

ADMISSION POLICIES

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

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

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

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

Incarnation School gives preference in admission first, to siblings of currently enrolled students or children of alumni; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

AFTER SCHOOL PROGRAM

An after school program is available from 3:00 p.m. – 6:00 p.m. daily and 12 Noon – 6:00 p.m. on early dismissal days for students in Kindergarten through Grade 6. There is a monthly fee for this service, including a \$25.00 registration fee. Only students registered in the After School Program are permitted to attend.

If students are not picked up at their assigned dismissal time they will automatically be enrolled in the After School program for a fee of \$15/day up to 30 minutes late; any time after 30 minutes there will be a charge of \$20/day. Any student not picked up within 1 hour of dismissal time may be brought to the 33rd Precinct.

ANNOUNCEMENTS

Informational announcements are handled through the school P.A. Courteous attention is expected when any message is presented over the P.A. system.

ARRIVAL/DISMISSAL TIMES

- Pre-K (AM Session) 8:30 a.m. – 11:00 a.m.
- Pre-K (PM Session) 12:00 p.m. – 2:30 p.m.
- Kindergarten: 8:00 a.m. – 2:45 p.m. (11:45 a.m. on Early Dismissal Days)
- Grades 1-4: 8:00 a.m. – 2:50 p.m. (12 Noon on Early Dismissal Days)
- Grades 5-8: 8:00* a.m. – 3:00 p.m. (12 Noon on Early Dismissal Days)

* For every 4 times students in Grades 5-8 are late the student will remain for detention.

If students are not picked up at their assigned dismissal time they will automatically be enrolled in the After School program for a fee of \$15/day up to 30 minutes late; any time after

30 minutes there will be a charge of \$20/day. Any student not picked up within 1 hour of dismissal time may be brought to the 33rd Precinct.

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. Students will be considered late if they arrive after:

8:00 a.m. for all students (Kindergarten – Grade 8)

For every 4 times students in Grades 5-8 are late the student will remain for detention.

When your child returns to school a note must be sent to the teacher containing your 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 insure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child. The school must be informed in writing ahead of time about such occurrences. Siblings under the age of 16 are not permitted to sign-out students.

When a child is absent, parents are required to phone the school by 8:15 a.m. Absence notes are still required in addition to the phone call.

BIRTHDAY PARTIES

Birthday parties for Grades Pre K – 4 may be held monthly in the classroom at 2pm only with the teacher's permission. Parents should notify the teacher in writing a week ahead of the planned event, in case of a scheduling conflict. Due to Fire/Safety Reasons, candles are not permitted at any time.

BOOKS

All books **MUST** be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. 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 and religion books are collected, extra materials and covers are removed

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 children 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 an additional copy. Report Cards will be held until the cost of the replacement book is received. 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.

BUS PASSES

Students who qualify will be provided with bus/train passes. Please check with the 2nd Floor office to determine if the student is eligible for a pass.

CHANGE OF ADDRESS/TELEPHONE NUMBER

The 2nd Floor office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency.

CHILD ABUSE LAWS

Under NYS law, school officials 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 care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

CHILD CUSTODY

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

COMMUNICATION

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

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a

mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

CONFIDENTIALITY

There is a professional and moral ethic that requires all persons to safeguard all 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 on 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 the sacred should prevail.

CRISIS PLAN

Should a crisis require evacuation from the Incarnation School building, students will be brought to a safe place. In the event that it is necessary to go downtown, students will be brought to Saint Rose of Lima School. If it becomes necessary to go uptown, students will be brought to Saint Elizabeth School. If it is necessary to evacuate the school but not leave the area, students will be brought to the Church.

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

Radio	On the Dial	On the Internet
WOR	710 AM	www.wor710.com
WCBS	880 AM	www.wcbs880.com
WINS	1010 AM	www.1010wins.com
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	www.lamusica.com
WSKQ	97.9 FM (Spanish)	www.lamusica.com

DAILY SCHEDULE

The following schedule will be observed:

- Pre-K (AM Session) 8:30 a.m. – 11:00 a.m.
- Pre-K (PM Session) 12:00 p.m. – 2:30 p.m.
- Kindergarten: 8:00 a.m. – 2:45 p.m. (11:45 a.m. on Early Dismissal Days)
- Grades 1-4: 8:00 a.m. – 2:50 p.m. (12 Noon on Early Dismissal Days)
- Grades 5-8: 8:00* a.m. – 3:00 p.m. (12 Noon on Early Dismissal Days)

* For every 4 times students in Grades 5-8 are late the student will remain for detention.

If students are not picked up at their assigned dismissal time they will automatically be enrolled in the After School program for a fee of \$15/day up to 30 minutes late; any time after

30 minutes there will be a charge of \$20/day. Any student not picked up within 1 hour of dismissal time may be brought to the 33rd Precinct.

The breakfast program begins at 7:30 AM and ends promptly at 7:55 AM. No food will be served after 7:55 AM.

Before 8:00 a.m. and after 3:00 p.m. Incarnation School does not have supervisory staff available to supervise the students. Students must not arrive at school prior to 8:00 a.m. (unless the student is attending the breakfast program). **In those instances when students arrive on school grounds prior to 8:00 a.m., parents must provide for their child's safety and supervision (unless students are attending the breakfast program.)**

Parents must arrange to pick-up students at dismissal time. If students are not picked up at their assigned dismissal time they will automatically be enrolled in the After School program for a fee of \$15/day up to 30 minutes late; any time after 30 minutes there will be a charge of \$20/day. Any student not picked up within 1 hour of dismissal time may be brought to the 33rd Precinct. Students walking home alone must have a written permission slip on file. At dismissal, students walking home alone must leave the play street immediately.

To avoid interruption during the school day, any messages, books, 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. For the safety of our students, no parent should be upstairs during school hours.

DRESS CODE: UNIFORMS

The school uniform confirms your attendance at Incarnation 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. All students must wear the complete school uniform, purchased from the Marlou Uniform Company (1-800-669-1512 www.marlou.com), specified at all times. When an emergency situation arises and your child is sent to school out-of-uniform, parents are required to send in a note.

OPTIONAL SUMMER UNIFORM – MUST BE PURCHASED FROM MARLOU (can be worn during the month of September thru Mid-October and again May – June):

- K-4 Boys have the option of wearing uniform navy shorts and the uniform white polo shirt.
- K-4 Girls have the option of wearing the uniform navy blue skirt and the white uniform polo shirt.
- 5-8 Girls have the option of wearing the white uniform polo shirt worn with their regular uniform skirt.
- 5-8 Boys have the option of wearing the white uniform polo shirt worn with the regular uniform navy pant.

<u>Girls Grades K – 4</u>	<u>Boys Grades K – 4</u>
Uniform Plaid Jumper	Uniform White Shirt

	School Tie (purchased in school)
White round collar (Peter Pan) blouse Uniform Red Cardigan Sweater (All students MUST have a school sweater)	Uniform Blue pants with Black Belt Uniform Blue Cardigan Sweater (All students MUST have a school sweater)
Plain White Knee socks or tights (no designs)	Black socks (must cover the ankle)
Black Uniform Shoes (see Dress Code: Uniform Shoes)	Black Uniform Shoes (see Dress Code: Uniform Shoes)
** K-4 OPTIONAL SUMMER UNIFORM **	** K-4 OPTIONAL SUMMER UNIFORM **
Navy Blue Skort, Uniform White Logo Polo shirt. Only skorts and polo shirts purchased from Marlou may be worn	Navy Blue Shorts, Uniform White Logo Polo shirt. Only shorts and polo shirts purchased from Marlou may be worn

<u>Girls ~ Grade 5-8</u>	<u>Boys – Grade 5-8</u>
Uniform Plaid skirt (must cover the knee)	Uniform Blue Pants with Black Belt
White pointed collar blouse	Uniform White Shirt School Tie (purchased in school) 8 th grade boys may wear an appropriate tie of their choice
<u>Girls ~ Grade 5-8 (Continued)</u>	<u>Boys – Grade 5-8 (Continued)</u>
Red V-Neck Pullover Sweater NOTE: All students must have a sweater – either the new V-Neck or the old Cardigan with the stripes. The Vest below is optional. Optional: Red V-Neck Pullover Vest	Navy V-Neck Pullover Sweater NOTE: All students must have a sweater – either the new V-Neck or the old Cardigan with the stripes. The Vest below is optional. Optional: Blue V-Neck Pullover Vest
Black Uniform Shoes (See Dress Code: Uniform Shoes)	Black Uniform Shoes (See Dress Code: Uniform Shoes)
Plain White Knee socks or tights (no designs)	Black socks (must cover the ankle)
** 5-8 GIRLS OPTIONAL SUMMER UNIFORM **	** 5-8 BOYS OPTIONAL SUMMER UNIFORM **
Uniform White Logo Polo shirt purchased from Marlou can be worn with the regular uniform skirt	Uniform White Logo Polo shirt purchased from Marlou can be worn with the regular uniform navy pant
<u>K-8 GYM UNIFORMS:</u>	<u>K-8 GYM UNIFORMS:</u>
K-8 Students must have a gym tee shirt, gym pants, gym sweat shirt and gym shorts (shorts must cover the knee). Gym uniform must be purchased from Marlou.	K-8 Students must have a gym tee shirt, gym pants, gym sweat shirt and gym shorts (shorts must cover the knee). Gym uniform must be purchased from Marlou.

For all girls:

1. For students safety, no jewelry may be worn (no rings and no bracelets)
2. The only chain that may be worn to school is one with a cross or a religious medal. It must be worn inside the blouse where it is not visible
3. Make-up and colored fingernail polish are not permitted
4. Skirts must cover the knee
5. Hair must be of the student’s natural color with no extremes in styles and bangs must not impede vision.
6. No visible tattoos or body piercings except for earrings (only 1 earring in each ear) no hanging earrings
7. No pins on sweaters except pins supplied by the school
8. If a tee shirt/undergarment is worn under the uniform shirt, it must be solid white
9. Small, basic watch
10. The presence of anything that proclaims a current fad is not permitted

For all boys:

1. For students safety, no jewelry may be worn (no rings and no bracelets)

2. The only chain that may be worn to school is one with a cross or a religious medal. It must be worn inside the shirt where it is not visible
3. Hair styles must be conservative – long hair (touching the collar; bangs that impede vision) or shaved hair styles with designs, mohawks, etc. are not permitted
4. Hair must be of the student's natural color
5. No facial hair
6. No earrings are permitted
7. No visible body piercing or tattoos permitted
8. If a tee shirt is worn under the uniform shirt, it must be solid white
9. Small, basic watch
10. The presence of anything that proclaims a current fad is not permitted

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 clean, ironed and in good repair. Parents/guardians are asked to be aware of the way their child leaves for school each morning.

Hair should be clean and well groomed. The boys' hair must be conservative and not touch 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 with the guidance office will be made by school officials.

2011-2012 DRESS CODE - UNIFORM SHOES:

All students must wear the *same/similar style black uniform shoe as pictured below* and as displayed on our website.

- Boys and Girls in grades K – 3 must wear the Velcro strap or buckle type black shoe below:



- Boys and Girls in Gr. 4–8 must wear the tie type black shoe below (hush puppies are permitted):



2011-2012 DRESS CODE - DRESS UP/DOWN:

When announced students are invited to Dress Up/Down. As such, students are expected to dress appropriately. Please see below for the Dress Up/Down guidelines:

1. No strapless tops; no tank tops; no spaghetti straps or halter tops
2. No tight clothing (including tight jeans, ripped jeans, tight shirts, tight sweaters or leggings)
3. No clothing with inappropriate wording/pictures
4. Leggings can be worn only with a skirt on top
5. No shorts
6. No flip-flops
7. No Sandals
8. No heels
9. No make-up/no nailpolish
10. No jewelry

DRUG AND ALCOHOL POLICIES

Students enrolled at Incarnation School are forbidden from using, possessing, selling, transferring or being under the influence of drugs, narcotics or alcohol at any time while at school, at a school function under the jurisdiction of the school or on school property.

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Incarnation 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 teacher 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 accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- 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

Any electronic device such as cell phones, sidekicks, iPods, hand-held and other personal electronic devices are prohibited during the school day. These devices will be confiscated if students have them on or use them, after entering the school building, and students may be suspended. Incarnation School is not responsible for the loss or theft of such devices. (see Telecommunications Policy) Students will be permitted to call parents from the school office upon request.

EMERGENCY CLOSINGS/DELAYED OPENINGS

For unscheduled closings, or delayed openings (ex: heavy snow) please refer to the radio stations listed under the Crisis Plan. When the N.Y.C. Public Schools close for inclement weather so do the New York City Archdiocesan schools. Every effort will be made to post closings/delays on our website and to contact you via the IRIS system (Immediate Response Information System).

EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS

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

- try to do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents, volunteers and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use or possession of drugs, alcohol, cigarettes, chewing gum 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. If a student is absent from school, he/she is prohibited from attending extracurricular activities the day of the absence. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

FACULTY MEETINGS

Faculty meetings are scheduled on first Friday of most months, unless parents are otherwise notified. All children in Grades 1-8 will be dismissed at 12 Noon and Kindergarten will be dismissed at 11:45 a.m. on these days. Please refer to the monthly calendar.

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.

- 1) Field trips are designed to correlate with teaching units and to achieve curricular goals.
- 2) Field trips vary on each grade level.
- 3) Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- 4) 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.
- 5) 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 slips cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

FIRE DRILLS

Fire drills at regular intervals are required by 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. Serious and repeated student misbehavior during fire drills will be cause for disciplinary action.

GRADUATION REQUIREMENTS

In order to receive a diploma from Incarnation School, eighth grade students must successfully complete course requirements for all major subjects. A student who is in danger of not receiving a diploma will be notified in February. An eighth grader receiving an "F" final average in two or more major subjects may not be allowed to graduate or participate in the ceremony. Students receiving an "F" average in one major subject and/or any minor subject may be required to attend a summer program before receiving a diploma. A diploma cannot be given and records will not be transferred until all financial obligations have been met.

GUIDANCE

A Title 1 guidance program is a resource available to Incarnation School Title 1 eligible 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. Incarnation School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

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

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

HARASSMENT POLICIES

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Incarnation School provides a safe environment for all. 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. Harassment of any type is not tolerated. The principal and/or designee investigates all complaints of harassment. Students involved in harassing 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, please notify the principal and/or Assistant Principal immediately.

HIV/AIDS CURRICULUM

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K–12. The Archdiocesan schools 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 administrator and pastor. The conditions are:

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

ILLNESS

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

IMMUNIZATIONS

Students are required to have all inoculations as suggested by the Department of Health before admission to the school.

**New York State Immunization Requirements
for School Entrance and Attendance**

New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York City

Pre-K, Nursery, Daycare	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95
Kindergarten	4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93
1 – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
1 – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York City Department of Health, Bureau of Immunization, 2 Lafayette Street, 19th Floor, New York, NY 10007 (212) 676-2273

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

Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in Sept. 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

I.R.I.S. (Immediate Response Information System):

Incarnation School utilizes the Immediate Response Information System (IRIS) which is a notification system that will enable us to communicate directly and quickly with every parent in our school community via telephone and email.

IRIS will be used to deliver not only routine messages but more importantly it will be used for emergency messages. This notification system will allow Incarnation School to deliver an instant emergency message to the entire school community within minutes. The only way it can be effective is if it is used properly. Please notify the 2nd Floor Office whenever your contact information changes.

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 and could impede your child's re-registration for the coming year. A student who is late 4 or more times each quarter will not be eligible to receive Honors Recognition even though marks may warrant it.

All lateness is recorded on the report card. Parents may be consulted about chronic lateness and the child may be required to make up the missed time. For every 4 times students in Grades 5-8 are late the student will remain for detention.

Please make every effort to have your child arrive at school on time. Excessive absences, tardiness or early dismissals may result in a student having to repeat a grade or being asked to seek other educational options.

LITURGY

All students are expected to participate in school liturgies with reverence and respect.

LUNCHROOM

Incarnation School provides a hot lunch through the Archdiocesan School Nutrition program. In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility is noted on the form. If your child is not eligible for a free or reduced lunch program, and you wish your child to participate in the hot lunch program, you must send lunch money to the school on a weekly basis, in an envelope marked with your child's name, your child's class, and the amount of money. The envelope must clearly state LUNCH MONEY. If a child has a medical reason why they are not to eat the school lunch, the parent must send in a medical note and must provide the child with a healthy, nutritious lunch on a daily basis. Parents are not permitted to bring lunch to their child once the day begins.

- 1) Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed
- 2) It is the responsibility of the individual child to keep the area clean
- 3) Respect and obedience are to be shown at all times to those who work in the lunchroom
- 4) In good weather, the children go directly from the lunchroom to recess
- 5) During inclement weather, students will eat in the lunchroom and then return to their classroom or auditorium
- 6) All students are prohibited from entering stores during school hours

MATERNITY/PATERNITY POLICIES

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

MEDICATIONS

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse (or school office in the absence of a nurse) and 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. A current "MAF" form must be on file in the Nurses Office. Please contact the NYCDOH Nurse assigned to our school for more information.

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 (cough drops, aspirin, etc.). 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.

- 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 insure the child is carrying and taking the medication as ordered.

MONEY

Money that is brought to school for a specific purpose (field trip, etc.) must be put into an envelope with the child's name, class, amount and purpose. Since snacks may be sold on a

daily basis students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost or stolen money.

NON-CUSTODIAL PARENT

Parental Rights to School Records:

Incarnation School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Court Orders:

If there is a court order specifying the rights and responsibilities of the individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Pick-up From School:

The school will permit only the custodial parent or his/her designee (designated in writing/or on the emergency card) to pick up the child. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

PERSONAL PROPERTY

Every personal item such as clothing, books, book bags, etc. must be clearly marked with the student's complete name and class.

Students are not permitted to bring in items that cause them to be distracted during the school day. This includes, but is not limited to: electronics, cell phones, cameras, camera phones, sidekicks, iPods, scooters, toys, balls, etc. Articles which are expensive and/or hazardous to the safety of others or which interfere with school procedures are not permitted on school grounds. Such items will be taken from children if they are brought to school and returned when the parent picks it up. Incarnation School is not responsible for the loss or theft of such items (see "Electronic Devices.")

PHILOSOPHY AND GOALS

Incarnation School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of 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.

PROMOTION/RETENTION POLICY

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular

program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, sometimes indicate that some students would benefit from the repetition of the school year. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. The decision of the principal is final regarding promotion and retention.

<u>LEVEL</u>	<u>BEHAVIOR</u>
Grade 1	Evidence of developmental immaturity and a failure in Reading
Grade 2	Failure in Reading
Grade 3	Failures in Reading and Mathematics
Grade 4, 5, 6	Failures in Reading and Mathematics, <i>or</i> Failures in Reading or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts
Grade 7, 8	Failures in Reading and Mathematics <i>or</i> Failures in Reading and Language Arts <i>or</i> Failures in Reading or Mathematics or Language Arts and failure in one of the following subjects: Religion, Science, Social Studies

The student scored below the following cutoff points for satisfactory scores in the three standardized tests in reading, math and language arts:

Grade	Cutoff Points
Grade 1, 2	5 months below grade level
Grade 3, 4	1 year below grade level
Grade 5, 6	1 year, 3 months below grade level
Grade 7, 8	1 year, 5 months below grade level

The student has not demonstrated acceptable effort toward achieving academic success. The following types of behavior might indicate unacceptable effort:

- failure to complete school and homework assignments, and school projects
- pervasive inattention to classroom instruction
- lack of preparedness for school assignments

RECESS RULES

For the safety of all students, the following rules are in effect during recess time:

- 1) Students must play within the vision of the supervising adults **AT ALL TIMES**
- 2) Students are not permitted to bring or play with footballs, handballs, cell phones, etc.

- 3) Climbing on the rocks or fence on the roof-top playground is prohibited
- 4) Students are not permitted to play on the sidewalk directly across the street
- 5) No students are permitted to go into stores, alleyways or apartment buildings
- 6) No students are permitted to play on cars, or to block entrance ways of the apartment buildings, ring apartment building doorbells, etc.
- 7) No students are permitted to play on steps
- 8) No students are permitted to leave the school street
- 9) Students must keep their hands to themselves

Students are expected to be “good sports” and to play fair. Safe and appropriate behavior is expected at all times. Students must listen to and be respectful to recess supervisors on duty.

Failure to adhere to the above will be cause for disciplinary action including suspension and/or expulsion.

RE-REGISTRATION

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back. Re-registration may not be offered if financial obligations are not up-to-date.

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:

- 1) for liturgies and services when altar servers leave school, the students will sign out and in
- 2) 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 cards are completed in September and must be updated as necessary
- 3) when a student is released to a parent or guardian, that adult must sign the book
- 4) for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. A note from the parent must be submitted. Please do not make appointments when your child is scheduled to take ITBS and/or NYS Tests. [Note: only the principal may approve the release of a student for a prearranged appointment]
- 5) Siblings under the age of 16 are not permitted to sign-out a student

RESTROOM BEHAVIOR

In order for students to feel “at home” and comfortable, the school facilities are cleaned with care. Students are expected to respect others by proper use of restrooms. Students that fight, throw water, paper, etc., will be held responsible for their inappropriate actions up to and including detention or suspension (See “Discipline Code for Student Conduct.”)

SCHOOL CALENDAR

Each family will receive a yearly calendar at the beginning of the school year. Please keep it in a convenient place. Monthly calendars will be sent home the last week of the prior month. The calendar will also be available on our school website: www.incarnationnyc.org

SCHOOL'S RIGHT TO AMEND

Incarnation School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

SECURITY

To assure the security of the building and the safety of each child, Incarnation School strongly enforces its policy of requiring all visitors, even parents, to report to the 1st floor office.

To avoid interruption of the learning process, no one may enter a classroom.

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 New York City Police Department 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 Incarnation School building and on school grounds. This prohibition applies to faculty, staff, students, parents, and all visitors to the school.

SPECIAL LEARNING NEEDS

Students with learning differences are children of God and members of the Church. Incarnation School makes every effort to meet individual student needs. 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 educational evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

SUMMER SCHOOL

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects (including religion, social studies, science) 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 ITBS standardized tests or in the classroom.

The summer school Report Card must be submitted to the office in September. **Failure to attend and successfully complete summer school will result in retention.** It is the parent's responsibility to provide documentation that summer school has been successfully completed.

TECHNOLOGY

Please see pages 28 & 29 for the Telecommunications Policy: Student Expectations in Use of the Internet.

UNIFORMS (See Dress Code: Uniforms)

UNIFORM SHOES (See Dress Code: Uniform Shoes)

USE OF SCHOOL GROUNDS

Incarnation School does not have staff available to supervise students present on the school grounds before 8:00 a.m. and after 3:00 p.m. Students must not arrive on the school grounds prior to 8:00 a.m. and parents must arrange to pick up at dismissal times.

In those instances when students arrive on the school grounds prior to 8:00 a.m., parents must provide for their child's protection and supervision unless the student reports directly to the cafeteria for the breakfast program. Students must stay in the cafeteria until 7:55 a.m. Once a student enters the Incarnation School building, they may not leave until properly dismissed by the teacher at the end of the school day.

WITHDRAWALS AND TRANSFERS

A transfer request must be obtained from the school secretary. All books and sports uniforms must be returned. All tuition and fees must be paid before records are transferred to another school.