Parent Student Handbook
2018-2019

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Bishop Dunn Memorial School
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Bishop Dunn Memorial School Mission Statement

Based in its rich Catholic traditions Bishop Dunn Memorial School strives to develop academically skilled, self-directed students who are critical thinkers, problem solvers and have strong moral character. In partnership with its teachers, children, families, and community BDMS provides experiences that aim to empower all our children to reach their fullest potential and to give of themselves in a global community.

School Policies

Academic Expectations

Bishop Dunn Memorial School expects students to perform to the best of their capabilities. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After a test is graded, it will be entered into TADS Educate in as timely a manner as possible. Parents/guardians are required to check their child's grades by accessing the Parent Portal regularly to check on their child's academic progress. If a parent/guardian has a question about tests, quizzes or participation/homework grades, it is their responsibility to contact their child's teacher or teachers.

Graduation

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

Homework

Homework is a part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading. Students are required to complete all homework. Homework includes 15 minutes of reading (or being read to).

Grades and Grading

Report cards are electronically distributed four times a year for Grades 1 to 8. Pre-K and Kindergarten report cards are distributed **(two to four)** times a year. The report card is a link between the school and the home. You can access your child report card online through the Parent Portal.

<u>Academic Achievement</u>

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

- The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:
    1. Classwork /participation
    2. Homework
    3. Quizzes
    4. Formative assessments
    5. Summative assessments

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

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

The Final Report Card Grade is the weighted average of the four previous quarter grades, mid-year and end-year tests. This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1– 8.
- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
    - 4: Exceeding Standards
        - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
    - 3: Meeting Standards
        - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
    - 2: Approaching Standards
        - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
    - 1: Below Standards
        - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
    - N/A: Not Assessed
        - Students were not assessed on these standards this quarter.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

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

Cheating
Cheating on tests is a serious breach of moral and ethical behavior and will be dealt with immediately. If a child is found to have been cheating, his/her parents will be contacted to discuss the problem. The child will also receive a zero grade on the test or other assessment involved. In addition, the child will have a full week of lunch detention to be used for study and/or completing missed assignments. Any student found to have been cheating a second or third time in the same academic year will receive a zero grade on the test or other assessment involved, parents will also be contacted, and the student will have another full week of lunch detention. In addition, the student may be required to serve one or more days of after-school detention to be used for study and/or completing missed assignments.

Honor Roll
The criteria for inclusion in the Middle School Honor Roll at Bishop Dunn are:

Principal's List	95% Average / No mark less than 90%
First Honors	90% Average / No mark less than 85%
Second Honors	85% Average / No mark less than 80%

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

Report Card Distribution
Report cards are electronically distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding. Final report cards may not be released before the last day of school.

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

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develops for each of these students a special program, based on the school's regular program, which follows the New York State Standards. A copy of the student's modified program is retained in

the student's file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

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

The following are specific criteria that will assist teachers as they consider a recommendation for retention.
The student has failed to pass the major subjects on each grade level.

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

LEVEL	ACADEMIC PROGRESS
Kindergarten	Evidence that the child is not meeting expectations of the program
Grade 1	Evidence of insufficient developmental progress and a failure in ELA
Grade 2	Failure in ELA
Grade 3	Failures in ELA and Mathematics
Grade 4, 5, 6	Failures in ELA and Mathematics *or* Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies
Grade 7, 8	Failures in ELA and Mathematics *or* Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, Social Studies

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

- failure to complete assignments
- failures on multiple summative assessments
- repeated scores of 1 ("below standards") in several standard domains on report card

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

Assessments

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, interim assessments, and New York State Education Department assessments.

Archdiocesan Test (Will be used as the student's end-year examination for grades 6-8)

Religion Test	Grade 3 to 8	June

Interim Assessments

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

NY State Tests

New York State Exams	
Grade	Tests
3	English Language Arts and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics
7	English Language Arts and Mathematics
8	English Language Arts and Mathematics
8A	NYS Common Core Algebra Regents NYS Living Environment Regents

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

Accidents

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

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

Admission Policies

Bishop Dunn Memorial School bases its educational purpose and all of its activities on the Christian teaching of the essential equality of all persons as rooted in God's love. Thus, with discrimination so repugnant to their nature and mission, Bishop Dunn Memorial School does

not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

The process for admission to the school is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials along with the child spending a morning or full day as a visitor, the parent will be notified in writing about the status of the child. The admission procedure for Bishop Dunn Memorial School typically begins in February, when registration for the following academic year is conducted. However, applicants are considered on a rolling admission basis if there is room. Applicants for Pre-Kindergarten must be 4 years of age by December 1st. Applicants for Kindergarten must be 5 years of age by December 1st. Applicants for Grade 1 must be 6 years of age by December 1st. At the time of registration, baptismal and birth certificates must be presented and a complete record of health immunizations must be submitted. STUDENTS MUST BY LAW BE BARRED FROM ATTENDING CLASSES, IF ALL UPDATED HEALTH RECORDS ARE NOT SUBMITTED BY THE START OF THE SCHOOL YEAR. An application fee is also due as part of this admission process.

Acceptance into grades 1 through 8 requires all of the above information. In addition, copies of the most recent performance records available from the previous school are requested for consideration of acceptance. Once a child is accepted into the school, a Record Request Form must be completed and signed by the parent and approved by the principal, and then submitted to the child's previous school.

No registration for any grade will be processed until all of the above requirements are met. A letter notifies parents that students are accepted and registered at Bishop Dunn Memorial School. (See also Re-admission section)

After School Program / Extended Care

In recognition of the need of parents for quality supervision of their children during their own work hours, Bishop Dunn Memorial School offers an extended care program from 2:45 p.m. to 6:00 p.m. This program is also available from 11:30 a.m. to 6:00 p.m. on half days, with the exception of days listed on the yearly calendar. Early dismissals due to inclement weather will cause extension to be canceled. A fee is charged with bills sent monthly from the Bishop Dunn Memorial School Office.

SPECIAL NOTE: The school reserves the right to bar a student from extension if a child's behavior creates problems for supervisors that cannot be resolved after meeting with parents. Not keeping up with payments for the service may also result in a student being barred from being in extended care. (See Recess, for playground rules that also apply to children in the after-school program).

As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. In instances where students are picked up, parents are expected to make arrangements to get their children at the end of the activity. Students will be released only to a parent or a person specified in writing. (See also Extracurricular Activities).

Announcements

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

Appointments

The school is eager to maintain contact with parents. The faculty is available to make appointments before and after school at the convenience of both teacher and parent. The purpose of these conferences is to establish good rapport and to exchange information that will aid in the development of each child. However, no parent/guardian is permitted to interrupt teaching time with visits or telephone calls, especially at the start of the day and at dismissal time, when teachers need to devote their full attention to their students. IN ADDITION, TO ENSURE BETTER SECURITY IN THE BUILDING, PLEASE BE AWARE THAT NO VISITORS WILL BE ALLOWED BEYOND THE LOBBY WITHOUT A PASS. If you have a message to deliver to a teacher or a student, please call or report to the Front Desk in the Bishop Dunn lobby.

The principal is also available for appointments. Please call the school office to make an appointment. Due to the supervision requirements of the principal's job description, it is to your advantage to call the school prior to stopping in, as the principal is not in her office on a predictable basis.

Attendance

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

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

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

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

Where applicable, the parent/guardian must provide a written note explaining the reason for the absence or tardiness. Absence excuses must be in writing, with the date of the child's

absence listed, the reason for the absence, and a parental signature. If a written excuse is not provided, that absence becomes illegal. If students will be absent or late, parents are expected to call the school office by 8:00 a.m. Tardiness (arriving after 7:50 a.m.) is excusable only for students whose busing is delayed. Students who have parent-provided transportation will not be excused for tardiness without a written, legal excuse.

Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable at the front desk. Because allowing students to arrive late is often disruptive to the start of instruction, the administration reserves the right to keep tardy students from entering their classroom until the first period ends, or there is a break in opening morning activities. Please have your child to school on time.

Attendance: Missed Classwork/Assignments

Students who are absent on any given day must bring a note from their parents or guardians explaining their absence upon their return to school. They are also responsible for obtaining all class and homework assignments in order to continue their academic progress. Parents can call in to school to request homework and the day's assignment when their child is sick, but must make the call in the morning, and cannot pick up the work until the end of the school day. If a student is going to be absent for an extended period, the missed work should be made up upon the student's return to school. Regular class assignments cannot be given in advance.

Birthday Treats

Birthday treats may be sent into school with the teacher's permission. Parents should notify the teacher in writing. The birthday celebration will be held in the cafeteria. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students. All members of the Bishop Dunn community must be particularly careful of students with food allergies.

Books

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

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

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:

a) the pupil's name be placed in the space provided in each book

b) the teacher make a record of the number of the book
c) the teacher make a record of the condition of the book
d) in September, each child will put a clean cover on each textbook received
e) in June, all textbooks are collected, extra materials and covers are removed
f) workbooks may be collected in June

2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.

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

Buses

Bishop Dunn Memorial School receives transportation services from many districts. Our students are taught and reminded of proper bus behavior and are expected to cooperate in assuring the safety of all passengers. Students and parents should consider riding on the school bus as a privilege and an extension of the school. Should a child be disrespectful to his/her bus driver or monitor, cause any annoyances or distractions to the driver, or break any other safety rules, he/she will receive a written bus referral, which is co-signed by the principal and is sent home to the child's parents, with a copy filed in the student's official folder. (For more specific details about consequences for repeated bus referrals, see Disciplinary Action section in this handbook).

Bishop Dunn Memorial School does not coordinate bus service. Requests for transportation must be forwarded to your District Office by **APRIL 1** of the current school year for the following school year. Currently, STUDENTS MUST BE 5 YEARS OF AGE in order to be eligible for transportation in most of Orange County and surrounding school districts.

During the year, for insurance purposes, most districts do not allow students to go home with friends who do not live in the same district. Ones that do, require that notes from the parents of all children involved be signed by the principal and then shown to the bus driver.

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

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

- Students should obey the driver and monitors at all times.

- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.

- In cases of extreme or persistent misbehavior, the school will work in consultation with the public school district about possible consequences.

Students can lose the privilege of riding the bus at the discretion of the principal.

Calendar

An updated copy of the calendar is posted on our school website. It is the parents' responsibility to stay informed of days in and out of session, especially half-day schedules. Bishop Dunn Memorial School's calendar is generally aligned with the Newburgh School District's calendar for school recess periods and mandated federal and state holidays. Our teacher conference days do vary, as do our Holy Days, our report card issue dates, and parent-teacher conferences. Updates, changes in the calendar and reminders on our school schedule are noted on our monthly calendar and in weekly updates on the Bishop Dunn Memorial School website, www.bdms.org.

Change of Address, E-mail, Phone

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

Character Development Program

Our philosophy at Bishop Dunn Memorial School is to create an atmosphere of RESPECT and RESPONSIBILITY that is fostered in school, home and the community. One of the ways that these and other virtues are developed at school is through our Character Development Program.

Our primary goal is to guide our students on their journey and encouraging them to be the best they can be by choosing kindness first. Teaching children that life is an ongoing experience where we learn from successes and mistakes is a positive way to guide them on that path.

Parents, administration, teachers, staff, and volunteers need to come together to help prepare our children for a positive school experience where they can learn and develop good character values in a positive learning environment. Therefore, children need to come to school with the realization that their teacher is the moral authority in the classroom. Parents, by sending their children to Bishop Dunn, have given the teachers the responsibility of creating a safe environment for all children to learn. This responsibility gives the teachers the right to require his and her students to obey classroom rules, follow directions, use respectful language, and stop any behavior that is not in the best interest of any individual or the class as a whole.

In exercising this authority, the teacher is functioning as a model of good behavior by using courtesy, kindness, fairness, cooperation, empathy, and respect in the classroom. Good character is not inherent, but needs to be taught, nurtured, and modeled on a daily basis. Parents and teachers need to be involved in this process together. In order to keep parents

informed, teachers will provide information throughout the year during class “community chats” about good character development.

Charter for the Protection of Children and Young People

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

Child Abuse Laws

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

Child Custody

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

School communication with the appropriate guardian is essential. Accordingly:

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

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

Codes of Conduct

Student Rights and Responsibilities

- All students in Bishop Dunn Memorial School have the right to attend school in an environment that:

- is safe, orderly, and drug free;
- is free of discrimination based on gender, race, religion, nationality, socioeconomic background, or handicapping conditions;
- encourages students to discuss and debate ideas and opinions;
- protects free speech and expression, provided such speech or expression does not interfere with the orderly conduct of classes, and is not libelous, slanderous, or obscene;
- encourages learning, and fosters academic and personal growth;
- prepares students to be productive members of society.

In accordance with these rights, students are held to corresponding responsibilities whether in school, on school grounds, or at school sponsored or school related activities. These responsibilities serve to maintain an orderly environment in which the safety and welfare of others are protected, and learning is not jeopardized. These responsibilities include:

- refraining from behavior or actions that could lead to disruption of school procedures and activities, personal danger, or property damage;
- obeying all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior;
- respecting the rights of others, including the right to receive an education;
- respecting personal differences, and treating others in ways that do not libel, harass, intimidate, or endanger the safety, morals, health, or welfare of others;
- attending school regularly, arriving to class on time, being prepared to work, and putting forth maximum effort;
- responding to directives of staff members;
- being held accountable for and accepting the consequences of their actions;
- building good working relationships between themselves, their peers, parents, teachers, and school staff.

Parents as Partners

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

As members of the Bishop Dunn learning community, they also have the right to:

- have their child take part in, and receive benefits from all educational programs without discrimination because of their ability, race, gender or religious background;
- receive notice with respect to identification, evaluation, or placement of their child;
- have evaluations, educational and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
- have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school;
- examine all relevant records relating to decisions regarding their child's evaluation, educational programs and placement.

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

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

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards, supervising home study, and reinforcing school policies;
- explaining and reviewing periodically the school behavior code with their child. Parents are under the obligation to discuss school disciplinary episodes in relation to the school behavior code;
- always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse or physical harassment of any of the Bishop Dunn staff by parents or guardians may result in your child being required to withdraw from the school immediately or not be allowed to re-register for the following year;
- refraining from engaging in debates or arguments with the administration about school's rules and regulations, and not interfering with the enforcement of the rules and regulations by refusing to accept personal responsibility for their child's actions;
- providing proper supervision at home, and not tolerating harassment of other students or school staff through the use of the telephone or Internet. Parents are also strongly encouraged to monitor what their children watch on television and the song lyrics they listen to that promote inappropriate or violent behavior;
- teaching their child respect for the law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating under any circumstances;
- recognizing their child's talents and interests, so they may be developed in cooperation with the classroom teachers;
- seeing that the dress code is enforced, and monitoring daily the way in which uniforms are worn (ties worn properly, shirts tucked, skirts kept at an acceptable length, etc.);
- being responsible for their child's school attendance and punctuality and complying with attendance rules and procedures;
- making all tuition and fee payments on time;
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.

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

Principal's Rights and Responsibilities
The principal is the spiritual leader and the administrative head of the school. As Bishop Dunn Memorial School's leader, she has the right to:

- be treated with respect by all students and parents and to be protected from abuse through the support of her superiors;
- have her authority and decisions supported by students and their parents, even if they disagree with the decisions;
- have time within her schedule to take advantage of professional development opportunities that enhance her administrative abilities.

The principal is responsible for the following:

- providing positive instructional leadership that ensures an environment supportive of learning;
- communicating discipline policies to students, staff, and the community;
- serving as the hearing officer between students, teachers, and parents in the due process procedure;
- ensuring that positive behavior intervention supports are carried out in an effective manner, while maintaining strong discipline in a positive, constructive manner;
- utilizing staff appropriately and effectively to ensure proper supervision within the school and on school grounds, including, but not limited to the halls, cafeteria and bathrooms;
- informing students and parents of the right to appeal disciplinary actions taken by the school;
- maintaining confidentiality of information pertaining to students;
- facilitating cooperative and mutually supportive relationships between staff and parents for the educational benefit of the student, and referring extraordinary student needs to the administrator or support staff;
- working with other staff members and students to recognize and eliminate prejudice toward race, creed, socioeconomic background, gender, national origin or handicapping conditions;
- modeling the behaviors and attitudes that students and parents are expected to exhibit. Such behavior and attitudes include treating others with dignity and respect, working positively to resolve conflicts, and refraining from behaviors that if exhibited by a student would put the student in jeopardy of disciplinary action.

Staff Rights and Responsibilities
All teachers and staff members at Bishop Dunn Memorial School have the same right as students to attend school in an environment that:

- is safe, orderly, and drug free;
- is free of discrimination based on gender, race, religion, nationality, socioeconomic background, or handicapping conditions;

- protects free speech and expression, provided such speech or expression does not interfere with the orderly conduct of classes, and is not, slanderous, or obscene.
- They also have rights as educators to:
- to be treated with respect by students and their parents;
- to have the academic freedom to develop a curriculum that is best suited to the needs of their students without unreasonable restraints by the administration;
- be able to work cooperatively with fellow teachers for the mutual benefit of their students;
- be given opportunities for professional development and career advancement.

Teachers and other instructional staff members are responsible for the following:

- working to create, support, and maintain challenging learning environments for all students;
- taking part in ongoing collaborations with colleagues and other professionals in the interest of student learning;
- ensuring that the discipline code is adhered to in the classroom;
- promoting a climate of mutual respect and dignity and treating students in a fair and equitable manner;
- preventing a negative classroom situation from occurring by making students aware of classroom rules and regulations and by having the foresight to recognize the symptoms of potential problems;
- making every effort to solve a student discipline problem at their level before making referrals to the principal;
- reporting immediately serious violations of school rules or standards of behavior to the principal;
- intervening in emergency situations that threaten bodily harm to students or staff;
- seeking to develop cooperative and mutually supportive relationships with parents for the educational benefit of the student, and referring extraordinary student needs to the administrator or support staff;
- working with other staff members and students to recognize and eliminate prejudice toward race, creed, socioeconomic background, gender, national origin or handicapping conditions;
- modeling the behaviors and attitudes that students are expected to exhibit. Such behavior and attitudes include treating others with dignity and respect, working positively to resolve conflicts, and refraining from behaviors that if exhibited by a student would put the student in jeopardy of disciplinary action.

Communication

Email Blasts / Back Pack News - Correspondence to parents and guardians from the principal are normally emailed home to each family on a regular basis. These are also posted on the school's website, contain information on school activities, upcoming dates and events, and changes in the school calendar or additions to the routine schedule. Please read these notices as you receive them in order to stay aware of what is occurring at Bishop Dunn Memorial School.

Internet access – Bishop Dunn's school website, www.bdms.org, contains much information about the school, including calendars, newsletters, classroom news and updates of special events.

Facebook – Bishop Dunn's Facebook page also contains information about school news and events.

Immediate Response Information System (IRIS) – Bishop Dunn Memorial School also uses an Internet-based communications system that can quickly send out messages by e-mail and telephone to all parents. This system is primarily used for notifying parents of weather-related delayed openings, early dismissals and closings, but is also activated to send out messages about special events, fund-raising programs and other non-emergency school information.

Parent Portal- TADS Educate – Parents have access to their children's quiz and test grades through the Internet-based electronic Student Information System. New families will have access to their children's grades when they are entered into this information system. Since quarterly progress reports will no longer be sent home, parents are encouraged to check their children's grade progress regularly, and will be responsible for making contact with their children's teacher or teachers, if they have questions or concerns about the grades.

Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

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

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

Contacts with the Media

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office. Parents should not be posting pictures taken at school events on social media. Pictures posted on our website is with permission from the parents.

Crisis/Emergency Information

A copy of the school's crisis plan, which was developed in cooperation with the Orange County Board of Cooperative Education office in Goshen and with the Security Department of Mount

Saint Mary College, is available in our main office for review by parents, upon request.

Should a crisis require evacuation from the Bishop Dunn School building, students will be brought to a safe place located in Aquinas Hall or another building on the Mount Saint Mary College campus, and parents will be instructed to meet them at that location.

Bishop Dunn utilizes the Immediate Response Information System (IRIS) to notify parents directly by telephone and email about any developing crisis and to provide directions about coming to get their children.

Curriculum

Daily Schedule

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

7:30 AM	**Enter School**
7:45 AM	**School Begins**
7:50 AM	**Morning Announcements**
10:50-11:50 PM	**First Lunch (Gr. 5-8)**
11:50-12:50 PM	**Second Lunch (Pre-K –Gr. 4)**
2:35 PM	**Dismissal**

Before **7:30 AM and after 6:00 PM** the school does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:30 AM** and parents must arrange pickup at dismissal times.

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

Discipline Code for Student Conduct

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

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

We at Bishop Dunn Memorial School strive to teach our students respect for each sacred human being. Students are taught that school is for learning and each student’s right to learn must be respected. They are also taught that for every action there is a consequence.

To more clearly and consistently promote good behavior, a merit program has been developed at Bishop Dunn. The merit system at Bishop Dunn revolves around the daily, weekly, and monthly acknowledgement of outstanding positive contributions by individuals and classes through acts of kindness and concern and for showing respect for our school and for each other. Recognition of outstanding students and/or classes will be made at assemblies and other special occasions. Other class- level rewards will be determined by homeroom teachers, but may also include school-wide incentives, such as “dress-down” days for individual classes.

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

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

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For more serious acts students are often given conduct referral or detention. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

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

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

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

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

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

Discipline Code – Appeal Process

The parent or guardian of a student at Bishop Dunn who has been disciplined may appeal the decision of the principal. The process should begin with the parent or guardian putting the appeal in writing. Written appeals should include:

- Date, time and place of incident; Description of incident; Witnesses; Reasons for making the appeal; Other relevant information; Suggestion for possible resolution.

The written appeal should be forwarded to the Vice President for Finance or Vice President of Academic Affairs at Mount Saint Mary College. The college designee will then conduct an investigation and interview all parties, including witnesses, if any. Finally, a decision will be rendered as soon as possible after receipt of the complaint and the parent or guardian will be notified, the principal and other parties will be advised of the decision. The decision of the college designee is final and binding. If additional time is needed for good cause, e.g., key witnesses cannot be interviewed in a timely manner, the decision will be made as soon as reasonably possible. If the decision is to be delayed for good cause, the parent or guardian and principal will be notified and an estimated date for a decision will be noted.

Dress Code

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

Girls' Dress Uniforms K-5	Boys' Dress Uniforms K-5	Girls' & Boy's Gym Uniforms K-5
White polo with Bishop Dunn logo or white blouse and navy blue pants	White polo with Bishop Dunn logo and navy Blue pants with a belt	Blue uniform gym tee shirts (with logo) and blue logo sweatpants with Bishop Dunn sweatshirt and sneakers
White blouse with plaid jumper (K-4)	Navy blue polo with Bishop Dunn logo and uniform khaki pants with a belt	School nylon warm up with school tee shirt and sneakers
White Blouse with navy blue skort (Grade 5 only)	Crew socks in navy or white	
Opaque or cable knee socks or tights in navy blue or white		
Black, brown, or dark colored dress shoes (hard soles, leather or similar material)	Black, brown, or dark colored dress shoes (hard soles, leather or similar material)	
Warm Weather Options: White polo with Bishop Dunn logo and navy blue shorts or navy blue polo with uniform khakis may be worn from the first day of school through October 31, and again starting on May 1.	Warm Weather Options: White polo with Bishop Dunn logo and navy blue shorts or navy blue polo with uniform Khakis may be worn from the first day of school through October 31, and again starting on May 1.	Warm Weather Option: Bishop Dunn logo gym shorts in place of sweatpants
Approved accessories: Uniform cardigan or v-neck sweaters and uniform vests in navy blue	Approved accessories: uniform cardigan or v-neck sweaters and uniform vests in navy blue	

Girls' Dress Uniforms (6-8)	Boys' Dress Uniforms (6-8)	Girls' and Boys' Gym Uniforms (6-8)
Navy blue uniform skort and light blue blouse (long or short sleeved)	Navy blue pants with a belt, light blue button down dress shirt (long or short sleeved), school tie	Nylon Bishop Dunn warm up suits with sneakers to be worn throughout the day
Navy blue uniform pants and light blue blouse	Also required: Uniform cardigan sweater or sweater vest (navy blue) November 1-April 30 and crew socks in navy or white	Bishop Dunn logo short sleeved white polo and sneakers to be worn for gym.
Also required: Uniform cardigan sweater or sweater vest (navy blue) November 1-April 30, Knee socks or tights in navy blue	Black, Brown, or dark colored dress shoes (hard soles, leather or similar material)	
Black, brown, or dark colored dress shoes (hard soles, leather or similar material)		
Warm weather option: Navy or khaki shorts with the light blue blouse	Warm weather option: Light blue dress button up shirt and navy blue shorts	

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

During the cold weather, students may wear the **navy blue uniform cardigan sweater or the uniform school sweatshirt. Other types of sweaters or sweatshirts may not be worn. Drama and BDMS sports team sweatshirts may be worn on dress down or school spirit days.**

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

Uniforms should be neat and clean.

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

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

Drug and Alcohol Policies

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

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

Electronic Devices

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

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, and other personal electronic devices). Cell Phones will be collected from students in a classroom basket each morning and will be returned to them as they are leaving at the end of

the day. **In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.**

Internet Uses and Abuses
Students will be given clear guidelines for using the Internet and specific assignments to follow while in school. All students need to understand and abide by the following rules:

- Never give out your own or anyone else's personal information, such as names, addresses, phone numbers and school information over the Internet.
- Tell teachers immediately if anyone comes across any information that makes them feel uncomfortable or is inappropriate.
- Never send a picture of yourself or anyone you know to someone without permission.
- Instant message, Instagram, e-mail or "chat" room or any social media use of any kind is prohibited.
- Copying of copyrighted material or plagiarism of any form is strictly prohibited.
- Destruction of equipment or alteration of another student's material or files (saved data, classwork, etc.) will subject a student to possible suspension from school or other disciplinary action.
- While the school cannot prevent students from using social media sites, such as Facebook, outside of school, any students who are discovered using such sites to bully, defame character or harass other Bishop Dunn students or staff will be subject to the same consequences that apply to in-school harassment.
- The use of sexually vulgar or other inappropriate language on the Internet, if the information can be accessed at school and linked to Bishop Dunn staff or students in any way, is prohibited.

Any student discovered not adhering to these rules will be subject to disciplinary actions. CONSEQUENCES: 1st Offense – Parents contacted and suspension of classroom Internet use and computer lab privileges for up to one month; 2nd Offense– Meet with parents and student, revocation of classroom Internet use and computer lab privileges; 3rd Offense– Out-of-school suspension for at least two days and referral placed in student's permanent record file.

Emergency Closings/Delayed Openings
Reports of delayed school openings, early dismissals, or weather-related closing announcements will be passed along through our Immediate Response Information System

(IRIS), which is connected to email addresses and telephone numbers of all families in the school. Information about closings and delays is also normally available after 6:30 a.m. on the Bishop Dunn website, www.bdms.org.

Evacuation Procedures

Bishop Dunn Memorial School cooperates with the Newburgh School District in an annual evacuation procedure drill. This drill is practiced by Bishop Dunn Memorial School personnel and students for use in the event of any needed evacuation such as extreme weather, electrical failure, local chemical or hazardous fumes alerts, etc. This evacuation procedure drill differs from fire drills in that students are actually dismissed from school in order to have a coordinated district removal of students from any school premises and grounds. Parents/Guardians will be notified of the actual procedures to be used at Bishop Dunn Memorial School and of the Newburgh District-wide evacuation drill date and time.

Expectations and Responsibilities for Students

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

- do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

Extracurricular Activities

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

Field Trips

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

It is the policy of Bishop Dunn Memorial School to not allow trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip**,** signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

Financial Policies

1. TUITION Schedule: Grades Pre-K – 8

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for delinquent tuition or fees. Tuition is an annual fee paid in **10 monthly installments**. If a family chooses to withdraw their child(ren) from the school, partial or full month tuition refunds will not be granted if the child(ren) attended one or more days that month.

2018 – 2019 Tuition Rates

PreK through 5th Grades:

$6,720 annually for first child (over 10-month billing cycle)
$5,450 annually for second child
$3,465 annually for third child
$1,200 annually each child fourth or more

6th through 8th Grades:
$7,400 annually for first child (over 10-month billing cycle)
$5,450 annually for second child
$3,465 annually for third child
$1,200 annually each child fourth or more

Annual books/insurance/supplies fee – $120 for Pre-K students; $220 for all others
FACTS Management Company annual handling fee – $45 per family
Please note the convenience fee for credit card processing of FACTS is 2.75% for 2018-2019.
Non-refundable Annual Family Fundraising fee – $350

2. TUITION DELINQUENCY

Families who are 30 days late on tuition will receive notification letters from FACTS tuition. Families who are delinquent 60 days on tuition will receive a second letter; this letter will come from the principal. Upon receipt of this notification, parents/guardians are asked to contact their principal to discuss a tuition payment plan. If a parent/guardian does not contact the principal within two weeks of receiving the letter, the child/children may not be permitted to attend school. Any additional questions about tuition payments can be addressed with our finance manager by calling 569-3305.

3. FEES

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

Fire Drills

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Guidance

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

Guidelines for the Education of Non-Catholics

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

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school. **Non-Catholic students may participate in ceremonies but may not receive sacraments.**

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

Harassment/Bullying Policies

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

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

HIV/AIDS Curriculum

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

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

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

Illness (see Medication)

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

Immunizations

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

Lateness

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

Liturgy/Religious Education

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

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

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

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

Lunchroom

The school provides a hot lunch through Parkhurst from MSMC. If you wish your child to participate in the hot lunch program, you must send lunch money to the school on a monthly basis, in an envelope marked with your child's name, your child's class, and the amount of money. The envelope must clearly state LUNCH MONEY. Lunch menus can be found on our webpage. **Students who do not bring lunch from home will be given a lunch pass and a bill will be sent home.**

- Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat until dismissed.
- Students must raise their hand to leave their seat.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the playground. We like to get students outside each day. Please dress your child appropriately.
- The lunchroom period will be:

First lunch period: 10:50 – 11:50
Second lunch period: 11:50 – 12:50

Medications

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

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

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

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

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

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

Money

Money brought into school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name, grade and amount. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

Philosophy and Goals

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

Re-registration

Parents will receive tuition information and re-admission notes in late January or early February for the coming school year. They will be required to send in their request for re-registering their children, along with a non-refundable deposit by the deadline designated in the letter. In order to have their child or children return to school the following year, parents must also begin making tuition payments in June. STUDENTS MAY NOT BE ALLOWED TO RETURN TO SCHOOL IN SEPTEMBER, IF TUITION PAYMENTS AREN'T BEGUN, OR IF THERE IS OUTSTANDING TUITION FROM THE PREVIOUS YEAR.

Release of Students (during school day)

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

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

School Calendar

A yearly calendar is posted on the school website at the beginning of the school year. Please refer to the School Monthly Calendar and website for any revisions to the Yearly School Calendar.

The Mid-Year and End-Year Examination schedule for Grades 6-8 will be posted online when dates have been finalized.

School Publications

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

School Pictures

It is a practice to have all students' pictures taken once a year for the school yearbook, usually in the fall on a pre-paid basis. A second portrait opportunity is normally also available in the

late spring. The purchase of these pictures is entirely optional. Dates for photos are listed in our annual and monthly calendars.

School's Right to Amend

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

Searches and Seizures

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband seized on school grounds by school officials only when the school employee has reasonable cause to believe the student is engaging in a prohibited activity that is in violation of school rules and/or is illegal. Factors to be considered in determining whether reasonable cause exists to search a student include: the age of the student; the student's record and past history; the predominance and seriousness of the problem in the school where the search is directed; and the urgency to conduct the search without delay. The administration has the right to search book bags, school lockers, cubbies, desks, or other school property.

Security

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

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

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

Sex Offender Policy

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

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

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

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

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

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

Smoking

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

Special Learning Needs

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

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

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

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

Summer School

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

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

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

Telecommunications Policy

SOCIAL MEDIA GUIDELINES

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

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

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

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

Transportation

The preferred method of transporting Bishop Dunn Memorial School students for official school events and activities is via bus transportation by an insured carrier. Students should not generally be transported in personally owned vehicles of teachers or staff members for school related activities. Transportation involves certain inherent risks, which are minimized by the use of school buses and other chartered transportation services. In the event that bus transportation is not practicable, a privately owned vehicle may be used if the following conditions are met:

1. The driver must at least 21 years of age, have a valid, non-probationary driver license, and not have any disability that may impair their ability to operate the vehicle safely.

2. The vehicle must be properly registered and inspected, and have liability insurance coverage that meets or exceeds state minimum requirements. The vehicle's insurance coverage shall be primary in the event of an accident or claim. Bishop Dunn's insurance shall be secondary.
3. The vehicle must have an operable seat belt for each passenger which must be used.
4. The driver must have a current *Driver Information and Certification Form* on file in the administrative office.
5. Parental/guardian permission has been received, preferably in writing and in advance of the trip.
6. The driver acknowledges that the provisions of the Archdiocese of New York Safe Environment Policy are in effect.
7. The driver shall not be under the influence of alcohol or drugs, including prescription drugs that negatively affect their ability to safely operate a motor vehicle or supervise students.

Student Expectations in Use of the Internet

(Please see the Telecommunications Policy ~ Student Expectations in the Use of the Internet for complete policy requiring student's signature.)

Use of School Grounds

The school does not have staff available to supervise students present on the school grounds **before 7:30 AM and after 6:00 PM. Students must not arrive on the school grounds prior to 7:30 AM and parents must arrange to pick up at dismissal times.**

Weather Conditions

Inclement weather conditions and/or emergency closings or delays will be reported through our Immediate Response Information System (IRIS), in which messages are sent instantly to email addresses and phone numbers of all our families. Closing, delay and early dismissal messages will also be available on our main phone answering machine and the school's website, www.bdms.org. We generally follow the same weather condition closings, delays and early dismissals as the Newburgh Enlarged School District.

Accordingly, if there is a cancellation for the Newburgh City School District, unless separate advance notification is given, Bishop Dunn Memorial School typically will be closed. If there is a morning delay for the Newburgh School District, Bishop Dunn Memorial School will also have that delay. Early dismissals become necessary when individual school districts that serve Bishop Dunn make decisions about threatening weather conditions. Parents who have not signed a form contained in the summer mailing that their children can be sent home early on buses without their being contacted, need to call the school to provide instructions on sending their children home in the event of an emergency early dismissal. SPECIAL REQUEST: Parents are asked not to call the school, until they are contacted through our IRIS system first, if there is a possibility of an early closing due to bad weather. We would also appreciate it if parents give us one main emergency contact number where they can be reached during the day, so we can reduce the number of calls we need to make on early dismissal days.

Withdrawals and Transfers

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

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

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

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

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

Summary Statement

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

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

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

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend Bishop Dunn Memorial School is the right to sue the school, Mount Saint Mary College, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at the school, agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations,

procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

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

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

Telecommunications Policy
Student Expectations in Use of the Internet

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

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

Standards of Behavior

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

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

Student Name [Please Print]: _____ Grade _____

Student Signature: _____ Date: _____

APPENDIX

Bishop Dunn Memorial School

Parent Signature Page
Return Due Date: September 21, 2018

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

(Parent's signature)	(Parent's signature)
Grade 2 and above Student's signature)	(Grade 2 and above Student's signature)
Grade 2 and above Student's signature)	(Grade 2 and above Student's signature)
Grade 2 and above Student's signature)	(Grade 2 and above Student's signature)

Media Authorization and Release

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

_____

Names of Children, Parent or Guardian

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

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

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

Print Name (Below) *Name of Child/Children*

_____

Signature of Parent or Guardian (Below)

_____

Date

_____

SIGNED Form Due by September 21, 2018

Return by September 21, 2018

Technology Use/Telecommunications Policy Agreement for 2018-2019 School Year

for Bishop Dunn Memorial School

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

User

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

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian

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

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date:_____

Bishop Dunn Memorial School

Absent Note

STUDENT'S NAME _____

STUDENT'S CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Doctor's note is attached. Yes _____ No _____

School Name
ADDRESS

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

Textbook / Software / Library / Hardware Request Form

PARENTAL REQUEST FORM FOR SCHOOL YEAR 2018-2019

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

Signature of Parent or Guardian

_____

Address

_____

_____

Date

_____

Immunization Information [https://www.health.ny.gov/publications/2370.pdf]

2018-19 School Year
New York State Immunization Requirements for School Entrance/Attendance[1]

NOTES:
Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades pre-k through 10, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: intervals between doses of polio vaccine DO NOT need to be reviewed for grades 5, 11 and 12.) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 11 and 12. See footnotes for specific information for **each** vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

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

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3 and 4	Grade 5	Grades 6, 7, 8, 9 and 10	Grades 11 and 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 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	**3 doses**	**4 doses or 3 doses** if the 3rd dose was received at 4 years or older	**3 doses**
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**	**1 dose**	**2 doses**	**1 dose**
Meningococcal conjugate vaccine (MenACWY)[8]	**Not applicable**			**Grades 7, 8 and 9: 1 dose**	**Grade 12: 2 doses or 1 dose** if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib)[9]	**1 to 4 doses**	**Not applicable**			
Pneumococcal Conjugate vaccine (PCV)[10]	**1 to 4 doses**	**Not applicable**			

NEW YORK STATE | Department of Health