

MONSIGNOR FARRELL HIGH SCHOOL

Student and Parent Handbook
2023-2024





MONSIGNOR FARRELL HIGH SCHOOL

Inspiring Integrity, Scholarship, Service, and Brotherhood

Our Mission is to develop the Vir Fidelis, a Faithful Man, in an atmosphere of Catholic faith and values; an individual aware of his God-given talents, confident in his abilities, dedicated to his family and oriented to the service of God and community.

Our Commitment

We Welcome students and families of every background as partners in our inclusive Catholic educational community. We are committed to helping young men develop their best selves - intellectually, morally, and spiritually - through a transformative high school experience in and out of the classroom.

We Promise a modern and invigorating curriculum, striving for academic excellence within an atmosphere of collaboration and teamwork. We insist on honesty, integrity, and fairness.

We Encourage active and meaningful service, promote good sportsmanship, and hold each member of our community responsible for setting a good example.

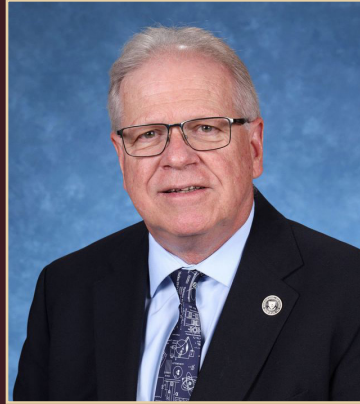
We Aspire to be defined by graduates who embody the core values of a Faithful Man, prepared to achieve success at the college of their choice and to excel in their professions. They will serve as leaders and role models with an unyielding commitment to integrity and service, and an enthusiasm for helping their Monsignor Farrell brothers who follow.

VIR FIDELIS

School Leadership



Mr. Louis R. Tobacco '90
President



Mr. Lawrence V. Musanti
Principal



Mr. Daniel Fisher '05
Assistant Principal for Academics

Mrs. Kristen Kiernan
Assistant Principal for College Advisement and Guidance

Mr. John DeMartino
Assistant Principal for Programming and STEM

Mr. Robert Besignano
Dean of Students

Mr. Joe Holt '85
Director of Facilities & Plant Operations

Mr. John Cusick '88
Director of Development and Institutional Advancement

Mr. Anthony Garofalo '89
Director of Athletics

Mr. Greg Guastavino '94
Director of Communications

Mr. Vincent Nabavi '11
Director of Admissions and Recruitment

Mr. Peter Kennedy '12
Director of Alumni Affairs

Mr. Mike Dunn
Director of Campus Safety and Emergency Preparedness

Department Chairpersons

Mr. Christopher Baldassano '05
Department of Art

Mr. Richard Weir '97
Department of Computer Science

Miss Dawn Guerriero
Department of English

Mr. Lazzaro DiPietro
Department of Foreign Languages

Mr. Christopher Franz
Department of History and Social Sciences

Mrs. Maria Tesoriero
Department of Mathematics

Mr. Steven Blaine
Department of Music

Mr. Anthony Garofalo '89
Department of Physical Education

Mr. John Giachetta
Department of Theology

Mrs. Jennifer Frydberg
Department of Science

Disclaimer

The content contained in the Monsignor Farrell High School Student and Parent Handbook is intended for current Monsignor Farrell High School students and their parents/guardians only. You may not copy, reproduce, distribute, publish, display, modify, or transmit the content, or any part of the content, without the prior written permission of the school's administration.

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About Us

Introduction

This handbook is provided as a guide to the procedures and policies of Monsignor Farrell High School for both students and parents. We ask students and parents to read all sections of the handbook carefully and then sign the acknowledgment on page 62.

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

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

Students attending Monsignor Farrell High 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. An important right all students at Monsignor Farrell High 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. All students at Monsignor Farrell High School also surrender self-expression in the form of clothing and grooming. Students are required to conform to the dress and grooming codes as set forth within this handbook and at the sole discretion of administration.

Another important right that a student and his parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish 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 parents or guardians, by their acceptance of enrollment at Monsignor Farrell High School, agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

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

There are several grounds for disciplinary action or expulsion set forth in the “Disciplinary Code” 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 parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

The enrollment of a student at Monsignor Farrell High School is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies including but not limited to such procedures, regulations, and policies set forth in this Handbook. In becoming a student of Monsignor Farrell High School, you agree to abide by all school regulations and to be the best representative of the values and beliefs of the School on all occasions either in school or out.

“A Farrell Man is a Faithful Man 24 hours a day, 7 days a week, 365 days a year.”

Monsignor Farrell High School retains the right to amend the Parent & Student Handbook at any time. Parents will be given notification if any changes are made. **By no means is this handbook considered all-inclusive.**

Mission Statement

Our mission is to develop the Vir Fidelis, a Faithful Man, in an atmosphere of Catholic faith and values; an individual aware of his God-given talents, confident in his abilities, dedicated to his family and oriented to the service of God and community.

History

Monsignor Farrell High School was founded as a result of the successful drive for high schools conducted in the Archdiocese of New York under the leadership of the late Francis Cardinal Spellman.

Twenty acres of land were purchased in the Oakwood Heights section of Staten Island. The architectural contract was awarded to Charles Luckman Associates who designed one of the finest educational buildings on Staten Island. The groundbreaking ceremonies in April 1961 signaled the

beginning of construction. In September 1961, under the direction of Monsignor John Considine as Supervising Principal and Brother Harold Delaney as Brother Principal, a class of 113 boys and 5 teachers began the school year in an annex of Saint Sylvester’s school in Concord.



Monsignor Joseph Farrell, left, and Cardinal Spellman

In September of 1962, the freshman and sophomore classes moved into the new building.

Monsignor Farrell High School was declared an independent school by Cardinal Egan in 2009, when it was established as an educational corporation. Monsignor Farrell High School is now governed by the administration and board of trustees.

Coat of Arms

The field of blue bearing a maroon saltier (a cross in the form of an X) signifies that the high school is within the Archdiocese of New York. Such a cross, called the Cross of Saint Patrick, is displayed on the coat of arms of the Archdiocese, where it represents the titular of the Cathedral.

The Lion rampant, the sole charge in white on a gold field, is from the coat of arms of the Farrell family of Ireland, and honors the late Monsignor Joseph Farrell, whose name the school bears. The chief is charged with a chalice from the coat of arms of Saint Joseph’s Seminary, Dunwoodie,



The construction of Monsignor Farrell High School

Yonkers, New York, to represent the Diocesan priests who teach in the high school. This heraldic partition is also charged with a Celtic cross (emblazoned with a star) from the insignia of the Congregation of Christian Brothers, who share the teaching assignments at Monsignor Farrell High School. Yonkers, New York, to represent the Diocesan priests who teach in the high school. This heraldic partition is also charged with a Celtic cross (emblazoned with a star) from the insignia of the Congregation of Christian Brothers, who share the teaching assignments at Monsignor Farrell High School.

School Motto

The motto “Vir Fidelis,” translated “a Faithful Man,” is derived from the Divine Office on the Feast of Saint Joseph where it is stated that “a Faithful Man shall be much praised, and he who is the guardian of his Lord shall be glorified.” With this motto, Monsignor Farrell High School heralds its ideal of Catholic manhood, attempting to present a program and lifestyle which, with God’s help, will enable the students to cope with the challenge of living in the modern world.

Philosophy and Objectives

As a result of our emphasis on holistic education, we hope our graduates are well-rounded young men who:

- Are aware of their own gifts, talents, and limitations
- Recognize the need to continue their own spiritual, psychological, emotional, social, intellectual, and physical growth
- Respond to God’s call to be balanced, compassionate adults

Because of our emphasis on spiritual growth and religious values, we hope that our students graduate with:

- A strong belief that God loves them
- A willingness to respond to Jesus’s directive to love one another
- A commitment to compassion, justice, and service

- A desire for a deeper relationship with God through prayer
- An intentional integration of faith and daily life
- An understanding of the teachings and traditions of the Catholic Church
- A willingness to become active members in their local church communities

Because of our efforts at firm and friendly discipline, we hope that our graduates:

- Have developed self-discipline that guides their actions
- Are sensitive and respond with compassion to the limitations of others
- Have respect for authority and for persons for whom they are responsible
- Approach relationships with fairness, mutual trust, and cooperation

Because of the caring nature and personal attention given to our students, we hope our graduates:

- Genuinely care for others
- Value themselves and others as unique children of God
- Nurture positive relationships and build community

As a result of our commitment to academic excellence, we hope our graduates:

- Are intellectually curious
- Are prepared to meet the academic demands of college
- Strive to reach their intellectual potential
- Use their intellectual gifts to serve others more effectively and generously

Accreditation

Monsignor Farrell High School is chartered by, and its curriculum is registered with, the Regents of the University of the State of New York. It is also accredited by the Middle States Association of Secondary Schools and Colleges.

Nondiscrimination

Roman Catholic Schools in the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential equality of all men as rooted in the fatherhood of God, Christ's love, and man's supernatural destiny. Thus, with discrimination so repugnant to their nature and mission, Catholic schools in the Archdiocese have not and shall not discriminate on the basis of race, color, national and ethnic origin in the 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 of the Archdiocese, or religious communities within the Archdiocese. In keeping with the archdiocesan policy regarding sexual abuse of minors, anyone who needs to report an alleged incident of sexual abuse of a minor should follow the procedures found on the Archdiocesan website, ny-archdiocese.org.





Academics

Academic Integrity

Monsignor Farrell High School maintains the highest standard of academic integrity. The following are common types of dishonesty:

1. Cheating:

Using, attempting to use, or possessing unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include, but are not limited to, looking at another student's work during a quiz or test, obtaining or giving a copy of a test prior to the test date, submitting homework borrowed from another student, using technology inappropriately (see #5)

2. Facilitating Academic Dishonesty:

Helping someone else to commit an act of academic dishonesty. This would include giving someone a paper or homework to copy from or allowing someone to cheat from your assessment.

3. Fabrication:

Inventing or falsifying information. Examples include inventing lab data for an experiment one did not do or did not do correctly or making references to sources one did not use in a research paper.

4. Plagiarism:

Using words or ideas of another writer without attribution, so that they seem as if they are one's own. Plagiarism ranges from copying someone else's work word for word, to rewriting someone else's work with only minor word changes, to summarizing without acknowledging a source.

5. Electronic Dishonesty:

Any use of computer, Internet, Artificial Intelligence, or other technological means to falsely present work on any assignment, test, or quiz as his own. Examples include, but are not limited to, using network access in a way that affects a class or another student's academic work, breaking into someone else's files or computer account, or using information from any electronic source (e.g., ChatGPT,

Grammarly) dishonestly. Note that presenting work falsely as one's own is always academic dishonesty, regardless of the electronic means employed.

Penalties for Violating Academic Integrity

Because academic honesty serves as a measure of personal integrity and provides a foundation for the academic strength of Monsignor Farrell, any violation of academic honesty is considered serious. In terms of personal integrity, it makes no difference if one violates it by copying a homework assignment, cheating on a midterm exam, or offering completed assignments to another student.

Therefore, in addition to a student receiving no credit for the assignment or assessment, and the teacher contacting a parent, a student who is academically dishonest will face the following consequences:

1st Offense (Probation):

Student and parent conference with guidance counselor.

The guidance counselor will evaluate and investigate the situation to determine the cause of dishonesty. A referral to the Center for Learning and Academic Wellness (CLAW) may follow.

2nd Offense (Academic Suspension):

Student and parent conference with the assistant principal for academics. Student will be placed on academic suspension for the remainder of the current marking period as well as next marking period. Student may not participate in any extracurricular activities during the time of suspension. An evaluation will be conducted midway through the next marking period to terminate "suspension."

Further offenses may lead to expulsion.

What constitutes an offense is determined by the administration. Offenses are consistent for all courses. If a student has an offense in English and in math, he will have accumulated two offenses.

See Appendix A for the "Academic Dishonesty Flow Chart."

Academic Status

Warning Status

One failure for a marking period and/or year-to-date average

A student with a failing average for one subject in a marking period or for the year (YTD) is placed on academic warning status. Students must attend Center for Learning and Academic Wellness (CLAW) sessions for that course. Two missed CLAW sessions will remove the student from participation in any extracurricular activity for two weeks.

Probation

Two failures for a marking period and/or year-to-date average

A student with a failing average for two subjects in a marking period or for the year (YTD) is placed on academic probation. Students are still permitted to participate in extracurricular activities but must show improvement during the first three weeks of the new marking period. What constitutes “improvement” is determined by the subject teacher, guidance counselor, and administration. Students must attend CLAW sessions. Failure to show improvement and/or two missed CLAW sessions will preclude the student from participation in extracurricular activities until the end of the marking period.

Suspension

Three or more failures for a marking period and/or year-to-date average

A student with a failing average for three or more subjects for the marking period or for the year (YTD) is suspended from all extracurricular activities until the end of the next marking period. Students must show significant improvement and attend CLAW sessions in order to rejoin activities at the beginning of the next marking period. What constitutes “improvement” is determined by the subject teacher, guidance counselor, and administration.

Please see Appendix B for Academic Status Chart.



The Center for Learning and Academic Wellness (CLAW) provides peer-led academic tutoring to students in need of additional support in all subject areas. CLAW is overseen by Faculty Moderators, and the academic tutoring is facilitated by members of the National Honor Society. This service is available to all students who wish to proactively seek out extra help. It is the responsibility of students who are failing or at risk of failing specific courses to be present at CLAW sessions.

CLAW sessions are held Monday through Friday, from 7:20 am to 8:05 am (Period 0). Appointments for after school sessions can also be made available.

Students are empowered to “drop in” any time between 7:20 am and 7:55 am. When dropping in, students are expected to come with specific questions or issues to be tackled. While homework assignments can be the focus of these sessions, the expectation is that tutors will use specific questions to teach concepts. Tutors will NOT simply give students answers to homework assignments.

Voluntary Use

CLAW is available to all students regardless of their grades in any specific course. Students attending CLAW sessions on a voluntary basis may do so as often as they like.

Mandatory Use

1. Students failing one or more courses are required to attend two CLAW sessions per week for each course in which they earned a failing grade from the previous marking period.
2. Students with a course average below 70 in one or more courses are considered “at risk of failing” and are required to attend one CLAW session per week for each course in which they are currently earning an average below 70.

which they are currently earning an average below 70.

3. Students failing or at risk of failing one or more courses will receive contracts from their guidance counselor, which must be signed by both the student and a parent/guardian. These contracts will include the courses for which CLAW attendance is mandatory and the number of sessions required per week. If significant improvement is seen in a specific course after one month of dutifully attending CLAW sessions, then CLAW extra help sessions will not be mandated. The decision to remove mandatory CLAW attendance will be made collaboratively by both the guidance counselor and the teacher of the course.

Grading Policies

The academic policy regarding any failures on the final average requires the subject average to be passed with no less than 65% for the student to go on to the next year's course or full course of study or to graduate from Monsignor Farrell High School.

- No mark below “55” will be given for marking periods 1, 2 or 3. However, the mark given on the mid-year and final exams, as well as marking period 4, will be the exact mark that is earned. This can be anywhere from “0” to “100.”
- The administration reserves the right to make all final determinations regarding issues relating to grades and final averages.

Full Year Courses

The final average for each course is calculated using each of the four marking periods (results of class assessments, quizzes, homework, projects, and/or classwork) plus the grades for any mid-year and final exam to determine whether or not the student has passed the course.

$$(MP\ 1 + MP\ 2 + \text{Mid-year} + MP\ 3 + MP\ 4 + \text{Final})/6$$

If a Regents Exam is given that exam will count as the mid-year or final exam grade.

One Semester Courses

The final average for one semester courses is calculated using each of the two marking periods of the semester (results of class assessments, quizzes, homework, projects, and/or classwork) plus the grade for the course final exam.

$$(MP\ 1 + MP\ 2 + \text{Final}) / 3$$

or

$$(MP\ 3 + MP\ 4 + \text{Final}) / 3$$

If a student fails any three (3) subjects on the final average in June, he may not return to Monsignor Farrell High School.

Graduation Requirements

In order to successfully graduate from Monsignor Farrell High School, a student must complete and pass the prescribed course of study (*see table below*).

Monsignor Farrell reserves the right to alter these requirements if/when the Board of Regents alters its requirements or at the school's own discretion.

Monsignor Farrell also reserves the right to withhold a diploma from any student who fails to meet the established requirements listed above.

In addition to the requirements no student will be issued a diploma or be allowed to participate in the graduation exercises if he has a final failure in any senior course, fails to obtain administration approval (for disciplinary or any other reasons), fails to meet any financial obligation to the school, or fails any required Regents exam.

- | | | |
|---|--|---|
| • 4 years of Theology | • 4 years of Physical Education | • One semester of Art |
| • 4 years of English and pass the Regents Examination in English | • 4 years of Group Guidance | • One semester of Music |
| • 4 years of Social Studies and pass the Regents Examination in both Global Studies and United States History | • 3 years of Science and pass Regents Examinations for Biology, Chemistry, and either Physics or Earth Science | • One semester of SAT Prep |
| • 4 years of Mathematics and pass the Algebra, Geometry, and Algebra 2 Regents (or the equivalent as the law changes) | • 3 years of Foreign Language and pass the Language other than English (LOTE) exam | • One semester of Health |
| | • 3 years of Computer Science | • One semester of Financial Literacy over 2 years |
| | | • A minimum of 2 Full-Year Elective Courses |

Guidance and College Advisement

Guidance and college advisement are integral in the development of the Farrell Man. It is Monsignor Farrell's mission to develop the whole man as he matures morally, intellectually, and socially, ensuring he is a productive member of society.

The high school years are challenging for every student and that is why each student is assigned a guidance counselor to help him through these four important years. As freshmen, students are assigned to one counselor who deeply understands the transition into high school. As sophomores, students are assigned to a specific counselor and work with that same counselor until they graduate. This enables the counselor to develop a strong understanding of each student and provide him with unique and specialized support. The department includes a licensed mental health counselor who works directly with students to provide additional support and services.

The guidance program provides support through the direction of the counselors by means of group and individual sessions.

- Group sessions are scheduled classes and meet each cycle. Classes are to help students to know themselves as individuals and as members of society, aid students in methods of study, assist them in their choice of college and course of study to find the right career and obtain the proper training for it, and learn to live and work effectively with others.
- Individual sessions are scheduled one to two times each year. Counselors meet with students individually to address important issues, including, i.e., academic progress and performance, educational and career goals, personal and social experiences. Students can request an individual appointment at any time.

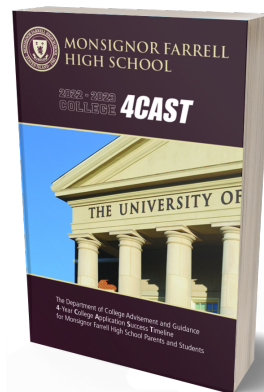
The guidance services of the school are fundamental to the whole educational program and are designed to assist the focus of the educational process on the student as an individual. These services are organized to give continuous assistance to each student in order that he may make the most of his strengths and make up for any limitations he may discover in himself. The counselors work in

conjunction with the classroom teachers.

The college process is addressed throughout all four years of high school. College advisement does not begin junior year at Monsignor Farrell; rather, it is believed to be a process that begins on the first day of Freshman year and continues until college enrollment. Monsignor Farrell High School's 4 Year College Application Timeline (*4CAST*) guides both students and parents on important college preparation milestones that are key in keeping pace on the college journey. In conjunction with the counselor, the college advisor works with each student ensuring that each student develops the college plan that is right for him. In junior year students work on a one-to-one level with the college advisor to discuss and execute their college plans.

The Department of College Advisement and Guidance provides various activities and workshops throughout the year for students and their parents. These include, College Week, Financial Aid Night, Instant Decision Week, College Application Bootcamp, Financial Appeal Workshop, Self-Reported Academic Record Workshop, and other group sessions developed as the need arises. Parents and students are strongly encouraged to make use of the various resources and opportunities.

All members of the Department of College Advisement and Guidance strive to collaborate with students' parents/guardians about any concern. If a parent/guardian desires to speak with a counselor, they may arrange a meeting by emailing the grade level guidance counselor.



Parent Teacher Meetings

Two types of meetings are conducted at Monsignor Farrell High School:

1. Freshman Parents Meet the Teachers Night

- Parents are asked to be present at a meeting in the early fall.
- A general assembly is held after which parents follow their son's daily schedule.
- Parents will meet each teacher to learn the general format of the class, method of teaching, grading, assignments, means of communicating with each teacher, etc.

2. Parent Teacher Conferences

- Conducted after the first, mid-year, third, and final report cards.
- Parents are invited to attend these meetings; however, parents of those students who fail any subjects during these marking periods must attend the meetings and speak with their son's teachers.
- The final parent teacher conference of the year is held on the morning following receipt of the final report card in June.

Program of Study

Freshman Year

An entering ninth grader is placed into a College Preparatory (Regents), Honors, or Scholars program by means of various placement exams and intermediate school recommendations, as well as the sub-test results of the eighth grade TACHS Examination. Students may be recommended to move into a different program based on academic performance.

| Scholars (S) | Honors (H) | Regents (R) |
|---|---|---|
| Theology I Scholars | Theology I | Theology I |
| English I Scholars | English I Honors | English I Regents |
| Global I Scholars | Global I Regents | Global I Regents |
| Geometry 9 (for those who received Algebra I credit in 8 th grade) or Math 9A | Geometry 9 or Math 9A | Algebra I |
| Living Environment Scholars or Chemistry Scholars (for those who received Living Environment credit in 8 th grade) | Living Environment Regents or Chemistry Regents | Living Environment Regents or Chemistry Regents |
| Latin Scholars | Spanish I or Italian I Regents | Spanish I or Italian I Regents |
| Computers 1 Scholars, Art | Computers 1 Regents, Art | Computers 1 Regents, Art |

All grade 9 students are also required to take Guidance I and Physical Education

Sophomore Year

| Scholars (S) | Honors (H) | Regents (R) |
|--|--------------------------------------|--|
| Theology II Scholars | Theology II | Theology II |
| English II Scholars | English II Honors | English II Regents |
| AP European History | Global II Regents | Global II Regents |
| Math 10H or Math 10GT | Math 10H or Math 10GT | Geometry 10 Regents |
| Chemistry Scholars or Physics Scholars | Chemistry Regents or Physics Regents | Chemistry Regents, Physics Regents, or Earth Science Regents |
| Spanish I or II Scholars | Spanish or Italian II Regents | Spanish or Italian II Regents |
| JAVA 10 Scholars, Health | Java 10, Health | Java 10, Health |

All grade 10 students are also required to take Guidance II, Physical Education, and Financial Literacy.

Junior Year

| Scholars (S) | Honors (H) | Regents (R) |
|---|--|--|
| Theology 11 or Teaching the Christian Message (TCM) I | Theology 11 or Teaching the Christian Message (TCM) I | Theology 11 or Teaching the Christian Message (TCM) I |
| AP English Literature | English 11 Honors | English 11 Regents |
| AP US History | US History 11 or Economics/Government* | US History 11 or Economics/Government* |
| Math 11H or Math 11TC | Math 11H or Math 11TC | Algebra II |
| AP Biology*, AP Chemistry*, College Physics*, Marine Biology*, or Exploring Health Sciences*, or Physics Scholars | AP Biology*, AP Chemistry*, College Physics*, Marine Biology*, or Exploring Health Sciences* | AP Biology*, AP Chemistry*, College Physics*, Marine Biology*, or Exploring Health Sciences* |
| Spanish II / III Scholars | Spanish or Italian III | Spanish or Italian III |
| Music/Philosophy | Music/ Computer Applications | Music/ Computer Applications |
| Elective: AP Computer Science | | |

All grade 11 students are also required to take Guidance III, Physical Education, and Financial Literacy.

*Students who complete their science requirement at the end of Sophomore year (completing Physics or Earth Science) can either apply to take a Science elective or take Economics/Government.

Senior Year

Required Courses

Theology Teaching the Christian Message (TCM) 2 or Theology IV

English AP English Language, English 4H, or English 4

Social Studies Economics/Government

Mathematics AP Calculus BC, AP Calculus AB, Calculus R, Advanced Algebra/Intro to Calculus, or Applications in Algebra

Elective Courses - *Minimum of 2 must be selected.*

Foreign Language Italian 4, Spanish 4

English Speech and Communications

Social Studies AP Political Science, Psychology, Business Law, Criminology

Computer Science AP Computer Science (A), Computer C#, Computer Assisted Design

Science AP Biology, AP Chemistry, College Physics, Human Anatomy, Physics, Exploring Health Science, Marine Biology

Art Studio Art

Business Accounting , Finance

All grade 12 students are also required to take Guidance IV and Physical Education



St. John's University, SUNY Albany Dual Enrollment

Some courses taught at Monsignor Farrell are recognized as college courses by St. John's and/or SUNY Albany. Monsignor Farrell credits these courses as senior courses at the same time.

1. Seniors decide, and must register in the fall and/or spring, whether they want to enroll in the dual enrollment program in a particular subject.
2. A fee, payable to St. John's or Albany, will be charged if the student opts for dual credit.
3. College credit will be recorded on the college transcript if a grade of 80 or better is earned.
4. This college course credit may be transferable to other colleges.
5. Enrolling in a Dual Enrollment course that is also an AP course does not exempt a student from taking the AP Exam at the end of the course.
6. Courses approved by St. John's and/or SUNY Albany may change each year, and information is provided to students, parents and guardians well in advance.

Advanced Placement Program

Some students may take advantage of the Advanced Placement courses offered at Monsignor Farrell.

1. A special AP Exam, given in May, is required of each participant, regardless of whether or not he is also enrolled in a dual college credit program.
2. Advanced Placement courses are offered in: United States

History, European History, United States Government and Politics, Comparative Government and Politics, Biology, Chemistry, English Literature and Composition, English Language and Composition, Calculus AB, Calculus BC, Computer Science A

Report Cards

1. Report cards are issued four times during the school year, twice each semester.
2. Report cards are to be signed by either parent/guardian and returned by the students two school days after they have been received.
3. Parents are to check grades weekly by using the PowerSchool system. This will enable the parent to keep abreast of each student's progress in between report cards. Academic concerns should be addressed to the subject teacher at the parent teacher conferences after report cards, and as needed throughout the year.
4. A mid-marking period report will be run during the first marking period and any student who does not meet the requirements will be placed on warning status, probation, and/or suspension.
5. After the second report card, any student who is failing a course or is at risk of failing a course (grade <70) will receive a "promotion in doubt" letter home. If a student is failing two or more courses, the parent and the student must meet with the guidance counselor and assistant principal for academics.

Honor Roll

Students who achieve academic excellence are recognized with Honor Roll Standing.

First Honors: minimum overall marking period average of 89.5%; each subject average no lower than 84.5%

Second Honors: minimum overall marking period average of 84.5%; each subject average no lower than 79.5%

Summer Sessions

If a student fails any subject(s) or Regents Examination(s), he must attend a summer session as identified by Monsignor Farrell.

Summer School

If a student – freshman, sophomore, junior or senior – fails (final average <65) any subject or subjects, he must attend summer school that is arranged by Monsignor Farrell.

1. The course may be offered at Monsignor Farrell, a local public school, another Catholic School, or as an asynchronous course designed by Monsignor Farrell.
2. No accommodations will be made for summer vacation, plans, and/or work. Non-participation in summer school or in the above mentioned “arrangements” means, in effect, that a student has resigned from Monsignor Farrell High School.
3. If a student fails any academic subjects in summer school, he may not return to Monsignor Farrell in September.
4. Seniors must pass all of their subjects (required and electives) in order to graduate.

Regents Review

1. If a student – freshman, sophomore, junior – fails a Regents Examination (grade <65), he must attend Regents review that is arranged by Monsignor Farrell.
2. All students are expected to take mandatory exams until they are passed. The inability to pass these exams can affect graduation. All non-required regent exams must be taken at least twice.
3. Any Regents Examination failure for a given academic year is expected to be retaken in August (pending it is offered) before the beginning of the next academic year. A review course (either live or asynchronous) will be offered 7 days before the exam.
4. All students must sit for both the review and the exam.
5. If the student fails the Regents Examination again in the summer, the student will still advance to his next level in the course (pending successful completion of the course).
6. Monsignor Farrell administration holds to these standards and expectations of summer school/ Regents review. Any student who does not successfully complete the requirements will jeopardize his enrollment status.

Tests, Homework, Exams, and Exam Schedule

1. As a rule, at least two hours should be spent in home study during the evenings preceding class days. If this prescribed time is seriously and regularly devoted to after class assignments, the student will rarely present an unsatisfactory report card or be in danger of failure.
2. Students are responsible for any assignments, tests, etc., given during their absence from school.
3. Each student must follow his teacher’s policy when it comes to make-up assignments/ assessments when absent.

4. Quizzes, which should be no longer than 15 minutes in length, can be assigned on any day.

5. Daily, weekly, monthly and marking period assignments, tests and quizzes, as well as classwork, determine a marking period grade. In January and June, mid-year and final exams of two or three hours are given.

In an attempt to promote fair distribution among departments, the following cycle days are assigned to departments for full period assessments:

| Course | Cycle Day | | | | | |
|------------------|-----------|---------|---------|---------|---------|---------|
| | "A" Day | "B" Day | "C" Day | "D" Day | "E" Day | "F" Day |
| English | | | ✓ | ✓ | | |
| Foreign Language | | | | ✓ | ✓ | |
| Math | | ✓ | ✓ | | | |
| Religion* | ✓ | ✓ | ✓ | | | |
| Science* | ✓ | | | | ✓ | ✓ |
| Social Studies | ✓ | | | | | ✓ |

*Religion and science have three days due to the possibility of religion not meeting and science lab day.

Mid-Year and Final Exams

Mid-year exams will be given during the NYS Regents exam week in January. Final Exams will coincide with NYS Regents exams in June. Both Midterms and Finals will count as 1/6 of a student's overall average.

Extended Time

1. Any student who seeks extended time for the PSAT, SAT, or Advanced Placement (AP) Exams must speak with his guidance counselor and apply for extended time through the College Board.
2. Any student who is eligible for extended time will receive such accommodations during mid-year and final exams only.
3. An up-to-date Individualized Education Services Plan (IESP) with extended time recommendations must be on file in order to honor extended time requests.

Transcripts

1. A student may request transcripts of his high school record to be sent to the colleges or schools to which he is applying for further education.
2. Each transcript needed should be requested well in advance of the date it is due at the college or school.
3. Requests for transcripts after graduation are to be addressed to the school's Main Office.
4. All financial and school obligations must be met before a final transcript will be released.

Transcripts may never be sent directly to the college or school by the student himself.

Disciplinary Code

Code of Conduct

At Monsignor Farrell students learn from the first day that they are a “Vir Fidelis,” a Faithful Man. They are also a “man for others.” All students are expected to behave in an appropriate manner.

Vir Fidelis – a Faithful Man does the right thing because it is the right thing to do:

- Stands up for others
- Works with integrity
- Asks meaningful questions
- Values education
- Is punctual
- Takes responsibility for his actions
- Is accountable for his actions
- Accepts consequences
- Shows respect for his teachers
- Performs his academic work diligently
- Is prepared for all his extracurricular activities

A “man for others” – a Faithful Man who makes the most of his God-given talents to be the best he can be for himself and others:

- Supports community guidelines
- Supports others
- Respects the property of others
- Appreciates the work of others
- Respects learning environments

Office of The Dean of Students

The Office of the Dean of Students is responsible for the overall discipline and good order of the students. The Office of the Dean of Students monitors and manages compliance with the requirements established in the school’s mission.

The parents and the students have agreed to the rules and regulations set forth by the school. These standards of conduct and behavior are necessary to ensure the efficiency and effectiveness of the program. Moreover, this agreement comes with expectations of enforcement and consequence.

The office functions collaboratively with all involved to establish a cooperative and just disposition to address and resolve issues that arise. While it is constructive to communicate and share information, it is necessary to maintain discretion and privacy throughout the process.

The maintenance of established disciplinary guidelines requires broad latitude in its implementation. Resolution of disciplinary issues is more of an art than science. Each case is different and requires a versatile and flexible approach. The emphasis is on a strict interpretation, but with fair and reasonable results.

Guidelines for Inappropriate Behavior

These guidelines are properly maintained by a respect for every individual as well as the property of the school and of others. Any violation of the code of conduct (being a Vir Fidelis or a man for others), is unacceptable. In addition to the usual consequences for unacceptable behavior, the opportunity to participate in after school activities may be denied those who demonstrate a lack of respect towards others or the property of others.

Demerit

Any student who does not follow school and classroom rules set forth by this handbook will receive a demerit. Demerits are given on a tier system. There will be certain consequences, decided upon by the Office of the Dean of Students, after a particular number of demerits has been accrued. Consequences include, but are not limited to, detention, loss of participation in extracurricular activities/ athletics, in-school suspension, and expulsion.

Please see Appendix C for “Demerit Flow Chart.”

Violation of “Vir Fidelis”

Disrespect to Student or Teacher/Staff

Drugs/Alcohol

Out of Dress Code

Misuse of Technology

Lying

Food and Drink in Class

Other

Violation of “Man for Others”

Vandalism

Inappropriate Language

Tardiness

Bullying

Fighting

Class Disruptions

Tier 1: Minor

- When a student commits a violation, a teacher fills out a demerit form.
- When a student acquires two demerits, the student will receive detention. Students are required to serve detention on the next scheduled day.
- Teachers must have a conversation with a student to inform him about receiving a demerit. Demerits will reset to “0” at the start of the next marking period.

Tier 2: Moderate

- When an offense is deemed to be more serious than a single demerit, the dean of students may escalate the offense to the second tier, where the student may receive a greater consequence for his actions (i.e., the student will not be permitted to participate in extracurricular activities for up to three days).

Tier 3: Serious

- Offenses deemed potentially more serious than Tier 2 are reviewed by the Office of the Dean of Students and may result in a suspension or expulsion.

Students who receive three detentions in the same quarter will be subject to an escalation of consequences, be required to have a parent meeting with the dean of students, and have participation in any extracurricular activity suspended until the following quarter.

Ejection from Class

Students who disrupt learning from others will be ejected from class.

1. Teachers will call the dean’s office and have the student removed.
2. Teachers reach out to parents and a conference may occur with the teacher, dean of students, student, and parent.
3. Suspension from school, extracurricular activities /athletics is a possible consequence for ejection from class.

Please see Appendix D for “Ejection Flow Chart.”

Detention

Detention is held on Monday, Tuesday, and Thursday from 2:35 pm to 3:35 pm in Room 207.

1. All students to whom the dean has assigned detention must report promptly to Room 207 on the day they have been assigned.
2. Students who fail to report to detention will receive additional days of detention.
3. Any student who fails to report to detention a second time during the year is exhibiting a total disregard for the disciplinary policies of the school and will be subject to suspension.
4. Detention may also be held on Wednesday and Friday at the discretion of the dean.
5. Days and time for detention are subject to change at the discretion of the dean.
6. Absolute silence will be maintained at all times during daily detention. At times, work details will be used instead of classroom detention.
7. Students whose records reflect a large number of detentions over a period of time may be subject to probation which may lead to expulsion.
8. A record is kept of all offenses and detentions and will be filed with the student's personal record.
9. Report cards reflect the current number of detentions a student has accumulated during each marking period.

Probation

Students whose behavior, attendance, or punctuality patterns fail to measure up to the school's standards may be placed on warning status or probation. This entails a trial period during which there must be a significant improvement in attitude and/or behavior.

1. Probation may include suspension from all extracurricular activities for the length of the probationary period.
2. Further violations of school policy may result in renewal of the probationary status, suspension, and/or expulsion.

Suspension

For serious violations of school regulations, students may be refused permission to attend class or participate in extracurricular activities. Such students will not be eligible for reinstatement until a personal interview has been arranged with parents.

Expulsion

Students who persistently neglect their work, who are openly insubordinate, whose conduct reflects unfavorably on the reputation of the school, or whose actions indicate they may be detrimental to the common good of the school, will be subject to dismissal.

This printed policy statement is intended as a guideline only. It is subject to change at the discretion of the administration.

Harassment, Discrimination, Hazing and Bullying

- Harassment, discrimination, hazing, and bullying (including cyber-bullying) are serious offenses, prohibited by federal and/or state law as well as by Monsignor Farrell High School's policies.
- Verbal, physical, or electronic conduct that has the effect of creating an intimidating, hostile, or offensive environment for any member of the community will not be tolerated.
- This conduct is prohibited on school grounds and at school-sponsored events, activities, functions, and programs.
- This conduct is prohibited through the use of technology or an electronic device owned, leased, or used by the school.
- In addition, harassment, discrimination, hazing, and bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying: creates a hostile

environment at the school for a targeted student, infringes on the rights of a targeted student at the school, and/or materially and substantially disrupts the educational process or the orderly operation of the school.

- Through education and intervention, Monsignor Farrell High School makes every effort to achieve an educational environment that is free from harassment, discrimination, hazing, and bullying.

Definitions

1. **Harassment or Discrimination:** Harassment or discrimination is defined as behavior that is pervasive or severe and has the purpose or effect of: 1) creating an intimidating, hostile, or offensive environment 2) interfering unreasonably with an individual's academic performance 3) creating a situation where academic decisions of a student depend on his or her submitting to and/or not objecting to the behavior. Discrimination and harassment can take many forms. Examples include, but are not limited to: 1) limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics 2) slurs, jokes, statements, remarks, questions, gestures, pictures, e-mails, texts, or cartoons regarding legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes 3) demands for sexual favors in exchange for favorable treatment, academic rewards, or continued participation in a program or project 4) offensive or unwelcome sexual flirtation, advances, or touching 5) obscene, demeaning, or abusive commentary about an individual's body or other personal characteristics 6) responding to refusals to provide sexual favors with verbal, emotional, or physical abuse. Often, unwelcome and/or harassing behavior results from ignorance and flirting or teasing that is not welcome or that becomes excessive. Being sensitive to other peoples' feelings and communicating clearly are the best ways to prevent harassment and discrimination.
2. **Hazing:** Hazing is defined as conduct or a method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or other person. Examples of hazing include, but are not limited to: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of a student or other person, or that subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. All student activities related to membership in a student group or team (such as new membership and elections) must comply with applicable school rules and community standards, as described in this handbook. Officers and members in any student organization, team, or group are also responsible for making sure that hazing does not happen.
3. **Bullying:** Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: 1) causes physical or emotional harm to the targeted student or damage to the targeted student's property 2) places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property 3) creates a hostile environment at school for the targeted student 4) infringes on the rights of the targeted student at school 5) materially and substantially disrupts the educational process or the orderly operation of the school. Bullying can include, but is not limited to, any of the following: 1) hitting, slapping, pushing, and other physical conduct that causes bodily harm 2) threatening in a manner that puts someone down or is cruel 3) deliberately excluding someone as a way to humiliate or demean them 4) sexually harassing conduct 5) hazing activities.

4. **Cyber-bullying:** Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, and Internet postings, whether on a Web page, in a blog, or otherwise. Cyber-bullying may include, but is not limited to, any of the following kinds of behaviors: 1) taking a private e-mail, instant message, or text message and forwarding it, or threatening to forward it, to others, or posting it where others can see it to embarrass or intimidate a person 2) spreading hurtful rumors Online about another person 3) threatening or insulting through aggressive e-mails, instant messages, or text messages 4) posting, or threatening to post, embarrassing pictures of someone Online without his or her permission 5) creating a Web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying listed above.

Other Rules and Regulations Concerning the Disciplinary Code

Weapons/Objects Resembling Weapons

BB guns, water pistols, toy guns, firearms, edged weapons, equipment, and items relating to martial arts and fighting, etc., are forbidden. Disciplinary action is at the sole discretion of administration and may include expulsion.

Gambling

Gambling, in the form of betting sheets, card playing, coin tossing, throwing dice, etc., is prohibited, except for school-sponsored and monitored fundraisers (e.g., FOSI). Disciplinary action is at the sole discretion of administration and may include expulsion.

Disruptive Devices

Noisemakers, stink bombs, or other devices which have the potential to cause disruption are not permitted. Disciplinary action is at the sole discretion of administration and may include expulsion.

Fighting

Fighting, physical or verbal abuse, harassment, and obscenities are considered serious breaches of discipline and will be treated as such. Disciplinary action is at the sole discretion of administration and may include expulsion.

Stealing

Students who steal school property or the personal property of others will be subject to expulsion at the sole discretion of administration.

Chewing Gum

Chewing of gum on campus is strictly forbidden and will result in a demerit. Please see appendix for “Demerit Flow Chart”.

Smoking, Vaping, Drugs, and Alcohol Policy

Because of the physical, mental, and social consequences of the misuse of smoking, drugs, and alcohol, and to discourage such misuse and its proliferation, students must comply with Monsignor Farrell High School’s policies:

1. Students are not allowed to possess any tobacco product or smoking devices /paraphernalia of any kind.
2. Any student who violates this rule will be expelled.
3. By New York City law, all high schools are Smoke Free Zones.

A student is subject to expulsion if he is in violation of the Drug and Alcohol Policy. A violation occurs in any of the following instances:

1. Any student in possession of drugs or alcohol on the school premises or in transit to or from school or any school event.
2. Any student who possesses any form of drugs or alcohol while on school premises or while in transit to or from school premises for the purposes of consuming it or selling or sharing it with others.
3. Any student participating in a drug transaction on the school premises or in transit to or from school, e.g., one who orders, receives, aids in or who is present during such transactions.
4. Any student illegally using a drug or using alcohol on school premises.
5. All instances of alleged violations will be reviewed by the dean of students who will report his findings to the administration. In order to clarify certain basic principles underlying this policy, the following should clearly be understood: "The premises" will be considered as extending to other locations when a violation occurs in connection with school-sponsored student activities or athletic functions off campus or in any other situation in which individuals can clearly be identified as Monsignor Farrell students (e.g., athletic camps, school trips, etc.).

Monsignor Farrell stands ready and willing to assist any student who seeks help for a real or apparent substance abuse problem.

Suspected Possession of Contraband

1. When a teacher or administrator believes there is reasonable cause, he or she may confiscate suspected contraband from a student. Contraband may exist in a variety of forms (i.e., drugs, alcohol, weapons, forged or altered legal documents, counterfeit currency,

merchandise of questionable origin, etc.)

2. In such a case, the matter will be referred to the dean of students for immediate investigation. If the preliminary investigation indicates inappropriate behavior, the dean will immediately contact the parents or guardians of the student and request that they attend a meeting at the school.
3. Contraband items will not be returned and will be disposed of in a manner deemed suitable by the school's administration.
4. Students found to be in possession of contraband will be subject to detention, suspension, or expulsion, at the discretion of the administration.
5. In addition, the school reserves the right to seek the advice and/or involvement of legal authorities.
6. A student has a serious obligation to immediately notify an adult of any weapon he may have seen or heard was on the school campus or at any school-sponsored activity or event.

Truancy/Cutting Class

If a student cuts any class or is truant, he will be placed on probation and given indefinite detention (which may include Saturdays).

1. The student's parents will be notified and must come to school to meet with the dean.
2. The student will be placed on warning status or probation.
3. The student will receive a "0" on any assessments missed, with no opportunity for make-up.
4. Any subsequent cut or truancy may result in expulsion from Monsignor Farrell High School.



Student Life

Acceptable Use Policy

This policy defines and describes the commitment of Monsignor Farrell High School to ensure the legal, ethical, and appropriate use of technology resources, including, but not limited to, computer equipment, software, networks, and voice systems.

Monsignor Farrell High School's technology system incorporates all electronic communication systems and equipment at Monsignor Farrell. It is designed to ensure that all authorized users have an accessible and responsive system allowing many users to simultaneously access its resources. This Acceptable Use Policy (AUP) sets forth the standards by which all authorized users may use the shared Monsignor Farrell High School's technology system.

Monsignor Farrell High School's technology system is provided to support the educational and business operations of the school and its mission. By using or accessing the technology system, authorized users agree to comply with this AUP and other applicable school policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations.

This AUP applies to all authorized users of Monsignor Farrell High School's technology system. It applies to all software and hardware owned, leased, or subscribed to by the school. It also applies to all personally-owned equipment that connects to the technology system.

Only authorized users may use and/or access the technology system. The term "authorized user" refers to any faculty, staff, or student associated with the school, as well as any other individual with access to computers or other network devices that have been approved by the director of technology for connection to the technology system. This definition includes, but is not limited to, contractors, visitors, and temporary affiliates.

This policy includes, but is not limited to, the following practices which are general guidelines:

1. Use of the school's technology system is a privilege, not a right.
2. The director of technology may terminate a user's account at any time and for any reason. In every case, the termination is at the discretion of the director of technology, in consultation with the administration.
3. If a student's account is terminated, they are responsible for completing any assignments and academic requirements outside of school on his own time.
4. Students may use the system for academic purposes only. When all academic tasks have been completed, the student must disconnect.
5. Technology usage may not contradict the philosophy, mission, or teaching of Monsignor Farrell High School, or may be perceived as immoral, unethical, or illegal by the school's administration.
6. Attempt to bypass restrictions is a serious violation of school policy and will be handled as such.
7. All technology usage is subject to monitoring and recording, including GPS tracking of school-owned equipment.
8. Any communication, internal and external, must clearly identify the sender. Individuals may not send messages anonymously or under another name or identity. Altering electronic communications to hide one's identity or impersonate another person is prohibited.
9. Authorized users are responsible for both the content and possible effects of their messages on the technology system.
10. Authorized users must abide by all copyright and other laws governing intellectual property use.
11. Authorized users are prohibited from using the technology system for the acquisition, storage, or distribution of any digital content which they do not have legal right to use, including, but not limited to, copying and sharing software, images, music, and movies.

12. Authorized users may only use their own unique computer account and are responsible for all actions taken by such account. Passwords should be kept confidential. In the event that a password is made public, the user must notify the IT department immediately.
13. Authorized users must respect the privacy of other users.
14. Authorized users should use caution when opening email attachments or other Internet files which may contain malicious software. Any computer found to be infected with viruses or malware to the extent that may negatively affect school resources will have access to network services revoked until such viruses and/or malware have been removed and updated antivirus software has been installed. If a user knows or suspects that his machine has contracted a virus, user shall notify the director of technology immediately.
15. Authorized users and/or authorized user's parents are responsible for any repair costs caused by the misuse of the system, as outlined under "Lenovos Accidental Damage Protection," below.
16. All users must follow the directions of the IT department in the use of all the school's technologies.
17. Each authorized user is expected to cooperate with the school to investigate potential unauthorized and/or illegal use of the technology system.
18. Distributing or sending unlawful communications of any kind, including, but not limited to, cyber stalking, harassment, sexual harassment, bullying, hazing, threats of violence, obscenity, child pornography, or other illegal communications (as defined by law). This provision applies to any electronic communication distributed or sent within the technology system or to other networks while using the technology system.

Monsignor Farrell High School reserves the right to update or revise this AUP or implement additional policies in the future. Authorized users are responsible for staying informed about school policies regarding the use of computer and network resources and complying with all applicable policies. The school shall provide notice of any such modifications or amendments by email to the school community. Any such modification shall be effective immediately upon notice being provided regardless of whether an authorized user actually reads such notice.

Student Management Expectations of Lenovo Devices

All students will receive a Lenovo 2 in 1 Laptop/Tablet when they enroll at Monsignor Farrell High School. The use of the Lenovo device is for academic enhancement, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

- The IT department at the school and the Help Desk will work with the students to ensure a productive and efficient environment to our students and faculty. The IT department will handle all related services and hardware replacement to ensure each student has a functional Lenovo device with all elements working.
- The Help Desk (located in Room 306) will support the students during the school year (including school breaks) to ensure a functional device is in place. The IT department will assist students with the day-to-day aspects of challenges to use the device and software installed. The IT department will troubleshoot the device issues on hand. Students are required to open a service-help ticket with the Help Desk.
- Each student holding a school-owned device will benefit from the following extended services:

- **Premier Support** – Advanced level phone support for hardware and software issues.
- **Warranty Extensions** – Device and all components will be covered as long as one has the device and is enrolled in the school.
- **Replacement Unit** – If device is not functioning and cannot be fixed immediately, a replacement will be provided while device is repaired.
- **Sealed Battery Warranty** – Battery replacement in the event of a battery failure.
- **Keep Your Drive** – If device fails and needs service-repair, all data is protected and available for use, utilizing Monsignor Farrell’s cloud-based Microsoft Office 365 applications.
- **Accidental Damage Protection** – Covers accidental drops, spills, bumps, and normal failures incurred under normal operating conditions or handling.
- **Anywhere Warranty** – Receive the same service level in home or school.
- **Security and Loss of Unit** – Mobile device management solution provides cloud-based centralized management, diagnostics, monitoring, and security of the devices.
- **Controlled Device Updates** – Cisco Meraki Device Management tool provides updates to device applications, Windows, and any school related installed software.
- **All-Year-Round Use** – student will keep device throughout school year and school breaks (holidays and summer break) and can benefit from the support listed above.
- **Charging Stations** – Monsignor Farrell has charging stations and power banks in the Brother Henry S. Wright Learning Commons.

Lenovos Accidental Damage Protection

What is covered?

Accidental drops, spills, bumps, and structural failures incurred under normal operating conditions or handling, including electrical surges and damage to the integrated LCD screen. On-site warranty and service coverage for any software and internal hardware failure.

Examples include: device accidentally slips off the table and the LCD screen cracks, an electrical surge causes significant damage to device’s hardware during a lightning storm, an accidental beverage spill on the keyboard and the extent of damage is unknown.

Authorized user is to report damage immediately. If damage occurs while outside of the school building, it must be reported upon return. Help Desk phone number: (718) 987- 2900 x1111.

If device is not damaged beyond repair, the device is returned to the authorized user.

1. If repair is not possible, the device will be replaced.
2. A non-functioning stylus, power charger (not charging) or battery (a non-lasting battery) are covered under the warranty and service. A replacement part will be provided immediately to the authorized user.

What is not covered?

Cosmetic damage, equipment loss, or failures due to usage outside of normal operating conditions. Any data loss or interruption of work, intentional damage and misuse, removal or alteration of parts, accessories, theft, damage from fires, damage to peripherals provided by the school.

Examples include, but are not limited to: cracks or breaks in exterior of device with effective operating system; lost device, stylus, charger, or battery; device is used in the rain and device no longer functions; cosmetic damage caused by stickers.

The following fees will be accessed to the authorized user’s FACTS account:

- Lost Stylus Replacement: \$80
- Damaged/Lost Charger Replacement: \$70
- Cosmetic Damages: Fee based upon cost in replacing or repairing damage
- Replacement Device: \$450

Terms and conditions for Lenovo devices are subject to change at any time.

Athletics Program

Monsignor Farrell High School is a member of the Catholic High School Athletic Association, the Catholic High School Football League, and the Catholic High School Hockey League.

1. Participation in school athletics is a privilege, not a right. The administration reserves the right, at its own discretion, to regulate participation in such activities as the need arises.
2. All student-athletes must be in good academic standing. Refer to “Academic Warning Status.”
3. All student-athletes must be in good disciplinary standing.
4. All rules for students published in this handbook apply to participation in all student athletics, both inside and outside school, including, games, practices, tryouts, social events, and intramurals.
5. Students who fail to maintain the highest standards of academic integrity and discipline will be suspended from athletics.
6. All athletic activities are subject to fees.
7. All students must have the school-issued medical waiver on file as well as the NYSED Interval Health History Form for Athletics (Dominic Murray Sudden Cardiac Arrest Prevention Act) before they can participate in any workout or athletic-sponsored activity at the school.
8. Students absent during the regular school day are not permitted to participate in athletic activities on that day, unless approved by the administration. Students who are excused from physical education classes for medical reasons are not permitted to participate in after school physical activities.
9. Students should be aware that some sports require competitive tryouts, while others are “join” sports.
10. There are no guarantees for student playing time or positioning. Under no circumstances may a parent approach a coach after a contest. Parental issues should be emailed to the attention of the director of athletics.
11. Practices are open only to Monsignor Farrell coaches, staff, and students. Parents are not permitted to attend practices without expressed permission from the administration.

| | Varsity | Junior Varsity | Freshman | Intramural |
|-----------------------------|---------|----------------|----------|------------|
| Baseball | ✓ | ✓ | ✓ | |
| Basketball | ✓ | ✓ | ✓ | ✓ |
| Bocce | | | | ✓ |
| Bowling | ✓ | ✓ | | ✓ |
| Cross Country | ✓ | ✓ | ✓ | |
| E-Sports Competitive Gaming | | | | |
| *Football | ✓ | ✓ | | ✓ |
| Golf | ✓ | | | |
| Ice Hockey | ✓ | ✓ | | |
| Lacrosse | ✓ | ✓ | | |
| Soccer | ✓ | ✓ | | |
| Swimming | ✓ | | | |
| Table Tennis | | | | ✓ |
| Track & Field | ✓ | ✓ | ✓ | |
| Wrestling | ✓ | ✓ | | |

**Football offers two junior varsity teams (A & B)*

Attendance

Absences

1. State regulations require the regular attendance of minors. Absences must be reported to the attendance office before 9:00 am each day unless specified differently. The attendance office phone number is (718) 979-2050.
2. If an absence is not reported, the student will receive **two days** detention.
3. Upon a student's return after any and all absences, a physical, not electronic, absence note, signed by a parent or guardian, is to be presented before homeroom in the attendance office for an "admit slip".
4. The following information should be included in the absence note:
 - A. the reason for the absence
 - B. the day or days of the absence
 - C. the student's name and homeroom
 - D. the signature of the parent or guardian
5. Failure to submit this official absent note for an absence to the attendance office by 8:15 am on the day of return to school will result in detention.
6. Absence from a mid-year or final exam should occur only in the case of a serious illness and requires the presentation of a doctor's note upon return to school.
7. Absentee notes will be kept on file as required by the state.
8. It is the student's responsibility to make up classwork and assignments missed because of absence. Teachers are not obligated to give extensions on assignments. Students should check Schoology to stay current with assignments.
9. The student is to show the "admit slip" to each of his subject teachers at the beginning of each class.
10. In the event that a student will be absent for an

extended period of time (a week or more), the parent is to request that work from each of his subject teachers be sent home. This can be done by calling the guidance counselor and requesting assignments.

11. College campus visits are to be made on designated "college search days" or on non-school time. Students will be excused for mandatory admissions interviews (rare) and necessary business after a college acceptance. A letter stating the reason for a school-time appointment must be presented to and approved by the administration before the scheduled appointment.

Early Dismissal

1. It is presumed that only very serious causes would require the need to be dismissed early.
2. Parents or guardians who wish to arrange for early dismissal are encouraged to send a note to the attendance office.
3. No student will be permitted to drive home on his own without a parent or guardian coming into the building and personally signing them out of school in the attendance office.
4. A student who gets sick during the day should report to the nurse's office. Students are not to directly contact their parents without permission.
5. If the student returns to school before the end of the regular school day, the student must report to the attendance office.
6. Students who leave early are responsible for all work missed.

Illness

A registered nurse is on duty during school hours from 8:00 am to 2:30 pm to attend to an illness or accident

occurring during the school day. The school health office is not a diagnostic or treatment center.

If a student is feeling unwell, he is to advise his teacher who will send him to the nurse's office. The nurse will make the determination if a student needs to stay in the office for a short period of time, return to class, or be picked up by a parent/guardian.

Brother Henry S. Wright Learning Commons

The academic growth of a student depends not only on classroom teaching, but also on complementary knowledge gained through independent research and reading. For this reason, students are encouraged to use the Learning Commons not only for class assignments, but also for leisure time, reading, and enjoyment. Students using the Learning Commons should be in school dress code at all times.

1. The Learning Commons is open from 7:30 am to 8:10 am and from 8:30 am to 3:30 pm.
2. On days when an "M" schedule is followed, the Learning Commons is open from 9:43 am to 3:30 pm.
3. Students wishing to conduct research may also access Farrell databases from their own personal home computers. The log-in usernames and passwords are located in the Students Only section of the website.
4. The Learning Commons is also the home of our Writing Studio and Center for Learning and Academic Wellness (CLAW).

Building and Grounds

1. During school hours, no student is to leave the school building without the express permission of the administration. Any student who leaves the school building during the school day will be suspended.

- No student is to be in the parking lot except when arriving to or departing from school.
 - No teacher is authorized to permit a student to leave the school building, wander "out of bounds," or leave the school campus without the express permission of the administration.
2. The school roof is always off limits to all students.
 3. Students who deface school property with graffiti or who deliberately damage it will be subject to expulsion and will assume the cost of having the damage repaired.
 4. Any student in possession of a Sharpie or any type of permanent marker will be subject to expulsion at the sole discretion of the administration.
 5. In every case, the administration will make the final decision regarding penalties/expulsion for damage done to school property.
 6. Students are not permitted to have food or any other items delivered to the school without permission of the administration.
 7. Students are to respect the property of the school's neighbors. Any violations of the property rights of others will be treated as conduct outside of school and subject to consequences as seen fit by the administration.

Cell Phone Policy

The goals of Monsignor Farrell's cell phone policy are to promote a respectful atmosphere and the constructive use of technology that supports the educational objectives of the school.

Students are permitted to be in possession of handheld communication devices pursuant to the following conditions:

1. Cell phones should remain on silent and in the student's schoolbag or in the bottom section of their (locked) locker during the school day.
2. Students are permitted to use their cell phones before 8:15 am and after 2:30 pm in the cafeteria, breezeway, and practice facilities only.
3. Students are never permitted to use their cell phones in the hallways, classrooms, restrooms, cafeteria, Link Area, Learning Commons, gym, senior terrace, or breezeway during school hours.
4. Any open display of a cell phone is prohibited and subject to confiscation by school authorities. Failure to surrender the device will result in disciplinary action.
5. Lunch is a time for social interaction and development. The use of electronic devices detracts from developing meaningful, positive, and healthy relationships. To that end, the use of electronic devices during lunch is forbidden.
6. Students may not use their cell phones to make calls during the school day. If a student needs to make a call during the day, he may use a phone in the Main Office.
7. Parents who need to contact their son(s) for emergencies during school hours are to call the Main Office. Parents should **not** contact their sons by cell phone during the school day.
8. During instructional time, students may not communicate via text or use any other type of electronic communication besides the Lenovo device.
9. Cell phones will be confiscated from any student who violates the school policy regarding cell phone use and must be retrieved at the end of the day. Three (3) violations will require a parent or guardian come to school to retrieve the phone.
10. Posting on social media during the school day is not permitted.
11. The use of recording devices, including those on handheld devices, is strictly prohibited without prior approval of school administration and the consent of all parties to be recorded.
12. Students found engaging in use of recording/camera devices or found sharing, or having shared inappropriate materials via phones, email, social media, or other electronic means will be subject to disciplinary action.
13. Administration reserves the right to inspect the contents of all electronic devices/cell phones in the possession of any student in the building.
14. Students assume full risk and responsibility for use of their electronic devices. Monsignor Farrell High School is not responsible for any items stolen, lost, or damaged.
15. Monsignor Farrell High School assumes no responsibility for cell phones confiscated by members of the faculty or administration.

Daily Bell Schedules

Listed below are the four schedules which we follow during the school year.

Our regular school day bell schedule follows an "R" schedule with eight 42-minute classes.

An "A" schedule reduces class time to eight 34-minute classes to provide time for a one-hour afternoon assembly.

The "L" schedule reduces class time to eight 34-minute classes to provide time for a 65-minute morning assembly.

The "D" schedule is used when school will open with a delay, for example, during inclement weather.

Lunch periods, regardless of schedule, are always during periods 3-6. All schedule changes will be posted in advance when possible and communicated to students and parents in-school and through our regular channels of communications.

Class Cycle Days

Bell schedules should not be confused with class cycle days. Students' class schedules follow days lettered A, B, C, D, E, and F, not Monday - Friday. Each student's schedule is listed on his program according to class cycle letter day.

“R” Schedule is followed on a “regular” school day.

| | |
|---------------------|-----------|
| 7:20 am - 8:02 am | Period 0 |
| 8:15 am - 8:30 am | Homeroom |
| 8:33 am - 9:15 am | Period 1 |
| 9:18 am - 10:00 am | Period 2 |
| 10:03 am - 10:45 am | Period 3 |
| 10:48 am - 11:30 am | Period 4 |
| 11:33 am - 12:15 pm | Period 5 |
| 12:18 pm - 1:00 pm | Period 6 |
| 1:03 pm - 1:45pm | Period 7 |
| 1:48 pm - 2:30 pm | Period 8 |
| 2:30 pm | Dismissal |

Lunch periods are 3-6

“L” Schedule is followed on a day when there is a morning assembly (Mass).

| | |
|---------------------|-----------|
| 7:30 am - 8:04 am | Period 0 |
| 8:15 am - 8:30 am | Homeroom |
| 8:30 am - 9:35 am | Assembly |
| 9:36 am - 10:10 am | Period 1 |
| 10:13 am - 10:47 am | Period 2 |
| 10:50 am - 11:24 am | Period 3 |
| 11:27 am - 12:01 pm | Period 4 |
| 12:04 pm - 12:38 pm | Period 5 |
| 12:41 pm - 1:15 pm | Period 6 |
| 1:18 pm - 1:52 pm | Period 7 |
| 1:55 pm - 2:29 pm | Period 8 |
| 2:30 pm | Dismissal |

Lunch periods are 3-6

“A” Schedule is followed on a day when there is a special function (assembly, rally, meeting) in the afternoon.

| | |
|---------------------|-----------|
| 7:30 am - 8:04 am | Period 0 |
| 8:15 am - 8:30 am | Homeroom |
| 8:33 am - 9:07 am | Period 1 |
| 9:10 am - 9:44 am | Period 2 |
| 9:47 am - 10:21 am | Period 3 |
| 10:24 am - 10:58 am | Period 4 |
| 11:01 am - 11:35 am | Period 5 |
| 11:38 am - 12:12 pm | Period 6 |
| 12:15 pm - 12:49 pm | Period 7 |
| 12:52 pm - 1:26 pm | Period 8 |
| 1:29 pm - 2:29 pm | Assembly |
| 2:30 pm | Dismissal |

Lunch periods are 3-6

“D” Schedule is followed on a day when there is a delayed opening (inclement weather, etc.).

| | |
|---------------------|-----------|
| 8:40 am - 9:14 am | Period 0 |
| 9:20 am - 9:33 am | Homeroom |
| 9:36 am - 10:10 am | Period 1 |
| 10:13 am - 10:47 am | Period 2 |
| 10:50 am - 11:24 am | Period 3 |
| 11:27 am - 12:01 pm | Period 4 |
| 12:04 am - 12:38 pm | Period 5 |
| 12:41 pm - 1:15 pm | Period 6 |
| 1:18 pm - 1:52 pm | Period 7 |
| 1:55 pm - 2:29 pm | Period 8 |
| 2:30 pm | Dismissal |

Lunch periods are 3-6

Dress Code

“A Monsignor Farrell Man dresses for success. A Monsignor Farrell Man does the right thing, simply because it is the right thing to do.”

Monsignor Farrell High School strives to promote in its students an attitude of self-pride about dress and grooming which will result in students appearing neat and clean at all times.

The purpose of the official dress code is to elevate the professional look of the Monsignor Farrell student to that of a young man in a serious atmosphere, reflecting the importance of secondary education in a person's development.

Our Faithful Men should always arrive at school well-groomed, clean-shaven with a proper haircut, and without earrings.

Students who do not comply with the dress code and grooming standards will be sent home by the dean of students.

All new uniform items including school shoes are purchased through FlynnO'Hara Uniforms with the exception of the gym uniform and school tie, which will be purchased in the school store. Students are to wear a black dress belt and dress socks of their choosing.

*Uniform items from Tommy Hilfiger may continue to be worn until they need to be replaced.

With all uniforms, shirts are to be tucked in at all times.

Fall/Spring Uniform

The fall/spring uniform is worn from September 1st to mid-October and then again from May 1st to the end of the school year. The dates are approximate and are subject to change by the administration. Parents and students will be notified directly of any changes.

- Maroon Short-Sleeve Polo
- Khaki Pants
- Belt
- Dress Socks
- School Shoe

Winter Uniform

The winter uniform is worn from mid-October until May 1st. The dates are approximate and are subject to change by the administration. Parents and students will be notified directly of any changes.

- Gray Dress Pants
- Dress Shirt in White or Blue (long or short sleeve)
- School Tie
- Maroon Long Sleeve V-Neck or 3/4 Zip Sweater
- Belt
- Dress Socks
- School Shoe

Special Occasion Uniform

Parents and students will be informed directly when the special occasion uniform is to be worn.

- Navy Blazer *with* Lapel Pin (required for all students)
- Gray Dress Pants
- Dress Shirt in White or Blue (long or short sleeve)
- School Tie
- Belt
- Dress Socks
- School Shoe

*Long sleeve v-neck sweaters, 3/4 zip sweaters, or Senior Sweaters are not permitted to be worn with the special occasion uniform.

Physical Education Uniform

- Uniform T-Shirt
- Uniform Shorts
- Your Choice of Sneakers & Athletic Socks

Senior Sweater

The traditional Senior Sweater privilege will continue to be part of the school uniform. They are purchased through Monsignor Farrell High School at the end of junior year.

The Senior Sweater is not to be worn with the special occasion uniform.

As a private school, we reserve the right to set the dress and hair policy which conforms to our philosophy and objectives. We urge parents to monitor clothing worn to and from, as well as in, school. Uniforms should be cleaned regularly and replaced when no longer presentable.

The following regulations regarding good grooming and proper dress are effective from the time a student leaves home in the morning until he returns home in the afternoon:

1. Students are expected to arrive fully uniformed and depart fully uniformed (no changing in the hallways, etc.)
2. Shirts – should always be clean and pressed and tucked in at all times. If worn, undershirts should be plain white so that they cannot be seen through the uniform shirt.
3. Pants – all students must wear the official school dress pants. No other pants are permitted. All pants should be clean and pressed. Pants should fit properly and be worn properly. Oversized, baggy, or droopy clothing is not permitted.
4. Sweatshirts and/or non-uniform sweaters are not permitted to be worn over the uniform shirt at any time.
5. Shoes – uniform shoes are to be kept clean and polished and are the only acceptable footwear permitted to be worn during the school day. No other footwear is to be worn without a doctor's note and permission from the dean of students.
6. Hats – all headgear must be removed before entering the building. Students may not wear hats or headbands in the building at any time, before, during, or after school.
7. Jewelry – earrings, tongue rings, or other visible pierced body parts are not acceptable and may not be worn or displayed at any time before, during, or after school. It is not permitted to “cover up” earrings with band aids, etc. Key chains, straps, etc., are to be placed out of sight and not left hanging from belts or pockets. Other forms of jewelry such as chains, nameplates, religious

medals, beads, etc., may not be worn or seen outside the shirt.

8. Belts – black dress belts are required to be worn with all uniforms and should be visible.
9. Hair – the dean of students reserves the right to make the final judgment in these matters:
 - a. Students are not to use hair dye, bleach, or other chemicals which change the natural coloring of their hair
 - b. Hair should always be clean, combed, and trimmed in a neat style.
 - c. Hair should be of moderate length and not cover the ears, eyebrows, or shirt collar
 - d. Sideburns are to be neatly trimmed and may not extend below the earlobe
 - e. Facial hair is not permitted. Students are expected to be clean-shaven every day
 - f. No haircut/style deemed extreme or bizarre by the dean of students is acceptable. We do not allow shaved heads, “bowl” or “mushroom head” haircuts, shaved sides with hair mousse, or slicked back, letters, numbers, or designs carved into the scalp, etc.
10. Tattoos – No tattoo may be visible. If a student has a tattoo on his arm, he must wear a long sleeve shirt, including during times when the fall/spring uniform is worn.
11. Permission to be excused from wearing the uniform must be sought in advance from the dean of students. Students will only be granted permission in cases of emergency or for a legitimate reason supported by a parental note.
12. Students who violate the dress code policy will receive a demerit for each violation.

Please see Appendix C for “Demerit Flow Chart.”

Driver Education

Driver Education at Monsignor Farrell High School consists of two sixteen-week semesters.

1. The first semester is from September to January, and the second semester is from February to June.
2. Driver Education is also offered during Summer School — July to August.
3. Students who wish to enroll must be 16 years old on or before the starting date each semester (September & February). E.g., starting date September 21—you must be 16 years old by September 21.
4. The course consists of both driver training and classroom instruction.
5. Each student must attend one driver training class and one lecture class each week for sixteen sessions.
6. A student who successfully completes the course will qualify to drive at the age of 17 years of age once they pass a NYS DMV road test. Students will also enjoy reduced insurance premiums.

Field Trips

Field trips are of an educational purpose and related to the current curriculum in a particular grade level or subject area. Going on field trips is a privilege that is granted based on the students' acceptable behavior in their regular classes. All field trips and student exclusions from field trips must be approved by the administration in advance. To ensure the desired outcome of the trip, the teacher will prepare students for the learning experience of the trip. Students are responsible for providing input to the class after the trip. The number of field trips each year per class will be determined by the administration in light of educational objectives and curriculum/financial considerations.

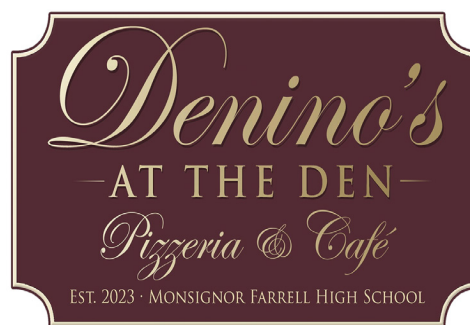
1. Students are permitted to go on a field trip ONLY with the school-approved written permission signed by their parent or legal guardian (phone or faxed permission is never allowed).

2. Parents will be informed in writing of the date, the purpose of the trip, the expenses involved, the destination, the means of transportation, and the approximate times of departure from and arrival back to school.

In-School Food Service

Breakfast and Lunch

Breakfast and lunch are available to order from Denino's at the Den, located in the Monsignor Farrell High School cafeteria.



Breakfast is available from 7:00 am until 8:00 am each morning.

Lunch is served during the assigned lunch periods.

Parents/students are encouraged to pre-order food via credit card. Students can pick up their order from the counter during breakfast and/or their assigned lunch period.

Ordering can be done through the “Order In-School Food” link on the Monsignor Farrell website (msgrfarrellhs.org).

If students do not pre-order, they will have the opportunity to order at the counter and pay cash.

All students also have the option of bringing their own breakfast and/or lunch.

Students may not leave the building during lunchtime and are not permitted to have food delivered to school.

Cafeteria

- Glass bottles or containers are not permitted in the cafeteria.
- Neither food nor beverages are to be taken from the cafeteria, Link Area, or Senior Terrace.
- Homemade lunches are to be left in the school locker until just before lunch periods.
- Students are expected to act in a responsible manner while using the cafeteria.
- Students are expected to clean papers and the food from the table area used. It is imperative that the cafeteria and school be kept clean.
- Students are expected to assist lunch room moderators in maintaining the cleanliness of the cafeteria and are to respond in a cooperative spirit.
- All trash is to be deposited in the receptacles provided.
- After lunch, students will not be permitted to go to their lockers until five minutes prior to the start of their next class.
- Beverages of any kind, with the exception of water, may not be carried or consumed anywhere in the building outside of the cafeteria or designated section of the link area. Violators will face disciplinary action.

Physical Education

- All students are expected to wear the required physical education uniform.
- Only athletic shoes are allowed to be worn.
- Students who are not able to participate in physical education class must have a doctor's note or authorization from the dean of students.
- No student is to be in the gym or locker area at any

time before, during, or after school unless a member of the faculty or authorized staff is supervising the area.

- Any injuries should be reported immediately to the physical education teacher, who will evaluate the injury, render any necessary first aid and make a record of the incident.
- Food and/or liquids are not allowed in the gym or locker rooms.

Health Services

Nurse's Office

A registered nurse is on duty during school hours from 8:00 am to 2:30 pm to attend to an illness or accident occurring during the school day.

- The school nurse's office is not a diagnostic or treatment center.
- The nurse will make the determination if a student needs to stay in the health office for a short period of time, return to class, or be picked up by a parent/guardian.
- In the case of a serious injury requiring immediate treatment, EMS will be called.

Health Physicals and Immunizations

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

- Each student is required to present to the school, prior to first day of school, documentation of a current physical examination and updated immunizations as required by State of New York.
- For new students, state law requires that immunizations be current and that health records be received within thirty days of enrollment. Please forward all updated immunization reports to the school in a timely manner.
- Any student participating in the athletic program must have a current physical on file and remain current during season to maintain eligibility.
- The Dominic Murray Sudden Cardiac Arrest Prevention Act is law as of July 1, 2022. It requires schools, students, and parents/guardians to have information on sudden cardiac arrest (SCA) risks, signs, and symptoms. It also requires that all students who participate in interscholastic or intramural sports complete and submit the New York State Education Department (NYSED) Interval Health History for Athletics form prior to participating in any sports. The information and the form can be found on the school website.

Medications

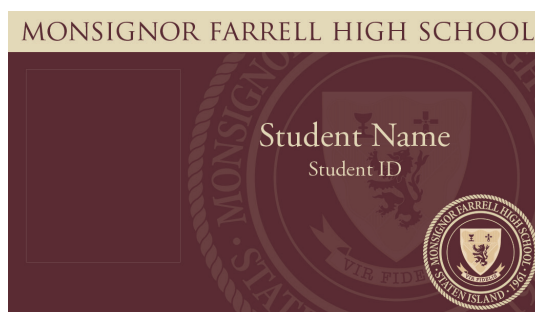
1. If a student needs any kind of medication during the school day, it is the parent or guardian’s responsibility to bring the medication to the school nurse to be kept there. Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers—one for home and one for school.
2. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.
3. 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’s 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
4. The school may receive a written request from a parent or physician to permit a student to carry and self-administer his own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on a case-by-case basis at the discretion of administration in conjunction with the school nurse.

Identification Cards

All students are issued identification cards.

1. The student must have this card with him during school and at all school functions.
2. This card is to be presented when asked for by faculty or staff.
3. It is also used to access the bathrooms and elevator (pending approval from the Dean’s Office).
4. Lost cards are to be reported to the dean of students.
5. Failure to present the student identification card upon request will result in disciplinary action.
6. There will be a non-refundable charge of \$10.00 for the replacement of an identification card.



Lateness

1. School

- No student may report to homeroom after 8:15 am without a late slip.
- Students who are late must report to the Attendance Office for a late slip.
- Students who are late will serve detention.
- Any student who is late for a reason such as sickness, a funeral, personal family problems, etc., will be excused from detention, at the discretion of the dean, upon presentation of a note to that effect, written by a parent or guardian, and a phone call from them.

2. Class

- A student entering the classroom after the bell has rung for the beginning of the period is late for the period.
- Students late for class will be given a demerit.

If a student is frequently late for homeroom or class the dean may take further disciplinary action.

Locks and Lockers

1. Students will be assigned a new locker at the beginning of each school year to be used in accordance with school regulations.
2. Lockers are not to be changed without the permission of the administration.
3. Lockers in the gym area will be assigned.
4. Students may go to their lockers before and after school and before and after lunch. No student is to go to his locker between classes or during homeroom.
5. Only school locks are to be used anywhere in the building. All other locks will be removed, and the contents of the lockers will be confiscated.

6. Every student is responsible for everything stored in his locker. Therefore, students are not to share their lockers/combinations with other students.
7. All judgments regarding the contents of a student locker and decisions regarding penalties/expulsion for such content are at the sole discretion of administration.
8. All students are reminded to be extremely security conscious. All students should make sure the door and top box of their school lockers are locked. We recommend against leaving textbooks or other valuables in the top "box" locker as rigorous wear and tear over the years has rendered them less secure.
9. While the school assumes no liability for articles left in the school or missing from lockers, classrooms or automobiles, any missing articles should be reported to the dean as soon as possible.
10. We strongly urge all our students to leave their jewelry at home and only carry the amount of cash which is necessary to get them through the day.
11. Since all lockers are the property of Monsignor Farrell High School, the administration has the right to inspect school and gym lockers at any time, without student knowledge or consent.
12. Students are to keep their lockers in good order. They are not to deface or alter their lockers in any way. If a locker does not operate correctly, this matter should be reported to the dean so that repairs can be made as soon as possible.
13. The school reserves the right to require students to completely empty their lockers before Christmas vacation, Easter vacation, and in June.

Parking

Seniors

1. Seniors who drive to school are permitted to park on campus.
2. Seniors are to park their cars in the Senior Parking Lot

only. They may not park elsewhere, e.g., the circular driveway, the faculty or staff lots, or anywhere behind the school.

3. Parking on school grounds is a senior privilege which may be revoked by the deans at their own discretion.
4. Any student motor vehicle which is parked on school property must be registered with the dean.
5. When the car is properly registered, a vehicle permit will be issued for it.
 - This permit must always be clearly displayed during school hours.
 - A separate permit must be requested for each vehicle.
6. Monsignor Farrell High School is not responsible for any damage that may occur to any vehicle parked on school property. Students park at their own risk.
7. Vehicles parked on the school premises are subject to search at the discretion of the school.
8. Abuse of the above may result in the withdrawal of parking privileges and appropriate disciplinary action.
9. During school hours, the parking areas will be locked and off limits to students. Students contemplating earlier dismissal should park off campus, since the parking lot gates will not be opened until after 1:00 pm for security reasons.

Juniors

1. It is strongly recommended that juniors not drive to school.
2. Juniors who drive to school may not park on campus.

Parents and Volunteers

Parent volunteers may park in the “Visitor” spaces at the end of the circular driveway or in the unused spaces of the faculty parking lot in front of the gym.

PowerSchool/Schoology/School E-mail

PowerSchool

Monsignor Farrell High School’s portal where students, parents, and guardians can obtain current and overall grades.

1. Student and parent access information is distributed during student orientation.
2. Students are to reach out to their guidance counselor if they are having difficulty accessing their account.

Schoology

Monsignor Farrell High School’s Learning Management System where students can view their class notes, submit assignments, take exams, and communicate with their teachers.

1. All homework assignments must be submitted as per the teacher’s class rules on Schoology by the assigned date and time.
2. It is the student’s responsibility to keep track of due dates and deadlines.
3. Parents and guardians can view Schoology to see class assignments and test dates.
4. Student and parent access information is distributed during student orientation.
5. Students are to reach out to their guidance counselor if they are having difficulty accessing their account.

School E-mail

1. All students are given a Monsignor Farrell e-mail account.
2. All correspondence between students and teachers must be through the Monsignor Farrell e-mail or Microsoft Teams Chat.
3. Student e-mail accounts are to be checked daily.

Pre-Professional Student Programs

The purpose of our pre-professional programs is to connect what is learned in the classroom to the everyday world. Our students are encouraged to join many pre-professional programs. The current list of pre-professional programs is as follows:



LEADERSHIP INSTITUTE

AT MONSIGNOR FARRELL HIGH SCHOOL

Leadership Institute

The Leadership Institute inspires students to be the best they can be. Students will learn what it takes to be a competent leader and tap into their own core values and skill set. Students who are members of the Leadership Institute will gain a deeper appreciation in their role as “Vir Fidelis.”

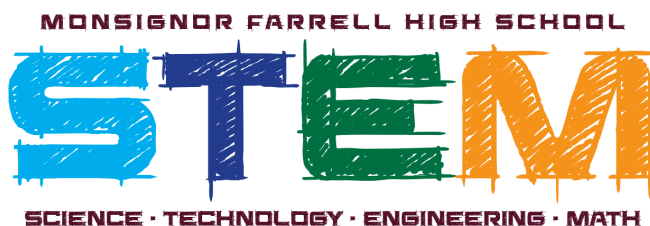


Medical Educational Development Institute (MEDI)

A unique partnership with Staten Island University Hospital Northwell Health, students will have the opportunity to learn about different careers in the health field profession through guest lectures and hands-on experience in the hospital.

Business & Finance Institute

Students in the Business & Finance Institute have the unique opportunity to learn from alumni who work in different sectors of the business world. Students have access to Bloomberg terminals, the same resources found in the world leading financial institutions.



STEM/Robotics Space

The STEM Lab will host several of the school's existing classes and enable the school to expand offerings in the future. This environment offers students a chance to engage in interdisciplinary, inquiry-based learning experiences and further develops their ability to think critically, solve problems, collaborate with others, and test, experiment, and evaluate their ideas.



Marine Biology Society

The Marine Biology Society is a student organization that encourages members to learn about marine life and spreads awareness about conservation efforts. In addition, students are trained in the maintenance and care of our newly installed custom built 800-gallon fish tank and all of the organisms that reside within it.

- Monsignor Farrell has its own Oyster Research Station (ORS) from the Billion Oyster Project (BOP), located at the Richmond County Yacht Club. We monitor the oysters throughout the year and report the data back to BOP.
- Monsignor Farrell is the only school in NYC to have a functioning water quality testing lab using IDEXX

equipment, which is housed in the Biology Lab Suite. Students will learn how to collect and analyze water samples, contributing vital data to the community.

- Students will have the opportunity to take part in local research studies, conservation efforts, and restoration projects. Guest lectures and field trips are scheduled throughout the year.

The Communication Center

The hub for the development and production of Monsignor Farrell driven content. The Communication Center is a place for students to put their skills on display and further their experience in the world of new media. This includes work on *The Lion* (the school's digital newspaper), creating for and maintaining the school website, posting on official Monsignor Farrell social media accounts, athletic games and events broadcasts, video series and podcasting, and more. Plus, students will have an opportunity to create their own content, whether that be a column in *The Lion*, a web series on YouTube, or their very own podcast.

- Multimedia industry calls for its creators to be agile and skilled in conveying messages, creatively telling stories, accurately reporting news, and understanding many technologies and software. In the Communication Center, students will use the latest tech combined with creativity and knowledge to create exciting content for Monsignor Farrell High School.

Religious Activities

Monsignor Farrell High School offers various opportunities for each student to spiritually develop as driven by our mission. A list of religious activities is as follows:

1. **Liturgy** – The Worship of God is the center of any Christian Community's life. At Monsignor Farrell, the Eucharist is celebrated on Mondays at 7:40 am in the school Chapel and on special occasions in the auditorium/gym.
2. **The Sacrament of Reconciliation (Confession)** – This sacrament, regularly available, is an occasion of

growth in faith as we turn toward Christ and come into greater contact with ourselves, other people, and the Lord. In addition, all religion classes participate in special Penance services during the seasons of Advent and Lent.

3. **Funerals** – Death is a time when the Monsignor Farrell community wants to show special support for the grieving. In the event of the death of a student or family member, all in the Monsignor Farrell community are advised of the funeral arrangements and are encouraged to attend. In case of a parental death, the student's homeroom is allowed to attend the funeral Liturgy.
4. **Vocation Program** – Christ calls each person to a special role in the Church. In order to foster priestly and religious vocations and make this an awareness, both the priest and brother faculty members engage in vocation programs.

Restrooms

1. Students must use their ID card to open restroom doors. This swipe automates a file as to when each student uses a restroom.
2. All six hallway restrooms are equipped with vape sensors – detectors that are sensitive to smoke, loud noise, and vandalism. Deans, the director of facilities, and school administration all receive, in real time, an e-mail alert and text message when the detectors go off.
3. The Dean's Office is able to track who was in the restroom when the detector went off. As such, students should not let others use their ID card.
4. Monsignor Farrell Deans and Administration determine the consequence of inappropriate behavior in the restrooms.

School Activities

Monsignor Farrell High School believes that student participation in co-curricular activities is an important part of a student's experience and education. Monsignor Farrell encourages students to seize opportunities for leadership, cooperative endeavors, and the exploration of areas outside the regularly scheduled curriculum.

- Participation in school activities is a privilege, not a right. Therefore, the administration reserves the right, at its own discretion, to regulate participation in such activities as the need arises.
- All rules for student conduct published in this handbook apply to participation in all student activities, both inside and outside of school, including meetings, auditions, field trips, and social events.

Student Activities at Monsignor Farrell High School

| | |
|----------------------------------|--|
| Altar Servers & Lectors | Marching Band |
| Anime Club | Math Team |
| Art Club | Medical Education Development Institute (MEDI) |
| Baby Food Pantry | National Honor Society |
| Blood Drive Committee | Paws for a Cause |
| Big Brother | Photography Club |
| Bookstore | Podcast & Sports Broadcasting |
| Business & Finance Institute | Robotics |
| Chess Club | Special Olympics Volunteers |
| Computer Management Group | State Textbooks |
| Concert Band | STEM |
| Cornerstone – Yearbook Committee | Student Government |
| Eucharistic Ministers | <i>The Lion</i> – Digital School Newspaper |
| Farrell Players (Drama) | Usher Society |
| Forensics | Video Yearbook |
| Friends of Staten Island (FOSI) | Visiting Brother Society |
| Hearing Our Heroes | WFBN-TV |
| History Club | Writing Studio* |
| Holy Name Society | |
| Leadership Institute | |
| Marine Biology Society | |



AT MONSIGNOR FARRELL HIGH SCHOOL

****The Writing Studio***

Monsignor Farrell's Writing Studio is an exciting initiative that aims to encourage, support, and inspire emerging writers across the curriculum.

The Writing Studio offers an avenue for Monsignor Farrell writers to develop confident voices, communicate clear arguments and claims, and discover the joys of the writing process.

The Writing Studio provides feedback and guidance, helping writers become explorers and architects. Engaging conversations about the writing craft and exposure to the writing and ideas of others lead Monsignor Farrell writers to design, blueprint, and build their own literary structures.

School Website

Please utilize Monsignor Farrell High School's website www.msgrfarrellhs.org to find the most up-to-date information regarding academics, activities, and athletics.

- The daily announcements are posted under "Announcements."
- Students can also receive information through the "Students Only" section, which is password protected.
- This information is given out at orientation. Students who forget their password can retrieve a new password by clicking the *Forgot your password?* link.

Social Media

Monsignor Farrell High School maintains several official social media accounts which can be considered sources of reliable and accurate information regarding school business. While many Monsignor Farrell athletic teams, clubs, and activities may also have social media accounts, please consider the accounts listed below as resources for school information. If at any time you have questions regarding posts on other social media sites that pertain to school business, please contact the Director of Communications for verification.



monsignorfarrellhs



@msgrfarrellpres

@msgrfarrellhs



msgrfarrellpres

monsignorfarrellhs





School Operations

Maroon & Gold, Inc. School Store

Maroon & Gold, Inc., located within the main lobby, is open Monday, Wednesday, and Friday from 7:30 am - 9:30 am and 1:00 pm - 3:00 pm during the school year. Non-New York State textbooks, supplies, and school apparel are available for purchase. No backpacks/schoolbags are allowed in the store at any time.

Building Hours

1. The Main Office at Monsignor Farrell High School is open from 7:30 am to 3:30 pm.
2. Any student or group of students may remain in the building after dismissal only if they are supervised by a member of the faculty or coaching staff.
3. Monsignor Farrell High School assumes no responsibility for students who congregate after or before school hours on school property without supervision.

Change of Address

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

Charter for the Protection of Children and Young People

All Catholic institutions and programs within the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.

Child Abuse Laws

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

Child Custody

1. At the time of school entry or at any other time when

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

2. School communication with the appropriate guardian is essential. Accordingly:
 - Custodial parents must identify in writing other adults who may have access to information regarding their child.
 - Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.
3. Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

Emergency Evacuations

All students are to be familiar with the school's emergency evacuation procedures. Printed copies of these procedures are posted in every classroom and all major locations in the school such as the cafeteria and Learning Commons. An orderly evacuation of the building under the supervision of each teacher is imperative.

1. Students who disrupt a fire drill are subject to suspension or expulsion.
2. Students who tamper with the fire alarm or any other school system are subject to expulsion.
3. In every case, the final decision for all cases regarding fire drills and the fire alarm is at the discretion of the administration.

Lockdown Safety Drills

All students are to be familiar with the in-school safety drills. In case of a lockdown, faculty will move their students to the far corner of the classroom, away from the door. Faculty and students will wait for an announcement over the PA to return to regular classroom business.

Lost and Found

1. Found articles should be turned in to the Dean's Office, located in Room 206.
2. Lost articles should be reported to the Dean's Office.
3. Lost articles may be claimed before or after school.
4. Monsignor Farrell High School assumes no responsibility or liability for lost or stolen property.
5. Students are required to lock all their belongings in their locker with a school lock.

Media Authorization and Release

By signing this handbook, I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my child/children or child/children of whom I am the designated guardian by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents, and contractors (the "School").

I hereby grant to School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion, and display, and I hereby consent to the editing, reproduction, use, and reuse of said images in any and all media in existence and all media not 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 child/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.

New York State Textbooks

1. According to New York State law, each student receives textbooks which must be returned to the school at the end of the academic year.

2. Any student who does not return the New York State textbook he was issued, for whatever reason, must pay for that textbook.
3. Fines will be levied for books which are returned in an abused condition, in the school's judgment.
4. All parents and guardians understand and agree to the following:
 - By sending my child to Monsignor Farrell High School, as parent/guardian I am hereby authorizing that the Principal of Monsignor Farrell High School submit requests to the appropriate Board of Education for the loan of textbooks, library materials, and computer software on behalf of my child under the NYSTL, NYSLIB and NYSSL programs of New York State.

Parental Cooperation and Conduct

1. The education of young people requires a cooperative relationship among parents, teachers, and administrators. All adults are expected to demonstrate appropriate conduct in dealing with any member of the Monsignor Farrell High School community.
2. Misconduct by parents/legal guardians/family members toward any clergy, administrator, faculty, staff, coach, team or club leader, parent, or student is unacceptable. Such behaviors include but are not limited to:
 - Verbal abuse
 - Assault
 - Slander
 - Harassment
 - Threats or physical intimidation
1. The administration reserves the right to dismiss any student at its own discretion if the parents or guardians are uncooperative, display inappropriate conduct, or stand in opposition to school policy or Church teaching.
2. In every case the final decision regarding parental conduct and dismissal shall be at the discretion of the administration.

School Calendar

A yearly calendar is available on the school website. Please refer to the weekly email for any updates or reminders regarding the calendar.

School Closings

If there is a school closing due weather or other emergencies, announcements will be transmitted via email and IRIS alerts.

Transportation

Private Transportation

1. Students who are driven to school in the morning must exit the car on Amboy Road. If a student is injured or on crutches, he may only be dropped off at the main entrance.
2. Parents picking up students after school may not park in the circular driveway, faculty parking lot, or the back driveway between the gym and football field. Parents must wait to pick up students on Amboy Road or a local side street. All New York City parking rules are to be followed.

Public Transportation

1. If a student lives more than a mile and a half from Monsignor Farrell, he may qualify for a free Metro Card.
2. Less than a mile and a half may qualify the student for a reduced fare Metro Card.
3. Lost cards must be reported immediately to the Main Office.
4. Cards may be used only by the students to whom they were issued.
5. Students who misuse their cards will forfeit them with a consequent financial loss to the student.
6. Misbehavior or vandalism on public transportation

is grounds for losing the Metro Card privileges, and appropriate sanctions in the school to be determined by the administration.

7. The Oakwood Heights station of the Staten Island Rapid Transit is conveniently located near the Monsignor Farrell campus.

Brooklyn Shuttle Service

1. Shuttle bus transportation will be provided from one central stop in Bay Ridge, Brooklyn, to Monsignor Farrell every morning, for a fee.
2. Transportation will not be provided to students after school.
3. All students are required to arrive at the designated shuttle stop five (5) minutes before the scheduled pick-up time.
4. All students must possess proper student identification before being admitted on the shuttle, and when requested by the shuttle driver or shuttle attendant. New students will be on the driver's passenger list, which will serve as their ID until such time that they receive theirs from Monsignor Farrell.
5. Respect the rights and property of others on the shuttle and at the shuttle stop.
6. Misbehavior or vandalism is grounds for termination of eligibility and subject to disciplinary action at the sole discretion of the administration.

Tuition and General Financial Obligations

By choosing to attend Monsignor Farrell High School, parents and guardians are agreeing to be fully responsible for the cost of tuition and any subsequent fees that are incurred throughout the year.

Tuition

- Tuition is \$11,200 annually, inclusive of:
 1. Technology Fee
 2. Lenovo Laptop/Tablet
 3. Yearbook
 4. Lottery Raffle
 5. PSAT Payments
 6. Farrell Family Association Dues
 7. FACTS Tuition Management Fees
 8. Grade Level Field Days and Barbecues
- Tuition does not include the cost of books, school uniforms, the Brooklyn shuttle bus, or fees for athletics in which a student may choose to participate.
- The tuition is collected through FACTS Management. All families are required to have a FACTS account.
- Tuition must be paid annually, semiannually, quarterly, or monthly.
- If you are using a payment plan other than the monthly plan, your August payment will be adjusted to reflect the payment made at registration in March. This applies to incoming students only. All upperclassmen will use the August through May payment schedule.
- If you are opting for the monthly payment plan, your payment will not be due until September for incoming students only, since the payment made at registration in March will be applied to your August payment. All upperclassmen will use the August through May payment schedule.
- Students with delinquent tuition can be called to the office and sent home with a note informing the parent that the tuition is past due, or a memo will be mailed to the parents. Students can be withheld from sitting for midterm or final exams until all financial obligations have been met.
- If a student has not satisfied all financial obligations by the appointed date (two business days prior to the report card date), the student's report card can be withheld until such financial obligations are met.
- Students who have not satisfied all financial obligations can be withheld from participation in any sports or activities (including prom and graduation) at Monsignor Farrell until all financial obligations are met.
- No records will be released for students who transfer or graduate until tuition and other financial obligations (i.e., books, devices/accessories, etc.) are satisfied.
- In all cases regarding the withholding of records for failure to satisfy tuition and other financial obligations, the administration shall make the final decision.
- Monsignor Farrell High School reserves the right to disenroll any student whose account is not in good standing.
- All delinquent tuition and/or fees are subject to third-party collections.

Tuition Plans and Payment Schedule Example

| Annual Payment Plan | Due Date | Amount Due |
|---------------------|----------|------------|
|---------------------|----------|------------|

| | | |
|------------------|-----------------|-----------|
| One Time Payment | August 10, 2023 | *\$11,000 |
|------------------|-----------------|-----------|

**Inclusive of \$200 Annual Payment Plan Discount*

| Semester Payment Plan | Due Dates | Amounts Due |
|-----------------------|-----------|-------------|
|-----------------------|-----------|-------------|

| | | |
|-------------------------|------------------|---------|
| 1 st Payment | August 10, 2023 | \$5,600 |
| 2 nd Payment | January 10, 2024 | \$5,600 |

| Quarterly Payment Plan | Due Dates | Amounts Due |
|------------------------|-----------|-------------|
|------------------------|-----------|-------------|

| | | |
|-------------------------|-------------------|---------|
| 1 st Payment | August 10, 2023 | \$2,800 |
| 2 nd Payment | November 10, 2023 | \$2,800 |
| 3 rd Payment | February 10, 2024 | \$2,800 |
| 4 th Payment | May 10, 2024 | \$2,800 |

| Monthly Payment Plan | Due Dates | Amounts Due |
|----------------------|-----------|-------------|
|----------------------|-----------|-------------|

| | | |
|--------------------------|--------------------|---------|
| 1 st Payment | August 10, 2023 | \$1,120 |
| 2 nd Payment | September 10, 2023 | \$1,120 |
| 3 rd Payment | October 10, 2023 | \$1,120 |
| 4 th Payment | November 10, 2023 | \$1,120 |
| 5 th Payment | December 10, 2023 | \$1,120 |
| 6 th Payment | January 10, 2024 | \$1,120 |
| 7 th Payment | February 10, 2024 | \$1,120 |
| 8 th Payment | March 10, 2024 | \$1,120 |
| 9 th Payment | April 10, 2024 | \$1,120 |
| 10 th Payment | May 10, 2024 | \$1,120 |

**Monsignor Farrell High School offers a 20% tuition discount for families with more than one child enrolled at Monsignor Farrell High School. This discount applies to the second, third, or fourth child.*

Visitors to the School Building

1. At no time should a student open a door to admit an individual or group.
2. All visitors must enter Monsignor Farrell High School by the main entrance and obtain visitor passes from the security guards.
3. Unauthorized outsiders are subject to legal action.
4. Students are expected to immediately report the presence of unauthorized persons who are seen in the building or anywhere on campus.
5. Students who are seen in the company of any unauthorized outsiders may be subject to disciplinary action at the sole discretion of the administration.

No records will be sent until these obligations have been satisfied.

Any outstanding tuition and/or fees are subject to third part collections.

Withdrawal During School Year

If, during the school term, a parent or guardian wishes to withdraw their son from Monsignor Farrell:

1. A conference with the administration is required.
2. Student's grade level guidance counselor must be informed.
3. All New York State textbooks, identification card, and laptop must be returned, as well as school-issued athletic uniforms and equipment, if applicable.
4. Tuition payments and all fees must be paid in full prior to report cards or transcripts being forwarded to the new school.
5. Tuition refunds can be issued, upon request, for any months that the student did not attend after withdrawal. Students who withdraw before the 15th of the month can be issued a partial refund for that month.

Appendices

First Offense (Probation)



- Teacher contacts parent
 - Parents and student meet with guidance counselor
 - The guidance counselor will investigate the situation
- A referral to The Center for Learning and Academic Wellness (CLAW) may follow

Second Offense (Academic Suspension)



- Teacher contacts parent
 - Parents and student meet with the Assistant Principal for Academics.
- Student will be placed on academic suspension for the remainder of the current marking period as well as next marking period.
 - Student may not participate in any extracurricular activities during the time of suspension.
 - An evaluation will be conducted midway through the next marking period to terminate "suspension."

Warning Status



- Student failed ONE class for the marking period or the current year.
- Students can still participate in extracurricular activities but must attend appropriate Center for Learning and Academic Wellness (CLAW) sessions.

Probation Status

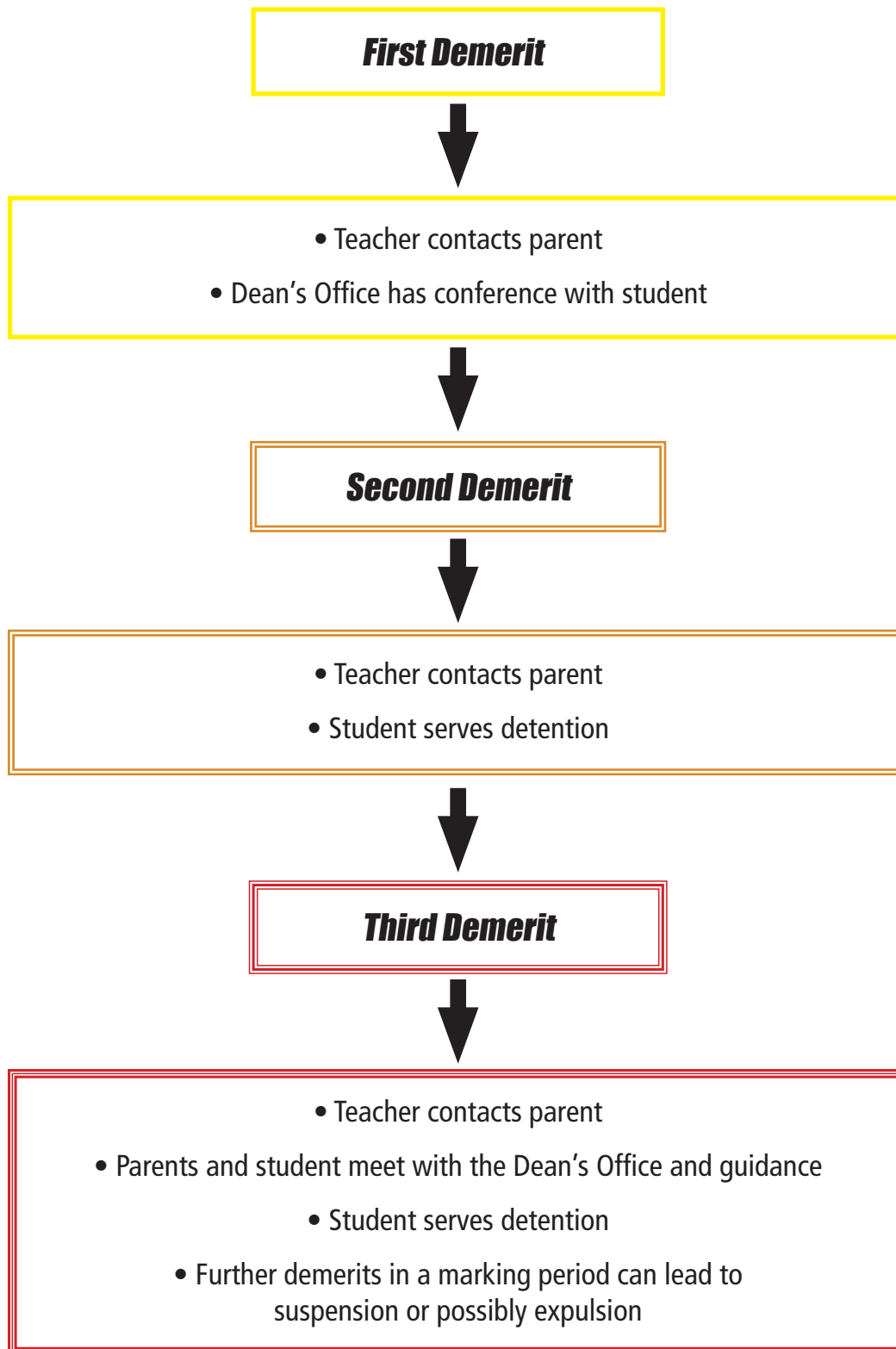


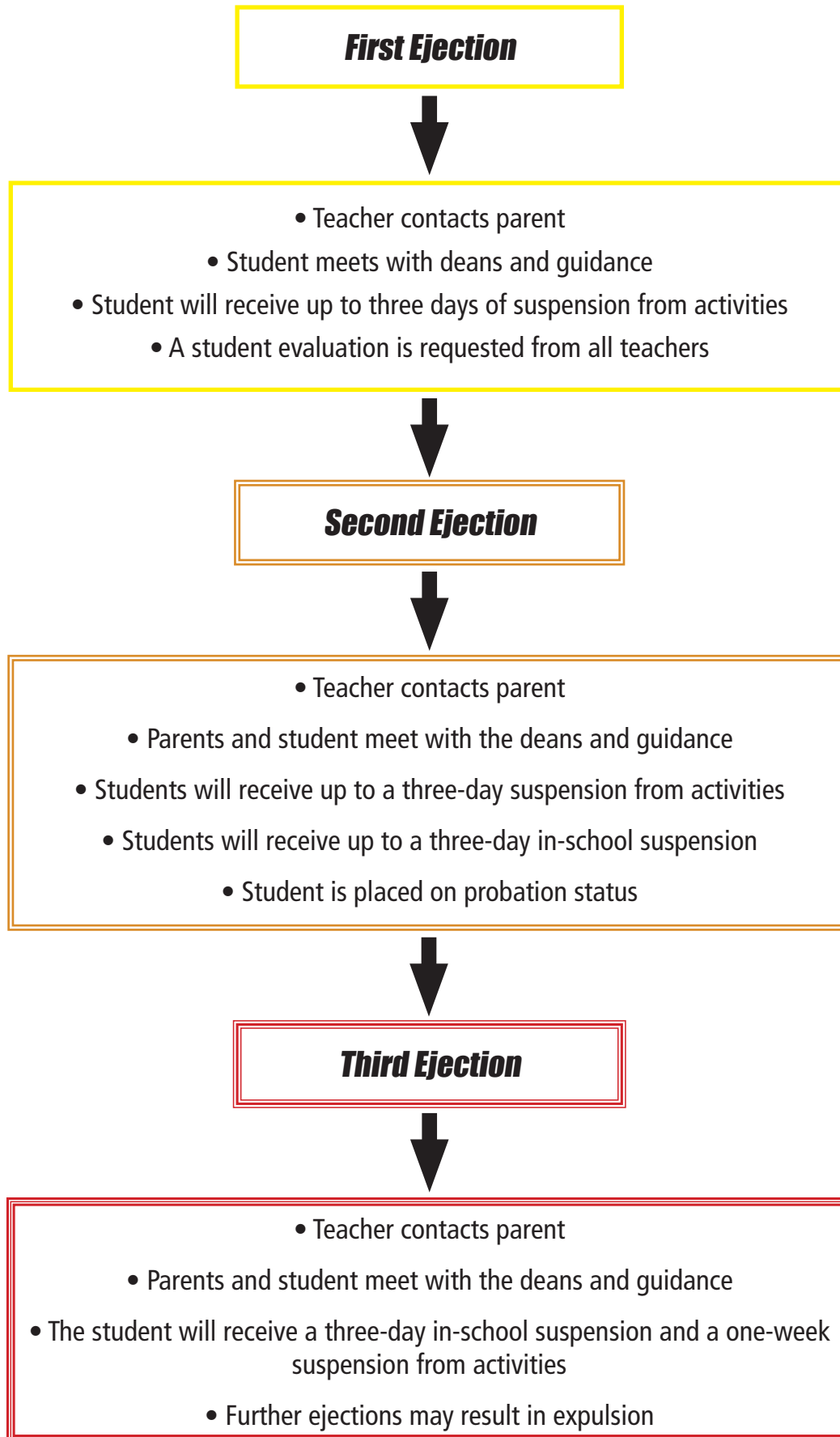
- Students failed 2 classes for the marking period and/or the current year.
- Students can participate in extracurricular activities but must show improvement in the first three weeks of the new marking period.
- Failure to show improvement leads to suspension status for the remainder of the marking period.
- Improvement is determined by the current teacher and guidance counselor.
 - Students must attend appropriate CLAW sessions.

Suspension Status

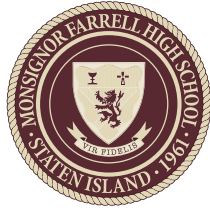


- Students failed THREE or more classes for the marking period and/or the current year.
- Students are suspended from all extracurricular activities until the end of the marking period.
 - Students must attend appropriate CLAW sessions.





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MONSIGNOR FARRELL HIGH SCHOOL

Student and Parent Handbook Acknowledgment

Student's First Name

Last Name

Date

I have read the Student and Parent Handbook and I am fully aware of its contents. I accept the school's policy in all matters concerning my child's education and will cooperate with the directives given. I understand that the information contained in this handbook is intended solely for students currently enrolled at Monsignor Farrell High School and their parents/guardians.

I further understand that I may not copy, reproduce, distribute, publish, display, modify, or transmit the content, or any part of the content, without the prior written permission of the school's administration.

Student's Signature

Date

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date

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**Department
of Health**

**Office of Children
and Family Services**

**State Education
Department**

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

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

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

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

VACCINATION REQUIREMENTS APPLICABLE TO ALL STUDENTS

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

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

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

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

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

7/22/2019

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

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

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

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

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

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

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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?

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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?

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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.

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| REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM TO BE COMPLETED BY PRIVATE HEALTH CARE PROVIDER OR SCHOOL MEDICAL DIRECTOR IF AN AREA IS NOT ASSESSED INDICATE NOT DONE | | | | |
|---|---|---|--|---------------------------------------|
| Note: NYSED requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special education (CPSE). | | | | |
| STUDENT INFORMATION | | | | |
| Name | | | Sex: <input type="checkbox"/> M <input type="checkbox"/> F | DOB: |
| School: | | | Grade: | Exam Date: |
| HEALTH HISTORY | | | | |
| Allergies <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type | | Type: <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Anaphylaxis Care Plan Attached | | |
| Asthma <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type | | Type: <input type="checkbox"/> Intermittent <input type="checkbox"/> Persistent <input type="checkbox"/> Other : <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Asthma Care Plan Attached | | |
| Seizures <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type | | Type: <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Seizure Care Plan Attached Date of last seizure: | | |
| Diabetes <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type | | Type: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Diabetes Medical Mgmt. Plan Attached | | |
| 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): <input type="checkbox"/> <5 th <input type="checkbox"/> 5 th -49 th <input type="checkbox"/> 50 th -84 th <input type="checkbox"/> 85 th -94 th <input type="checkbox"/> 95 th -98 th <input type="checkbox"/> 99 th and> | | | | |
| Hyperlipidemia: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Done Hypertension: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Done | | | | |
| PHYSICAL EXAMINATION/ASSESSMENT | | | | |
| Height: | | Weight: | | BP: |
| | | | | Pulse: |
| | | | | Respirations: |
| Laboratory Testing | | Positive | Negative | Date |
| | | | | |
| | | | | |
| Lead Level Required Grades Pre- K & K | | | | Date |
| <input type="checkbox"/> Test Done <input type="checkbox"/> Lead Elevated ≥ 5 $\mu\text{g/dL}$ | | | | |
| <input type="checkbox"/> System Review and Abnormal Findings Listed Below | | | | |
| <input type="checkbox"/> HEENT | <input type="checkbox"/> Lymph nodes | <input type="checkbox"/> Abdomen | | <input type="checkbox"/> Extremities |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Cardiovascular | <input type="checkbox"/> Back/Spine | | <input type="checkbox"/> Skin |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Lungs | <input type="checkbox"/> Genitourinary | | <input type="checkbox"/> Neurological |
| <input type="checkbox"/> Assessment/Abnormalities Noted/Recommendations: | | | <input type="checkbox"/> Speech | |
| | | | <input type="checkbox"/> Social Emotional | |
| | | | <input type="checkbox"/> Musculoskeletal | |
| | | | Diagnoses/Problems (list) ICD-10 Code* | |
| <input type="checkbox"/> Additional Information Attached | | | *Required only for students with an IEP receiving Medicaid | |

| | | | | | |
|--|--|---|--|--|--------------------------|
| Name: | | | | DOB: | |
| SCREENINGS | | | | | |
| Vision (w/correction if prescribed) | | Right | Left | Referral | Not Done |
| Distance Acuity | | 20/ | 20/ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| Near Vision Acuity | | 20/ | 20/ | | <input type="checkbox"/> |
| Color Perception Screening <input type="checkbox"/> Pass <input type="checkbox"/> Fail | | | | | <input type="checkbox"/> |
| Notes | | | | | |
| Hearing Passing indicates student can hear 20dB at all frequencies: 500, 1000, 2000, 3000, 4000 Hz; for grades 7 & 11 also test at 6000 & 8000 Hz. | | | | | Not Done |
| Pure Tone Screening | Right <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"/> No | | <input type="checkbox"/> |
| Notes | | | | | |
| Scoliosis Screen Boys in grade 9, and Girls in grades 5 & 7 | | Negative | Positive | Referral | Not Done |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| RECOMMENDATIONS FOR PARTICIPATION IN PHYSICAL EDUCATION/SPORTS/PLAYGROUND/WORK | | | | | |
| <input type="checkbox"/> Student may participate in all activities without restrictions. <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 Age of First Menses (if applicable) : _____ | | | | | |
| <input type="checkbox"/> Other Accommodations*: (e.g. Brace, orthotics, insulin pump, prosthetic, sports goggle, etc.) Use additional space below to explain. *Check with athletic governing body if prior approval/form completion required for use of device at athletic competitions. | | | | | |
| MEDICATIONS | | | | | |
| <input type="checkbox"/> Order Form for Medication(s) Needed at School Attached | | | | | |
| IMMUNIZATIONS | | | | | |
| <input type="checkbox"/> Record Attached | | | <input type="checkbox"/> Reported in NYSIIS | | |
| HEALTH CARE PROVIDER | | | | | |
| Medical Provider Signature: | | | | | |
| Provider Name: <i>(please print)</i> | | | | | |
| Provider Address: | | | | | |
| Phone: | | | Fax: | | |
| Please Return This Form To Your Child's School When Completed. | | | | | |

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2022-23 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

| Vaccines | Prekindergarten (Day Care, Head Start, Nursery or Pre-k) | Kindergarten and Grades 1, 2, 3, 4 and 5 | Grades 6, 7, 8, 9, 10 and 11 | Grade 12 |
|---|--|--|--|--|
| Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ² | 4 doses | 5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older | 3 doses | |
| Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³ | Not applicable | | 1 dose | |
| Polio vaccine (IPV/OPV) ⁴ | 3 doses | 4 doses or 3 doses if the 3rd dose was received at 4 years or older | | |
| 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 between the ages of 11 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 | 2 doses or 1 dose if the dose was received at 16 years or older |
| Haemophilus influenzae type b conjugate vaccine (Hib) ⁹ | 1 to 4 doses | Not applicable | | |
| Pneumococcal Conjugate vaccine (PCV) ¹⁰ | 1 to 4 doses | Not applicable | | |

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019 and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
 - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
 - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6, 7 and 8: 10 years; minimum age for grades 9 through 12: 7 years)
 - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2022-2023, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6, 7 and 8; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 9 through 12.
 - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016 should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016 should not be counted.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7, 8 and 9: 10 years; minimum age for grades 10 through 12: 6 weeks)
 - a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
 - e. PCV is not required for children 5 years or older.
 - f. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: www.health.ny.gov/prevention/immunization/schools

For further information, contact:

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

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

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



**Department
of Health**

**Office of Children
and Family Services**

**State Education
Department**

June 14, 2019

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

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

What did the new law do?

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

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

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

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

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

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

Additional information will be forthcoming.



**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](https://www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-measles-201503.pdf) is available at: <https://www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-measles-201503.pdf>.

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

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

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

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

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2023-24 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

All children must be age-appropriately immunized to attend school in NYS. 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 are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes 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 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 | |
| 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 vaccine⁶ | 3 doses | 3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years | | |
| Varicella (Chickenpox) vaccine⁷ | 1 dose | 2 doses | | |
| Meningococcal conjugate vaccine (MenACWY)⁸ | Not applicable | | Grades 7, 8, 9, 10 and 11: 1 dose | 2 doses or 1 dose if the dose was received at 16 years or older |
| Haemophilus influenzae type b conjugate vaccine (Hib)⁹ | 1 to 4 doses | Not applicable | | |
| Pneumococcal Conjugate vaccine (PCV)¹⁰ | 1 to 4 doses | Not applicable | | |



1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019, and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
 - c. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6 through 9: 10 years; minimum age for grades 10, 11, and 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 2023-2024, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6 through 9; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 10, 11, and 12.
 - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016, should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016, must not be counted.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7 through 10: 10 years; minimum age for grades 11 and 12: 6 weeks)
 - a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
 - 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.](#)

For further information, contact:

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

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

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

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Cheryl Lawrence, MD, FAAP
Medical Director

June 2023

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

Dear Parent or Guardian,

New York City has updated the school immunization requirements for the 2023-2024 school year. A list of the vaccine requirements for 2023-2024 is included with this letter. Vaccines protect children from getting and spreading diseases; they are required to attend school.

Before the school year begins, you must submit proof of immunization or blood test results that show immunity (see below) for your child if they are attending childcare or school. **All students in childcare through grade 12** must meet the requirements for:

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

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

- The Hib (*Haemophilus influenzae* type b) and PCV (pneumococcal conjugate) vaccines.
- The influenza (flu) vaccine: children must receive the flu vaccine by December 31, 2023 (preferably, when it becomes available in early fall).

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

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

Blood tests that show immunity to measles, mumps, rubella, varicella, or hepatitis B also meet the requirements (polio labs only if done before September 2019).

Please take the time this summer to review your child's immunization history with your child's healthcare provider. Their provider can tell you whether additional doses of one or more vaccines are required for your child to attend childcare or school this year.

Please note: If your child received doses of vaccine BEFORE the minimum age (too early), those doses do NOT count toward the number of doses needed.

If you have questions about these 2023-2024 requirements, please contact your childcare center or school's administrative office.

Sincerely,

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

Is Your Child Ready for Child Care or School? Learn about required vaccinations in New York City.

All students ages 2 months up to 18 years in New York City must get the following vaccinations to go to childcare or school. Review your child's vaccine needs based on their grade level this school year. The number of vaccine doses your child needs may vary based on age and previous vaccine doses received. Your child may need additional vaccines or vaccine doses if they have certain health conditions or if previous doses were given too early. Blood tests that show immunity to measles, mumps, rubella, varicella, or hepatitis B also meet the requirements (polio immunity is only acceptable if the lab test was done before September 2019).

| VACCINATIONS | CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN | KINDERGARTEN - Grade 5 | GRADES 6 -11 | GRADE12 |
|--|--|--|--|--|
| Diphtheria, tetanus, and pertussis (DTaP) | 4 doses | 5 doses or 4 doses ONLY if the fourth dose was received at age 4 years or older or 3 doses ONLY if the child is age 7 years or older and the series was started at age 1 year or older | 3 doses | |
| Tetanus, diphtheria and pertussis booster (Tdap) | | | 1 dose is required at 11 years or older when entering grades 6 - 12 (in compliance until age 11 years) | |
| Polio (IPV or OPV) | 3 doses | | 4 doses or 3 doses if the third dose was received at age 4 years or older | |
| Measles, mumps and rubella (MMR) | 1 dose | | 2 doses | |
| Hepatitis B | 3 doses | 3 doses | 3 doses or 2 doses of adult hepatitis B vaccine (Recombivax HB®) if the doses at least 4 months apart between ages of 11 through 15 years | |
| Varicella (chickenpox) | 1 dose | | 2 doses | |
| Meningococcal conjugate (MenACWV) | | | Grade 6: Not applicable Grades 7 -11: 1 dose | Grade 12: 2 doses or 1 dose if the first dose was received at age 16 years or older |
| Haemophilus influenzae type b conjugate (Hib) | 1 to 4 doses Depends on child's age and doses previously received | | | |
| Pneumococcal conjugate (PCV) | 1 to 4 doses Depends on child's age and doses previously received | | | |
| Influenza | 1 dose | | | |

Talk to your health care provider if you have questions.

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



Department of Health
& Mental Hygiene

Department of
Education

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SEPTEMBER 2023

MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS

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

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

A COMPLETE PHYSICAL EXAMINATION AND ALL REQUIRED IMMUNIZATIONS

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

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

All students entering NYC public or private schools or child care (including Universal 3K and Pre-Kindergarten classes) for the first time must submit a report of a physical examination performed within one year of school entry. Because children develop and grow so quickly at these early ages, if this initial examination is performed before the student is age 5 years, a second examination, performed between the child's fifth and sixth birthday, is also required. Fillable CH-205 forms that include the student's pre-populated vaccination histories are available in the NYC Citywide Immunization Registry (CIR). A savable version of the pre-populated CH205 is also available in the CIR and is accessible for use to update as needed. For school year 2023-2024, 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 2023–24

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 following vaccines. The child's immunization record should be evaluated according to the grade they are attending this school year.

PROVISIONAL REQUIREMENTS

New students may enter school or child care provisionally with documentation of at least this initial series of immunizations. Once admitted provisionally, subsequent vaccines must be administered in accordance with the Advisory Committee on Immunization Practices (ACIP) "catch up" schedule for the child to be considered "in process" and remain in school (refer to <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html>). If a child does not receive subsequent doses of vaccine at appropriate intervals and according to the ACIP catch-up schedule, the child is no longer in process and must be excluded from school within 14 days after the minimum interval identified by the ACIP catch-up schedule. Alternative schedules are not acceptable. Students must complete the entire series to comply with the law. Students who have not been immunized within the provisional period must be issued exclusion letters and excluded from school or child care until they comply with the requirements.

| VACCINES | CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN | KINDERGARTEN through Grade 12 |
|--|---|--|
| Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTP/DT/Td/Tdap) ² | One dose DTaP or DTP | <u>Grades K-5:</u> One dose DTaP, DTP, DT; or Td, Tdap (ages 7 years or older) <u>Grades 6-12:</u> 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 |
| <i>Haemophilus influenzae</i> 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 | |

2023–24: FULL COMPLIANCE

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

Notes: For all settings and grades (child care, head start, nursery, 3K, pre-Kindergarten through 12), intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for children aged 0 up to 18 years. Doses received more than 4 calendar days before the recommended minimum age or interval are not valid and do not count. This 4-day grace period does not apply to the recommended 28-day minimum interval between doses of live virus vaccines (i.e., MMR, varicella). Refer to the footnotes for dose requirements and specific information about each vaccine. Children enrolling in gradeless classes should meet immunization requirements for their age-equivalent grade. Children who were not in full compliance before the start of the school year must complete requirements according to the ACIP-recommended catch-up schedule in order to remain in child care or school.

| VACCINES | CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN | KINDERGARTEN through Grade 5 | GRADES 6 through 12 | |
|--|---|--|---|---|
| Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTP) ² | 4 doses | 5 doses or 4 doses if the fourth dose was received at age 4 years or older or 3 doses if the child is age 7 years or older and the series was started at age 1 year or older | 3 doses | |
| Tetanus and diphtheria toxoid-containing vaccine and pertussis vaccine booster (Tdap) ³ | Not Applicable | | 1 dose | |
| Polio vaccine (IPV/OPV) ^{1,4} | 3 doses | 4 doses or 3 doses if the third dose was received at age 4 years or older | | |
| Measles, mumps, and rubella vaccine (MMR) ^{1,5} | 1 dose | 2 doses | | |
| Hepatitis B (HepB) vaccine ^{1,6} | 3 doses | 3 doses | 3 doses or 2 doses of adult hepatitis B vaccine (Recombivax HB [®]) for children who received the doses at least 4 months apart between the ages of 11 through 15 years | |
| Varicella (chickenpox) vaccine ^{1,7} | 1 dose | 2 doses | | |
| 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 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 State Department of Health, Bureau of Immunization: 518-473-4437

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

1. 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.
2. **Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine -- (Minimum age: 6 weeks)**
 - a. Children starting the series on time should receive a five-dose series of DTaP vaccine at ages 2 months, 4 months, 6 months, 15 through 18 months, and age 4 years or older. The fourth dose may be received as early as 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.
 - b. If the fourth dose was administered at age 4 years or older, the fifth (booster) dose is not necessary.
 - c. 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.
 - d. 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/DT was received before the first birthday, then four total doses are required to complete the series. If the first dose of DTaP/DTP/DT was received on or after the first birthday, then three total doses are required to complete the series. The final dose must be received on or after the fourth birthday.
3. **Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine -- (Minimum age: 10 years for grades 6-9; 7 years for grades 10-12)**
 - a. Students ages 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - b. Students without Tdap who are age 10 years upon entry to 6th grade are in compliance until they turn age 11 years.
 - c. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series (see footnote 2e).
 - d. In school year 2023-2024, only doses of Tdap (or DTaP) given at age 10 years or older will satisfy the Tdap requirement for grades 6, 7, 8 and 9. However, doses of Tdap (or DTaP) given at age 7 years or older will satisfy the requirement grades 10 through 12.
 - e. 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).
4. **Inactivated poliovirus vaccine (IPV) or oral polio vaccine (OPV) -- (Minimum age: 6 weeks)**
 - a. Children starting the series on time should receive IPV at ages 2 months, 4 months, 6 months, 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.
 - b. For students 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 is sufficient.
 - c. 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.
 - d. 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 (OPV).
5. **Measles, mumps, and rubella (MMR) vaccine -- (Minimum age: 12 months)**
 - a. The first dose of MMR vaccine must be given on or after the first birthday. The second dose must be given at least 28 days (four weeks) after the first dose to be considered valid.
 - b. Students in kindergarten through grade 12 must receive two doses of measles-containing vaccine, two doses of mumps-containing vaccine and at least one dose of rubella-containing vaccine.
6. **Hepatitis B (HepB) vaccine -- (Minimum age: birth)**
 - a. 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.
 - b. 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.
 - c. Two doses of adult HepB vaccine (Recombivax[®]) received at least four 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 be given on or after the first birthday. The second dose must be given at least 28 days (four weeks) after the first dose to be considered valid.
 - b. For children younger than age 13 years, the recommended minimum interval between doses is three months (though, if the second dose was administered at least four weeks after the first dose, it can be accepted as valid); for people aged 13 years and older, the minimum interval between doses is four weeks.
8. **Meningococcal Vaccine (MenACWY) -- (Minimum age: 10 years for grades 7-10; 2 months for grades 11 and 12)**
 - a. Students entering grades 7, 8, 9, 10 and 11 are required to receive a single dose of meningococcal conjugate vaccine against serogroups A, C, W-135 and Y (MenACWY vaccines, including Menactra, Menveo, or MenQuadfi). See footnote 8e for the age requirements.
 - b. Students entering grade 12 need to receive two doses of MenACWY vaccine, or only one dose of MenACWY vaccine if the first dose was administered at age 16 years or older.
 - c. If the second dose was administered before age 16 years, then a third dose given on or after age 16 years is required.
 - d. The minimum interval between doses of MenACWY vaccine is eight weeks.
 - e. In school year 2023-2024, only doses of MenACWY given at 10 years or older satisfies the requirement for grades 7, 8, 9 and 10; doses given before 10 years will satisfy the requirement for the first dose for grades 11 and 12.
9. **Haemophilus influenzae type b conjugate vaccine (Hib) -- (Minimum age: 6 weeks)**
 - a. 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.
 - b. 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.
 - c. 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.
 - d. If the first dose was received at age 15 months or older, no further doses are required.
 - e. Hib vaccine is not required for children ages 5 years or older.
 - f. For further information, see CDC [catch-up schedule](#)
10. **Pneumococcal conjugate vaccine (PCV) -- (Minimum age: 6 weeks)**
 - a. Children starting the series on time should receive PCV vaccine at ages 2 months, 4 months, 6 months and 12 through 15 months.
 - b. Unvaccinated children ages 7 through 11 months must receive two doses, at least four weeks apart, followed by a third dose at age 12 through 15 months and at least eight weeks after the prior dose.
 - c. Unvaccinated children ages 12 through 23 months must receive two doses at least eight weeks apart.
 - d. Unvaccinated children ages 24 through 59 months must receive just one dose.
 - e. PCV vaccine is not required for children ages 5 years or older.
 - f. For further information, see CDC [catch-up schedule](#)
11. **Influenza Vaccine -- (Minimum age: 6 months)**
 - a. All children 6 months through 59 months of age enrolled in NYC Article 47 & 43 regulated Child Care, Head Start, Nursery, or Pre-K programs must receive one dose of influenza vaccine between July 1 and December 31 of each year.
 - b. Depending on their prior influenza vaccination history, some children may need two doses of influenza vaccine; however, a second dose is not required for school entry. Please refer to the Centers for Disease Control and Prevention ([cdc.gov/flu](#)) or New York City Department of Health ([www.nyc.gov/health/flu](#))

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