considered for honors even though marks might warrant it.

Please note: A student with two or more late arrivals or violations in dress code policy in a report card quarter are not eligible for the Honor Roll. *Even with an excused note, a tardy is considered a tardy.*

Advanced Math Requirements

The advanced math requirements are:

- 85% average in Math in Grades 4, 5, 6, and 7;
- a score of 3 or 4 on New York State Math tests;
- successful completion of Math 8 topics in grade 7; and
- a recommendation by the teacher and principal.

Report Card Distribution

Report cards are distributed in November, February, April, and June. Parent-Teacher conferences are held in November. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Parents/guardians have access to FACTS and are expected to view their child's progress regularly.

Final report cards may not be given before the assigned date of June ____, 2025. In the event that a student will leave school prior to the last day of school in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Retention/Promotion

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

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

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent/guardian conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with the 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:

GRADE	ACADEMIC PROGRESS
Pre-K	Evidence that the child is not meeting expectations of the program.
K	Evidence that the child is not meeting academic expectations of the program.
1	Evidence of insufficient developmental progress and a failure in English Language Arts (ELA)
2	Failure in ELA
3	Failures in ELA and Mathematics
4, 5, 6	Failures in ELA and Mathematics, <i>or</i> Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, and Social Studies
7, 8	Failures in ELA and Mathematics <i>or</i> Failure in ELA <i>or</i> Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, and Social Studies

The student has not demonstrated acceptable progress toward mastery of standards and/or effort toward achieving academic success.

The following types of behavior might indicate unacceptable progress.

- failure to complete classwork assignments, homework assignments, and school projects;
- failure on multiple summative assessments;
- pervasive inattention to classroom instruction; and
- lack of preparedness for school assignments.

Generally, a student would be retained only once in the elementary grades (1 - 5), and only once in the upper grades (6 - 8).

If a student completes all requirements for promotion or graduation, a family cannot self-select the student to be retained in their grade.

Assessments

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, MAP interim assessments, and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternative assignments will be provided. If a parent/guardian refuses to allow their child to participate in the New York State Education Department assessment, their child will not be permitted to attend school on testing dates.

Archdiocesan Tests

Religion Final Exams	Grades 3-8	June
Core Subject* Final Exams	Grades 6-8	June

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

Interim Assessments – Administered Three Times Per Year

Grades K-8	NWEA MAP Interim Assessments
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NY State Tests

Grade	Tests
3	English Language Arts & Mathematics
4	English Language Arts & Mathematics
5	English Language Arts & Mathematics & <i>Science (if applicable)</i>
6	English Language Arts & Mathematics
7	English Language Arts & Mathematics
8	English Language Arts & Mathematics & <i>Science (if applicable)</i> & Regents Exams <i>(if applicable)</i>

The faculty of Saint Martin de Porres School reviews these assessments regularly for the purpose of fostering student growth and achievement, promotion or retention in conjunction with classroom performance, and grouping for reading and math.

Accidents

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

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

Admission Policies

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

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

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

The process for admission to Saint Martin de Porres School begins with an application. Students entering Pre-Kindergarten and Kindergarten will be asked to provide birth, baptismal, immunization records, and Kindergarten candidates will participate in a developmental assessment. All kindergarten applicants must be five years old by December 1st in the year entering Kindergarten. Acceptance will be based upon space, parishionership, and assessment performance on any evaluations. Students applying for Saint Martin de Porres School in Grades 1-8 will be asked to submit birth, baptismal, immunization records, and a transcript of their grades and standardized test scores. Following an interview and evaluation of the materials *(including all IEP/504 student assistant plans), the parent/guardian will be notified about the status of the child. Students are required to have all inoculations as suggested by the Department of Health before admission to school.

Please note that when accepting students into Saint Martin de Porres School:

First, preference is given to those returning students currently enrolled in Saint Martin de Porres School for the previous year (which includes PreK-3 and PreK-4 students), who have met their academic requirements, financial obligations, and all Parent Involvement Program requirements.

Second, for new students preference is given to siblings of those already registered in Saint Martin de Porres School for the previous year.

Third, for new students preference is given to registered and active parishioners of Saint Martin de Porres Parish.

Fourth, to recently registered parishioners of Saint Martin de Porres Parish.

Fifth, all other students who wish to attend Saint Martin de Porres School.

In addition, acceptance of any child at Saint Martin de Porres school is completed only upon receipt and acceptance of grades and academic and/or psychological testing results. Parents/guardians must also understand that it is the policy of Saint Martin de Porres School in accepting students into grades 1-8 to admit the student with the condition that he/she successfully completes a 16-week academic and behavioral probationary period. Parents/guardians must sign and return the Parent Agreement, which accompanies their acceptance letter, acknowledging this probationary period.

Registration is usually held during the first week of February. However, applications are considered after that time, if classes are not filled.

After School Program

An after-school program is available to the parent/guardian of a student. As long as a student is engaged in school sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, the parent/guardian is expected to make arrangements to pick up his or her children at the end of the program or activity. Students will be released only to a parent/guardian, or a person previously specified IN WRITING by the parent/guardian. Program fees are expected to be paid in full upon being invoiced. All children must be picked up by 5:30 p.m. or you will be assessed a \$10.00 late fee for every five minutes a child stays beyond the 5:30 p.m. closing time.

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.

Artificial Intelligence (AI) Use in Schools

Catholic Schools in the Archdiocese of New York - Artificial Intelligence (AI) Policy

Purpose

This policy provides guidance for the responsible, faith-formed, and mission-aligned use of Artificial Intelligence (AI) in the Catholic Schools in the Archdiocese of New York. It supports the holistic development of students—cognitively, affectively, and spiritually - while upholding Catholic values and the inherent dignity of every person.

AI Ethics

Antiqua Et Nova is the title of a doctrinal note published in January 2025 by the Vatican's Dicastery for the Doctrine of the Faith and the Dicastery for Culture and Education. This document addresses the relationship between artificial intelligence (AI) and human intelligence, exploring the anthropological and ethical challenges posed by AI.

Core Principles

- AI is a tool to enhance, not replace, teacher-led instruction and human relationships.
- All AI use must align with Catholic teachings, respect individual privacy, and promote creativity, critical thinking, and moral discernment.
- AI must be used in a faith-formed manner, with transparency, fairness, and reverence for the dignity of each community member.

Acceptable Uses of AI

Students may use AI for ***formative*** instructional support, with ***clear guidelines and teacher oversight***. ***Any AI use must follow the teacher's assignment requirements, including specific directions and rubrics.***

Acceptable uses include, but are not limited to:

- Students may use AI ***under teacher supervision to support learning***, such as through instructional support or language tools. ***AI should enhance, not replace, student engagement and reflection.***
- Brainstorming or outlining ideas, provided the student develops their own ***original*** final product.
- Grammar and spelling suggestions, similar to using spell check tools.

- AI may be used for academic research and other educational purposes aligned with instructional goals and Catholic moral principles. Any use of AI-generated assistance must be clearly cited, even when modified or adapted. Students should clearly acknowledge AI contributions while demonstrating their own learning and original work.
 - MLA Style Center
- Research support, when used to gather general information or inspiration with proper citation; using AI to summarize a reading, then checking for accuracy and citing it.
 - **Example:** A student uses an AI tool to summarize an article on the life of St. Teresa of Calcutta, then reads the original to verify accuracy and includes a note like: *“Summary assisted by ChatGPT, June 2025.”*
 - MLA Style Center
- Practicing vocabulary or grammar through an AI-powered language tool.
 - **Example:** A student uses Duolingo’s AI assistant to practice Spanish verbs or sentence structure as extra practice—not for graded work.
- Asking an AI chatbot for help understanding a complex topic.
 - **Example:** A student asks a Catholic AI tutor, *“What is the difference between mortal and venial sin?”*, and uses the explanation as a starting point for class notes—crediting the tool when appropriate.

AI use is tailored to the developmental needs of students at different grade levels:

- **Elementary (K–5):** AI tools may be used primarily for formative support, such as vocabulary practice, formative spelling and grammar checks, and guided use of AI tutors for faith-based questions under close teacher supervision.
- **Middle School (6–8):** Students may engage with AI for brainstorming, research summaries with teacher guidance, and language learning tools, with explicit instruction on ethical AI use and citation practices.

Unacceptable Uses of AI

Unacceptable uses include, but are not limited to:

- **Academic Dishonesty:** Using AI to complete assignments, assessments, or projects without permission or proper citation constitutes cheating. Students must follow teacher guidelines and cite AI assistance when allowed. Additionally, using AI during tests, quizzes, or timed assessments, unless explicitly allowed, constitutes cheating.
- Failing to disclose AI assistance when it has contributed to submitted work.
- **Inappropriate Content:** AI must not be used to generate or share content that violates Catholic values, including offensive, harmful, or misleading material.
- **Misuse:** AI tools may not be used for harassment, bullying, deception, or any behavior prohibited by the Parent/Student Handbook.
- Asking AI to generate content that goes against Catholic values.
 - **Example:** A student asks an AI to write a joke or story that includes offensive language, misinformation, or content that disrespects people or faith.
- Using AI tools to message or impersonate others online.
 - **Example:** A student uses an AI voice or image generator to create a fake message “from” another classmate. This is dishonest and may count as harassment.

These actions must be addressed according to the school’s Code of Conduct and Acceptable Use Policy for Computer and Internet Access (under Telecommunications policy).

Sample Citations for Student Use

Students should cite AI tools just like any other source. For example:

- *“Assisted by ChatGPT, June 2025, for summary purposes only.”*
- *“Used Grammarly AI to check spelling and grammar.”*
- *“Image generated with Canva AI Art, June 2025.”*
- MLA Style Center

Inclusion

We promote a consistent message to families about the responsible and faith-formed use of AI. Students with additional learning or social needs may require more support—such as reminders, prompts, or tailored instruction—to help them apply AI use guidelines thoughtfully and safely.

Educators ensure AI-related activities are developmentally appropriate, well-structured, and responsive to students’ individual needs.

Information Sessions

Every Catholic school is encouraged to post the Catholic School in the Archdiocese of New York AI Policy on its website and provide clear access to it for families and staff.

Schools aim to offer periodic information sessions to help stakeholders understand the role, risks, and rewards of AI in education.

Unacceptable Material or Use of AI in a Manner Contrary to Catholic Belief

- ***Accidental exposure*** to content that is unacceptable or contrary to Catholic beliefs must be reported immediately to the ***Principal***. ***Disciplinary measures may be taken locally***. ***Accidental exposure includes, but is not limited to:***
 - Children and young people may interact with AI chatbots that, through ongoing conversation, expose them to inappropriate, dangerous, or highly personal content they did not intend to encounter. This can include advice or information on self-harm, risky behaviors, or details that should not be shared with minors.
 - A student unintentionally accessing inappropriate AI content or using AI without full understanding of citation requirements.
- ***Deliberate*** misuse or exposure must be reported to the ***Principal and Regional Superintendent and documented***. ***Deliberate misuse or exposure includes, but is not limited to:***
 - Intentionally using AI tools like ChatGPT or generative AI models to complete assignments, essays, or exams with the goal of bypassing academic work or learning expectations.
 - Using AI-powered platforms to solve complex math or coding problems and submitting those solutions as if they were the result of the student's own efforts.
 - Employing AI to paraphrase or rewrite existing texts in order to evade plagiarism detectors.
 - Using AI chatbots during online or take-home exams to get immediate answers to assessment questions, rather than relying on their understanding of the material.
 - Manipulating AI plagiarism detectors by making subtle changes to AI-generated text, such as altering synonyms or sentence structure.
 - Utilizing AI to generate discussion posts or language assignments, intentionally submitting AI-generated content as personal work.

- Serious offenses must be reported to the Principal and the Regional Superintendent and may result in investigation by the **Office of the Superintendent of Schools** and disciplinary measures taken as outlined in school policies.

Grading

Students are encouraged to use AI responsibly to support their learning. If a student misuses AI, the situation will be handled with care through local disciplinary processes, ensuring that each case is addressed thoughtfully and fairly. Misuse of AI may affect academic and/or Conduct and/or General Effort grades.

Community Engagement

The Office of the Superintendent of Schools, in partnership with schools and Regions, aims to provide parents and caregivers with opportunities to learn about AI tools, their benefits, and potential risks.

Conclusion

This policy will be regularly reviewed to ensure it remains current, faithful, and aligned with the mission of the Catholic Schools in the Archdiocese of New York to ensure our schools are Christ-centered, academically excellent, and welcoming communities that teach students to be life-long learners and leaders, energized by fidelity to Christ, the Church, and one another.

Attendance

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

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

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. **All late arrivals will be processed through the main office. Students must be signed in by a parent/guardian before the student may enter the lobby.**

The parent/guardian will be consulted about chronic lateness, and the child will be required to make up missed work.

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

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

*Students in Kindergarten through Grade 8 who miss **10** or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Students with more than **10** absences are in jeopardy of not successfully completing the school year. The principal will meet with the student's parent/guardian to determine appropriate next steps. Certification of an absence by a physician is an exception to the **10**-day limit. However, satisfactory completion of required work is mandatory.*

When a child is absent, parents/guardians are required to notify the school by 9:00 a.m.
Absence notes are still required upon student's return to school in addition to the phone call.
Excessive absences and lateness may be considered educational neglect.

Birthday Parties

For students in **grades PreK-4**, birthday parties may be held in each homeroom with the teacher's permission. The parent/guardian should notify the teacher in writing. *The parent/guardian may bring small individually wrapped items such as cupcakes, brownies, etc.* Please check with your child's teachers for food allergies.

For students in **grades 5-8**, all birthday treats must be shared in the cafeteria during lunchtime. *The parent/guardian may bring small individually wrapped items such as cupcakes, brownies, etc.* If the treats arrive after their respective lunchtime, the birthday snack will not be served. Please check with your child's teachers for food allergies.

Items that required a teacher to cut and serve, such as whole cakes, are not acceptable. Also, ice cream is not an acceptable treat because of the inability to store in the classroom. **The parent/guardian may not bring in favors or "goodie" bags for the students.** Birthday invitations should be mailed unless all the boys or all the girls are invited.

Books

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

All books must be properly covered. Contact paper is NOT to be used to cover any hardcovered books obtained under N.Y.S. Textbook Loan. These books will be stamped with the school district's information on the inside front cover. **However, all consumable workbooks must be covered in contact paper.** Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parent/guardian. If a book is lost or defaced, the school will bill the parent/guardian for the cost.

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

Buses

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides and manages this service. If the student is not taking the bus home on a given day, the parent/guardian must inform the school in writing at the beginning of the school day.

To obtain student transportation in school districts outside of New York City, the parent/guardian must file requests with the district in which they live by April 1st of the preceding school year or within 30 days of moving to the district. The parent/guardian must contact their local public school district to determine their eligibility. Students who are currently enrolled at Saint Martin de Porres School and with their school district will receive transportation forms with their re-registration packet. Transportation forms must be returned upon re-registration of student(s).

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

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

Bus Rules

The bus driver deserves the same courtesy and respect that you show the teachers. Special rules have been made for your safety. Because of this, the Transportation Offices and/or the school principal reserve the right to deprive anyone of busing should these rules not be obeyed.

- No pushing or crowding when entering and leaving the bus.
- Taking a seat immediately and remaining seated always.
- Parents/Guardians should instruct siblings to look for other siblings on the bus prior to departure.
- No playing, throwing trash, paper or other objects.
- No eating or drinking on the bus.
- No profane or abusive language.
- None of the following articles are to be taken on the bus.
 - Pets
 - Glass objects or containers
 - Sharp instruments, matches, or lighters
 - Knives or weapons of any kind
 - Boxes larger than your lap
 - Medicine or drugs
 - Large instruments (however, if they do not interfere with other passengers, a flute, clarinet, saxophone, or trombone may be taken on the bus)
- No fighting.
- Observe all safety rules and regulations.
- Do not tamper with or destroy bus equipment.

- Keep the bus clean.
- Do not throw anything out the windows of the bus.
- Cooperate with the driver always.
- Do not do anything that would distract the bus driver.
- The bus driver has the authority to assign seats.
- No cell phones or electronic devices on buses.

REMEMBER! Students who do not know how to act in a responsible and courteous manner on the bus will have to find another way of getting to and from school.

FIRST OFFENSE: Warning by the bus driver and principal. Notification to parents/guardians.

NEXT OFFENSE: Suspension from bus as directed by the Transportation Office and/or principal.

Students are not allowed to go home on buses with friends unless ALL the following conditions are met:

- You have a permission note from a parent/guardian, signed by the principal.
- You live in the same school district as your friend.
- You have the permission of the bus driver.

Students will be required to ride their usual bus or go home with their regular driver unless written permission is given.

No one may return to the school building once you are on the bus. Forgotten items will be retrieved the next school day.

Cell Phone/Smart Device Policy

This policy applies to all students enrolled in Pre-Kindergarten through 8th grade during school hours, on school property, and at school-sponsored events (including before/after-school activities, weekends, and holidays).

POLICY:

Pre-Kindergarten - 4th Grade:

Students in Pre-Kindergarten through 4th grade are strictly prohibited from bringing cell phones or other personal electronic communication devices to school unless expressly permitted by Principal. If a cell phone is found in the possession of a student in Pre-Kindergarten through 4th grade, it will be immediately confiscated and returned only to a parent/guardian.

5th - 8th Grade:

Students in grades 5th through 8th who bring a cell phone to school must surrender it upon morning entrance into the school building, during homeroom, or during their first period class. All collected cell phones will be inventoried and safeguarded in a secured receptacle until school dismissal. Students will be able to retrieve their cell phones at the end of the school day. Cell phones collected by the school will not be accessible to students during the school day. Students needing to contact a parent/guardian during school hours may do so through the school office. Parents/guardians needing to contact their child during school hours should call the school office. In the event of a genuine emergency, school staff will facilitate communication between students and their parents/guardians.

General Rules for All Grades (PreK-8th):

- No Photography or Recording: Students are strictly prohibited from taking any pictures, videos, or audio recordings at any time while on school property or a school sponsored event. Unauthorized photography, recording, sending and/or distribution of cell phone/Smart Device content will result in disciplinary action.
- Violation of Policy: Any violation of this cell phone policy may result in disciplinary action, including but not limited to:
 - Confiscation of the device.
 - Parent/guardian notification and required meeting.
 - Detention.
 - Suspension.
 - Loss of privileges.
 - Expulsion.
- School Not Responsible for Lost or Damaged Devices: The school is not responsible for lost, stolen, or damaged cell phones or personal electronic devices brought to school in violation of this policy or for devices collected and safeguarded by the school. Students and parents/guardians assume all risk for devices brought onto school property.
- Updates to Policy: This policy may be updated as needed. Parents/guardians will be notified of any changes.

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. All students must have a residential address on file with the school office. P.O. Box numbers are not sufficient. Please bring to the attention of the office any changes made over the summer so they can be sure to update our system. Please note that Saint Martin de Porres School extensively utilizes electronic communication. Failure of a parent/guardian to keep the office informed of changes in email addresses will result in the inability to receive important school information.

Charter for the Protection of Children and Young People

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

Child Abuse Laws

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

Child Custody

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

School communication with the appropriate guardian is essential. Accordingly:

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

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

Clubs/All Extracurricular Activities

All students must be picked up on time or students will be sent to aftercare and parents/guardians will be responsible for the aftercare fee.

Communication

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

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

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

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

All parent/guardian-student communication during the school day must be done through the telephone in the main office. NO emails or texting should ever be transmitted during the school day or school-related activities. All changes regarding transportation should be made to the office by 2:00 p.m.

Confidentiality

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

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

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

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

Contacts with the Media

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

Crisis/Emergency Information

Should a crisis require evacuation from the school building, students will be brought to a safe place located at Saint Martin de Porres Church, or if necessary, Our Lady of Lourdes High School, The parent/guardian should meet them at that location.

Catholic schools throughout the Archdiocese of New York utilize the ImmEDIATE RESPONSE INFORMATION SYSTEM (IRIS Alert) to notify parents/guardians directly about the crises.

For further information concerning the crisis, parents/guardians can refer to our website or Facebook page.

Daily Schedule

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

7:50 a.m. - 8:05 a.m.	Enter School - Arrival
8:10 a.m.	School Begins with Prayer
11:00 a.m. - 12:30 p.m.	First Lunch (Gr. 1 - 4)
12:00 p.m. - 12:45 p.m.	Second Lunch (Gr. K, 5 - 8)
2:40 p.m.	Prayers
2:42 p.m.	Dismissal

Before **7:50 a.m.** and after **3:00 p.m.** 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 **7:50 a.m.** and parents/guardians must arrange pickup at dismissal times. **Parents/guardians are responsible for their children as soon as they are picked up. All students must be picked up by 3:00 p.m. Otherwise, they will be placed in after care and will be charged a daily fee.**

The chain to the side parking lot will be put in place at 8:05 a.m. and all late arrivals will be processed through the main office.

Students and parents/guardians should make every effort to ensure that students are prepared for school so that a disruption does not happen in the classroom. 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 oneself, other persons, and those in authority.

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

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

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

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking (including vaping and e-cigarettes); vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items, such as lasers 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 incomplete homework, class behavior, inappropriate language students are often given a conduct referral, detention, etc. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

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

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

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

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the principal will notify the Regional Superintendent and call the parent/guardian. The Office of the Superintendent will also be notified and, along with administration, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral and/or expulsion.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or improper use of technology and social media internet) and prohibit the use of personal electronics including but not limited to any cellular devices or camera, camera-phones, iPad's, PDA's, and the like (see also Telecommunications Policy). Such misconduct could result in punishments including suspension and/or expulsion.

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

ADDITIONAL RULES & EXPECTATIONS

I. CHURCH

The Mass is the center of Christian life. It is the celebration at which you grow in your faith. At Mass, you are together with other members of God's family to pray and to receive Jesus in the Eucharist. There will be many times when you will be able to plan your own Eucharistic celebrations. Remember that when you help prepare a liturgy, you are helping people praise and worship God, our Father. This is what the Church is all about. God's people work, pray and love together. They support one another and they help one another grow. God calls us together because He wants us to pray as a group – as a community. Learn as much as you can about God and teach others to know and love him. A few basic reminders:

- When you enter the church, use the Holy Water to bless yourself. This will remind you of your Baptism when you first became a member of God's family.
- Genuflect before entering the bench. Show God that you respect, honor and love him.
- Join in the singing and praying. At Mass, we praise and thank God as a community. We do this by joining our voices in song and prayer.
- Remember, you are trying to help one another grow. Give good example when you are in church. We are in the house of God and only our very best behavior is acceptable.

II. CLASSROOM

A. You are expected to be in your classroom and prepared for the lesson by 8:05 a.m.

Remember – a little late is too late.

Lateness is disruptive to the office and to the rest of the class. It often results in missed instruction and assignments. Students who are late are responsible for all missed work and assignments. Consistent lateness will result in a Principal, parent/guardian, and student conference to discuss corrective measures.

B. Notebooks

Keep your notebooks neat, well organized, and well written. All notebooks must be dated and the page number of the assignment shown. Assignment pads should be used to record all assignments given by the teacher.

C. Homework

You should try to do all assignments, whether written or study, to the best of your ability. Follow the directions of your teacher. All assignments must have a formal heading. Assignments that are messy, torn, or poorly written or without a heading will not be accepted and will have to be done again. Teachers will not accept homework from a student via e-mail or fax. All homework must be handed in on time and by the student directly to the teacher.

III. HALLWAYS/STAIRWAYS

A. At lunch, dismissal times or change of classes, you should leave the room quietly and orderly. Out of consideration for classes still in session, talking in the corridors and on the stairways should be kept to a whisper.

B. Remember courtesy:

1. Walk on the right side of the hall.
2. Stand aside in the corridor or on the stairway to let an adult pass.
3. Offer to help a fellow student or teacher who is having trouble carrying books, etc.
4. "Please" and "Thank You" are great expressions. Use them often!

C. Remember safety:

1. Running and pushing often lead to accidents. These acts are never permitted in the school building.

IV. TAKING MESSAGES TO CLASSROOMS AND OFFICES

A. Always knock before entering a classroom or office.

B. Walk over to the adult in charge before giving your message or request.

C. Address the adult by name.

D. Be sure to use the words "please" and "thank you."

V. AUDITORIUM

A. Enter the auditorium and take your seat in a quiet, orderly manner.

B. QUIET talking is permitted before the program begins.

C. All talking must stop when curtains open, the music director raises his arms, or an Adult begins to speak.

D. Appreciation is shown by clapping only.

E. Students leave the auditorium in a quiet, orderly manner and return directly to their classrooms.

VI. LIBRARY

We are very lucky to have a library that is so well-equipped. It has plenty of great books for study and recreational reading. Use your time wisely in the library. The library will be open at lunch and recess time when the monitor does not have duty.

Remember:

A. SILENCE is the first rule in the library. Talking is distracting for those who are trying to study or read. Students who are not considerate of the rule of silence must report to their teacher for an alternate assignment. Library privileges may also be suspended.

- B. Library Science is a course that will help you in your assignments. You will also find many of the skills you learn on the NYS tests.
- C. When borrowing books, remember:
 - 1. Books are fragile; handle them with care.
 - 2. Return books on time; there is a fine for overdue books.
 - 3. If you lose a book, you must pay for it.
 - 4. Students who regularly have overdue books will lose all library privileges.
 - 5. Report Cards will not be given out at the end of the school year unless all overdue books are returned and lost books are paid for.
- D. If you wish to use the library during a study period or at lunch time, you must check to see that a librarian is available in the library and you must present the librarian with a library pass signed by your teacher.

VII. CLASSROOM TECHNOLOGY

Students are expected to handle the hardware and software very carefully with respect to the value of these items. Anyone misusing hardware or software in the classroom will have computer use privileges suspended. Only programs approved by the principal may be used on any school **device**. Students will be responsible for any damage incurred in the lab or classroom and will be required to make financial compensation for such damage.

VIII. GYM

- A. Physical Education is a required class in New York State. All students are expected to participate. You may be excused only if you bring a note from your doctor.
- B. GYM UNIFORMS: Regulation tee shirts with logo and gym shorts must be worn by students in Grades K-8 for gym classes. These must be ordered through Li'l Darling Shoppe. Sweat pants and crewneck sweatshirts worn for gym classes by Grades K-8 during cold weather must be navy blue. Sweatshirts and tee shirts must have the logo. These must be ordered from Li'l Darling. Hooded sweatshirts are not allowed. Gym tees and shorts have the school logo. Gym clothing with other logos is unacceptable. White or Black sneakers are worn with the gym suit. No low rise or golf socks are allowed. No logos on socks. PreK & K – All Pre-Kindergarten and Kindergarten students will wear the Saint Martin de Porres School gym uniform daily. Warm weather wear consists of the tee shirt with the logo and matching shorts. The uniform sweat suit will be worn during the colder months. Sneakers are to be worn with the uniform. The Pre-Kindergarten and Kindergarten uniform is purchased from Li'l Darling Shoppe. Students not prepared for class will not be permitted to participate in PE activities. The PE teacher will assign a constructive learning assignment to be completed during gym class. Repeated absence from gym class will require a parent/guardian conference with appropriate action and result in the lowering of the child's grade.
- C. The Physical Education grade is based on preparation, participation, and behavior of the student.

IX. MUSIC

Grades 3-8: Students are expected to participate in all musical activities and are graded on tests, participation, notebooks, and behavior in music class. Grades PreK-2: Students are expected to participate and behave while in music class and will be graded accordingly. All students are expected to participate in the Christmas and Band concert. If you are absent on the day of the concert, you will not be allowed to participate in the evening performance.

X. ART: Grades K-8

Each student has a personality separate and distinct from all others. Creativity is by its very nature difficult to assess. Each student is evaluated on his or her cooperation, participation and behavior in class. The effort grade "A" is reserved for those students showing great interest and/or talent in their artistic endeavors.

An effort mark of "D" indicates a deficiency in one of these three areas where attitude is involved. An average grade of "B" or "C" indicates a good level of participation and cooperation.

In addition to the basic requirements, grades 5-8 are expected to make up any lessons missed or not completed. Participation in art appreciation activities is also expected and a folder will be required. A passing grade on tests and written assignments is required.

XI. CAFETERIA

Each one's behavior affects those around him/her. If the cafeteria is to be a pleasant place to eat lunch, then it's up to everyone to help.

- A. Remember to bring your lunch to school if you are not purchasing hot lunch.
- B. Talk quietly while waiting in line. Students who are rude, discourteous, and boisterous will have to go to the end of the line and will be served last.
- C. Wait your turn for hot lunch, milk or snack.
- D. While eating, students must be seated.
- E. Keep your place neat; if you spill something, clean it up.
- F. Put trash in the containers provided. Help keep the school clean by picking up paper, etc., whenever you can.
- G. Bad manners – yelling, throwing things, destroying other student's food or property will not be tolerated. Students participating in these activities will report to the office for appropriate assignment.
- H. Drinks brought from home cannot be carried in glass bottles or containers.
- I. Students are not allowed to have soda at lunchtime.
- J. Complete uniform is the proper dress for the cafeteria.
- K. No food of any kind is permitted to be brought out of the cafeteria.
- L. Ask permission to leave the cafeteria when you are finished eating.
- M. Finally, and MOST IMPORTANTLY, every student is to be respectful and obey the directions of the adult on duty always. Rudeness or disobedience will be considered a major offense and will be dealt with accordingly. Failure to observe lunchroom rules will result in loss of lunchroom privileges.

XII. LAVATORY

Follow proper lavatory procedures. No playing or loud talking is allowed. All paper used by students must be placed in the waste paper can. Absolutely no electronic devices of any nature may be taken into the lavatory. In grades 5-8, all students must sign out to use the lavatory.

XIII. PLAYGROUND

A. Recess

1. Only the parking lot, away from the cars, and the ball field may be used. No one is permitted near the sides of the building.
2. The woods are always off limits.
3. Students may use the ball field only if a yard parent or teacher is available to supervise them.
4. AT ALL TIMES you must be in view of the adult on duty.
5. NO TACKLE, contact games, or hard balls allowed.
6. Throwing of snowballs, pebbles, dirt or rocks is always forbidden.
7. Pushing, fighting, name-calling and taking of other people's property or clothing are also forbidden.
8. Homework and class work are not allowed to be taken out on the playground without teacher approval.
9. No one is to enter the building at lunchtime without permission from the adult on duty.
10. Play equipment is available. Each class is responsible for marking its equipment and taking care of it. Students should be appointed each week to take out and bring in playground equipment. Classes are responsible to pay for lost playground equipment.
11. When the whistle blows, students should line up. Finally, and most importantly every student is to be respectful and to obey the directions of the adult on duty. Rudeness or disobedience will be considered a major offense and will be dealt with accordingly.
12. The adults on yard duty represent the principal and the teachers. Yard parents must always be treated with respect. Their directions must be obeyed promptly.
13. Students must abide by the safety rules for the playground.
14. Students are not permitted to take food or drink out of the cafeteria or classroom to the playground or blacktop.

B. Lunch Hour on Rainy Days

1. Each student must be seated at a desk.
2. Quiet talking is permitted.
3. You may study or play a quiet game.
4. Students in grades PreKindergarten through 3rd grade may do an arts and crafts project or puzzle, if the teacher wishes.
5. If students are not capable of making a mature decision on the wise use of this time, the adult or teacher may give a constructive assignment.

Dress Code

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community. **Please mark all clothing and belongings with your child's name.**

ALL UNIFORMS ARE TO BE PURCHASED FROM THE LIL DARLING UNIFORM SHOPPE.

ALL CLOTHING MUST BE LABELED & SHOULD BE NEAT AND CLEAN.

BOYS – GRADES 1-8

1. Navy DRESS slacks. Slacks should be zip up pants and should not be rolled up. No drawstring or elastic waist pants allowed. New uniform slacks should be purchased from Lil Darling Uniform Shoppe only. For the months of September, October, May and June, students in Grades 1 through 8 may wear tailored navy blue walking shorts of medium length. New walking shorts must also be purchased through Lil Darling Uniform Shoppe.
2. White DRESS shirt – long or short sleeves with buttons. At all times, the dress shirt must be buttoned at the collar with the tie flush with the button. If long sleeves are worn, they may not be rolled up, and must be buttoned at the cuff. Only at the discretion of the principal, may ties be taken off and buttons be undone. Colored or designed tee shirts may not be worn under the white shirt. During the months of September, October, May, and June, a white polo shirt with the blue Saint Martin's logo may be worn to replace the white shirt and school tie. All shirts, dress and polo, must be kept tucked into the pants or shorts, unless permission is given by the principal. Short sleeve shirts or long sleeves may be worn year round. The polo shirt must be ordered from Lil Darling Uniform Shoppe. All shirts must fit properly.
3. The white polo shirt may be worn with either the shorts or the dress slacks. The dress shirt may not be worn with the shorts. The white polo shirt should not be worn with the sweater or sweater vest.
4. Ties are worn from September through June with the dress white shirt and should be purchased from Lil Darling Uniform Shoppe or at Saint Martin's:
 - Plaid Long Tie – Grades 1-4
 - Navy Blue School Tie – Grades 5-8

It is strongly recommended that the boys purchase at least two (2) ties in case of damage or misplacement of the tie.

5. Sweaters – solid NAVY pullover vest with school logo. The uniform vest must be purchased through Lil Darling Uniform Shoppe. The vest is always worn with long pants. A solid navy V-neck sweater with the school logo may be worn in lieu of the vest. New solid navy V-neck sweaters must be purchased through Lil Darling Uniform Shoppe. White polo shirt should not be worn with sweaters or sweater vests. Sweaters should be checked periodically for holes and should be replaced accordingly.
6. Belts – solid black must be worn with slacks and shorts in grades 5 - 8.

7. Solid black dress shoes are required with solid dark black or solid navy blue socks. Shoes may be tied, buckle or sturdy penny loafer type – no slip-ons. We do not consider boots, work boots, sandals, Crocs (sandals or shoes), sneakers (including dress sneakers) or shoes that come above the ankle to be dress shoes. Shoes should be kept polished, neat, and clean. They should be checked for wear and tear, including proper fit, and replaced accordingly.
8. Socks must always be worn. Solid black or solid navy blue socks only must be worn with the winter uniform. Black or white socks only, that cover the anklebone, must be worn with the summer uniform. No low rise or no-show socks allowed. No logos, stripes, or trim on socks. No colors on socks at all. NO NOVELTY SOCKS OR ANY OTHER COLOR THAN NAVY OR BLACK ARE PERMITTED. ABSOLUTELY NO PATTERNS OR DESIGNS ON ALL SOCKS.
9. Sneakers are worn for Physical Education Classes only. They should be all white or all black, with white or black soles only. Roller sneakers, light-up sneakers, or any other color other than all black or all white are not allowed. SMDP Spirit Wear is not gym uniform and may not be worn on gym days.
10. Earrings are not permitted in school, nor is any jewelry in visible pierced body parts. Boys who wear necklaces can wear one and they can wear one bracelet or one wristband. Choker type necklaces are not allowed. Students may wear a traditional watch (analog/digital). No wearable devices/smart wearables, including smart watches and health wearables with display. Pumps and sensors are excluded from this requirement.
11. Hair should be neat, trimmed above the collar, ears and eyebrows, and must always be clean and neat. No fad or fade hair styles or head shaving. No facial hair. No hair coloring -- only natural, God-given hair colors are allowed.

GIRLS – GRADES 1-8

1. Plaid Jumper – Grades 1-4 – Uniform jumper must be at or below the knee and must be worn with the girl's tie.
2. Plaid Skirt – Grades 5-8 – The uniform skirts with pockets must be at or below the knee and purchased from Lil Darling Uniform Shoppe.
 OPTIONAL: Navy blue DRESS slacks may be worn from September 1st to June 30th. During September, October, May and June, students may wear tailored navy blue walking shorts of medium length or the navy skort at medium length (2 inches above the knee). These are all purchased from Lil Darling Uniform Shoppe, this is for grades 1-8.
3. For girls in grades 1-4, the plaid girl's tie must be worn with the long or short sleeve Peter Pan blouse purchased from Lil Darling Uniform Shoppe. For girls in grades 5-8, plain white cotton blouses, with collar, long or short sleeves purchased from Lil Darling Uniform Shoppe. If long sleeves are worn, they should be buttoned at the cuff. During the months of September, October, May and June, a white polo shirt with the Saint Martin's logo may be worn to replace the white blouse. This polo shirt must be purchased from Lil Darling Uniform Shoppe. Vests must be worn. All shirts must be tucked in. Colored shirts under the uniform shirt are unacceptable. Girls cannot wear the cotton blouse without a sweater or vest.
4. The polo shirt may be worn with either the uniform skirt, shorts or skorts. The blouse cannot be worn with the shorts or skorts. The polo shirt cannot be worn with the jumper.
5. Navy knee socks or full navy tights – solid navy. In September, October, May, and June, girls may wear white socks that only cover the ankle. White ankle socks are available at Lil Darling Uniform Shoppe. Short socks should not be worn with the tights. No golf socks, no-show or low-rise socks and no logos, stripes, or trim on socks throughout the entire school year. No white knee socks.

6. Sweaters:

Grades 1-4 – NAVY vest, V-neck or cardigan with slacks. The cardigan may also be worn with jumper; not the vest or V-neck ALL sweaters must have school logo.

Grades 5-8 - NAVY sleeveless pullover vest is mandatory. NAVY long-sleeved V-neck pullover sweater with school logo may be worn in lieu of the vest. The vest or the V-neck must be worn from November 1st to April 30th with skirt or slacks. ALL sweaters must have the school logo. The uniform sweaters and vest must be purchased through Lil Darling Uniform Shoppe.

7. Solid black colored, flat, sturdy dress shoes with dark color soles. The shoes may be tied, buckle or sturdy penny loafer type – no slip-ons. Boots, jellies, sling backs, work boots, sneakers (including dress sneakers), shoes that come above the ankle, ballet-type slippers, slip-ons, sandals, Crocs (sandals or shoes), and clogs are not considered uniform shoes. Heels of shoes should be low (not more than one inch) and not platform style. No clunky shoes allowed. No heels higher than 1-inch for students in Saint Martin de Porres School.
8. **Make-up is not appropriate and is not permitted.** This includes lip gloss and eye make-up, particularly mascara. Nail polish is not permitted. NO tips, gel, fake nails, French manicures, acrylic, power gel, stick-on-nails or designs.
9. Jewelry – Only small post earrings or small hoop earrings close to the lobe (**one earring per ear**), only one simple, metal chain and one bracelet or one wristband. Other jewelry, such as pins, dangling bracelets and hoop earrings or jewelry in visible pierced body parts is not permitted. Choker-type necklaces are not permitted. Small patriotic and/or religious lapel pins are acceptable. Students may wear a traditional watch (analog/digital). No wearable devices/smart wearables, including smart watches and health wearables with display. Pumps and sensors are excluded from this requirement.
10. Running or walking sneakers are worn with their gym uniform on Physical Education class days only. They should be all white or all black, with white or black soles only. Only white or black logos are acceptable. Roller sneakers, light-up sneakers or high-top sneakers are not allowed. SMDP Spirit Wear is not gym wear and may not be worn on gym days.
11. Hair should be neat, trimmed and clean and out of the eyes at all times. Blue or white hair accessories, including school uniform patterned headband and/or scrunchie, may be worn. *No oversized bows, flowers, novelty headbands, no triangular scarves may be worn.* No fad hairstyles or head shaving is permitted. Only natural, God-given hair colors are allowed.

During the cold weather, students may wear the navy blue uniform sweater purchased from Lil Darling Uniform Shoppe. Other types of sweaters or sweatshirts may not be worn. **The uniform fleece is considered outerwear and is not worn in lieu of the navy blue uniform sweater or uniform vest.**

PRE-KINDERGARTEN & KINDERGARTEN

Summer and winter gym suits and black or white sneakers. All Pre-Kindergarten and Kindergarten students will wear the Saint Martin de Porres School gym uniform on a daily basis with solid white socks. Warm weather wear consists of tee shirts with school logo and matching shorts with school logo. The uniform sweatsuit will be worn from November through April. Dress-down days will be designated by the principal. These uniforms may be purchased from Lil Darling Uniform Shoppe. No nail polish may be worn. No jewelry, except post earrings.

All Pre-Kindergarten and Kindergarten students must wear all white or all black Velcro sneakers.

SCHOOL SPONSORED EVENTS & SPECIAL OCCASIONS

1. On various occasions throughout the school year, you will be permitted to wear jeans and sneakers on designated "dress down days." Also, it may be requested that the winter uniform be worn for special occasion during the school year.
2. Girls – no skin-revealing, see-through, strapless, crop-top, shear inserts, and backless outfits are not allowed. Hip-hugger pants, jeggings or leggings are not allowed. NO ripped or torn jeans, NO distressed jeans, and NO jeans with holes in them. NO holes in any shirts. Shorts are not allowed.
3. Boys – no belly shirts, low-riding pants, or skin-revealing outfits. NO ripped or torn jeans, NO distressed jeans, and NO jeans with holes in them. NO holes in any shirts. Shorts are not allowed.
4. If appropriate clothing is not worn, a parent/guardian will be asked to bring a change of clothing.
5. The same rules for make-up and jewelry apply for special occasions during school hours.
6. On SMDP Spirit Wear Days, students are permitted to wear SMDP Spirit Wear, gym uniform or their regular school uniform.
7. NO ripped or torn jeans, NO distressed jeans, and NO jeans with holes in them. NO holes in any shirts. Shorts are not allowed.
8. NO holes in any shirts.
9. ***The principal has the right to have a student change into their regular uniform if the rules of the dress down day are not followed correctly.***

GYM UNIFORMS

Regulation school logo tee shirts and gym/basketball shorts with logo must be worn by students in Grades 1-8 for gym classes. *These must be ordered through Lil Darling Uniform Shoppe.* Sweatpants and crewneck sweatshirts worn for gym classes by Grades 1-8 during cold weather must be navy blue and must have the school logo. *These must be ordered from Lil Darling Uniform Shoppe.* Hooded sweatshirts are not allowed. Gym clothing with other logos is unacceptable. White or black sneakers and only white crew socks are worn with the gym suit. No golf socks, no-show or low-rise socks and no logos, stripes, or trim on socks throughout the entire school year. All gym shorts for all students may NOT be more than two (2) inches above the knee and must be loose fitting.

All Pre-Kindergarten & Kindergarten students will wear the Saint Martin de Porres School gym uniform on a daily basis. Warm weather wear consists of the tee shirt with the school logo and matching shorts with the school logo. The uniform sweatsuit will be worn from November through April. These uniforms may be purchased from Lil Darling Uniform Shoppe. Only white sneakers can be worn in Pre-Kindergarten and Kindergarten. Pre-Kindergarten and Kindergarten children only are free to wear all white Velcro sneakers.

The parents/guardians of students will be notified immediately if their child is not their designated school uniform and will be required to bring the appropriate uniform as soon as possible.

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

ALL UNIFORMS ARE TO BE PURCHASED FROM THE LIL DARLING UNIFORM SHOPPE.

ALL CLOTHING MUST BE LABELED & SHOULD BE NEAT AND CLEAN.

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair must not be below the shirt collar. Bangs should not be so long that they impede vision. Hair should not be dyed.

The parent/guardian will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parent/guardian will be made by school officials.

Drug and Alcohol Policies

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

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately.
- The principal will verify the teacher's observation and will notify the parent/guardian.
- If the student confirms suspicion or appears unstable, student should be brought to the attention of the School Nurse (as per the Emergency Guidelines).
- If necessary, the principal will call 911 (as per the Emergency Guidelines).
- The police may be called if the student is in possession of an illegal substance (as per the Emergency Guidelines).
- The parent/guardian must pick up the child immediately should it be determined that the suspicion is founded. The Parent/guardian will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, party, dance, or school outing. The Parent/guardian will be notified, and appropriate action will be taken, which may include suspension or expulsion from the school.

Electronic Devices

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

The use of electronic devices by faculty, administration, staff, and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, Smart Watches, and other personal electronic devices). In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

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

Electronic Communications, Internet and Computer

Use General Principles

In using the internet, computers, and the various methods of electronic communication, adults who are working with minors in Archdiocesan institutions and programs must maintain appropriate behavior, and serve as an example of Christian conduct. They must also take care to avoid any situation or conduct that might be misinterpreted, or that might be the source of scandal for themselves or others.

Definitions

- a. The term “electronic communication” shall include, but not be limited to telephone, cell phone, email, text messaging, instant messaging, comments posted on blogs or websites, chat rooms, social networking sites, on-line gaming, file transfers, internet phone calls, internet video or audio conferencing.
- b. The term “indecent material” shall include, but not be limited to, inappropriate sexually explicit or suggestive images or written material. The determination of whether material is indecent shall be at the discretion of the responsible administrator of Archdiocesan institution or program, based on the moral doctrines of the Church and civil law.
- c. The term “webpage” shall include, but not be limited to, a website, a page on a social networking site, and blog.
- d. The term “minor” shall mean any person under the age of eighteen, who is not related to the adult, and with whom the adult is working or has previously worked in an Archdiocesan institution or program.

Proper Relationships and Electronic Communications

- a. Because of the easy, informal, and at times anonymous nature of many forms of electronic communication, the proper relationship between adults and minors can easily become confused. Adults must make sure that their use of electronic communication maintains a proper professional relationship with minors, and does not create or give the appearance of an inappropriate relationship, or encourage inappropriate behavior.
- b. In using electronic communications, proper and healthy boundaries between adults and minors must always be maintained:
 1. Excessive familiarity or a purely social relationship between adults and minors are not appropriate. Adults must recognize that there is a difference between being “friendly” and being “friends” with children. Minors are not peers of an adult who works with them in a church program or institution.
 2. It is always inappropriate for there to be a “special” relationship between an adult and a young person, or to give the appearance that a minor is a “favorite” of an adult.
 3. Adults are never to take on a role of a “surrogate parent” or “confidant” to a minor with whom they are working.

Electronic Communications in General

- a. Any adult who misuses any form of electronic communication or computer is subject to disciplinary action, including dismissal from employment or volunteer service.
- b. Adults shall not transmit or display any indecent material to minors by any means of electronic communication.
- c. There shall be no private, direct electronic communication between an adult and a minor, except as provided below.

- d. Adults should send all electronic communication to minors through their parents or guardians.
- e. If electronic communication is necessary for the orderly operation of an activity sponsored by or connected with an Archdiocesan institution or program (e.g., to notify participants of changes of schedule, weather cancellations, etc.), the adult moderator or that activity should contact a parent/guardian first, and then subsequent communication should be from parent/guardian to parent/guardian, or minor to minor (e.g., telephone tree).
- f. An Archdiocesan institution, or an adult moderator of an Archdiocesan program, may send group emails to minors with whom they are working in an Archdiocesan institution or program (e.g., an email to all members of a club to notify them about scheduling matters or to remind them of events). Only matters relating to the activity are to be communicated, and parents/guardians are to be sent a copy of such emails, if possible. An official email account of the Archdiocesan institution or program must be used for these communications, and never a personal account. In all such direct communication with minors, a proper professional relationship must be maintained always.
- g. If an adult is serving as a chaperone on a trip sponsored by or connected with an Archdiocesan institution or program, the adult may have direct electronic communication with a minor to the extent that is necessary for safety or maintaining order (e.g., a telephone call or text message to a minor who has become separated from the group). Only matters relating to the activity are to be communicated, and such communications must be immediately terminated when the trip is concluded or such communications are no longer necessary. In all such communication with minors, a proper professional relationship must be maintained always.
- h. An Archdiocesan institution or program may establish a system for sending emergency alerts to minors through text messages, emails or voice mails (e.g., a warning about a significant imminent threat to safety at a school). Only matters relating to the emergency are to be communicated, and parents/guardians are to be sent a copy of such alerts, if possible. This system shall only be used for emergencies, and not for routine communications.
- i. If a minor initiates an electronic communication with an adult, the adult shall advise the minor that, under the policies of the Archdiocese, private direct communications are not permitted between an adult and a minor, and then seek to establish contact with the minor's parent/guardian instead. If a parent/guardian is not available, the adult shall advise the minor that further communication must be with the minor's parent/guardian, and conclude the communication.
- j. If a minor initiates an electronic communication to report a violation of the Archdiocesan Policy Relating to Sexual Misconduct or the Code of Conduct, or any civil law relating to child abuse or neglect, the adult must immediately comply with Archdiocesan policies regarding the reporting of incidents (see Section 10 of these Policies).
- k. Any questions about the application of these policies to circumstances should be directed to the responsible administrator of the Archdiocesan institution or program, or to the Safe Environment Office.

Internet and Computer Use

- a. Adults who use any computer that is owned by or used in an Archdiocesan institution or program must consent to and abide by the proper usage policies of the institution.
- b. Adults may not view or download from the Internet any indecent material on any computer that is owned by or used in an Archdiocesan institution or program. Adults may never give, transmit or display such material to minors by any means. Adult may never display or save such material in any way in which a minor may have access to it.

- c. No image of a minor who is involved in an Archdiocesan institution or program may be posted on a webpage associated with that institution or program (e.g., an official school website), without the written permission of the responsible administrator of the program and the minor's parent/guardian. Such images must be removed immediately if the minor's parent/guardian refuses or withdraws their consent.
- d. No personal information about minors involved in an Archdiocesan institution or program may be posted on a webpage associated with that institution or program (e.g., listing of names and contact information of sports participants or altar servers on an official parish website).
- e. Adults may not maintain links on their personal webpage to a minor's webpage.
- f. No images of a minor may be posted on the personal webpage of an adult who is working or has worked with that minor in an Archdiocesan institution or program.
- g. The policies set forth in Sections 12.4 (e) and (f) shall not apply if the adult is related to the minor.
- h. Adults should not patrol the Internet for the minors with whom they work, monitor their behavior online, or seek out a young person's personal sites for details of his or her life. This policy shall not apply if the adult is the parent/guardian of the minor.
- i. Adults may never post to any webpage any statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to a minor.
- j. Adults who maintain a personal webpage must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the Archdiocesan institution or program in which the adult works.

Social Networking Sites

- a. Archdiocesan institutions and programs may maintain social networking sites only under the following circumstances:
 - 1. Access to the site is strictly restricted to those adults and minors who are actively involved in the program;
 - 2. Access to the site is subject to the invitation and approval of the program's adult monitor.
 - 3. Private direction communications ("chat" or private messages) may not take place between adults and minors;
 - 4. To the fullest extent possible, adult must use the social networking site's privacy setting to block private direct communications;
 - 5. The adult moderator of the program oversees the content of the site and ensures that no inappropriate or indecent material is posted; and
 - 6. The adult moderator of the program ensure that no personal information or photographs of minors involved in the institution or program are posted without written permission of the minor's parent/guardian.
- b. Adults may not use personal social networking sites to have private direct communication with a minor with whom they are working or have previously worked in an Archdiocesan institution or program.
- c. Adults with personal social networking sites may not have on their groups, friends list or buddy list any minor with whom they are working or have previously worked in the Archdiocesan institution or program.

- d. Adults may not post on their personal social networking site any image of a minor with whom they are working or have previously worked in an Archdiocesan institution or program.
- e. The policies set forth in Sections 12.5(b), (c), and (d) shall not apply if the adult is related to the minor.
- f. Adults should not patrol social networking sites for minors with whom they work, monitor their behavior on those sites, or seek out a young person's personal site for details of his or her life. This policy shall not apply if the adult is the parent/guardian of the minor.
- g. Adults may never post to a social networking site any statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to a minor.
- h. Adults using social networking site for their personal use must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the Archdiocesan institution or program in which the adult works.

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/Guardians 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/Guardians 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” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-authorized 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, or CD-ROM’s 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.

Emergency Closings/Delayed Openings

To learn if school is closed due to inclement weather, loss of power or other issues, or delayed for weather reasons, you will receive an IRIS alert (Immediate Response Information System Alert) by your chosen method of communication through the main office – phone call, text, message, e-mail or all of the above.

Saint Martin de Porres School follows the directions for the Arlington Central School District. Saint Martin de Porres parents/guardians are to follow the IRIS alert to know the length of the delay or the time of the early dismissal. An IRIS alert will only be sent when information for Saint Martin de Porres School is available to our principal. Each family is responsible for keeping the IRIS Alert Information current.

When a school in the Archdiocese is closed for the day due to inclement weather or unforeseen situation, the following will apply: (1) all school-related extracurricular activities, interscholastic contests, team practices and field trips will be canceled; and (2) the after school programs will be closed all day.

For emergency early dismissal, please be advised that the Authorization to Release form that is submitted in the fall will be followed unless otherwise notified.

Expectations and Responsibilities for Students

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

- do their best work at all times;
- treat all members of the school community (i.e., teachers, staff, priests, parents/guardians and students) with respect which 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 non-uniform days;
- help care for school property and keep the school free from damage and defacement;
- report concerns to an adult, especially if they witness what they know to be a violation of school conduct policy, violent or criminal act or become aware of a potentially violent or criminal act in school or at a school function;
- write/copy/record their homework assignments (Google Classroom and/or Google Sites is secondary to the student's planner/notebook); and
- attend field trips which are educational based and do serve a purpose.

Honesty

Students are expected to be trustworthy, reliable, and honest. Stealing, lying, cheating, distorting facts, forging notes or signatures, copying reports or homework, and similar behavior are unacceptable and will result in disciplinary action. Students involved in cheating will receive a grade of zero on the related test or assignment and parents/guardians will be notified.

Extracurricular Activities

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

Faculty Meetings

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

Faculty Meetings are scheduled on one Friday of each month, unless parents/guardians are otherwise notified. A calendar is sent home and posted on the school website. All children will be dismissed at 11:30 a.m. on these days. Aftercare does not provide lunch, snack, or water on half-day dismissals.

Field Trips

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

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

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary for each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent/guardian, is required before a child will be permitted to attend a field trip. Verbal, emailed, or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.
- All students must report to their class for attendance.
- Siblings are not permitted on field trips.
- Only parents/guardians may be selected as a chaperone of a field trip in their child's class.
- Chaperones must be in compliance with the ADNY Safer Spaces Program in order to be selected for a field trip.
- Parents/Guardians that have been selected to chaperone may not meet other family/friends at the trip location.
- Students must travel to and from the field trip location via transportation provided by the school.
- Tobacco and alcohol use is strictly prohibited on field trips.
- Chaperones are not permitted to allow any child, including their own, any electronic devices on field trips.

Financial Policies

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

Tuition Schedule for Grade PreK-8

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

See Appendix for current Tuition Policy Guidelines for PreK and Grades K-8.

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.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to Saint Martin de Porres School.

WITHDRAWALS AND REFUNDS

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

- If completion of the digital withdrawal form is completed on or before August 15, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.
- If completion of the digital withdrawal form is completed after August 15 and the student does NOT attend, 90% of the annual tuition will be forgiven. You, the family, are obligated to pay the remaining balance of 10% of the annual tuition as billed. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be issued upon written request to the school.
- In the case where a school requires a tuition deposit to complete enrollment, that tuition deposit is not refundable, regardless of withdrawal date.
- If you, the family, choose to withdraw your child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

Withdrawal Date	Annual Tuition Obligation
September	80% of tuition forgiven; family obligation 20%
October	70% of tuition forgiven; family obligation 30%
November	60% of tuition forgiven; family obligation 40%
December	50% of tuition forgiven; family obligation 50%
January	40% of tuition forgiven; family obligation 60%
February	30% of tuition forgiven; family obligation 70%
March	20% of tuition forgiven; family obligation 80%
April	10% of tuition forgiven; family obligation 90%
May	No adjustment; family obligation 100%
June	No adjustment; family obligation 100%

- Calculations will be based on the last month in which the child(ren) attended one or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.
- Student records can only be provided to the child's new school upon satisfaction of the tuition obligation.
- Please see the link to the digital withdrawal form here: <https://forms.gle/Tp6w5eSCZRP93fb16>

DELINQUENCIES

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

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

FEES

- Families are charged an annual \$50 FACTS administrative fee upon activation of their account.
- Accounts with late payments will be assessed a late fee of \$40 for each late payment.
- Checks and electronic payments that fail (i.e., do not clear the bank) will result in a \$20 fee per occurrence.
- Families may be charged for other fees in addition to tuition (i.e., after school programs, meal programs, graduation, technology, or other general fees).
- Fees are not refundable. This includes the Registration Fee paid through FACTS
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees, and costs.

ACCEPTANCE OF THIS TUITION AND FEES POLICY

SCHOOL YEAR: 2025-2026

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

I have read this policy and agree to the following:

- I understand my obligation to make timely tuition payments.
- I understand that FACTS will charge a \$50 administration fee for its service.
- I understand that my account will be assessed as a \$40 late fee for each late payment.
- I understand that I will be charged a \$20 fee for returned or rejected checks and failed electronic payments.
- I understand that I have a tuition obligation if withdrawal notice is given after August 15th even if my child does not attend school.

Fire & Emergency Drills/Lockdown Drills

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

Guidance

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

Guidelines for the Education of Non-Catholics

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

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

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

Harassment/Bullying Policies

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

The school provides a safe environment for all and participates in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment and bullying. Students determined to have been involved in harassing and/or bullying behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or reported to the local authorities.

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

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

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

Illness (see Medication)

If a child has an illness or chronic medical condition, it is the parent/guardian's responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency. In the event that a child exhibits symptoms related to infectious disease or communicable diseases, the parent/guardian is obligated to notify the school and to keep the child home until properly tested and cleared by a physician or appropriate licensed medical professional.

Immunizations

Students are required to have all inoculations as required by the Department of Health before admission to and for continued attendance at the school. Students will not be permitted to enter school unless all appropriate inoculations are documented on or before the first day. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parent/guardian and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

Lateness

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

Liturgy/Religious Education

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

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

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

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

Church

The Mass is the center of Christian life. It is the celebration at which you grow in your faith. At Mass, you are together with other members of God's family to pray and to receive Jesus in the Eucharist.

There will be many times when we will be able to plan your own Eucharistic celebrations. Remember that when we help prepare a liturgy, we are helping people praise and worship God, our Father.

This is what the Church is all about. God's people work, pray and love together. We support one another and we help one another grow.

God calls us together because He wants us to pray as a group – as a community. Learn as much as you can about God and teach others to know and love Him. A few basic reminders:

- When you enter the church quietly, use the Holy Water to bless yourself. This will remind you of your Baptism when you first became a member of God's family.
- Genuflect before entering the bench. Show God that you respect, honor, and love him.
- Join in the singing and praying. At Mass, we praise and thank God as a community. We do this by joining our voices in song and prayer.
- Remember, you are trying to help one another grow. Give good example when you are in church. We are in the house of God and only our best behavior is acceptable.

Lunchroom

Saint Martin de Porres School provides a hot lunch. If you wish for your child to participate in the hot lunch program, you must send lunch money to the school in an envelope marked with your child's class, and the amount of money to add to your child's digital lunch account. The envelope must be clearly marked 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 yard.
- In inclement weather, the children will go directly from the lunchroom to their classroom.

Maternity/Paternity Policies

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

Medications

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

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

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

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

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

- severity of health care problem, particularly asthmatic or allergic conditions.
- prescriber order directing the student be allowed to carry his/her medication.
- written statement from a parent/guardian requesting compliance with prescriber order.
- student has been instructed in the procedure for self-administration and can assume this responsibility.
- The parent/guardian contact is made to clarify the parent/guardian responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

Money

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

Parents/Guardians as Partners

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

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

The Parent/guardian is asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. The parent/guardian should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time and participating in fundraising activities. If tuition payments are not made on time, parents are encouraged to reach out to the school to establish a payment plan.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and through the use of technology and social media.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent/Guardian-Teacher Conferences and Parent School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse, improper use of technology and social media, or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parent/guardian and the school.

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

Parent School Association (PSA)

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

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students.
- to provide a means for keeping the parent/guardian informed of school activities, programs, etc., and if any, parent/guardian service requirement.
- to assist the school in meeting its financial obligations, primarily through fundraising activities
- to provide adult education programs
- all parent activities must be done in collaboration with the school principal and all communications must be approved by the principal before they are shared with the school community; and

- for all parents/guardians to abide by the guidelines of the Saint Martin de Porres School Parent Involvement Program (PIP).

Philosophy and Goals

Saint Martin de Porres School endorses the call of the U.S. Conference of Catholic Bishops 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.

Pregnancy Policy

Rationale:

In accordance with the teachings of the Catholic Church, Saint Martin de Porres School holds that all life is sacred and welcomes the gift of new life regardless of the circumstances. While not condoning sexual activity outside of marriage and being sensitive to victims of sexual crimes, it is the policy of the school to assist any student who becomes pregnant or fathers a child to meet this new responsibility. Students will receive support and encouragement from the school community during a time when they may feel overwhelmed or scared. Teachers and administrators will make reasonable accommodation necessary for the health of the mother and her unborn child and to help the student achieve both his or her educational goals and fulfil his or her responsibilities as a parent.

Policies:

1. When a teacher, guidance counselor, principal or other staff member is made aware that a student has become pregnant or has fathered a child, the student will be encouraged to meet with the Sisters of Life (212-737-0221) for support and encouragement during this challenging time. If he or she is willing, the Respect Life Office of the Archdiocese of New York (646-689-2613) may facilitate an introductory meeting with the Sisters of Life at the school. Other efforts of assistance may include helping the student inform his or her parents or guardians (if this has not already been done) and providing referral for appropriate medical evaluation and prenatal care.
2. If the student shares that the pregnancy is a result of a crime of a sexual nature involving a minor, we will follow the reporting policies outlined by the Safe Environment Office (646-794-2810).
3. While responding with compassion and understanding to a crisis pregnancy, under no circumstances will any staff member advise, encourage, assist, facilitate, or cooperate in any way with a student obtaining an abortion. Violation of this policy may result in adverse employment action for that staff member. Any student who assists a pregnant student to obtain an abortion may also be subject to disciplinary action. If a student is being pressured or forced into an abortion by a family member or other person, we will support the student's legal right to freely continue the pregnancy. The Sisters of Life can help to inform family members of the rights of minors in the case of pregnancy.
4. In the tragic event that a student, or the mother of a student's child, suffers an abortion or a miscarriage, and the school becomes aware, if appropriate, we will encourage him or her to meet with the Sisters of Life for support and healing from this trauma.
5. Saint Martin de Porres School does not consider pregnancy in and of itself reason for the dismissal of any student. We will work with the student and her parents to determine how she can best continue her education during her pregnancy and after the birth of her child.
6. This information is intended to cover most cases of student pregnancy, but it also recognizes the circumstances in a particular student's situation may necessitate a deviation from the policy.

7. Guidelines During Pregnancy

- a. The student must submit a letter from her physician which informs the school of her condition, together with any necessary accommodations that the physician recommends for her health and that of her unborn child.
- b. The decision concerning a student's continued school attendance is made by the principal after consultation with her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations. The principal or guidance counselor should discuss other options open to a pregnant student for educational plans during and after the pregnancy:
 - Transfer to a special school for pregnant and/or parenting students
 - Enroll in a special program for housing and education at The New York Foundling, etc.
 - Participating in regular coursework through online portals
 - Independent study or online home-schooling program
 - Home instruction (provided by the public school district)

Before these options are approved, a conference with the principal, parents, guidance counselors, and other administrators is necessary. The Sisters of Life can assist with exploring the available options.

- c. After receipt of a physician's letter concerning a student's pregnancy, the school nurse (if available), the student's guidance counselor (if available, ordinarily excluding Title I personnel), and other administrators (if necessary), should be notified immediately. Any adjustments to the student's schedule (e.g. physical education class, etc.) should be made after consultation with the parents or guardians, school nurse, and guidance counselor.
- d. If the student continues regular studies at the school during her pregnancy, special accommodation may need to be provided especially during the 1st trimester in case of pregnancy-related illness, in the later months of pregnancy, and following delivery. These may include approved absences, extensions on assignments, and postponement or exemption from tests and exams. The guidance counsellor, school nurse and/or principal should meet with all the student's teachers to develop a consistent and unified policy in the best interests of the student's health and educational goals.

8. Procedures After the Birth of the Child

- a. The student who chooses to resume regular studies at the school must present a letter from her physician stating that she is able to resume a full educational program.
- b. Consultation with all parties concerned should take place prior to the student's return to school. In all cases, the best interests of the mother and child should remain a priority.
- c. If needed, continuing assistance for the care and nurturing of the mother and child can be provided through the Respect Life Office of the Archdiocese of New York.

Recommendations

Any and all requests for recommendations and transcripts must be approved by the principal.

Students may request only three recommendations for their various high schools, not including the TACHS recommendation.

Re-Registration

At the time of re-registration parents/guardians will be notified if their child is being invited to return to the school in September or if the child is not being invited back. Letters of Intent for the coming school year will be

sent home, and at that time, there will be an opportunity to add any newly enrolled siblings. A registration packet will be sent home with those families and will need to be returned promptly. Registering a sibling does not guarantee a spot for the coming school year.

Please note that when accepting students into Saint Martin de Porres School, preference is given as follows:

First, to those returning students currently enrolled in Saint Martin de Porres School for the previous year (which includes PreK-3 and PreK-4 students), who have met their academic requirements, financial obligations, and all Parent Involvement Program requirements.

Second, for new students preference is given to siblings of those already registered in Saint Martin de Porres School for the previous year.

Third, to registered and active parishioners of Saint Martin de Porres Parish.

Fourth, to recently registered parishioners of Saint Martin de Porres Parish.

Fifth, all other students who wish to attend Saint Martin de Porres School.

Release of Students (during school day)

The school has a sign-out book located in the main office.

Occasions for the use of a sign-out book are:

- in the event of a student illness, the parent/guardian or an adult designated by the parent/guardian on the school's Emergency Contact list must come to the school and take the child. It is against the law to dismiss a child during school hours except in the direct custody of a parent/guardian or an adult designated by the parent/guardian. If the parent/guardian cannot be contacted, the Administrative Assistant will contact the name listed on the child's emergency contact slip. Emergency Contact slips will be completed in September and must be updated, as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent/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. Updates to the monthly calendar will be shared digitally and in hard copy. The End-Year Examination schedule for Grades 6-8 will be sent to the parent/guardian when dates have been finalized.

School Publications

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

School's Right to Amend

*Saint Martin de Porres School reserves the right to amend this handbook without prior notice.
Notice of amendments will be sent, as necessary.*

Security

To ensure the security of the building and the safety of each child, all exterior doors will be locked during the school day, the school strongly enforces its policy of requiring all visitors, even a parent/guardian, to report to the office. **All doors, including the front doors, are locked and alarmed at all times.**

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 it is reviewed regularly with the faculty and staff.

Sex Offender Policy

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

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

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

In addition, over the course of the school year, we may receive from the local police departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to the parent/guardian in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at:

<https://www.criminaljustice.ny.gov/nsor/> **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/Vaping

New York State Law prohibits smoking or vaping in school buildings and on school property.

Smoking or vaping is prohibited at all times in the school building, in its parking lot and playing fields. This prohibition applies to faculty, staff, a parent/guardian, and all visitors to the school. Smoking on the sidewalk in front of the school building is not allowed.

This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar system.

Snack

Snack can only be eaten at the designated time, appointed by the teacher. Drinks carried through the day can ONLY be plain water. Students may use a water bottle that closes so as to avoid spillage. The water bottle is to be no larger than 32 ounces. **No glass or squeezable sports water bottles**. Absolutely **NO GUM** is permitted in Saint Martin de Porres School. All snacks should be healthy. Saint Martin de Porres School does not provide any utensils for snack.

Special Learning Needs

Students with learning differences are children of God and members of the Church. The school makes every effort to meet individual students' needs by providing accommodation. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. If you suspect your child has a disability and you wish to have your child evaluated to determine if special education services are needed, you must contact the public-school district Committee on Special Education (CSE) in the school district where the Catholic school is located. The public-school district CSE for (insert school name) is (insert public-school district CSE here).

The CSE will arrange for and provide the recommended services for your child, including conducting special education individual evaluations, CSE meetings and developing an Individualized Education Services Plan (IESP). The IESP is the document for nonpublic school children with special education services. It is your right as a parent/guardian to ask the public-school district CSE to evaluate your child at no cost to you. You also have the option as the parent/guardian to have your child evaluated privately, at your own expense.

Once the results of the evaluation are available, the 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). It is the responsibility of the parent/guardian to ensure that the child's IESP is kept current.

If a student transfers in from a public school with an Individualized Education Program (IEP), the parent/guardian must notify the Catholic school. It is the parent's/guardian's responsibility to then contact the public school district Committee on Special Education (CSE) where the Catholic school is located to have the IEP converted to an IESP. The IESP is the document for nonpublic schools.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan and will then notify the parent/guardian of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) (student.assistanceplans@archny.org) will be written, and a copy of the plan will be placed in the student's confidential file at the school. 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.

Spirit Wear Days

Only Saint Martin de Porres (SMDP) School spirit wear with jeans and sneakers may be worn on Spirit Wear Days. Throughout the school year, SMDP gym shorts may be substituted for jeans.

Summer School

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

The summer school report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's or guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher who will provide documentation to the school of no less than 25 hours upon completion of the tutoring sessions.

Telecommunications Policy

SOCIAL MEDIA GUIDELINES

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

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

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

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

Student Expectations in Use of the Internet

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

Use of School Grounds

Unless students are formally registered for before or after school programs, the school does not have staff available to supervise students present on the school grounds before 7:50 a.m. and after 3:00 p.m. Students must not arrive on the school grounds prior to 7:45 a.m. and a parent/guardian must arrange to pick up at dismissal times.

Withdrawals and Transfers

When a student transfers from one school to another, enters high school or is withdrawn for any reason, the parents/guardians must notify the school of the student's new learning institution within 5 days, or the appropriate authorities will be contacted. The child's absence will be marked as unexcused until the school receives this notification or a request for records from the receiving school. The new school may request a copy of the permanent record and health card from the former school. Permanent records will not be released directly to parents/guardians. Such a request for records should come directly from the receiving school. An Authorization to Release Records request form must be obtained from the school Administrative Assistant.

(Please see appendix.) All books must be returned. All bills must be paid before the records are transferred to another school.

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

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

The school reserves the right to request the parent/guardian withdraw his/her child from the school due to serious disciplinary issues and/or unpaid financial obligations.

Summary Statement

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

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

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

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

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

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

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

Telecommunications Policy – Student Expectations in Use of the Internet

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

1. Use of the computer at school is limited to school-related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines.
7. A Parent/Guardian must give their permission for their child to use the internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. A parent/guardian also has the option of denying permission for their child to use the internet independently at school.

Standards of Behavior

- a. Be courteous and respectful in your messages to others.
- b. 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.
- c. Never visit inappropriate or offensive websites.
- d. Never download materials from inappropriate or offensive websites.
- e. Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- f. Illegal activities are strictly forbidden.
- g. Do not reveal your home address or phone number, or that of other students or staff.

- h. 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.
- i. Proofread your message before you send it.
- j. Never agree to get together with someone you “meet” online.
- k. Only public domain software (“shareware”) can be downloaded.
- l. Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- m. Do not use the network/internet for illegal activities.
- n. Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- o. 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.
- p. 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.
- q. Do not use the network in such a way that you would disrupt the use of the network for other users.
- r. Do not waste or take supplies such as paper or printer cartridges, that are provided by the school.
- s. 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.
- t. 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.
- u. 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.
- v. 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, smart devices, etc.,) are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.”
- w. 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, which may include contacting law enforcement.
- x. *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.



Saint Martin de Porres School

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122 Cedar Valley Road, Poughkeepsie, NY 12603
(845) 452-4428 ✚ www.smdpschool.net



Father Matthew Furey, Pastor

Mrs. Kimberley Papineau, Principal

PARENT/GUARDIAN/STUDENT HANDBOOK SIGNATURE PAGE

2025-2026 School Year

I, the parent/guardian of the following student(s),

Student Name (please print)	Grade

have received, read, and understood the school policies as described in the Parent/Guardian/Student Handbook of Saint Martin de Porres School. I agree to abide by the standards as set by the school. I realize that failure to comply with these standards will jeopardize my child's/children's continuance at Saint Martin de Porrs School.

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

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature (grade 2 and above)

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APPENDIX

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MEDIA AUTHORIZATION AND RELEASE

2025-2026 School Year

(This form is not required to be returned if it was completed as part of the registration process.)

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

Please print the names of parent/guardian/child(ren) below.

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

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

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

Print Name of Child/Children [if applicable]

Signature of Parent or Guardian

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ABSENT NOTE

2025-2026 School Year

Student's Name: _____

Student's Grade: _____

Date(s) of Absence: _____

Reason for absence: _____

Doctor's note is attached. Yes _____ No _____

Parent/Guardian Signature: _____

Date of Note: _____

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**NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL),
LIBRARY LAW (NYSLIB) & COMPUTER HARDWARE (NYSCH)**

PARENT/GUARDIAN REQUEST FORM

2025-2026 School Year

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child(ren) pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

Student Name (please print)	Grade

Signature of Parent or Guardian: _____

Print Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip: _____

Date: _____

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DATA PRIVACY CONSENT FORM

2025-2026 School Year

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

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

Processing of Personal Data

- A. Collection of Information. We collect your personal data that you provide to us during your application for admission, information we acquire or generate upon enrollment, and during the course of your education with us in order to carry out the purposes associated with our Technology Use/Telecommunications Policy.
1. Information you provide us during your application for admission. Upon application for admission, we collect information about personal circumstances and contact information, including, but not limited to, name, address, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
 2. Information we acquire or generate upon enrollment and during the course of your education with us. Upon enrollment and during the course of your education with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co- curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions, and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in. We will also collect information in connection with your use of hardware and software provided to you during the course of your education with us, including, but not limited to, address, telephone number, email address, other unique identifier, passwords or PINs, and account credentials (e.g., username and password).
- B. Access to Information. Your personal information is accessed and used by us. We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes. Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:
1. evaluating applications for admission.
 2. processing confirmation of incoming students and transfer students in preparation for enrollment.
 3. recording, generating, and maintaining student records of academic, co-curricular and extra- curricular progress.
 4. establishing and maintaining student information systems.
 5. maintaining directories and records.
 6. compiling and generating reports for statistical and research purposes.
 7. providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety, and security.
 8. managing and controlling access to campus facilities and equipment.
 9. communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects, and activities; and
 10. soliciting your participation in research and non-commercial surveys.

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

Data Protection

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

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

Consent

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

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

Parent/Guardian Signature	Date
---------------------------	------

Student Name (Printed)	Student Signature	Date
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Student Name (Printed)	Student Signature	Date
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Student Name (Printed)	Student Signature	Date
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Student Name (Printed)	Student Signature	Date
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AUTHORIZATION TO RELEASE RECORDS

TO WHOM IT MAY CONCERN:

I hereby verify that as the parent or legal guardian of _____

request the release of the following information concerning my child:

- _____ Academic Records
- _____ Results of Standardized Tests
- _____ Health Records
- _____ Psychological Evaluation

Name of Previous School: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

PLEASE BE ADVISED NO RECORDS WILL BE SENT TO THE RECEIVING SCHOOL
UNTIL ALL TUITION AND FEES ARE PAID IN FULL.

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2025 - 2026 • Pre-K TUITION GUIDELINES

<u>Number of days</u>	<u>Total In-Parish Pre-K Tuition</u>	<u>Total Out of Parish Pre-K Tuition</u>
<u>3 Full Days</u>	<u>\$5720</u>	<u>\$7800</u>
<u>5 Full Days</u>	<u>\$6760</u>	<u>\$8840</u>

DEFINITION OR ACTIVE PARISHIONER: Families registered in the parish, support the parish community by regular attendance at Sunday Mass, and contribute a minimum of \$800.00 between January and December by use of the Sunday envelopes. *LUMP SUM CONTRIBUTIONS ARE NOT ACCEPTABLE.*

The amount you contribute during this time period will determine your tuition budget for the following school year. CONTRIBUTIONS WILL NOT BE ACCEPTED AFTER THE DECEMBER DEADLINE to add to this measuring period. Any money contributed after this date will go toward the next calendar year.

NEW REGISTRATIONS: In order to be eligible for parish membership, the child being registered for school must be baptized Catholic. Families that become registered members of the parish community and support Saint Martin de Porres, using the envelope system, will be granted Active Parishioner status if during the period from January 1st to March 31st your support to the parish is at least \$200.00. You must contribute at least \$800.00 by December 31st of that year to receive active parish status for the following school year, as stated above. Anyone entering the school and parish after the March deadline or during the school year will be asked to donate a prorated amount based on the time of the year and a reduced yearly contribution will be required based on the time of enrollment. Please note the main obligation for parish membership is to attend Sunday Mass with your child/children.

Failure to comply with the above requirements will convert you to an Inactive Parishioner status and your tuition will be increased accordingly for the following school year.

Qualifications for Active Parishioner Rate:

Families who are Registered and Active Parishioners of St. Martin de Porres Parish, who attend Sunday Mass every week, and use their envelopes for church contributions. A minimum contribution of \$800.00 a year is required to qualify for Active Parishioner Status. Please note that this is a minimum contribution. It is the obligation of every Catholic to support their Parish with a sacrificial donation according to their means and to attend Mass every Sunday (or Saturday evening) and on Holy Days of Obligation.

This is the culmination of your child’s Catholic School education, participating in the Eucharist with their families on the Lord’s Day. Accordingly, lump sum payments at the end of the year are not acceptable. Any family not meeting the criteria for Active Parishioner Tuition Rate will be moved to Non-Parishioner tuition Rate. Records of Sunday Mass attendance and contributions are reviewed regularly through the envelope system. Since tuition covers less than 80% of the cost of educating a child, the rest is made up with fund raising and support from the Church. Our Parish is one body, Church and School. The basis for the reduced tuition rate for Active Parishioners is that they are supporting our Church which in turns supports our school. Without the support of the Church and the tremendous fund raising of our PSA, tuition would be much higher.

MEMBER OF OTHER PARISHES THAT ARE WITHOUT THEIR OWN SCHOOL: According to Archdiocesan guidelines, members of other parishes without their own parish schools must meet with their pastor and come to an agreement signed by parents and pastors.

PRE-KINDERGARTEN FEES:

- \$175.00 Initial non-refundable registration fee per child is due with the application.
- \$150.00 Non-refundable re-registration fee per family due at the time of re-registration.
- \$150.00 Non-refundable book, app, and school supply fee per child due by July 15, 2025.
- \$200.00 Non-refundable computer fee per child but no more than \$350.00 per family is due by July 15, 2025.
- \$175.00 Security Fee-Spread over three payments of \$82.50 in October, and February: rate per family.

*A \$25.00 late fee will be applied after July 15, 2025.
Please make checks payable to Saint Martin de Porres School.*



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2025 - 2026 • K-8 TUITION GUIDELINES

<u>Number of Children</u>	<u>*Active Parishioner K-8 Tuition</u>	<u>Non Parishioner Standard</u>
1 Child	\$4,784	\$6,488
2 Children	\$8,216	\$11,128
3 or more Children	\$11,128	\$15,080

Welcome to our beautiful Saint Martin de Porres Parish School and family! We are committed to the highest quality education for our children, rooted and centered in the traditions and values of our Catholic faith, thus affording them the very best Catholic School education and experience. The culmination of your child’s Catholic School education is participating in the Eucharist with their family on the Lord’s Day. It is the source and summit our Catholic faith - everything we do flows from and is directed to our union with the Heart of Jesus in the Eucharist.

***Qualifications for Active Parishioner Rate:**

Families who are Registered members of Saint Martin de Porres Parish, who attend Sunday Mass every week (or Saturday evening), and use their envelopes for church contributions. A minimum contribution of \$800.00 per year between January and December that is given through use of the Sunday envelopes at Mass each week is required to qualify for *Active Parishioner Status*. Please note that this is a minimum contribution. It is the obligation of every Catholic to support their Parish with a sacrificial donation according to their means and to attend Mass every Sunday (or Saturday evening) and on Holy Days of Obligation. Accordingly, *LUMP SUM CONTRIBUTIONS OR CONTRIBUTIONS WITHOUT WEEKLY MASS ATTENDANCE DO NOT meet the requirements for Active Parishioner Status*.

Since tuition covers less than 80% of the cost of educating a child, the rest is made up with fund raising and support from the Parish. Our Parish is one body, Church and School. The basis for the reduced tuition rate for Active Parishioners is that they are supporting our Parish which in turns supports our school. Without the support of the Parish and the tremendous fund raising of our PSA, tuition for all would be much higher. Hence, any family not meeting the criteria for *Active Parishioner Tuition Rate* will be moved to the Standard Tuition Rate. Records of Sunday Mass attendance and contributions are reviewed regularly through the envelope system.

NEW REGISTRANTS: New Families are granted “*Active Parishioner Status*” the following school year who meet the above requirements during the first year of enrollment.

ACTIVE MEMBERS OF OTHER PARISHES THAT ARE WITHOUT THEIR OWN SCHOOL: According to Archdiocesan guidelines, members of other parishes without their own parish schools must meet with their pastor and come to an agreement signed by parents and pastors.

K-8 ANNUAL FEES:

- \$175.00 Initial non-refundable registration fee per child is due with the application.
- \$150.00 Non-refundable re-registration fee per family is due at the time of re-registration.
- \$150.00 Non-refundable book, materials and school supply fee per child is due by July 15, 2025.
- \$200.00 Non-refundable Technology fee per child but no more than \$350.00 per family is due by July 15, 2025.
- \$175.00 Security Fee is spread over two payments of \$87.50 in October and February: rate per family.

***A \$25.00 late fee will be applied after July 15, 2025.
Please make all checks payable to Saint Martin de Porres School.***

TUITION PAYMENT PLANS:

PLEASE NOTE: Upon acceptance, every new student/new family MUST complete an online tuition enrollment form, even if you will pay tuition in full by the August due date. If you are not sure which payment plan you want to use, pick one now and you can always change it before tuition payments begin in June. For families already enrolled in the school and not adding any new siblings, please be advised that you will remain on the same payment plan from the previous year.

Total Payment: If you choose to pay the tuition in full for the year, it must be paid no later than August 14, 2025.

Payment Plans: In order to assist families who do not wish to pay the tuition in full, you may choose one of the following payment plans.

1. Two-payment plan paid in June and February.
2. Three-payment plan paid in June, November, and March.
3. Ten monthly installments paid from June through March.

FINANCIAL POLICIES: The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to break the contact that parents make with us. If there are any outstanding fees or delinquent tuition at the time of report card distribution, the report card will be withheld until fees are paid in full and tuition is current.

Your participation in ongoing religious, educational, and voluntary programs are vital to our school and to our children. As always, we thank you for your cooperation and support to Saint Martin de Porres School.

2025-2026 New York State Immunization and Medical Forms

2025-26 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the "[ACIP-Recommended Child and Adolescent Immunization Schedule](#)." Doses received before the minimum age or intervals shown on the schedule are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in gradeless classes must 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	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older and the series was started at less than 1 year of age or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³	Not applicable		1 dose given after age 10 years	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart and between the ages of 11 years through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		



Department of Health

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019, and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

*Serological titers are never accepted for tetanus, diphtheria, pertussis, meningococcal, haemophilus influenzae type b, and pneumococcal diseases.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months, 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
 - c. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
 - d. [For further information, refer to the CDC Catch-Up Guidance for Children 4 Months through 6 Years of Age.](#)
 - e. [For further information, refer to the CDC Catch-Up Guidance for Children 7 through 9 Years of Age.](#)
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6 through 11: 10 years; minimum age for grade 12: 7 years).
 - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2025-26, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6 through 11; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grade 12.
 - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
 - d. [For further information, refer to the CDC Catch-Up Guidance for Children 10 through 18 Years of Age.](#)
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months, 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses that are each separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward New York State school polio vaccine requirements. Doses of OPV given before April 1, 2016, should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016, must not be counted.
 - e. [For further information, refer to the CDC Catch-Up Guidance for Children 4 Months through 17 Years of Age.](#)
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for pre-kindergarten. Two doses are required for grades kindergarten through 12.
 - c. Mumps: One dose is required for pre-kindergarten. Two doses are required for grades kindergarten through 12.
 - d. Rubella: At least one dose is required for all grades (pre-kindergarten through 12).
6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7 through 12: 10 years).
 - a. One dose of meningococcal conjugate vaccine is required for students entering grades 7, 8, 9, 10 and 11.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
 - f. [For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.](#)
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months*. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
 - e. PCV is not required for children 5 years or older.
 - f. [For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.](#)

*Depending on vaccine brand, schedule may change.

For further information, contact:

**New York State Department of Health
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(518) 473-4437**

**New York City Department of Health and Mental Hygiene
School Compliance Unit, Bureau of Immunization
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New York State Department of Health/Division of Vaccine Excellence
health.ny.gov/immunization

Año escolar 2025-2026

Requisitos de vacunación del Estado de Nueva York para el ingreso o la asistencia a las escuelas¹

NOTAS:

Todos los niños deben estar vacunados de acuerdo a su edad a fin de asistir a las escuelas en el Estado de Nueva York. La cantidad de dosis depende del calendario recomendado por el Comité Asesor de Prácticas de Vacunación (Advisory Committee on Immunization Practices, ACIP). Los intervalos entre las dosis de vacunación deben ser acordes al ["Calendario de vacunación para niños y adolescentes recomendado por el ACIP" \(ACIP-Recommended Child and Adolescent Immunization Schedule\)](#). Las dosis que se administren antes de la edad mínima o antes de los intervalos estipulados en el calendario no se consideran válidas y, como tales, no forman parte de la cantidad de dosis descrita a continuación. Vea las notas al pie para obtener información específica sobre cada vacuna. Los niños que se encuentran inscritos en clases sin grado deben cumplir con los requisitos de vacunación de los grados a los que deberían asistir según su edad.

Los requisitos de las dosis se DEBEN leer junto con las notas al pie de este calendario.

Vacunas	Prekínder (cuidado para niños, Head Start, guardería o prekínder)	Kínder y grados de primero a quinto	Grados de sexto a onceavo	12.º grado
Vacuna con toxoide diftérico y tetánico y vacuna contra la tos ferina (DTPa/DTP/Tdap/Td) ²	4 dosis	5 dosis o 4 dosis si la 4.º dosis se administró a los 4 años o más y si la serie se comenzó a administrar con menos de 1 año o 3 dosis si se administró a los 7 años o más y si la serie se comenzó con 1 año o más	3 dosis	
Vacuna con tetánico y toxoide diftérico y vacuna de refuerzo contra la tos ferina para adolescentes (Tdap) ³	No corresponde		1 dosis se administra después de los 10 años	
Vacuna contra la poliomielitis (IPV/OPV) ⁴	3 dosis	4 dosis o 3 dosis si la 3.º dosis se administró a los 4 años o más		
Vacuna contra el sarampión, las paperas y la rubéola (SPR) ⁵	1 dosis	2 dosis		
Vacuna contra la hepatitis B ⁶	3 dosis	3 dosis o 2 dosis de la vacuna contra la hepatitis B para adultos (Recombivax) para los niños que recibieron las dosis con un intervalo de al menos 4 meses, y entre los 11 y 15 años		
Vacuna contra la varicela ⁷	1 dosis	2 dosis		
Vacuna antimeningocócica conjugada tetravalente (ACWY) ⁸	No corresponde		Grados de séptimo a onceavo: 1 dosis	12.º grado: 2 dosis o 1 dosis si la dosis se administró a los 16 años o más
Vacuna contra Haemophilus influenzae tipo b conjugada (Hib) ⁹	1 a 4 dosis	No corresponde		
Vacuna contra el neumococo conjugada (PCV) ¹⁰	1 a 4 dosis	No corresponde		

1. Las pruebas de serología que demuestran la presencia de anticuerpos contra el sarampión, las paperas o la rubéola o la confirmación de laboratorio de estas enfermedades es prueba aceptable para constatar la inmunidad ante estas enfermedades. Las pruebas de serología para la poliomielitis son pruebas aceptables para constatar la inmunidad si la prueba se realizó antes del 1.º de septiembre de 2019 y los resultados de los tres serotipos fueron positivos. Un análisis de sangre positivo de los anticuerpos de superficie de la hepatitis B es prueba aceptable de que se tiene inmunidad ante la hepatitis B. Las pruebas de serología que demuestran la presencia de anticuerpos contra la varicela, la confirmación de laboratorio de esta enfermedad o el diagnóstico que detalle que un niño ha tenido varicela por parte de un médico, auxiliar médico o personal de enfermería especializado es prueba aceptable para constatar la inmunidad ante la varicela.

* Nunca se aceptan títulos de serología para el tétanos, la difteria, la tos ferina, el meningococo, el haemophilus influenzae de tipo b y las enfermedades neumocócicas.
 2. Vacuna contra los toxoides diftérico y tetánico y la tos ferina acelular (DTPa). (Edad mínima: 6 semanas)
 - a. Los niños a los que les comience a administrar la serie a tiempo deberían recibir una serie de 5 dosis de la vacuna contra la DTPa a los 2 meses, a los 4 meses, a los 6 meses, entre los 15 y los 18 meses, y a los 4 años o más. La cuarta dosis se debe administrar a partir de los 12 meses, siempre y cuando hayan transcurrido al menos 6 meses desde la tercera dosis. Sin embargo, no es necesario repetir la cuarta dosis de la DTPa si se administró al menos 4 meses después de la tercera dosis de la DTPa. La dosis final de la serie se debe administrar en la fecha en la que el niño cumple 4 años o después y al menos 6 meses después de recibir la dosis anterior.
 - b. Si la cuarta dosis de la DTPa se administró a los 4 años o más y al menos 6 meses después de la tercera dosis, no es necesario aplicar la quinta dosis (refuerzo) de la vacuna contra la DTPa.
 - c. Los niños de 7 años o más que no se encuentren vacunados por completo con la serie de vacunas contra la DTPa para infantes deben recibir la vacuna contra la Tdap como la primera dosis de la serie de actualización; si se debe aplicar dosis adicionales, utilice la vacuna de Td o de Tdap. Si la primera dosis se administró antes de cumplir 1 año, entonces se deben aplicar 4 dosis, siempre y cuando la dosis final se haya aplicado a los 4 años o más. Si la primera dosis se administró en la fecha en la que el niño cumple 1 año o después, entonces se debe aplicar 3 dosis, siempre y cuando la dosis final se haya aplicado a los 4 años o más.
 - d. [Para obtener más información, consulte la Guía de actualización de los CDC para niños de 4 meses hasta 6 años.](#)
 - e. [Para obtener más información, consulte la Guía de actualización de los CDC para niños de 7 hasta 9 años.](#)
 3. Vacuna de refuerzo contra los toxoides tetánico y diftérico y la tos ferina acelular para adolescentes (Tdap). (Edad mínima para grados de sexto a onceavo: 10 años; edad mínima para 12.º grado: 7 años).
 - a. Los estudiantes de 11 años o más que ingresen a los grados de sexto a doceavo deben tener una dosis de Tdap aplicada.
 - b. Además del requisito que se debe cumplir para los grados de sexto a doceavo, también se debe administrar la vacuna de Tdap como parte de la serie de actualización para los estudiantes de 7 años y más que no hayan sido vacunados por completo con la serie de DTPa para infantes, según se detalla más arriba. Durante el año lectivo 2025-2026, únicamente las dosis de Tdap administradas a los 10 años o más cumplirán con el requisito de la Tdap para los estudiantes que se encuentren en los grados de sexto a onceavo. Sin embargo, las dosis de Tdap que se administran a los 7 años o más cumplirán con el requisito para los estudiantes que se encuentren en 12.º grado.
 - c. Los estudiantes de 10 años que estén en 6.º grado y que aún no han recibido la vacuna de Tdap cumplen con los requisitos hasta que cumplan los 11 años.
 - d. [Para obtener más información, consulte la Guía de actualización de los CDC para niños de 10 hasta 18 años.](#)
 4. Vacuna contra el virus inactivado de la poliomielitis (IPV) o vacuna oral contra la poliomielitis (OPV). (Edad mínima: 6 semanas)
 - a. Los niños a los que les comience a administrar la serie a tiempo deberían recibir una serie de la vacuna de IPV a los 2 meses, a los 4 meses, entre los 6 y los 18 meses y a los 4 años o más. La dosis final de la serie se debe administrar en la fecha en la que el niño cumple 4 años o después y al menos 6 meses después de recibir la dosis anterior.
 - b. Para los estudiantes que hayan recibido su cuarta dosis antes de los 4 años y antes del 7 de agosto de 2010 es suficiente la aplicación de 4 dosis con un intervalo de al menos 4 semanas entre ellas.
 - c. Si la tercera dosis de la vacuna contra la polio se administró a los 4 años o más y al menos 6 meses después de aplicarse la dosis anterior, no es necesario aplicar la cuarta dosis de la vacuna contra la polio.
 - d. Los estudiantes que tienen un registro de OPV, solo la OPV trivalente (tOPV) se tiene en cuenta para los requisitos de vacunación contra la polio en las escuelas del Estado de Nueva York. Se deben contar las dosis de OPV que se administraron antes del 1.º de abril de 2016, a menos que se indique específicamente que son monovalentes, bivalentes o que se hayan aplicado durante una campaña de vacunación contra el poliovirus. No se debe tener en cuenta las dosis de OPV que se hayan administrado el 1.º de abril de 2016 o después.
 - e. [Para obtener más información, consulte la Guía de actualización de los CDC para niños de 4 meses hasta 17 años.](#)
 5. Vacuna contra el sarampión, las paperas y la rubéola (SPR). (Edad mínima: 12 meses)
 - a. La primera dosis de la vacuna contra el SPR se debe administrar en la fecha en la que el niño cumple 1 año o después. La segunda dosis se debió haber administrado al menos 28 días (4 semanas) después de la primera dosis para que se la considere válida.
 - b. Sarampión: Se requiere una dosis para prekinder. Se requieren dos dosis para kinder hasta 12.º grado.
 - c. Paperas: Se requiere una dosis para prekinder. Se requieren dos dosis para kinder hasta 12.º grado.
 - d. Rubéola: Se requiere al menos una dosis para todos los grados (prekinder hasta 12.º grado).
 6. Vacuna contra la hepatitis B
 - a. Es posible que se administre la dosis 1 en la fecha de nacimiento o en cualquier otro momento después de esa fecha. Se debe administrar la dosis 2 al menos 4 semanas (28 días) antes de la dosis 1. La dosis 3 se debe aplicar al menos 8 semanas después de la dosis 2 y al menos 16 semanas después de recibir la dosis 1 y no antes de cumplir 24 meses (cuando se administran 4 dosis, reemplace la "dosis 4" por la "dosis 3" en estos cálculos).
 - b. Cumplirán con los requisitos las dos dosis de la vacuna contra la hepatitis B para adultos (Recombivax) que se apliquen con un intervalo de al menos 4 meses a los 11 años hasta los 15 años.
 7. Vacuna contra la varicela. (Edad mínima: 12 meses)
 - a. La primera dosis de la vacuna contra la varicela se debe administrar en la fecha en la que el niño cumple 1 año o después. La segunda dosis se debió haber administrado al menos 28 días (4 semanas) después de la primera dosis para que se la considere válida.
 - b. Para los niños menores de 13 años, el intervalo mínimo entre las dosis que se recomienda es de 3 meses (si la segunda dosis se administró al menos 4 semanas después de la primera dosis, se puede aceptar como válida); para las personas de 13 años o más, el intervalo mínimo entre las dosis es de 4 semanas.
 8. Vacuna antimeningocócica conjugada tetravalente (ACWY) (Edad mínima para 7.º grado hasta 12.º grado: 10 años).
 - a. Se requiere una dosis de la vacuna antimeningocócica conjugada para los estudiantes que ingresen a los grados de séptimo a onceavo.
 - b. Para los estudiantes de 12.º grado, si se les administró la primera dosis de la vacuna antimeningocócica conjugada a los 16 años o más, no es necesario aplicar la segunda dosis (refuerzo).
 - c. La aplicación de la segunda dosis está prevista a los 16 años o más. El intervalo mínimo entre las dosis es de 8 semanas.
 9. Vacuna contra Haemophilus influenzae tipo b conjugada (Hib). (Edad mínima: 6 semanas)
 - a. Los niños a los que les comience a administrar la serie a tiempo deberían recibir la vacuna de Hib a los 2 meses, a los 4 meses, a los 6 meses y entre los 12 y los 15 meses. A los niños mayores de 15 meses se les debe aplicar una actualización, según el calendario de actualización del ACIP. La dosis final se debe administrar a los 12 meses o después.
 - b. Si se aplicaron 2 dosis antes de cumplir 12 meses, únicamente se deben administrar 3 dosis con la dosis 3 al menos a los 12 meses hasta los 15 meses y al menos 8 semanas después de recibir la dosis 2.
 - c. Si se aplicó la dosis 1 a los 12 meses hasta los 14 meses, únicamente se deben administrar 2 dosis con la dosis 2 al menos 8 semanas después de recibir la dosis 1.
 - d. Si se aplicó la dosis 1 a los 15 meses o más, únicamente se debe administrar una dosis.
 - e. No es necesario aplicar la vacuna de Hib en niños de 5 años o más.
 - f. [Para obtener más información, consulte la Guía de actualización de los CDC para niños saludables de 4 meses hasta 4 años.](#)
 10. Vacuna contra el neumococo conjugada (PCV). (Edad mínima: 6 semanas)
 - a. Los niños a los que les comience a administrar la serie a tiempo deberían recibir la vacuna contra el PCV a los 2 meses, 4 meses, 6 meses y 12 meses hasta los 15 meses. * A los niños mayores de 15 meses se les debe aplicar una actualización, según el calendario de actualización del ACIP. La dosis final se debe administrar a los 12 meses o después.
 - b. Los niños que no hayan sido vacunados desde los 7 hasta los 11 meses deben recibir 2 dosis, con un intervalo de al menos 4 semanas, y luego se les debe aplicar la tercera dosis desde los 12 hasta los 15 meses.
 - c. Los niños que no hayan sido vacunados desde los 12 hasta los 23 meses deben recibir 2 dosis de la vacuna con un intervalo de al menos 8 semanas.
 - d. Si una dosis de la vacuna se aplicó a los 24 meses o más, no se requiere aplicar más dosis.
 - e. No es necesario aplicar la vacuna de PCV en niños de 5 años o más.
 - f. [Para obtener más información, consulte la Guía de actualización de los CDC para niños saludables de 4 meses hasta 4 años.](#)
- * Según la marca de la vacuna, el calendario puede cambiar.

Para obtener más información, comuníquese con:

**New York State Department of Health
Division of Vaccine Excellence
Room 649, Corning Tower ESP
Albany, NY 12237
(518) 473-4437**

**New York City Department of Health and Mental Hygiene
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42-09 28th Street, 5th floor
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Departamento de Salud del Estado de Nueva York
(New York State Department of Health)/
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(Division of Vaccine Excellence)
health.ny.gov/immunization



Public Health
Schools Department
Office of School Health

Cheryl Lawrence, MD, FAAP
Medical Director

August 2025

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

Dear Parent or Guardian,

New York City has updated the school immunization requirements for the 2025-2026 school year. A list of the vaccine requirements for the 2025-2026 school year is included with this letter. Vaccines protect children from getting and spreading diseases and are required for children to attend school. Before the school year begins, you must submit proof of immunization or blood test results that show immunity for your child if they are attending child care or school.

All students in child care to grade 12 must meet the requirements for the diphtheria, tetanus and pertussis (DTaP); poliovirus (IPV or OPV but OPV does not count if after April 1, 2016); measles, mumps and rubella (MMR); varicella; and hepatitis B vaccines.

Children younger than age 5 who are enrolled in child care and pre-kindergarten must also meet the requirements for the influenza (flu) vaccine (by December 31, 2025, but preferably when it becomes available in early fall) and the *Haemophilus influenzae* type b (Hib) and pneumococcal conjugate (PCV) vaccines.

Children in grades 6 to 12 must also meet the requirements for the tetanus, diphtheria and pertussis (Tdap) booster and meningococcal conjugate (MenACWY) vaccine.

Blood tests that show immunity to MMR, varicella or hepatitis B also meet the requirements (immunity to polio is only acceptable if the lab shows immunity to all serotypes 1,2,3 and was done before September 2019).

Take time this summer to review your child's immunization history with their health care provider. Your child's provider can tell you whether additional doses of one or more vaccines are required for your child to attend child care or school.

Note: If your child received vaccine doses before the minimum age (too early), those doses do not count toward the number of doses needed.

If you have questions about these 2025-2026 vaccine requirements, contact your child care center or school's administrative office.

Sincerely,

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

Is Your Child Ready for Child Care or School?

Learn About Required Vaccinations in New York City.

2025-2026 School Year

All students ages 2 months to 18 years in New York City must get the following vaccinations to go to child care or school. Review your child's vaccine needs based on their grade level this school year. The chart below shows the number of valid doses that are required. The number of vaccine doses your child needs may vary based on their age and previous vaccine doses received. Your child may need additional vaccines or vaccine doses if they have certain health conditions or previous doses were given too early (not valid); OPV does not count if after April 1, 2016. Blood tests that show immunity to measles, mumps and rubella, varicella, or hepatitis B also meet the requirements (immunity to polio is only acceptable if the lab test shows immunity to all 3 serotypes 1,2,3 and was done before September 2019).

Vaccinations	Child Care, Head Start, Nursery, 3-K or Pre-Kindergarten	Kindergarten to Grade 5	Grades 6 to 11	Grade 12
Diphtheria, tetanus and pertussis (DTaP)	Four doses	Five doses (or four doses only if the fourth dose was received at age 4 or older, or three doses only if the child is age 7 or older and the series was started at age 1 or older)	Three doses	
Tetanus, diphtheria and pertussis (Tdap) booster			One dose (required at age 11 or older when entering grades 6 to 12 and in compliance until age 11)	
Polio (IPV or OPV if before April 1, 2016)	Three doses	Four doses (or three doses if the third dose was received at age 4 or older)		
Measles, mumps and rubella (MMR)	One dose	Two doses		
Hepatitis B	Three doses	Three doses	Three doses (or two doses of the adult hepatitis B vaccine, Recombivax HB, if the doses were received at least four months apart between ages 11 and 15)	
Varicella (chickenpox)	One dose	Two doses		
Meningococcal conjugate (MenACWY)			Grade 6: Not applicable Grades 7 to 11: One dose	Grade 12: Two doses (or one dose if the first dose was received at age 16 or older)
Haemophilus influenzae type b conjugate (Hib)	One to four doses (depending on the child's age and doses they previously received)			
Pneumococcal conjugate (PCV)	One to four doses (depending on the child's age and doses they previously received)			
Influenza (flu)	One dose (2 nd dose if needed is not required for attendance)			

Talk to your child's health care provider if you have any questions.
For more information, call 311 or visit nyc.gov/health and search for **student vaccines**.

NYC Public Schools | Health Department
Office of School Health

SEPTEMBER 2025

MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS

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

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

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

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

All students entering NYC public or private schools or child care (including Universal 3K and Pre-Kindergarten classes) for the first time must submit a report of a physical examination performed within one year of school entry. Because children develop and grow so quickly at these early ages, if this initial examination is performed before the student is age 5 years, a second examination, performed between the child's fifth and sixth birthdays, is also required. Fillable CH-205 forms that include the student's pre-populated vaccination histories are available in the NYC Citywide Immunization Registry (CIR). A savable version of the pre-populated CH205 is also available in the CIR and is accessible for use to update as needed. For school year 2025-2026, the previous version of the CH205 form produced from the Online Registry will continue to be accepted by all NYC Public Schools, Center/School/Home-Based Care and After-School until it is replaced by the new version.

Required Screening for Child Care Only

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

IMMUNIZATION REQUIREMENTS 2025–26

The following immunization requirements are mandated by law for all students between the ages of 2 months and 18 years (i.e., until they reach the age of 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 vaccines listed in the Full Compliance table. The child's immunization record should be evaluated according to the grade they are attending this school year.

PROVISIONAL REQUIREMENTS

New students may enter school or child care provisionally with documentation of at least this initial series of immunizations. Once admitted provisionally, subsequent vaccines must be administered in accordance with the with the [NYS Public Health Law Section 2164](#) and [NYS Immunization requirements](#) for the child to be considered "in process" and remain in school. If a child does not receive subsequent doses of vaccine at appropriate intervals, the child is no longer in process and must be excluded from school no later than 14 days after the minimum interval. Alternative schedules are not acceptable. Students must complete the entire series to comply with the law. Students who have not been immunized within the provisional period must be issued exclusion letters and excluded from school or child care until they comply with the requirements.

VACCINES	CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN	KINDERGARTEN through Grade 12
Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTP/Tdap) ²	One dose DTaP or DTP	Grades K-5: One dose DTaP, DTP; or Tdap (ages 7 years or older) Grades 6-12: one dose of Tdap
Polio vaccine (IPV/OPV) ^{1,4}	One dose	One dose
Measles, mumps, and rubella vaccine (MMR) ^{1,5} On or after the first birthday	One dose	One dose
Hepatitis B (HepB) vaccine ^{1,6}	One dose	One dose
Varicella (chickenpox) vaccine ^{1,7} On or after the first birthday	One dose	One dose
Meningococcal conjugate vaccine (MenACWY) ⁸ Grades 7 through 12		One dose
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹ Through age 59 months (up until the 5 th birthday)	One dose	
Pneumococcal conjugate vaccine (PCV) ¹⁰ Through age 59 months (up until the 5 th birthday)	One dose	
Influenza ¹¹ Depending on their influenza vaccine history, some children may need two doses of influenza vaccine. A second dose is not required for child care/pre-K attendance.	One dose	

2025–26: FULL COMPLIANCE

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

For all settings and grades (child care, head start, nursery, 3K, pre-K-12), intervals between doses of vaccine should be in accordance with the with the [NYS Public Health Law Section 2164](#). Only doses received no sooner than 4 calendar days of the recommended minimum age or interval are valid and count (4-day grace period); there is no "maximum interval" between doses. The 4-day grace period does not apply to the recommended 28-day minimum interval between a dose of MMR and varicella vaccine. Refer to the footnotes for dose requirements and specific information about each vaccine, including other exceptions to the 4-day grace period. Children enrolling in gradeless classes should meet immunization requirements for their age-equivalent grade. Children who were not in full compliance before the start of the school year must complete requirements in order to remain in child care or school.

VACCINES	CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN	KINDERGARTEN through Grade 5	GRADES 6 through 12
Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTP/Tdap) ² <small>Footnote explains vaccine type by age</small>	4 doses	5 doses <u>or</u> 4 doses if the fourth dose was received at age 4 years or older <u>or</u> 3 doses if the child is age 7 years or older and the series was started at age 1 year or older	3 doses
Tetanus and diphtheria toxoid-containing vaccine and pertussis vaccine booster (Tdap) ³		Not Applicable	1 dose
Polio vaccine (IPV/OPV) ^{1,4}	3 doses	4 doses <u>or</u> 3 doses if the third dose was received at age 4 years or older	
Measles, mumps, and rubella vaccine (MMR) ^{1,5}	1 dose	2 doses	
Hepatitis B (HepB) vaccine ^{1,6}	3 doses	3 doses	3 doses <u>or</u> 2 doses of adult hepatitis B vaccine (Recombivax HB [®]) for children who received the doses at least 4 months apart between the ages of 11 through 15 years
Varicella (chickenpox) vaccine ^{1,7}	1 dose	2 doses	
Meningococcal conjugate vaccine (MenACWY) ⁸		Not Applicable	Grades 7, 8, 9, 10 and 11: 1 dose Grade 12: 2 doses <u>or</u> 1 dose if the first dose was received at age 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not Applicable	
Pneumococcal conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not Applicable	
Influenza ¹¹	1 dose	Not Applicable	

For more information contact: New York City Department of Health and Mental Hygiene, Bureau of Immunization: 347-396-2433, Office of School Health Citywide (all districts): OSH@health.nyc.gov
New York State Department of Health, Bureau of Immunization: 518-473-4437

- Documented serologic evidence of immunity to measles, mumps, rubella, hepatitis B, or varicella meets the requirements for these immunizations. Serologic evidence of immunity to polio is acceptable only if results are positive for all three serotypes and testing must have been done prior to September 1, 2019. Diagnosis by a physician, physician assistant or nurse practitioner that a child had varicella disease is acceptable proof of immunity to varicella. Serologies are never accepted for tetanus, diphtheria, pertussis, meningococcal, *Haemophilus influenzae* type b, and pneumococcal diseases.
- Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine -- (Minimum age: 6 weeks)**
 - Children starting the series on time should receive a five-dose series of DTaP vaccine at ages 2 months, 4 months, 6 months, 15 through 18 months, and age 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, when retrospectively identified, the fourth dose need not be repeated if it was administered at least 4 months after the third dose. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the prior dose.
 - If the fourth dose was administered at age 4 years or older, the fifth (booster) dose is not necessary.
 - If the fifth dose was received prior to the fourth birthday, a sixth dose, administered at least 6 months after the prior dose, is required.
 - Children ages 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, either Tdap or Td should be used; the Tdap dose may count towards the Tdap requirement according to grade (see footnote 3d). If the first dose of DTaP/DTP was received before the first birthday, then four total doses are required to complete the series. If the first dose of DTaP/DTP was received on or after the first birthday, then three total doses are required to complete the series. The final dose must be received on or after the fourth birthday.
- Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine -- (Minimum age: 10 years for grades 6-10 (the 4-day grace period does not apply); 7 years for grades 11 and 12)**
 - Children ages 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - Children without Tdap who are age 10 years upon entry to 6th grade are in compliance until they turn age 11 years.
 - In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series (see footnote 2d).
 - In school year 2025-2026, only doses of Tdap (or DTaP) given at age 10 years or older will satisfy the Tdap requirement for grades 6-11. However, doses of Tdap (or DTaP) given at age 7 years or older will satisfy the requirement grade 12.
 - DTaP should NOT be used on or after the 7th birthday but if inadvertently received, the Tdap requirement is satisfied by doses of DTaP (see footnote 3c and 3d).
- Inactivated poliovirus vaccine (IPV) or oral polio vaccine (OPV) -- (Minimum age: 6 weeks)**
 - Children starting the series on time should receive IPV at ages 2 months, 4 months, 6 through 18 months and age 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the prior dose.
 - For children who received their fourth dose before age 4 years: if the 4th dose was prior to August 7, 2010, four doses separated by at least four weeks (28 days) is sufficient.
 - If the third dose was received at age 4 years or older and at least 6 months after the prior dose, a fourth dose is not necessary.
 - If both OPV and IPV were administered as part of a series, the total number of doses and intervals between doses is the same as that recommended for the IPV schedule. For OPV to count towards the completion of the polio series, the dose(s) must have been given before April 1, 2016, and be trivalent (tOPV).
- Measles, mumps, and rubella (MMR) vaccine -- (Minimum age: 12 months)**
 - The first dose of MMR vaccine must be given on or after the first birthday. The second dose must be given at least four weeks (28 days) after the first dose to be considered valid.
 - Children in kindergarten through grade 12 must receive two doses of measles-containing vaccine, two doses of mumps-containing vaccine and at least one dose of rubella-containing vaccine.
- Hepatitis B (HepB) vaccine -- (Minimum age: birth)**
 - The first dose of HepB vaccine may be given at birth or anytime thereafter. The second dose must be given at least four weeks (28 days) after the first dose. The third dose must be given at least eight weeks after the second dose AND at least 16 weeks after dose one AND no earlier than 24 weeks of age.
 - Administration of a total of four doses is permitted when a combination vaccine containing HepB is administered after the birth dose. This fourth dose is often needed to ensure that the last dose in the series is given on or after age 6 months.
 - Two doses of adult HepB vaccine (Recombivax[®]) received at least four months apart at age 11 through 15 years will meet the requirement.
- Varicella (chickenpox) vaccine -- (Minimum age: 12 months)**
 - The first dose of varicella vaccine must be given on or after the first birthday. The second dose must be given at least four weeks (28 days) after the first dose to be considered valid.
 - For children younger than age 13 years, the recommended minimum interval between doses is three months; four weeks (28 days) after the first dose is valid (the 4-day grace period does NOT apply).
 - For children aged 13 years and older, the recommended minimum interval between doses is four weeks (28 days) (the 4-day grace period applies).
- Meningococcal Vaccine (MenACWY) -- (Minimum age: 10 years).**
 - Children entering grades 7, 8, 9, 10 and 11 are required to receive a single dose of meningococcal conjugate vaccine against serogroups A, C, W-135 and Y (MenACWY vaccines, including Menactra, Menveo, or MenQuadfi). See footnote 8e for the age requirements.
 - Children entering grade 12 need to receive two doses of MenACWY vaccine, or only one dose of MenACWY vaccine if the first dose was administered at age 16 years or older.
 - If the second dose was administered before age 16 years, then a third dose given on or after age 16 years is required.
 - The minimum interval between doses of MenACWY vaccine is eight weeks.
- Haemophilus influenzae type b conjugate vaccine (Hib) -- (Minimum age: 6 weeks)**
 - Children starting the series on time and receiving PRP-T Hib vaccine should receive doses at ages 2 months, 4 months, 6 months and 12 through 15 months. If the formulation is PRP-OMP, only two doses are needed before age 12 through 15 months.
 - If 2 doses of vaccine were received before age 12 months, only 3 doses are required, with the third dose at 12 through 15 months and at least 8 weeks after the second dose.
 - If the first dose was received at age 12 through 14 months, only 2 doses are required with second dose at least 8 weeks after the first dose.
 - If the first dose was received at age 15 months or older, no further doses are required.
 - Hib vaccine is not required for children ages 5 years or older.
- Pneumococcal conjugate vaccine (PCV) -- (Minimum age: 6 weeks)**
 - Children starting the series on time should receive PCV vaccine at ages 2 months, 4 months, 6 months and 12 through 15 months.
 - Unvaccinated children ages 7 through 11 months must receive two doses, at least four weeks (28 days) apart, followed by a third dose at age 12 through 15 months and at least eight weeks after the prior dose.
 - Unvaccinated children ages 12 through 23 months must receive two doses at least eight weeks apart.
 - Unvaccinated children ages 24 through 59 months must receive just one dose.
 - PCV vaccine is not required for children ages 5 years or older.
- Influenza Vaccine -- (Minimum age: 6 months)**
 - Children 6 months through 59 months of age enrolled in NYC Article 47 & 43 regulated Child Care, Head Start, Nursery, or Pre-K programs must receive one dose of influenza vaccine between July 1 and December 31 of each year.
 - Depending on their prior influenza vaccination history, some children may need two doses of influenza vaccine; however, a second dose is not required for school entry. Please refer to the NYC Department of Health www.nyc.gov/health/flu



**Pneumococcal Vaccine Requirements for New York State Daycare
Entrance/Attendance by Age and Vaccination History:
Infants and Toddlers Less Than 2 Years of Age**

Current Age	Vaccination History	Additional Doses Required*	Total Number of Doses Required
0-6 months*	0 doses (child never had a dose)	4	4
	1 dose	3	4
	2 doses	2	4
	3 doses	1 at age 12-15 months	4
7-11 months	0 doses (child never had a dose before age 7 months)	3	3
	1 dose	2	3
	2 doses, at least 1 administered on or after age 7 months	1 at age 12-15 months	3
	2 doses, both administered before age 7 months	2	4
	3 doses	1 at age 12-15 months	4
12-23 months	0 doses (child never had any doses before age 12 months)	2	2
	1 dose administered on or after age 12 months	1	2
	1 dose administered before age 12 months	2	3
	2 doses, both administered on or after age 12 months	0	2
	2 doses, at least 1 administered before age 12 months	1	3
	3 doses, at least 1 administered on or after age 12 months	0	3
	3 doses, all administered before age 12 months	1	4
	4 doses	0	4

* Recommended vaccine schedule for children starting the series on time is at 2 months, 4 months, 6 months, and 12-15 months of age. Minimum age for administration of first dose is 6 weeks.



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

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



Fight Flu at Home and School

Influenza (flu), spreads easily and can make people very sick, especially kids. You can help stop flu!

Flu symptoms include:

Fever or chills, body aches, cough, sore throat, headache, runny or stuffy nose, feeling very tired. Some people, especially children, may have stomach problems and diarrhea. Unlike a cold, the flu comes on very suddenly.

Prevent flu!

- Flu vaccine is the best protection against the flu. It is recommended every year for everyone 6 months and older.
- Get the flu vaccine for you and your children every year! It helps make flu sickness milder or prevents it altogether.
- Getting the vaccine early in the fall means you and your children will be protected when flu season starts.
- Make sure people close to your children, like babysitters and relatives, are also vaccinated.
- The vaccine is especially important for young children and people of all ages with certain health conditions like asthma, diabetes, and heart or lung conditions. The flu can make them even sicker.

If your child gets the flu:

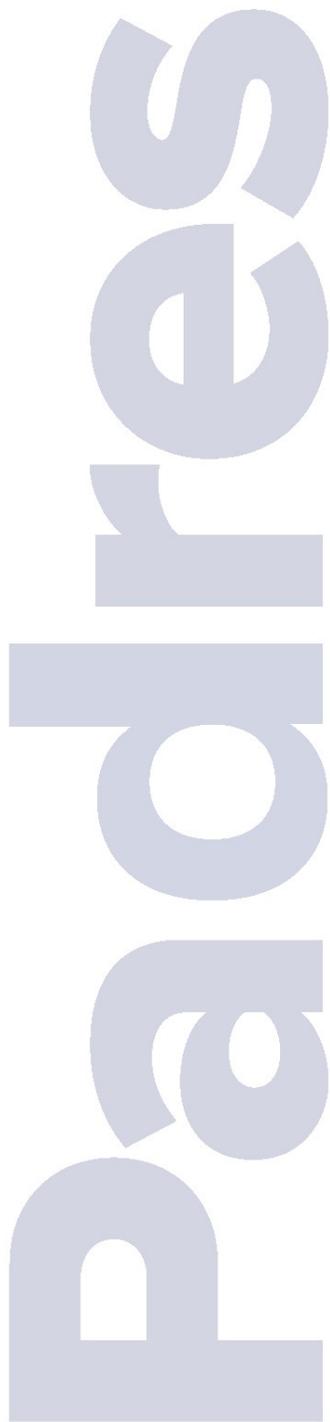
- Your child will need plenty of rest and lots of fluids.
- Keep your child home from school for at least 24 hours after their fever is gone without using fever-control medicine. This helps avoid giving the flu to others.
- Talk with your child's health care provider before giving a child any over-the-counter medicine.
- Never give your child or teenager aspirin or any medicine that has aspirin in it. Aspirin can cause serious problems.
- Young children and those with certain medical conditions, like asthma, diabetes, and heart or lung disease, are at greater risk for getting seriously ill from the flu.
- If your child gets flu symptoms, call their health care provider and ask if antiviral treatment is right for them.
- If you are worried about your child, call their health care provider.

Don't spread flu!

- Stay home if you are sick.
- Wash hands often with soap and water for at least 20 seconds.
- If soap and water aren't handy, use an alcohol-based hand rub.
- Cough or sneeze into a tissue or your elbow, not your hands. Put used tissues in the trash.
- Avoid touching your eyes, nose, and mouth. That's how germs spread.
- Stay away from people who are sick.

health.ny.gov/flu





Combatamos la gripe en casa y en la escuela

La influenza (gripe) se contagia fácilmente y puede hacer que las personas se enfermen mucho, en especial los niños. ¡Ustedes pueden ayudar a prevenir la gripe!

Algunos síntomas de la gripe son:

Fiebre o escalofríos, dolor en el cuerpo, tos, dolor de garganta, dolor de cabeza, secreción o congestión nasal, sensación de cansancio. Algunas personas, en especial los niños, pueden tener problemas estomacales y diarrea. A diferencia del resfriado, la gripe aparece de repente.

¡Prevenamos la gripe!

- La vacuna antigripal es la mejor protección contra la gripe. Se recomienda que todas las personas mayores de 6 meses reciban la vacuna de forma anual.
- Vacúnense ustedes y sus hijos contra la gripe todos los años. La vacuna hace que la gripe sea más leve o la previene por completo.
- Si se vacunan a principios de otoño, estarán protegidos cuando comience la temporada de gripe.
- Asegúrense de que las personas cercanas a sus hijos, como niñeras o parientes, también se vacunen.
- La vacuna es de particular importancia para los niños pequeños y las personas con ciertas afecciones de salud, como asma, diabetes y enfermedades cardíacas o pulmonares, ya que la gripe puede empeorarlas.

Si sus hijos contraen gripe:

- Deberán hacer reposo y beber mucho líquido.
- Manténgalos en casa durante al menos 24 horas después de que haya desaparecido la fiebre sin haber tenido que usar medicamentos antifebriles. Así, no contagiarán a otras personas.
- Hablen con el proveedor de atención médica de sus hijos antes de darles cualquier medicamento de venta libre.
- No les den a sus hijos pequeños o adolescentes aspirina ni medicamentos que contengan aspirina porque causa problemas graves.
- Los niños pequeños y las personas que tienen ciertas afecciones de salud, como asma, diabetes y enfermedades cardíacas o pulmonares, tienen mayor riesgo de enfermarse gravemente con gripe.
- Si sus hijos presentan síntomas gripales, llamen al proveedor de atención médica y pregunten si corresponde hacer un tratamiento antiviral.
- Si están preocupados por sus hijos, comuníquense con el proveedor de atención médica.

¡No propaguemos la gripe!

- Si están enfermos, quédense en casa.
- Lávense las manos seguido con agua y jabón durante por lo menos 20 segundos.
- Si no cuentan con agua y jabón, usen desinfectante para manos a base de alcohol.
- Tosan o estornuden en un pañuelo o en el codo, no en las manos. Tiren los pañuelos usados a la basura.
- No se toquen los ojos, la nariz ni la boca porque así se propagan los gérmenes.
- Evite el contacto con personas enfermas.

health.ny.gov/flu



All children 6 months to 5 years old enrolled in child care **must receive influenza vaccine by December 31.**



The influenza vaccine benefits your whole family:

- Your child will be protected from serious illness caused by influenza.
- You'll be less likely to miss work because your child is sick from influenza.
- Vaccinating your child helps stop influenza from spreading in your home and in the community and protects vulnerable groups, like the elderly.

Make an appointment with your child's health care provider or call 311 to find a location to be vaccinated. Visit nyc.gov/flu for more information.

The New York City Health Department recommends that everyone six months old and older get an influenza vaccine every year.



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

Student's Name	Date of Birth
OSIS #	ATS DBN

INSTRUCTIONS FOR THE REQUESTING MEDICAL PROVIDER

New York State Public Health Law §2164 allows for laboratory documentation of immunity to satisfy the immunization requirements for school/childcare attendance for measles, mumps, rubella, varicella, and hepatitis B. Serologic evidence of immunity to polio is acceptable only if results are positive for all three serotypes (1,2,3) and testing was done prior to September 1, 2019. **Serologic results are not acceptable proof of immunity to diphtheria, tetanus, pertussis, meningococcus, pneumococcus, or *Haemophilus influenzae* type b.** Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella (chicken pox) disease is acceptable proof of immunity to varicella. Parent history of varicella disease is not acceptable.

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

Lab evidence of immunity*: Measles Mumps Rubella Varicella Hepatitis B Polio (MUST BE all 3 serotypes)

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

* You must include one of the following documents for laboratory evidence of immunity or varicella documentation:

- A copy of the laboratory result including student name, DOB, test results and either reference range or qualitative result (e.g., positive, immune); you must sign the document.
 - Equivocal results are not accepted as proof of immunity.
 - Notes indicating immunity without laboratory test results are not accepted as proof of immunity.
 - Immunity to polio serotypes 1,3 only (only types available for testing) does not meet the requirement for polio vaccine.
- For varicella disease: documentation or basis for confirming varicella disease.
 - Original note confirming varicella disease when available.
 - Citywide Immunization Registry history page indicating that the child had varicella disease: must be provider-documented; documentation or basis for diagnosis may be requested.
 - Parent history alone is not acceptable documentation for varicella disease.

I am the student's treating health care practitioner:

Provider Name:	NYS License # _____
Provider Signature:	Degree: <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> NP <input type="checkbox"/> PA
Office Phone (_____) _____ - _____ Ext _____	Stamp
Cell Phone (_____) _____ - _____	
Date _____	

PARENT/GUARDIAN CONSENT FOR RELEASE OF INFORMATION

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

Parent/Guardian Name: _____

Parent/Guardian's signature _____ Date: _____

NYC DOHMH USE ONLY

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



June 14, 2019

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

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

What did the new law do?

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

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

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

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

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

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

Additional information will be forthcoming.



Department
of Health

Office of Children
and Family Services

State Education
Department

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

Overview:

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

1. What did the new law do?

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

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

2. When did the law become effective?

The law became effective on June 13, 2019.

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

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

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

Children who are attending child day care or public, private or parochial school and who had a religious exemption to required immunizations, must now receive the first age appropriate dose in each immunization series by **June 28, 2019** to attend or remain in school or child day care. Also, by **July 14, 2019** parents and guardians of such children must show that they have scheduled appointments for all required follow-up doses. The deadlines for follow-up doses depend on the vaccine. The Department follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP) catch-up immunization schedule for all

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

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

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

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

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

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

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

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

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

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

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

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

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

10. What is a valid medical exemption?

A valid medical exemption must:

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

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

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

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

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

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

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

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

NYS OCFS reviews vaccination records for compliance.

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

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

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

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

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

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



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

This document is in follow-up to [FAQs issued on June 18, 2019](#).

The [2019-20 School Year New York State Immunization Requirements for School Entrance/Attendance](#) is available online.

The Center for Disease Control and Prevention Advisory Committee on Immunization Practices (ACIP) [catch-up immunization schedule](#) is available online.

VACCINATION REQUIREMENTS APPLICABLE TO ALL STUDENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No. The mandatory vaccination law only applies to a child, which Public Health Law §2164(1)(b) defines as a person between the ages of two months and 18 years. Once a student reaches the age 18, he/she is no longer required to show proof of immunization.

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

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

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

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

9. Does the new requirement apply to charter schools?

Yes.

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

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

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

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

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

12. Is the rotavirus vaccine required to attend school?

No.

13. My child never received the pneumococcal vaccine or Haemophilus Influenzae type B (Hib) vaccine as a baby. Now my child is entering kindergarten. According to the ACIP schedule, healthy children age 5 and older don't need these vaccines. Does my child still need these vaccines to attend school?

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

14. Who may issue a medical exemption?

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

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

7/22/2019

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

This document is in follow-up to [FAQs issued on June 18, 2019](#) and on [June 22, 2019](#). The Department of Health filed emergency regulations on August 16, 2019 to implement the statutory amendments to the Public Health Law and adhere to the legislative intent of the statutory amendments, which is to protect the public health. This guidance is intended to assist schools in implementing the statutory and regulatory amendments.

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VACCINATION REQUIREMENTS APPLICABLE TO ALL STUDENTS

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Public Health Law §2164, as amended by Chapter 35 of the Laws of 2019, prohibits a school from permitting any child to be admitted to such school, or to attend such school, in excess of 14 days without sufficient evidence that the child has received all age-appropriate required vaccinations. The 14 days may be extended to not more than 30 days where the student is transferring from out of state or from another country and can show a good faith effort to get the necessary evidence **or** where the parent, guardian or any other person in parental relationship can demonstrate that a child has received the first age-appropriate dose in each immunization series and that they have age-appropriate scheduled appointments for follow-up doses to complete the immunization series in accordance with the CDC’s Advisory Committee on Immunization Practices Recommended Immunization Schedules for Persons Aged 0 through 18.

I. All Students

A. Application of Statute.

(1) Does this apply to students attending an independent preschool?

Yes.

(2) Does this apply to students attending approved State-operated and State-supported schools, approved private residential and non-residential schools for the education of students with disabilities, and Special Act School Districts?

Yes.

Students placed by a Committee on Special Education (CSE) on a day or residential basis in one of these settings must comply with the mandatory vaccination laws.

Students placed residentially by a State Agency, Court, or Local Social Services District in a childcare institution with an affiliated approved private residential school or Special Act School District must comply with mandatory vaccination laws.

(3) Does this apply to students who are receiving homebound instruction, commonly referred to as home/hospital-instruction (students who are receiving homebound instruction are not the same as students who are homeschooled under [8 NYCRR §100.10](#))?

Yes. Homebound instruction is a form of tutorial services, provided to public or nonpublic students, by the public school district of residence. These services are provided to students who are unable to attend their public or nonpublic school because of physical, mental, or emotional illness or injury.

(4) When are schools required to assess compliance with the immunization requirements for students participating in interscholastic athletics whose season commences in August 2019?

For students participating in interscholastic athletics in August 2019, schools can consider the beginning of the academic year to be the start of the 14-day time period. For students not attending year-round instruction, the 14-day time period commences on the first day of instruction for the school year (July for students attending summer school or September for students not attending summer school) or first enrollment during the school year. See FAQ issued on June 22, 2019.

(5) If a parent chooses not to vaccinate his/her child, what are the options for the child's education in New York?

Parents who choose not to vaccinate their children, and whose children do not have a valid medical exemption, still must ensure that children of compulsory school age are educated and, thus, would need to provide home instruction (“homeschooling”) for those children.

Information regarding compulsory school age is available here:
<http://www.p12.nysed.gov/sss/lawsregs/>.

B. Homeschooled Students (8 NYCRR §100.10)

- (1) If I provide homeschooling for my child, will he or she be allowed to attend State tests (e.g. 3-8 State assessments, Regents examinations) held at the school if he/she is not immunized?**

No. Only those students who have been vaccinated consistent with Public Health Law §2164 or have a valid medical exemption will be allowed to take such examinations at the school.

- (2) May groups of parents provide homeschooling collectively by engaging the services of a tutor to provide group instruction to their children?**

Parents providing homeschooling to their child may arrange to have their child instructed in a group situation for particular subjects but not for a majority of the home instruction program. Where groups of parents organize to provide group instruction by a tutor for a majority of the instructional program, they are operating a nonpublic school and are no longer providing home instruction.

- (3) Can a homeschooled student who is not immunized audit or intermittently attend some classes at a nonpublic school without the required immunizations?**

No. Homeschooled students who are not immunized consistent with Public Health Law §2164 or who do not have a valid medical exemption cannot audit or intermittently attend some classes at a nonpublic school.

- (4) Can students who are not immunized and do not have a valid medical exemption be transported using school transportation with other students?**

No, students who have not been immunized consistent with the requirements of Public Health Law §2164 and do not have a valid medical exemption may not be transported on a school bus or vehicle with other students.

- (5) If a school district provides bus transportation to students attending another school (i.e., a nonpublic school), is the school district that provides the bus transportation responsible for ensuring that the students from other schools have all their required immunizations?**

No. Each school arranging for bus transportation through their school district of location is responsible for ensuring that the children enrolled in or attending such school receive the required immunizations or valid medical exemptions in accordance with the law.

II. STUDENTS WITH DISABILITIES

A. Are students with disabilities who have not been immunized entitled to special education services?

Parents who choose not to vaccinate a student with a disability must still ensure that children of compulsory school age are educated and, thus, would need to provide homeschooling for those children. Where students with disabilities are provided homeschool instruction under [8 NYCRR §100.10](#), such students are eligible to receive special education services from their school district. Under Education Law §3602-c(2-c), these students are entitled to receive special education services in accordance with an individualized education services program (IESP) from the public school district in which the home school is located. Where the student is educated at home, the school district of location is the same as the student's school district of residence.

B. Is it considered a change in placement when a student with a disability, who previously attended public school under a non-medical exemption from vaccination requirements, is now being homeschooled because the student does not meet vaccination requirements under State law?

No. It is not considered a change in placement when a student with a disability who previously attended public school under a non-medical exemption from vaccination requirements is now being homeschooled solely because the student does not meet the vaccination requirements under Public Health Law §2164.

C. What are the requirements for a homeschooled child to receive special education services?

To be eligible to receive special education services, a homeschooled student must:

- be entitled to attend the public schools without payment of tuition pursuant to Education Law §3202(1); and
- have an individualized home instruction plan that the superintendent of schools of the school district in which the homeschool is located has determined to be in compliance with §100.10 of the Regulations of the Commissioner of Education.

D. What is the difference between an IESP and an individualized education program (IEP)?

For homeschooled students who are students with disabilities, the committee on special education (CSE) would develop an individualized education services program (IESP) for the student. An IESP is developed in the same manner as an IEP, but an IESP is developed in consideration of the parents' decision to educate their child at home.

E. Where are special education services provided to homeschooled students with an IESP?

A board of education determines the location where special education services will be made available to homeschooled students, which could include delivery of services by school staff or contractors in the child's home, on school property or at another location. However, for a homeschooled student's special education services to be delivered at a public, private or parochial school, the child must either be immunized consistent with Public Health Law §2164(7) or have a valid medical exemption in order to receive special education services in a school setting.

Students who are not immunized and do not have a valid medical exemption could receive their special education services in their home or at another location (e.g. therapy provider's office; or public gathering sites that are open and accessible to the general public, such as community centers).

If special education services are provided at a location other than the student's home the district would remain responsible for providing transportation. (See also Section I.(A), Question #4: "[S]tudents who have not been immunized consistent with the requirements of Public Health Law §2164 and do not have a valid medical exemption may not be transported on a school bus with other students.")

F. What is the deadline for parents of homeschooled students to submit a written request for special education services?

For homeschooled students who are students with disabilities, the parent must request special education services in writing to the board of education of the school district of location by June 1 preceding the school year for which the request for services is made. However, for a student who is first identified as a student with a disability after the first day of June preceding the school year for which the request is made and prior to the first day of April of such current school year, the parent must submit the written request for services within 30 days after the student was first identified. A request may also be submitted within 30 days of a change in the student's school district of residence.

G. Are there any exceptions to the June 1 deadline for requesting services?

If a parent does not file a written request by June 1, nothing prohibits a school district from exercising its discretion to provide services subsequently requested for a student, provided that such discretion is exercised equally among all students with disabilities who file after the June 1 deadline. For the 2019-20 school year, school districts are encouraged to honor parent requests for special education services for homeschooled children who may be impacted by the repeal of religious exemptions to vaccination requirements.

H. What options do parents have if they disagree with the recommendations on an IESP?

Parents of homeschooled students with disabilities who disagree with the IESP recommendation of the CSE would be entitled to the due process procedures set forth in Education Law §4404.

I. Can parents of homeschooled children choose which services they want their child to receive or must parents accept all or none of the services recommended on an IESP?

Parents must submit a request in writing if they want special education services provided to their child. Unless otherwise indicated, the parent's written request is for all services on the IESP. However, a parent could request that only specific services be provided (e.g., speech therapy). The school district should maintain documentation of the parent's request.

III. PRESCHOOL STUDENTS WITH DISABILITIES

A. Does Chapter 35 of the Laws of 2019 apply to students attending preschool special education programs approved pursuant to §4410 of NYS Education Law?

Yes.

B. If a parent chooses not to immunize a preschool child, does this impact the preschool special education services that the child may receive?

Preschool students with disabilities continue to be entitled to special education programs and services through an IEP developed by the committee on preschool special education (CPSE). The IEP will identify the location where special education services will be provided to preschool students with disabilities.

If the CPSE recommends special education services that can only be delivered in an approved preschool special education program, the child must either be immunized consistent with Public Health Law §2164 or have a valid medical exemption in order to attend or be admitted to that program and receive those special education services.

C. What options do parents have if they disagree with the recommendations on an IEP?

Parents of preschool students with disabilities who disagree with the IEP recommendation of the CPSE would be entitled to the due process procedures set forth in Education Law §4404.



Additional Frequently Asked Questions About School Vaccination Requirements

October 4, 2019

Definitions for school vaccination requirements can be found at:

<https://regs.health.ny.gov/volume-1a-title-10/content/section-66-11-definitions>

What vaccines are due within the first 14 days of school?

Children must receive all first age/grade level appropriate doses, or overdue follow-up doses if they already received prior doses in a series, within 14 days of the from the first day of instruction for the school year , and must provide evidence of age appropriate appointments for the next follow-up doses, in accordance with the ACIP schedule, within 30 days of the first day of attendance. All required vaccine schedules must be completed in accordance with the ACIP schedule. Here is a link for the routine immunization and catch up schedules: <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

When should a child who has received at least the first dose of all required immunization series be excluded?

Schools may permit a child who has received at least the first dose of all required immunization series to attend school so long as the child remains “in process.” A child must receive the subsequent dose of each vaccine series within 14 days after the minimum interval identified by the ACIP catch up schedule, or the child is no longer in process.

For example, a child receives their first dose on September 18, 2019 (Day 0), and is not due for the next dose for 28 days following the first dose (October 16, 2019, Day 28). The child is due for the next dose on October 16, 2019. October 16 is the date of the “missed dose.” A child must receive the subsequent dose of each vaccine series within 14 days after the minimum interval identified by the ACIP catch up schedule (October 16 - October 30, 2019). If the child has still not received the subsequent dose, the child is over-due and no longer “in process” on October 31.

Can a child get multiple live vaccine immunizations on the same day?

Yes. Multiple live vaccines may be given on the same day. In the case of live vaccines, however, a child should wait 28 days after one live vaccine administration before receiving a different live vaccine, if the vaccines were not given on the same day. The child remains in

process during these 28 days. This exception only applies to live vaccines (MMR, MMRV, or Varicella).

What timeframe is required for follow-up doses of vaccines?

Children who are not fully immunized can only continue to attend school if they are in the process of completing the immunization series based on the Advisory Committee on Immunization Practices Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger. *If a child does not receive subsequent doses of vaccine in an immunization series according to the age appropriate ACIP catch-up schedule, including at appropriate intervals, the child is no longer in process and should be excluded from school within 14 days after the missed dose, if not otherwise exempt in accordance with 10 NYCRR §66-1.3.*

Have the rules around the due dates for school vaccines changed this summer?

No, the due dates for receiving school vaccines have not changed. Vaccines must still be received in accordance with the ACIP schedules. Note that 10 NYCRR §66 1.1 defines “in process” and establishes the due dates for receiving vaccines.

Can a child be re-excluded throughout the year for over-due doses?

Yes. If a child does not receive subsequent doses of vaccine within 14 days after the minimum interval identified by the ACIP catch up schedule, the child is no longer in process.

Can a child remain in school so long as they show that they have made appointments for all required follow-up doses?

Yes. So long as the appointment to receive subsequent doses of vaccine is not later than 14 days after the minimum interval identified by the ACIP catch up schedule.

Can a child remain in school so long as they show that they have made appointments for all required follow-up doses spread throughout the school year until June 30, 2020?

No, not necessarily, because appointments to receive subsequent doses of vaccine must not be later than 14 days after the minimum interval identified by the ACIP catch up schedule.

When a parent has a good faith belief that a child is immunized against a disease but there is no acceptable evidence of immunity, what should the school do?

When there is no acceptable evidence of immunity, serologic tests may be requested for the following disease: measles, mumps, rubella, varicella, and hepatitis B. (Serologic tests for all three types of polio that were submitted to a school prior to September 1, 2019, are acceptable evidence of the child’s immunization against polio, but serologic tests for polio can no longer be

requested to provide evidence of immunization against polio.) Laboratory confirmation of disease may be requested for measles, mumps, rubella, or varicella. Such positive serologic tests or laboratory confirmation of disease are acceptable evidence of the child's immunization. Children lacking evidence of immunity to DTaP, Tdap, polio or (for applicable grades) meningococcal disease, *Haemophilus influenzae* type B disease or pneumococcal disease will need to complete the vaccination series even if the parents believe the child may have previously been immunized against these diseases, unless the child has a medical exemption to those vaccines.

When is a child who is obtaining serologic tests “in process”?

A child who is obtaining serologic tests is in process within 14 days of when such testing is requested. The school may permit the child to attend school so long as the child receives a positive serologic test (for measles, mumps, rubella, varicella, or hepatitis B), or laboratory confirmation of disease (for measles, mumps, rubella, or varicella) within 14 days.

What if the serologic test or laboratory confirmation of disease test is negative?

When a serologic test or laboratory confirmation of disease test is negative or equivocal, the school must notify the parent or guardian of the child to complete, or begin completion, of the immunization series for all disease which test negative. The child must provide the school with a certificate of immunization documenting that the child has been vaccinated as indicated in the ACIP Child and Adolescent Immunization Schedule for ages 18 years or younger within 30 days of notification of the parent/guardian to complete, or begin completion, of the immunization series. A principal or person in charge of a school shall not admit a child to school unless the school has been furnished with a certificate of immunization or documentation that the child is in process. If a child does not receive doses of vaccine in an immunization series according to the ACIP schedule, including at appropriate intervals, the child is no longer in process and may be excluded from school within 14 days of the missed dose.

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

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

Does my child have until June 30, 2020 to catch up on all required vaccinations?

No. A child must receive the subsequent dose of each vaccine series within 14 days after the minimum interval identified by the ACIP catch up schedule, or the child is no longer in process.

Can a child remain in school while a medical exemption is under review?

A child who has submitted a medical exemption within the first 14 days of school may attend school while the medical exemption is being reviewed. A valid medical exemption:

- Is submitted on a signed, completed medical exemption form issued by NYSDOH or NYC Department of Education;
- Specifies which immunizations may be detrimental to the child's health;
- Contains sufficient information to determine if a medical contraindication to a specific immunization exists; and
- Specifies the length of time the immunization is medically contraindicated.

The principal or person in charge of the school may require additional information supporting the exemption. Medical exemptions must be reissued annually.



MEDICAL REQUEST FOR IMMUNIZATION EXEMPTION

Student Information	DOE School Sites	Non-DOE School Sites
Student Name: _____	OSIS #: _____	School/Facility Name: _____
Date of Birth _____ Student Address: _____	ATS DBN: _____	School contact name/title: _____ Phone: _____ FAX: _____ Address: _____

Instructions for the Requesting Physician

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

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

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

Medical Exemption Request

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

							For children up to the 5 th birthday			
<input type="checkbox"/> DTaP	<input type="checkbox"/> Tdap	<input type="checkbox"/> Td	<input type="checkbox"/> Polio	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Varicella	<input type="checkbox"/> MenACWY	<input type="checkbox"/> PCV	<input type="checkbox"/> Hib	<input type="checkbox"/> Influenza

Explanation for exemption request for each vaccine(s). please attach supporting documentation if needed.

Diagnosis/Event/Treatment: _____

Date of Diagnosis/Event: _____ Expected Duration of Contraindication: _____

Physician Name: _____	NYS Physician License # NY _____	
Physician Signature: _____	Degree <input type="checkbox"/> MD <input type="checkbox"/> DO	Date _____
Office Phone (_____) _____ - _____ Ext _____	Stamp	
Cell Phone (_____) _____ - _____		

Parent/Guardian Consent for Release of Information

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

Parent/Guardian's signature _____ **Date** _____

Immunization Requirements for School Attendance Medical Exemption Statement for Children 0-18 Years of Age

NOTE: THIS EXEMPTION FORM APPLIES ONLY TO IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE

Instructions:

1. Complete information (name, DOB etc.).
2. Indicate which vaccine(s) the medical exemption is referring to.
3. Complete contraindication/precaution information.
4. Complete date exemption ends, if applicable.
5. Complete medical provider information. Retain copy for file. Return original to facility or person requesting form.

-
1. Patient's Name _____
 2. Patient's Date of Birth _____
 3. Patient's Address _____
 4. Name of Educational Institution _____
-

Guidance for medical exemptions for vaccination can be obtained from the contraindications, indications, and precautions described in the vaccine manufacturers' package insert and by the most recent recommendations of the Advisory Committee on Immunization Practices (ACIP) available in the Centers for Disease Control and Prevention publication, Guide to Vaccine Contraindications and Precautions. This guide can be found at the following website: <http://www.cdc.gov/vaccines/recs/vac-admin/contraindications.htm>.

Please indicate which vaccine(s) the medical exemption is referring to:

- | | |
|---|---|
| <input type="checkbox"/> Haemophilus Influenzae type b (Hib) | <input type="checkbox"/> Measles, Mumps, and Rubella (MMR) |
| <input type="checkbox"/> Polio (IPV or OPV) | <input type="checkbox"/> Varicella (Chickenpox) |
| <input type="checkbox"/> Hepatitis B (Hep B) | <input type="checkbox"/> Pneumococcal Conjugate Vaccine (PCV) |
| <input type="checkbox"/> Tetanus, Diphtheria, Pertussis (DTaP, DTP, Tdap) | <input type="checkbox"/> Meningococcal Vaccine (MenACWY) |

Please describe the patient's contraindication(s)/precaution(s) here: _____

Date exemption ends (if applicable) _____

A New York State licensed physician must complete this medical exemption statement and provide their information below:

Name (print) _____ NYS Medical License # _____

Address _____

Telephone _____

Signature _____ Date _____

For Institution Use ONLY: Medical Exemption Status Accepted Not Accepted Date: _____



Warning Notice: Missing Immunization Records

Child's Name:		Date:
Child's OSIS Number:	School DBN:	Grade or Class:

Dear Parent or Guardian:

Your child is missing one or more vaccines required for school (checked off in the following table). Under Public Health Law Section 2164, **your child's principal is prohibited from allowing your child to attend school after _____ unless you provide records your child has received the vaccines or proof of immunity.**

Show this letter to your child's health care provider to make sure they receive any missing vaccines. If your child already received the vaccines or has records of immunity, give the records to your school principal. Vaccines given before the minimum age (too early) do not count. Alternative vaccine schedules are not allowed. Call **311** for questions about immunizations or help finding a health care provider.

Vaccines (Missing Vaccines Are Checked)	Dose Number Needed	Health Care Provider Notes*
<input type="checkbox"/> Diphtheria, tetanus and pertussis (DTaP or DTP), or Tetanus and diphtheria (Td) (see notes for ages)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	DTaP is for children younger than age 7 years. Td is for children age 7 years or older.
<input type="checkbox"/> Tetanus, diphtheria and acellular pertussis (Tdap)	<input type="checkbox"/> 1	Only doses of Tdap (or DTaP) given at age 10 years or older count for grades 6 to 11; doses given at age 7 years or older count for grade 12.
<input type="checkbox"/> Polio (IPV or OPV) (OPV only if before April 2016)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Blood work showing immunity to all three polio serotypes is accepted only if done before September 2019.
<input type="checkbox"/> Measles, mumps and rubella (MMR)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Blood work showing immunity is accepted.
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Blood work showing immunity or infection is accepted.
<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Blood work showing immunity or provider documentation of disease is accepted.
<input type="checkbox"/> Meningococcal conjugate (MenACWY)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Only MenACWY doses given at age 10 years or older count for all grades 7 to 12 including the first dose for grade 12.
<input type="checkbox"/> <i>Haemophilus influenzae</i> type B (Hib)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Child care, Head Start, nursery, 3-K or prekindergarten
<input type="checkbox"/> Pneumococcal conjugate (PCV)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Child care, Head Start, nursery, 3-K or prekindergarten
<input type="checkbox"/> Influenza (flu)	<input type="checkbox"/> 1	Child care, Head Start, nursery, 3-K or prekindergarten

*For health care providers: To view school immunization requirements, visit schools.nyc.gov and search for immunizations (see the Information for Providers section).

Principal's Name:
School Phone:



Notice of Exclusion From School Due To Incomplete Immunization Record

Child's Name:		Date:
Child's OSIS Number:	School DBN:	Grade or Class:

Dear Parent or Guardian:

As of _____, your child cannot attend school due to one or more missing vaccines required for school (checked off in the following table). Under Public Health Law Section 2164, your child's principal is prohibited from allowing your child to stay in school unless you provide records your child has received the vaccines or proof of immunity.

Show this letter to your child's health care provider to make sure they receive any missing vaccines. If your child already received the vaccines or has records of immunity, give the records to your school principal. Vaccines given before the minimum age (too early) do not count. Alternative vaccine schedules are not allowed. Call 311 for questions about immunizations or help finding a health care provider.

Vaccines (Missing Vaccines Are Checked)	Dose Number Needed	Health Care Provider Notes*
<input type="checkbox"/> Diphtheria, tetanus and pertussis (DTaP or DTP) or Tetanus and diphtheria (Td) (see notes for ages)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	DTaP is for children younger than age 7 years. Td is for children age 7 years or older.
<input type="checkbox"/> Tetanus, diphtheria and acellular pertussis (Tdap)	<input type="checkbox"/> 1	Only doses of Tdap (or DTaP) given at age 10 years or older count for grades 6 to 11; doses given at age 7 years or older count for grade 12.
<input type="checkbox"/> Polio (IPV or OPV) (OPV only if before April 2016)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Blood work showing immunity to all three polio serotypes is accepted only if done before September 2019.
<input type="checkbox"/> Measles, mumps and rubella (MMR)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Blood work showing immunity is accepted.
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Blood work showing immunity or infection is accepted.
<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Blood work showing immunity or provider documentation of disease is accepted.
<input type="checkbox"/> Meningococcal conjugate (MenACWY)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Only MenACWY doses given at age 10 years or older count for all grades 7 to 12; including the first dose for grade 12.
<input type="checkbox"/> <i>Haemophilus influenzae</i> type B (Hib)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Child care, Head Start, nursery, 3-K or prekindergarten
<input type="checkbox"/> Pneumococcal conjugate (PCV)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Child care, Head Start, nursery, 3-K or prekindergarten
<input type="checkbox"/> Influenza (flu)	<input type="checkbox"/> 1	Child care, Head Start, nursery, 3-K or prekindergarten

*For health care providers: To view school immunization requirements, visit schools.nyc.gov and search for immunizations (see the Information for Providers section).

Principal's Name:
School Phone:

School District Letterhead

Sample: Immunization Request Letter to Parents/Guardians of Students in PreK-12

Dear Parent/Guardian of: (student name) _____ Date: _____

According to our records, your student is missing one or more immunizations (shots) for school.

All students entering or attending school in NYS, including remote school attendance, must be age-appropriately immunized in accordance with the [NYSDOH Immunization Requirements for School Entrance/Attendance Chart](#). Please share this information with your student’s healthcare provider or local health department so that they can provide the immunizations (shots) or required proof.

Please note: Each year, immunization requirements may change. Be sure to use the most current NYSDOH Immunization Requirements chart.

The following immunizations are needed:		Acceptable Proof of Immunization:
Immunization Name	# of Doses Needed	NYS Immunization Records
Diphtheria/Tetanus/Pertussis (DTaP or Tdap)		An immunization certificate signed or stamped by your health care provider or health department.
Polio		An electronic health office record from your healthcare provider.
Measles/Mumps/Rubella (MMR)		A record issued by NYSIIS or NYCIR.
Hepatitis B		Out-of-State/Country/Previous School
Varicella (Chickenpox)		An official immunization registry from another state or an official record from a foreign country.
Meningococcal Conjugate (MenACWY)		Unofficial records (from a private healthcare provider) must be reviewed and signed by a health practitioner licensed in NYS.
Hemophilus Influenzae (HIB)		An official copy of the immunization record transferred directly from your child’s previous school, including the dates given.
Pneumococcal Conjugate (PCV)		Blood tests/titers
Tdap Booster		A blood test (titer) lab report showing a positive result for immunity to measles, mumps, rubella, varicella (chicken pox), or hepatitis B, signed by the healthcare provider.
Notes:		A signed medical note verifying history of varicella (chicken pox) diagnosed by a physician, nurse practitioner, or physician assistant.

Immunizations are also available through the local health department at:

Phone: _____ Address: _____

Please return your student’s immunization record/documentation to the School Health Office.

School Nurse: _____ School: _____

Email: _____ Phone: _____ Fax: _____

School District Letterhead

Sample: Exclusion Notification for Missing Immunizations (Shots)

Dear Parent/Guardian of: (student name) _____ Date: _____

All children must receive the immunizations (shots) required by the New York State Public Health Law Section 2164 to attend school.

You are receiving this letter because your student is missing the required immunization(s), or the doses were not given at the right time in accordance with the [ACIP- Recommended Child and Adolescent Immunization Schedule](#). **You must provide proof of immunization.**

Your student will not be allowed to attend school beginning ___/___/___ unless valid proof is provided showing that your student has received the required immunizations.

The following immunizations are needed:		Acceptable Proof of Immunization:	
Immunization Name	# of Doses Needed	NYS Immunization Records	
Diphtheria/Tetanus/Pertussis (DTaP or Tdap)		An immunization certificate signed or stamped by your health care provider or health department.	
Polio		An electronic health office record from your healthcare provider.	
Measles/Mumps/Rubella (MMR)		A record issued by NYSIIS or NYCIR.	
Hepatitis B		Out-of-State/Country Immunization Records	
Varicella (Chickenpox)		An official immunization registry from another state or an official record from a foreign country.	
Meningococcal Conjugate (MenACWY)		Unofficial records (from a private healthcare provider) must be reviewed and signed by a health practitioner licensed in NYS.	
Hemophilus Influenzae (HIB)		Blood tests/titers	
Pneumococcal Conjugate (PCV)		A blood test (titer) lab report showing a positive result for immunity to measles, mumps, rubella, varicella (chickenpox), or hepatitis B, signed by the healthcare provider.	
Tdap Booster		A signed medical note verifying history of varicella (chicken pox) diagnosed by a physician, nurse practitioner, or physician assistant.	
Notes:			

The required immunizations can be obtained from your health care provider or from the local county health department. _____

Address: _____ Phone number: _____

As the parent/guardian, you have the right to file a 310 appeal to the Commissioner of Education within 30 days of receiving this notice. Information can be found at www.counsel.nysed.gov/appeals.

Sincerely,
School Principal: _____



X NYS Required

X NYC Required

X NYS Optional

X NYC Optional

NYS and NYC Screening & Health Exam Requirements

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

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

Health Examination Overview

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

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

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

REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM

TO BE COMPLETED BY PRIVATE HEALTHCARE PROVIDER OR SCHOOL MEDICAL DIRECTOR

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

STUDENT INFORMATION

Name:	Affirmed Name (if applicable):	DOB:
Sex Assigned at Birth: <input type="checkbox"/> Female <input type="checkbox"/> Male	Gender Identity: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Nonbinary <input type="checkbox"/> X	
School:	Grade:	Exam Date:

HEALTH HISTORY

If yes to any diagnoses below, check all that apply and provide additional information.

<input type="checkbox"/> Allergies	Type: <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Anaphylaxis Care Plan Attached
<input type="checkbox"/> Asthma	<input type="checkbox"/> Intermittent <input type="checkbox"/> Persistent <input type="checkbox"/> Other: <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Asthma Care Plan Attached
<input type="checkbox"/> Seizures	Type: _____ Date of last seizure: _____ <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Seizure Care Plan Attached
<input type="checkbox"/> Diabetes	Type: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Diabetes Medical Mgmt. Plan Attached

Risk Factors for Diabetes or Pre-Diabetes: Consider screening for T2DM if BMI% > 85% and has 2 or more risk factors: Family Hx T2DM, Ethnicity, Sx Insulin Resistance, Gestational Hx of Mother, and/or pre-diabetes.

BMI _____ kg/m²

Percentile (Weight Status Category): < 5th 5th- 49th 50th- 84th 85th- 94th 95th- 98th 99th and >

Hyperlipidemia: Yes Not Done

Hypertension: Yes Not Done

PHYSICAL EXAMINATION/ASSESSMENT

Height:	Weight:	BP:	Pulse:	Respirations:
Laboratory Testing	Positive	Negative	Date	Lead Level Required for PreK & K
TB- PRN	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Test Done <input type="checkbox"/> Lead Elevated ≥ 5 $\mu\text{g}/\text{dL}$
Sickle Cell Screen-PRN	<input type="checkbox"/>	<input type="checkbox"/>		

System Review Within Normal Limits

Abnormal Findings – List Other Pertinent Medical Concerns Below (e.g., concussion, mental health, one functioning organ)

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

Assessment/Abnormalities Noted/Recommendations: _____ Diagnoses/Problems (list) _____ ICD-10 Code* _____

Additional Information Attached

*Required only for students with an IEP receiving Medicaid

Name:		Affirmed Name (if applicable):		DOB:	
SCREENINGS					
Vision & Hearing Screenings Required for PreK or K, 1, 3, 5, 7, & 11					
Vision Screening	With Correction <input type="checkbox"/> Yes <input type="checkbox"/> No	Right	Left	Referral	Not Done
Distance Acuity		20/	20/	<input type="checkbox"/> Yes	<input type="checkbox"/>
Near Vision Acuity		20/	20/	<input type="checkbox"/> Yes	<input type="checkbox"/>
Color Perception Screening <input type="checkbox"/> Pass <input type="checkbox"/> Fail					<input type="checkbox"/>
Notes					
Hearing Screening: Passing indicates student can hear 20dB at all frequencies: 500, 1000, 2000, 3000, 4000 Hz; for grades 7 & 11 also test at 6000 & 8000 Hz.					Not Done
Pure Tone Screening	Right <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Left <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Referral <input type="checkbox"/> Yes		<input type="checkbox"/>
Notes					
Scoliosis Screening: Boys grade 9, Girls grades 5 & 7		Negative	Positive	Referral	Not Done
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/>
FOR PARTICIPATION IN PHYSICAL EDUCATION/SPORTS*/PLAYGROUND/WORK					
<input type="checkbox"/> *Family cardiac history reviewed – required for Dominic Murray Sudden Cardiac Arrest Prevention Act					
<input type="checkbox"/> Student may participate in all activities without restrictions.					
If Restrictions Apply – Complete the information below					
<input type="checkbox"/> Student is restricted from participation in:					
<input type="checkbox"/> Contact Sports: Basketball, Competitive Cheerleading, Diving, Downhill Skiing, Field Hockey, Football, Gymnastics, Ice Hockey, Lacrosse, Soccer, and Wrestling.					
<input type="checkbox"/> Limited Contact Sports: Baseball, Fencing, Softball, and Volleyball.					
<input type="checkbox"/> Non-Contact Sports: Archery, Badminton, Bowling, Cross-Country, Golf, Riflery, Swimming, Tennis, and Track & Field.					
<input type="checkbox"/> Other Restrictions:					
Developmental Stage for Athletic Placement Process <u>ONLY</u> required for students in Grades 7 & 8 who wish to play at the high school interscholastic sports level OR Grades 9-12 who wish to play at the modified interscholastic sports level.					
Tanner Stage: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V					
<input type="checkbox"/> Other Accommodations*: Provide Details (e.g., brace, insulin pump, prosthetic, sports goggles, etc.):					
*Check with the athletic governing body if prior approval/form completion is required for use of the device at athletic competitions.					
MEDICATIONS					
<input type="checkbox"/> Order Form for medication(s) needed at school attached					
COMMUNICABLE DISEASE			IMMUNIZATIONS		
<input type="checkbox"/> Confirmed free of communicable disease during exam			<input type="checkbox"/> Record Attached <input type="checkbox"/> Reported in NYSIIS		
HEALTHCARE PROVIDER					
Healthcare Provider Signature:					
Provider Name: <i>(please print)</i>					
Provider Address:					
Phone:			Fax:		
Please Return This Form to Your Child's School Health Office When Completed.					



Department of Health and Mental Hygiene

Department of Education

CHILD & ADOLESCENT HEALTH EXAMINATION FORM

Please Print Clearly

NYC ID (OSIS)

NYC ID (OSIS) grid

TO BE COMPLETED BY THE PARENT OR GUARDIAN

Parent/Guardian information fields: Child's Last Name, First Name, Middle Name, Sex, Date of Birth, Address, City/Borough, State, Zip Code, School/Center/Camp Name, District Number, Phone Numbers, Health insurance, Parent/Guardian Last Name, First Name, Email.

TO BE COMPLETED BY THE HEALTH CARE PRACTITIONER

Health Care Practitioner information: Birth history, Allergies, Attach MAF if in-school medications needed, Does the child/adolescent have a past or present medical history of the following? (Asthma, Anaphylaxis, Seizure disorder, etc.), Medications.

PHYSICAL EXAM: Date of Exam, Height, Weight, BMI, Head Circumference, Blood Pressure, General Appearance (Physical Exam WNL, HEENT, Lymph nodes, Abdomen, Genitourinary, Extremities, Skin, Neurological, Back/spine), Describe abnormalities.

DEVELOPMENTAL (age 0-6 yrs): Validated Screening Tool Used?, Date Screened, Screening Results, Delay or Concern Suspected/Confirmed, Cognitive/Problem Solving, Adaptive/Self-Help, Communication/Language, Gross Motor/Fine Motor, Social-Emotional or Personal-Social, Other Area of Concern.

Describe Suspected Delay or Concern, Nutrition (Breastfed, Formula, Both, Well-balanced, Needs guidance, Counseled, Referred, Dietary Restrictions), Hearing (Date Done, Results), Vision (Date Done, Results), Acuity, Screened with Glasses?, Strabismus?, Dental (Visible Tooth Decay, Urgent need for dental referral, Dental Visit within the past 12 months), Hemoglobin or Hematocrit.

IMMUNIZATIONS - DATES: CIR Number, Physician Confirmed History of Varicella Infection, Report only positive immunity: Hepatitis B, Measles, Mumps, Rubella, Varicella, Polio 1, Polio 2, Polio 3.

ASSESSMENT: Well Child (Z00.129), Diagnoses/Problems (list), ICD-10 Code, RECOMMENDATIONS: Full physical activity, Restrictions (specify), Follow-up Needed, Referral(s).

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

Communicable Disease Reporting Requirements

Reporting of suspected or confirmed communicable diseases is mandated under the New York State Sanitary Code (10NYCRR 2.10,2.14). The primary responsibility for reporting rests with the physician; moreover, laboratories (PHL 2102), school nurses (10NYCRR 2.12), day care center directors, nursing homes/hospitals (10NYCRR 405.3d) and state institutions (10NYCRR 2.10a) or other locations providing health services (10NYCRR 2.12) are also required to report the diseases listed below.

Anaplasmosis	Cyclosporiasis	Hospital associated	C Poliomyelitis	Streptococcal infection
Amebiasis	C Diphtheria	infections (as defined in	Psittacosis	(invasive disease) ⁵
C Animal bites for which	E.coli O157:H7 infection ⁴	section 2.2 10NYCRR)	C Q Fever ²	Group A beta-hemolytic
rabies prophylaxis is	Ehrlichiosis	Influenza,	C Rabies ¹	strep
given ¹	C Encephalitis	laboratory-confirmed	Respiratory syncytial virus (RSV)	Group B strep
C Anthrax ²	C Foodborne Illness	Legionellosis	laboratory-confirmed	Streptococcus pneumoniae
C Arboviral infection ³	Giardiasis	Listeriosis	Respiratory syncytial virus (RSV)	C Syphilis, specify stage ⁷
Babesiosis	C Glanders ²	Lyme disease	pediatric fatalities	Tetanus
C Botulism ²	Gonococcal infection	Lymphogranuloma venereum	Rocky Mountain spotted fever	Toxic shock syndrome
C Brucellosis ²	Haemophilus influenzae ⁵	Malaria	C Rubella	Transmissible spongiform
Campylobacteriosis	(invasive disease)	C Measles	(including congenital	encephalopathies ⁶ (TSE)
Chancroid	C Hantavirus disease	C Melioidosis ²	rubella syndrome)	Trichinosis
Chlamydia trachomatis	Hemolytic uremic syndrome	Meningitis	Salmonellosis	C Tuberculosis current
infection	Hepatitis A	Aseptic or viral	Shigatoxin-producing E.coli ⁴	disease (specify site)
C Cholera	C Hepatitis A in a food handler	C Haemophilus	(STEC)	C Tularemia ²
Coronavirus	Hepatitis B (specify acute or	C Meningococcal	Shigellosis ⁴	C Typhoid
COVID-19 (SARS CoV-2)	chronic)	Other (specify type)	C Smallpox ²	C Vaccinia disease ⁹
C Severe Acute Respiratory	Hepatitis C (specify acute or	C Meningococemia	Staphylococcus aureus ⁵ (due	Varicella
Syndrome (SARS)	chronic)	C Mpox	to strains showing reduced	(not shingles)
C Middle East Respiratory	Pregnant hepatitis B carrier	Mumps	susceptibility or resistance	Vibriosis ⁶
Syndrome (MERS)	Herpes infection, infants	Pertussis	to vancomycin)	C Viral hemorrhagic fever ²
Cryptosporidiosis	aged 60 days or younger	C Plague ²	C Staphylococcal	Yersiniosis
			enterotoxin B poisoning ²	

WHO SHOULD REPORT?

Physicians, nurses, laboratory directors, infection control practitioners, health care facilities, state institutions, schools.

WHERE SHOULD REPORT BE MADE?

Report to local health department where patient resides.

Contact Person _____
 Name _____
 Address _____
 Phone _____ Fax _____

WHEN SHOULD REPORT BE MADE?

Within 24 hours of diagnosis:

- Phone diseases in bold type,
- Report all other diseases promptly to county health department where individual resides.
- In New York City use form PD-16.

SPECIAL NOTES

- Diseases listed in **bold type** **C** warrant prompt action and should be reported **immediately** to local health departments by phone followed by submission of the confidential case report form (DOH-389). In NYC use case report form PD-16.
- In addition to the diseases listed above, any unusual disease (defined as a newly apparent or emerging disease or syndrome that could possibly be caused by a transmissible infectious agent or microbial toxin) is reportable.
- Outbreaks: while individual cases of some diseases (e.g., streptococcal sore throat, head lice, impetigo, scabies and pneumonia) are not reportable, a cluster or outbreak of cases of any communicable disease is a reportable event.
- **Cases of HIV infection, HIV-related illness and AIDS (Stage 3) are reportable on the Medical Provider HIV/AIDS and Partner/Contact Report Form DOH-4189. The form may be obtained by contacting:**
 Division of Epidemiology, Evaluation and Partner Services
 P.O. Box 2073, ESP Station
 Albany, NY 12220-2073
 (518) 474-4284
 In NYC: New York City Department of Health and Mental Hygiene
 For HIV/AIDS reporting, call: (212) 442-3388

ADDITIONAL INFORMATION

1. Local health department must be notified prior to initiating rabies prophylaxis.
2. Diseases that are possible indicators of bioterrorism.
3. Including, but not limited to, infections caused by eastern equine encephalitis virus, western equine encephalitis virus, West Nile virus, St. Louis encephalitis virus, La Crosse virus, Powassan virus, Jamestown Canyon virus, dengue and yellow fever.
4. Positive shigatoxin test results should be reported as presumptive evidence of disease.
5. Only report cases with positive cultures from blood, CSF, joint, peritoneal or pleural fluid. Do not report cases with positive cultures from skin, saliva, sputum or throat.
6. Proposed addition to list.
7. Any non-treponemal test $\geq 1:16$ or any positive prenatal or delivery test regardless of titer or any primary or secondary stage disease, should be reported by phone; all others may be reported by mail.
8. Including Creutzfeldt-Jakob disease. Cases should be reported directly to the New York State Department of Health Alzheimer's Disease and Other Dementias Registry at (518) 473-7817 upon suspicion of disease. In NYC, cases should also be reported to the NYCDOHMH.
9. Persons with vaccinia infection due to contact transmission and persons with the following complications from vaccination; eczema vaccinatum, erythema multiforme major or Stevens-Johnson syndrome, fetal vaccinia, generalized vaccinia, inadvertent inoculation, ocular vaccinia, post-vaccinal encephalitis or encephalomyelitis, progressive vaccinia, pyogenic infection of the infection site, and any other serious adverse events.

ADDITIONAL INFORMATION

For more information on disease reporting, call your local health department or the New York State Department of Health Bureau of Communicable Disease Control at (518) 473-4439 or (866) 881-2809 after hours. In New York City, 1 (866) NYC-DOH1.

PLEASE POST THIS CONSPICUOUSLY