

The Epiphany School Family Handbook 2025-2026



Mrs. Kate D. McHugh
Principal

Early Childhood Center
152 East 29th Street
New York, NY 10016
(212) 725-7220
Toddler Twos - PreK

Lower School
234 East 22nd Street
New York, NY 10010
(212) 473-4128
Kindergarten - 3rd Grade

Upper School
141 East 28th Street
New York, NY 10016
(212) 725-7220
4th - 8th Grade



TABLE OF CONTENTS

MISSION AND VISION	2	HOMEWORK	26
HISTORY OF THE EPIPHANY SCHOOL	2	LITURGY & RELIGIOUS EDUCATION	27
THE EPIPHANY SCHOOL FOUNDATION	2	MATERNITY/PATERNITY POLICIES (STUDENTS)	27
ACADEMIC POLICIES	3	MONEY	29
ACCIDENTS	7	PARENTS AS PARTNERS	29
ADMISSION POLICIES	7	PHILOSOPHY AND GOALS	30
AFTER SCHOOL & EXTRACURRICULAR ACTIVITIES	7	RE-REGISTRATION OF STUDENTS	31
ANNOUNCEMENTS	8	RELEASE OF STUDENTS (MID-DAY)	31
ARTIFICIAL INTELLIGENCE - RESPONSIBLE USE GUIDELINES	8	SAFETY GUIDELINES FOR STUDENTS	31
ATTENDANCE	9	SCHOOL CALENDAR	31
BELONGING & DIVERSITY	11	SCHOOL PUBLICATIONS	32
BIRTHDAYS	12	SECURITY	32
BOOKS	12	SEX OFFENDER POLICY	32
CELL PHONES, SMARTWATCHES & PERSONAL ELECTRONICS	13	SMOKING	32
CHANGE OF ADDRESS, EMAIL, OR PHONE NUMBER	13	SPECIAL LEARNING NEEDS	33
CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE	13	SUMMER SCHOOL	33
CHILD ABUSE LAW	14	TEACHING WITH TECHNOLOGY	34
CHILD CUSTODY	14	INTERNET & COMPUTER NETWORK USE AGREEMENT	36
COMMUNICATION BETWEEN HOME AND SCHOOL	14	TITLE I	37
CONFIDENTIALITY	15	TITLE IX	37
CONTACTS WITH THE MEDIA	15	TRANSPORTATION	37
DAILY SCHEDULE	15	TUITION, FEES, & FINANCIAL POLICIES	37
DISCIPLINE CODE FOR STUDENT CONDUCT	17	UNIFORMS	39
DRUG & ALCOHOL POLICIES	19	SUMMARY STATEMENT	40
ELECTRONIC DEVICES	20	SCHOOL'S RIGHT TO AMEND	41
EMERGENCY CLOSINGS / DELAYED OPENINGS	20		
EMERGENCY/CRISIS RESPONSE PLANS	21	APPENDIX	
ENVIRONMENTAL PROTECTIONS	21	STUDENT HONOR CODE	42
EPIPHANY FAMILY ASSOCIATION	21	MEDIA AUTHORIZATION & RELEASE	43
EXPECTATIONS & RESPONSIBILITIES FOR STUDENTS	22	iPAD ACCEPTABLE USE POLICY	44
FACTS STUDENT INFORMATION SYSTEM	22	iPAD ACCEPTABLE USE AGREEMENT	47
FACULTY MEETINGS & CONFERENCE DAYS	23	DATA PRIVACY & CONSENT FORM	48
FIELD TRIPS	23	FAMILY HANDBOOK AGREEMENT	50
FOOD SERVICES	23	HEALTH & IMMUNIZATION INFORMATION	51
GUIDELINES FOR EDUCATING NON-CATHOLICS	24	ABSENCE NOTE TEMPLATE	60
HARASSMENT / BULLYING POLICIES	24	NYC HOUSEHOLD INCOME SURVEY	61
HEALTH	24	NYS HOME LANGUAGE QUESTIONNAIRE	62

MISSION AND VISION

“Unless you become like a little child you shall not enter into the Kingdom of Heaven.
Let the little children come unto me; for such is the Kingdom of Heaven.” (Matthew 18:3, 19:4)

At The Epiphany School, we journey together as a community of believers, deepening our Catholic faith through God’s love and service to others. Our dedication to maintaining a tradition of excellence, fostering spiritual growth, honoring our unique gifts, and celebrating the importance of community result in a value-centered educational environment that inspires academic success for all Epiphany students.

We strive to be a leading Catholic educational community where every child is valued and a deep sense of belonging is fostered. The Epiphany School is committed to nurturing compassionate, faith-filled leaders of tomorrow who demonstrate intellectual curiosity, embrace the richness of diversity, and are committed to improving the world with purpose and integrity. We welcome God’s love for us, accepting our individual and collective responsibilities to share the Good News and build the Kingdom of God.

HISTORY OF THE EPIPHANY SCHOOL

In 1869, soon after the Epiphany Church parish was founded, a religious education program was established in a house owned by the church at 236 East 22nd Street. About 300 people attended this program, which continued for three years. In 1873, to meet the needs of a growing parish, the program was reestablished and offered religious education three evenings a week to 900 students.

In 1888, The Epiphany School opened at its current location, and began to provide full education for the school age children of the parish. Kindergarten was added in 1975; a Pre-K was added in 1983. A Nursery program was started in 1993. From 1888 until 1978, the Sisters of Charity conducted Epiphany’s education program. During the period from 1900-1935, the Christian Brothers taught the boys. Since 1978, a lay principal and staff have continued the rich tradition and goals begun by these two renowned teaching orders. While the physical foundation and structure of The Epiphany School are part of the original building erected in 1888, the inside of the school was rebuilt in 1947.

In September 1991, the school expanded with the addition of a renovated building on East 28th Street between Third and Lexington Avenues. The building accommodates more than 250 students. Grades Four through Eight use the Upper School building, which is equipped with newly refurbished classrooms, a science lab, two computer labs, a library, and a modern gymnasium. The Epiphany School Early Elementary Center, located on East 29th Street in the lower level of St. Stephen’s Church, serves students in Toddler Twos, Nursery and Pre-Kindergarten. The continued expansion of our school reflects the commitment of the parishioners and parents of Epiphany to enable the school to provide an educational environment of the highest order for the students.

Today, The Epiphany School provides an educational environment that inspires academic achievement, fosters spiritual growth, and celebrates the individual. It is a place where teachers, administrators, students, and parents partner to ensure a nurturing, supportive school community. Our students receive a well-rounded, highly competitive, and individually challenging academic experience, grounded in the value-centered Catholic tradition.

THE EPIPHANY SCHOOL FOUNDATION

Founded in 1999, The Epiphany School Foundation raises funds through annual giving and special events to benefit The Epiphany School. Gifts to The Annual Fund from parents, alumni and friends are

fully tax-deductible and provide an anchor for The School by providing tuition assistance, professional development for teachers, and first-rate technology for all students.

The Epiphany School's commitment to provide a quality education, grounded in a Catholic, value-centered tradition, is strengthened by financial contributions. Support of The Foundation's efforts broaden institutional resources and enhance academic and extracurricular programs that are the core of our educational enterprise. Gifts from private foundations and corporate entities also play an important role in the continued improvement of curriculum and facilities at The School.

The Foundation hosts various special events throughout the academic year, including The Walk, Giving Tuesday, Hall of Fame, Spring Benefit and Golf Outing. Epiphany Alumni also stay connected with The School through The Foundation office. If you are interested in getting involved or volunteering with The Foundation, please email or call: volunteer@epiphanychoolfoundation.org, 212-473-6158.

ACADEMIC POLICIES

Academic Expectations

We expect students to perform to the best of their ability. Teachers will evaluate student progress on a regular basis using tests, quizzes, projects, homework, class work and participation. After an assessment is graded, the mark will be posted on FACTS Student Information System and it will be sent home for the parent and student to review. Parents should review their child's progress weekly using FACTS.

Class Meetings are held in September. You will receive the curriculum guide, classroom rules, and expectations of each teacher at that time. Please review these thoroughly with your child.

Academic Honesty and Integrity

The Epiphany School recognizes that honesty in academic endeavors is essential and is the basis for true success. The teachers and administrators of The Epiphany School expect all students to do their own work and not submit ideas copied or borrowed from another source as their own. This expectation refers to ALL assignments (homework, in-class assignments, essays, tests, projects, presentations, etc.). When helping your child with homework or projects, please keep in mind that he/she will not truly learn the skills and information if the work is not her/his own.

The examples of academic dishonesty listed below are meant to be illustrative rather than comprehensive:

- Bringing answers into a testing area
- Asking for, providing, or using crucial information about an assessment that has already been completed by one party
- Plagiarism - Copying the work of others (or allowing others to copy), including classmates, older siblings, books, periodicals, videos, websites, and Artificial Intelligence tools, without citing sources.
- Unauthorized aid from parents, tutors, other individuals, or AI tools such as ChatGPT, Bing, Gemini, Claude, or Brisk that is presented as the student's own thoughts and work.

All cases of academic dishonesty will be reported to Mrs. McHugh, Mrs. LaGuardia, and Mrs. Higgins. The penalties for violating any of the rules of academic honesty include, but are not limited to, one or more of the following: parents are informed of the incident, a complete revision of the work in question, disciplinary action, a failing grade assigned to the work in question, and/or additional written work.

Students may receive support, advice, and guidance from parents, tutors, and AI tools as they learn and research, but the final product submitted must be representative of the student's own work and knowledge. Acceptable support of student learning includes:

- Parent or tutor guidance through the steps of solving a similar math problem.
- A parent encourages their child to revise an answer that is incorrect. The revision is made with minimal support from the parent.
- Drafting a response in your own words and then using AI tools or peer review to check grammar and spelling before submitting.
- Asking an AI chatbot a question and using the provided answer to inform your thinking as you write a response in your own words.

Citing of sources has become increasingly important as advances in technology make information and intellectual property more accessible. Epiphany's students will begin to cite sources using simple lists in the Lower School and progress to the use of MLA citation format in the Upper School. Source citation is expected every time that direct quotations or assistance from AI tools are used.

Assessments

In addition to class and school exams, your child will also take part in the Archdiocesan Testing Program which consists of tests that are designed to measure academic growth over a period of time. The program includes the Archdiocesan religion test for grades 3-8, interim assessments (MAP), and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternative assignments will be provided. If a parent/guardian refuses to allow their child to participate in these assessments, their child will not be permitted to attend school on testing dates.

The faculty reviews these test results regularly, in conjunction with classroom performance, to inform their instructional methods, create student groupings in English Language Arts & Math, and to make promotion or retention decisions. Standardized testing data is also considered when nominating students for high school scholarship opportunities.

Test	Grades	Administration	Description
ADNY Religion Assessments	K – 8	3 times per year	Formative assessments used to monitor curriculum pacing and student knowledge of the faith.
NWEA MAP Interim Assessments	K – 8	3 times per year	Standardized assessment of Reading, Language Arts, Math, and Science
New York State Tests	3 – 8	Spring	Standardized assessments of English Language Arts and Mathematics.

Grades and Grading

Report cards are distributed four times a year for Grades K to 8. Toddler Twos, Nursery, and PreK report cards will be distributed twice per year. The report card is an important part of the ongoing communication between the school and the home. Dates for the end of each marking period can be found on the school calendar.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects. Academic achievement is measured using a variety of student assessments: classwork & participation, homework, quizzes, formative assessments, and summative assessments. Numerical marks are recorded on report cards for Grades 1-8 for each subject

area. The Archdiocesan Weighted Grading Policy is used to calculate each student's academic achievement for the report card. Student assessments are weighted in the following categories for grades K-8:

- Summative Assessments: 45%
- Quizzes: 25%
- Classwork & Participation: 20%
- Homework: 10%

There are no grades for Computer Science, Penmanship, or Library as these areas are to be supportive of, and integrated into, the total learning experience. Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week.

Midterm and Final exam scores will no longer be displayed in distinct columns of the report card. In most subjects and grades, exams of this type will not be administered. They may be used in Religion (grades 3-8), Regents Algebra 1 (Math 9), and other subjects at the discretion of school leadership. When midterms or final exams are administered, the grade will be factored into the Quarterly Average and will be listed in the comments section of the Report Card.

The Final Report Card Grade is an average of the four previous quarter grades. This Final Grade will be recorded on the student's permanent record. Passing is any mark 70% or above or any mark of D or higher. Passing is determined by the numerical/letter score, not the 4-1 ratings scale.

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.

Honors and Awards

Good conduct and effort is a requirement to receive honors and awards. Therefore, a student must receive an A (excellent) or B (good) in Conduct and General Effort to be eligible.

The Epiphany Beacon Award recognizes students of exemplary character who radiate Christ's light through their everyday actions. Their kindness and helpfulness positively influence their peers, contributing to the welcoming and joyful atmosphere that defines Epiphany classrooms. The Epiphany Beacon Award is given quarterly to one student in each 1st-8th grade homeroom.

Academic awards are given at the end of each school year to students in Grades 5-7. The Final Grade column of the report card is used to determine eligibility.

- Principal's List: final grades of 95 or above in all academic subjects
- First Honors: final grades of 90 or above in all academic subjects
- Second Honors: final grades of 85 or above in all academic subjects
- Achievement Awards: final grade of 90 or above in any individual academic subject

Eighth grade students are eligible for additional awards, honors, and acknowledgements based on academic achievement, commendable character, and community service. These awards are bestowed at the graduation ceremony.

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 – See “Homework” section of this Handbook

Report Card Distribution

There are four report periods per year – November, January, April, and June. Quarterly report cards can be viewed in FACTS, and a hard copy of the report card will be distributed in June. Report cards will be withheld if financial obligations have not been met and fees are outstanding. A parent/teacher conference will be scheduled in connection with the first report cards. Follow-up conferences will be scheduled as needed at the request of either the parent or the teacher. *Report cards will be withheld if financial obligations have not been met and fees are outstanding.*

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

Report cards and access to academic records may be withheld if financial obligations have not been met and fees are outstanding.

Retention/Promotion

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

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

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

- failure to complete assignments
- failures on multiple summative assessments
- failure in core academic subjects

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

If a student is being considered for retention, teachers must begin discussing this possibility with the principal early in the school year. 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. If a student completes all requirements for promotion or graduation, a family cannot self-select the student to be retained in their grade. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

ACCIDENTS

A student accident insurance fee is included in the school's yearly fees. In the event of an accident at school, you may obtain a claim form from the office. Please note that the school accident insurance is secondary to the parent's own medical insurance coverage.

ADMISSION POLICIES

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love. Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in the administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

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

The process for admission to The Epiphany School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child. Students are required to have all vaccinations as required by the New York State Department of Health before admission to the school.

The Epiphany School endeavors to give preference in admission following these guidelines: first, to Catholic students whose parents are active parishioners of the Epiphany parish; second, to Catholic students whose parents are active parishioners of any Roman Catholic church in Manhattan; third, to siblings of currently enrolled students; fourth, to Catholic students whose parents are not active parishioners; fifth, to non-Catholic students.

AFTER SCHOOL & 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.

As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified in writing by the parent. Program fees are expected to be paid in full as scheduled. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.

ANNOUNCEMENTS

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

ARTIFICIAL INTELLIGENCE - RESPONSIBLE USE GUIDELINES

Responsible use of Artificial Intelligence in Catholic Schools must always remain faith-centered and mission-aligned, supporting the holistic development of students—intellectually, socially, and spiritually—while upholding Catholic values and the dignity of every person. *Antiqua Et Nova*, released by the Vatican in January 2025, notes the important relationship between artificial and human intelligence. Our approach to AI follows this teaching: technology must serve humanity, never replace it, and always respect Catholic faith and morals.

- AI is a tool to support, not replace, teacher-led instruction and human relationships.
- All AI use must:
 - Align with Catholic teachings and values.
 - Respect privacy and protect students.
 - Encourage creativity, critical thinking, and moral decision-making.
- AI should be used with transparency, fairness, and respect for the dignity of each community member

Teachers will review [examples of acceptable and unacceptable AI use](#) with students at the beginning of each school year. Parents are expected to reinforce and model this same approach to AI use when supporting student learning at home.

Acceptable Uses of AI

AI should enhance learning, not replace thinking. Students may use AI for formative instructional support, provided they follow clear guidelines and receive teacher oversight. Any AI use must follow the teacher's assignment requirements, including specific directions and rubrics.

Use of Artificial Intelligence in education should be tailored to the developmental needs of students at different grade levels:

- Elementary (K–4): AI tools may be used primarily for formative support, such as vocabulary practice, formative spelling and grammar checks, and guided use of AI tutors under adult supervision.
- Middle School (5–8): Students may engage with AI for brainstorming, research summaries with teacher guidance, and language learning tools, with explicit instruction on ethical AI use and [citation](#) practices.

Any use of AI-generated assistance must be clearly cited, even when modified or adapted. Students should clearly acknowledge AI contributions while demonstrating their own learning and original work. Students must always acknowledge AI contributions. Examples:

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

Students may use AI under teacher supervision to support learning, such as through instructional support or language tools. AI should enhance, not replace, student engagement and reflection.

Acceptable uses include, but are not limited to:

- Grammar and spelling suggestions, similar to using spell check tools.

- Research support, when used to gather general information or inspiration with proper citation. All research generated by AI should be fact-checked against another source.
- Brainstorming or outlining ideas, provided the student develops their own original final product.
- Help understanding a complex topic, provided the AI chatbot's response is used to better understand the topic and is not submitted as the student's original work.
- Creation of extra practice and study materials
- Assistance with Self-Checking, Reflection & Revisions, provided the AI chatbot does not write text that will be submitted without proper citation.
- Creation of presentation materials, with proper citation of AI support

Unacceptable Use of AI

Students may **not** use AI in ways that are dishonest, harmful, or contrary to Catholic values.

- Academic Dishonesty - Using AI tools to complete schoolwork in a way that misrepresents a student's own effort, knowledge, or skills. This includes avoiding learning tasks, submitting AI-generated work as personal work, or using AI to gain unfair academic advantage.
- Inappropriate Content - Using AI to search for, create, or share material that is disrespectful, harmful, or inconsistent with the values of The Epiphany School and the Catholic Church. This includes content that is violent, offensive, or contrary to our mission of respect, faith, and integrity.
- Bullying and Harassment - Using AI to threaten, mock, embarrass, or harm others. This includes generating or sharing messages, images, or other content that targets individuals or groups in a way that is unkind, unsafe, or disrespectful.

Accidental vs. Deliberate Misuse

Students are encouraged to use AI responsibly to support their learning. If a student misuses AI, the situation will be handled with care through local disciplinary processes, ensuring that each case is addressed thoughtfully and fairly.

- Accidental exposure (e.g., inappropriate chatbot responses) must be promptly reported to the Vice Principal or Principal.
- Deliberate misuse (e.g., cheating, plagiarism, deception, offensive content, harassment) must be reported to the Principal and be documented. Deliberate misuse of AI may result in academic (grade reduction) and/or disciplinary consequences (detention, suspension). Serious or repeated offenses may be investigated by the Office of the Superintendent and can result in significant disciplinary action (suspension, expulsion).

ATTENDANCE

In the state of New York, full-time education is compulsory from age 6 to age 16. Regular attendance is the responsibility of the children's parents or guardians. As required by New York State and Archdiocesan policy all instances of absence and late arrival, regardless of the reason, will be recorded on the student's record and will appear on the student's report card. Students will be considered "present" whether attending classes remotely or in-person.

Absence

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.

Unexcused (“illegal”) Absence:

All reasons for absence other than those listed above are deemed unexcused by New York State even if an absence note has been submitted – ex: doctor’s appointments, high school visits, family travel.

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.

Missed Assignments

Teachers are not required to prepare work for students who are absent from school due to a planned absence (ex: family travel, high school visit, doctor’s appointment). Such students should obtain their missed assignments from a classmate or Google Classroom. Students are expected to return to school with homework assignments complete and prepared to make up any missed tests or quizzes on the day that they return to school.

Students who are absent due to illness should focus on rest and recovery so that they may return to school in full health. The table below provides recommendations for students who are well enough to complete some school work during their recovery.

Absence due to Illness	Recommendation	Resources
1-2 days	<ul style="list-style-type: none">● Do not focus on the completion of classwork. Take time to rest and recover.● Complete HW assignments to the best of your ability.<ul style="list-style-type: none">○ Teachers understand that you may not have all the needed books or information to complete everything.○ Create a list of any questions; Share it with your teachers upon your return● When you return, talk to your teacher to reschedule missed tests or quizzes	<ul style="list-style-type: none">● Google Classroom● Homework Buddy● Outreach to friends or other families
3-5 days	<ul style="list-style-type: none">● Take time to rest and recover.● When you are feeling well enough, try to keep up with your lessons by reading the text or watching anShe instructional video● Contact your teacher to determine which assignments are the most important for you to complete● Mrs. LaGuardia will help to coordinate assignments and scheduling for departmental classes (Gr. 5-8)● When you return, meet with your teacher/Mrs.	<ul style="list-style-type: none">● Google Classroom● Teacher● Assistant Principal

	LaGuardia to review material and scheduling of assignment deadlines and make-up assessments.	
--	--	--

Notifying the School

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes are still required in addition to the phone call. When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is included in the appendix of this document and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian. Email is not acceptable.

Excessive Absence & Lateness

Excessive absence and lateness may be considered educational neglect. Students in Kindergarten through 8th grade who are absent or late 10 or more school days, whether excused or unexcused, and who have not satisfactorily completed the required work may be considered for retention. Students with more than 10 absences are in jeopardy of not successfully completing the school year. Certification of an absence is required for each instance beyond the 10-day limit. The principal will meet with the student's parent/guardian to determine appropriate next steps. Satisfactory completion of required school work is mandatory.

Lateness

Our busy, academic day starts on time; please make all efforts to have your children be on time for school. It is very important for the child that he/she arrives at school on time (Arrival times are outlined in the "Daily Schedule" section of the handbook). Student lateness interrupts the learning process for your child and all other children in the classroom. Any student arriving at school after the published opening time is considered late. All lateness is recorded and marked on the report card. Students who arrive at school late must report to the main office to receive a late pass. Chronic lateness is not acceptable and may result in disciplinary action.

BELONGING & DIVERSITY

At The Epiphany School, we are dedicated to embracing diversity and fostering a sense of belonging as fundamental values within our community. These values are deeply rooted in Catholic Social Teaching principles, emphasizing human dignity, solidarity, advocating for the common good, and social justice.

Our commitment to these principles is reflected in the following endeavors:

- Appreciating the richness that arises from diverse backgrounds, cultures, and perspectives.
- Treating all individuals with respect, kindness, empathy, and dignity, regardless of their race, gender, ethnicity, political affiliation, or religion.
- Encouraging acts of service that reduce division and uplift the vulnerable.
- Instilling responsibility and compassion in our students, empowering them to share God's love by making a positive difference in the lives of others.

By embracing diversity, we enhance the educational experience for all students, preparing them to become compassionate global citizens who contribute to the common good of our community and beyond. All members of The Epiphany School community are expected to act in ways that demonstrate these shared values. Together, we can inspire compassionate leaders who embrace diversity, promote belonging, and actively live our Catholic faith.

BIRTHDAYS

Birthday Books

Donating a book to the school library in honor of your child's birthday is a custom that has helped us increase and replenish our supply of books. Parents should talk to the librarian for suggestions of an appropriate book. Your child's name and birthday are inscribed in the book, which is made part of our collection.

Birthday Celebrations in School

Students may bring individually portioned snacks to share with their classmates (ex: fruit, cookies, cupcakes). Simple is always best. Goody bags, balloons, and birthday decor are not permitted. Nut-free is required in Toddler Twos - Kindergarten and is strongly encouraged in Grades 1-8. Those with summer birthdays are welcome to celebrate on their half-birthday. Parents must notify the teacher of their plans in writing, in advance.

Birthday Celebrations out of School

Birthday parties held outside of school should follow the following guidelines:

- DO NOT DISTRIBUTE INVITATIONS AT SCHOOL. Please contact your EFA Class Parent Representative if you are in need of email addresses.
- Presents should not come to school.
- Try to invite the entire class, all boys or all girls, or a small amount, so children's feelings are not hurt from not being invited.
- Children attending the party should leave school with their parent or caregiver and then go to the party. Please do not meet your party guests directly at school dismissal.
- Remind your children of birthday etiquette and the feelings of those children not attending certain parties.

BOOKS

By signing the handbook agreement, parents/guardians authorize The Epiphany School to obtain state-loaned textbooks, software, library materials and/or computer hardware on behalf of their child pursuant to New York State Textbook, Software, Library, and Computer Hardware Laws. All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools.

All books must be properly covered. Contact paper is NOT to be used to cover any textbooks. Each child is responsible for keeping her/his books in good condition. Books that are lost or defaced become the liability of the student and her/his parents. If a book is lost or defaced, the school will bill the parents for the cost.

Assigned Textbooks

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

- the pupil's name be placed in the space provided in each book
- the teacher make a record of the number of the book
- the teacher make a record of the condition of the book
- in September, each child will put a clean cover on each textbook received
- students not make permanent marks in the textbook, including underlining and highlighting
- in June, all textbooks are collected, extra materials and covers are removed.

Notebooks

Each subject must have its own notebook or notebook section. The student's full name, homeroom, and subjects contained within must be clearly labeled on the front cover of the notebook. All work for a subject must be done in the corresponding notebook. (Ex: Science work should be done in the Science notebook, not the Math notebook.) Notebook entries should be made in chronological order. All work must be neat and legible. Teachers may check student notebooks at any time, without warning. This policy also applies to notes kept electronically in Notability or any other App.

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, her/his name must appear in the book and the teacher should have a record of this.

Library Books

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

CELL PHONES, SMARTWATCHES & PERSONAL ELECTRONICS

Cell phones, smartwatches, and personal electronic devices are not to be used during the school day or during after school programs as they create distractions from the students' education. Students are encouraged to leave these items at home. Students who choose to bring a cell phone, smartwatch, or any personal electronic device to school will be required to store their device in the classroom storage box. The device must be completely silenced with no vibrations to prevent interruptions from ringers and alerts. Student cell phones, smartwatches, and personal electronics cannot be used at any time during the school day without explicit permission from school administration.

If you need to contact your child during the school day, please call the school office. Students will be permitted to call parents during the school day, for urgent matters, using a telephone located in the office.

The school is not responsible for lost, stolen or damaged cell phones, smartwatches, or personal electronic devices brought to school or placed in the classroom collection area. Students and families assume all risks associated with bringing these devices to school and school sponsored events.

CHANGE OF ADDRESS, EMAIL, OR PHONE NUMBER

The office must be informed immediately if there is a change of home address, telephone numbers, or email address for purposes of mailing and/or emergency notification. All students are required to have a residential address on file with the school office. P.O. Box numbers are not sufficient.

CHARTER OF 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/Guardians reserve the right to remove their children from the classes. The school administration and faculty should take care to cause as little embarrassment to these students as possible. If parents/guardians 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 LAW

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 her/his parent. School communication with the appropriate guardian is essential. Accordingly:

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

COMMUNICATION BETWEEN HOME AND SCHOOL

As parents, you are your child's first teachers; you are our partners in education (see "Parents as Partners"). 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.

Contacting a Teacher

Faculty members follow complicated and highly structured schedules. To reach a faculty member by telephone, please call the school office and leave a message, briefly stating the reason for your call and where you can be reached during the day. You may also use email. Faculty email addresses are available under Academics/Faculty on the school website: www.theepiphanyschool.org. Communication with your child's teachers can also occur through notes sent via your child's backpack. If the message requires immediate response please use a phone message as the teacher may not be able to access her/his emails during the school day and notes may be misplaced. Teachers are also free to meet for conferences whenever it is deemed needed. Open lines of communication help optimize education for the children.

All faculty members and staff are expected to reply to parent communications promptly. If you do not receive a reply within two business days, please reach out again or contact the school administration.

Messages for Students

Telephone messages for students will be taken by the school office and given to them at the earliest convenient time. If it is necessary for students to use the office phone, they should seek the permission of their teacher and the administrative assistant. Students are not permitted to use cell phones during the school day or during after school programs.

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.

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 the internet. Parents should provide such documentation to the school office; otherwise, they must fill out the Media Authorization and Release Form, distributed electronically and included in the Appendix.

DAILY SCHEDULE

In addition to the schedule overview given below, students follow a busy daily course schedule.

	Arrival Window	School Hours	Dismissal Time
Toddler Twos	8:45-9:00am	9:00am - 12:00pm 3 designated days/week	12:00pm (11:50am retrieve parked strollers)
Nursery & PreK	8:15-8:30am	8:30am - 2:30pm Mon-Fri	2:30pm (2:20pm retrieve parked strollers)
Grades K-3	8:15-8:35am Breakfast 8:00-8:20am	8:35am-2:35pm Mon-Fri	2:40pm
Grades 4-8	8:05-8:25am Breakfast 7:50-8:15am	8:30-2:45pm Mon-Fri	2:50pm

Arrival & Dismissal Procedures

Early Childhood Center: Toddler Twos, Nursery, & PreK

- Arrival will take place at 152 East 29th Street using the doors closest to Lexington Avenue. Dismissal will take place at 152 East 29th Street using either the doors closest to Lexington Avenue or the doors closest to Third Ave. This will be determined by class and communicated by the classroom teacher.

- Upon arrival, faculty will escort students from the entrance door to their classroom.
- At dismissal, faculty will escort students to the 29th St exit and dismiss them directly to a parent or caregiver.
- Stroller parking is available. We respectfully request that families in Toddler and Nursery to bring an umbrella stroller if possible. If Pre-K families use a stroller, it must be an umbrella stroller. Teachers or other staff will park strollers inside the building at drop-off. At pick-up, families can find their strollers parked outside of the doors closest to Lexington Avenue.

Lower School: Kindergarten - Grade 3

- All Kindergarten - 3rd Grade students will enter via 234 East 22nd Street using the door closest to 3rd Avenue. Students will proceed directly to their classrooms. Faculty members will be stationed in the hall & stairs in September to help students find their classrooms.
- Faculty will escort students outside for dismissal. Each grade will have a designated area along the church plaza & school building. Kindergarten will be dismissed at the corner of 2nd Avenue progressing to 3rd Grade closest to the school building.
- Stroller parking is not available at the Lower School.

Upper School: Grades 4-8

- All 4th-8th Grade students will enter via 141 East 28th Street using the door closest to 3rd Avenue. Students will proceed directly to their classrooms.
- Grades 4, 7, and 8 will be dismissed via the doors closest to Lexington Avenue. Faculty will escort students outside for dismissal.
- Grades 5 and 6 will be dismissed via the doors closest to 3rd Avenue. Faculty will escort students outside for dismissal.

Breakfast Program

- Breakfast is available to students in Kindergarten through 8th Grade at no additional cost.
- Kindergarten - Grade 3: Enter the cafeteria via the side gate, 8:00-8:20am.
- Grades 4-8: Enter via 141 East 28th Street (using the door closest to 3rd Avenue) at 7:50-8:15am, proceed directly across the gym, and to the cafeteria for breakfast. Please ring the doorbell for entry prior to 8:05am.
- Faculty will supervise students entering the cafeteria, during their breakfast, and ensure timely transition to their homeroom for the start of the school day.

Late Arrivals

Students arriving at school after the times indicated above must report to the school office before proceeding to their classroom. Lateness will be noted on the student's record.

Late Pick-Up

Parents are strongly encouraged to ensure prompt pick-up of their child(ren). Students who are not picked up on time will wait for their caregiver in the school office or library.

Early Dismissal

If it is necessary for a child to be dismissed during the school day, the parent or designated caregiver must come to school for the child. The school must be informed ahead of time in such occurrences.

Half Days

On specified days, the school day is shortened to allow for faculty meetings. All half-day dismissals are noted on the school calendar. On these days, the dismissal procedures and locations remain the same, but the dismissal times differ. Students in all grades will be dismissed at 11:30 a.m.

Safety at Dismissal

For safety reasons, all children in Toddler Twos-3rd Grade are dismissed to her/his parent or caregiver by their classroom teacher. The teacher will not dismiss any student to anyone other than the parent or known caregiver without prior written consent of the parent. Please do not crowd the school exits and patiently allow time for the teacher to ensure safe dismissal of each child to her/his caretaker.

Students in 4th-8th grade may be either picked up by a parent or caregiver, permitted by their parents to walk home alone or with friends, or escorted by a faculty member to and from 22nd Street. If you are interested in participating in the “escorted walk” program please contact your child’s homeroom teacher. Please send a note if there is to be any change in dismissal arrangements.

DISCIPLINE CODE FOR STUDENT CONDUCT

The goal of discipline in a Catholic school is to teach students to be in control of themselves and to choose socially and morally responsible behavior. Students are expected to conduct themselves, at all times, according to Christian principles and exhibit the values of their family, the Church and our school community. Behaviors not in support of the school’s paramount goals of ensuring the safety of all children, facilitating learning for all students and promoting self-respect in the individual child require disciplinary measures. These disciplinary measures require the student to accept personal responsibility for his or her actions which, in turn, help foster the development of self-discipline on the part of the student. The administration of this school does not engage in debates with parents about its rules, regulations or disciplinary actions. By enrolling a child in this school, the parent agrees to be supportive of all measures the school deems critical in the spiritual, academic and behavioral growth of the child.

Good discipline is self-directed. As such, all parents are to review the Student Honor Code on page 19 with their child periodically throughout the school year as a reminder of the pledge each student takes to be a positive member of The Epiphany School community.

Consequences for Poor Discipline

Teachers discipline students directly for minor classroom disruptions, not coming prepared to class, not being in the complete school uniform, minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. 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.

Examples of unacceptable behavior that may be handed directly by the classroom teacher include:

- disrupting class by talking out, throwing objects, making unnecessary movements, etc.
- not meeting the requirements for homework preparation and submission
- wearing inappropriate clothing
- using profane language
- inappropriate use of technology

Examples of significant infractions that will be brought to the attention of school leadership include:

- multiple occurrences of behaviors like those listed above
- evidencing violent and aggressive behaviors that pose threats to the safety of students, others and/or to the school community
- carrying weapons and other objects deemed to be potentially dangerous to others and to the school community

- bringing to school amounts of money unrelated to standard school activities & events
- evidencing, in word or deed to others, serious disrespect
- evidencing, in word or deed, racial, gender, or other forms of harassment including bullying
- behaving in a manner that suggests the use of alcohol or illegal drugs (see section on Drug and Alcohol Abuse Policy)
- other behaviors deemed inappropriate by the principal

Consequences are issued to impress upon a student the serious nature of his/her words and actions. They are not used to “set an example.” As a result, consequences may differ depending on the circumstances of the specific situation and what will be most impactful in helping the individual student learn from her/his mistakes. 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. 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. School leadership does not engage in debate about behavioral consequences or disciplinary action.

Common behavioral consequences include:

- Student removed from classroom
- Conduct Report mailed or emailed home describing the behavior
- Conference between the parents and concerned faculty member
- Recess Detention – The student loses her/his recess privilege for the day and remains in the cafeteria with the supervising teacher. Parents will be notified at the discretion of the teacher.
- After School Detention – The student is required to remain in school from 3:00-4:00 p.m. to serve detention. Students may not talk or complete schoolwork. A Detention Notice will be issued to notify the parents of the incident and the date detention is to be served. As we strive to teach students to take responsibility for their actions, detention takes precedence over appointments, practices, lessons, ball games, etc. and will not be scheduled at the student’s convenience.

In an effort to set clear disciplinary guidelines for both teachers and students there are several misbehaviors with clear-cut, non-negotiable consequences.

Talking during a fire or other emergency drill	2 Recess Detentions
Late to school more than 3 times per Quarter	1 After School Detention
Use of cell phones or other personal electronics (ex: smartwatch) during the school day.	1 After School Detention Parent must pick up the electronic device from the office.
Chewing gum	1st Offense: 1 Recess Detention Subsequent Offenses: 1 After School Detention
Providing an assignment a fellow student intends to copy	1 After School Detention
Academic Dishonesty	1 After School Detention AND Completion of an alternate assignment / Grade of 75%
Inappropriate iPad Use	1st Offense: Reminder of proper usage 2nd Offense: 1 After School Detention 3rd Offense: After School Detention AND iPad stored in the school office until dismissal Subsequent Offenses: After School Detention AND iPad stored in the school office until claimed by guardian

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the 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 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, including the possibility of suspension 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 may return to school. In cases where a physical fight results in significant injury to another child or adult or when a child is in possession of drugs, alcohol or a weapon, the school reserves the right to summon the police before notifying the parents. The school reserves the right to expel the child.

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

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the internet) and prohibited use of personal electronic devices including but not limited to cell phones, tablets, and cameras. Such misconduct could result in any number of punishments, including suspension and/or expulsion.

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

DRUG AND ALCOHOL POLICIES

In recognition of the seriousness of drug and alcohol problems to which children are exposed, The Epiphany 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.
- If the student confirms suspicion or appears unstable, student should be brought to the attention of the School Nurse (as per the Emergency Guidelines)
- If necessary, the principal will call 911 (as per the Emergency Guidelines)
- The police may be called if the student is in possession of an illegal substance (as per the Emergency Guidelines),

- 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, 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

Personal electronic devices – cell phones, tablets, watches, and cameras – have become part of our everyday lives. The Epiphany School strives to maintain technological relevance while maintaining an educational environment free of undue distractions. 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.

Students who use electronic devices in school must demonstrate maturity in the manner of use and responsibility for their care. iPads loaned from The Epiphany School to students are for approved coursework only. Students are not permitted to download apps, software, or books independently. Students who receive electronic devices from The Epiphany School are responsible for their care. If an electronic device is damaged, lost, or stolen, the parents are responsible for financial charges associated with replacing or repairing the item.

The Epiphany School is not responsible for the security, loss, or theft of personal electronic devices brought to school by students. In the event an electronic device, including a student's personal 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.

Please consult the iPad Acceptable Use Agreement, Teaching with Technology, and the Internet and Computer Network Use Agreement for further information.

EMERGENCY CLOSINGS/DELAYED OPENINGS

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

- o All school-related extracurricular activities, interscholastic contests, team practices and field trips will be canceled
- o After School and/or extended day care programs will be closed all day.

EMERGENCY (CRISIS) RESPONSE PLANS

Preparation and Drills

All staff of The Epiphany School receive annual training regarding school safety and crisis response plans. There are [3 key responses](#) that may be needed depending on the type of emergency: evacuate, lockdown, and shelter in place. Response directions are posted in every classroom. Teachers use age appropriate language when discussing emergency preparedness with their students. For example, evacuations may be discussed as “Fire Drills,” while lockdowns may be referred to as “Police Drills.”

Emergency drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the signal is given, everyone obeys promptly, and follows appropriate protocol to evacuate, lockdown, or shelter in place. Teachers will direct the students. Students are expected to remain silent to ensure they can hear directions from Epiphany staff and/or first responders. Evacuation drills may take place on any day and at any time, regardless of weather conditions.

Emergency Evacuation Sites

In the event of a crisis that requires emergency evacuation from our school building, students will be brought to a safe location, then parents & guardians will be notified. Epiphany has identified several emergency evacuation sites based on the type of crisis and the safest route for our students to travel.

- Epiphany Parish Hall - 373 Second Avenue
- Epiphany Upper School Gym - 141 East 28th Street
- Churchill School - 301 East 29th Street
- Church of Our Saviour - 59 Park Avenue

Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents. IRIS Alerts will be sent to notify families of the evacuation site in use and directions for reuniting with their child.

ENVIRONMENTAL PROTECTIONS

The Epiphany School’s buildings are regularly inspected for the presence of asbestos, lead paint, and lead in drinking water by Adelaide Environmental Health. Inspections are conducted in accordance with NYC Health Code schedules and safety compliance levels. When corrective action is required, the repairs are completed promptly and reevaluation is conducted to ensure the correction action was successful. Inspection reports are available upon request.

EPIPHANY FAMILY ASSOCIATION

All Epiphany parents and guardians are members of the Epiphany Family Association (EFA). The EFA exists to foster a strong sense of community at The Epiphany School through events that benefit the students, faculty, and parents of the school. Through active involvement in the EFA, parents can have a direct, positive impact on their child(ren)’s experience at The Epiphany School. The annual EFA dues paid by all families helps to underwrite the many special events and activities sponsored by the EFA.

The volunteer EFA Board coordinates meetings, activities, and events. The Boards are formed in the spring of odd-numbered years, when openings are announced and all parents without previous service have the opportunity to volunteer. Each board serves for two years. Each homeroom has a class

representative, a volunteer parent who works closely with the teacher and the parents to coordinate parent involvement in certain class activities. These Class Representatives serve as a vital link between parents, teachers, and the EFA Board. Class Reps and the EFA Board work together closely and communicate regularly to make it easier for all parents in the school to be active and informed.

Events and Volunteerism

EFA-sponsored events provide fun ways for parents to get actively involved. Past special events have included: Parents Night Out, Halloween Day Parade (Lower School), Halloween Night Party, Epiphany Game Show Night, 7th & 8th grade dance, 5th & 6th grade Party, Family Dance Party, and the Spring Carnival. Parents are encouraged to pitch in at these events and participate in the many school volunteer opportunities through volunteerspot.com links sent out prior to each event.

Epiphany is blessed with an active parent volunteer tradition that makes all the difference. A growing majority of parents volunteer in one or more activities each year. Whether you can volunteer only a few hours per year, or can make a more extended commitment, you will have a meaningful impact on your child's experience at The Epiphany School. The full schedule of EFA events is on the school calendar. Contact efa@theepiphanyschool.org for more information.

EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS

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

- do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.
- report concerns to an adult, especially if they witness what they know to be a violation of school conduct policy, violent or criminal act or become aware of a potentially violent or criminal act in school or at a school function.

Students are expected to adhere to the Student Honor Code included in the Appendix of this handbook.

FACTS Student Information System

FACTS, an advanced web-based system for school management and data sharing, is utilized by the school to integrate all of our record-keeping practices. Each parent is given a unique username and password which will provide access to your child's class assignments, grades, and links to the school website. Parents are strongly encouraged to review their child's progress weekly.

While FACTS and ADNY ensure that the school data is maintained in a physically and electronically secure environment, it is crucial that you do not share your username or password with anyone. Individuals using the FACTS SIS are expected to adhere to the responsible user behaviors outlined in the

Internet and Computer Network Use Agreement and the general guidelines and safe practices of the Teaching with Technology section of this handbook.

FACULTY MEETINGS & CONFERENCE DAYS

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

FIELD TRIPS

Field Trips serve an educational purpose, and their value is 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 an absolute right to a field trip.

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

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

FOOD SERVICES

Hands will be washed/sanitized before each snack and lunch period. Glass containers are not permitted. Refrigeration and heating are not available. Students are not permitted to share food or drinks.

Early Childhood

- Snacks and lunch will be eaten in the classroom. All snack and lunch items must be nut-free.
- Toddler Twos: Students will bring an individual snack to school each day. Lunch is not part of the school day.
- Nursery & PreK: Students will bring an individual snack and lunch to school each day.

Grades K-8 Lunch

- Lunch will be eaten in the school cafeteria.
- Students bring lunch from home or may participate in the school lunch program. [Menu offerings](#) are subject to change based on availability of ingredients. The school lunch program is complimentary to all students and does not require registration.
- Kindergarten: Students will bring an individual snack to school each day. All snack items must be nut-free.

Breakfast Program

- Breakfast is available to students in Kindergarten through 8th Grade at no additional cost.
- Kindergarten - Grade 3: Enter the cafeteria via the side gate, 8:00-8:20am.
- Grades 4-8: Enter via 141 East 28th Street (using the door closest to 3rd Avenue) at 7:50-8:15am

GUIDELINES FOR EDUCATING NON-CATHOLICS

Parents must be made aware of the intentional Catholic witness in our schools. The Epiphany 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 the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

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

HARASSMENT/BULLYING POLICIES

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

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

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

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

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

HEALTH

Eye Glasses: Please inform your child's teachers and the school nurse, in writing, if your child wears eyeglasses. This will allow teachers to ensure their proper use during the school day.

Head Lice: Head lice are common in children. They can be easily passed from one child to another (through hats, scarves, combs, etc.) in schools or other places where children congregate. Head lice are not a sign of poor health habits or being dirty, and should not be treated as such. New York City schools have a "no head lice" policy which means that:

- Any student who has live head lice is not allowed to attend school until they have received treatment.
- Following treatment, a child will be allowed back in school only if her/his hair is free of lice.
- Students will be re-examined by the school nurse before returning to the classroom.
- Students found to have head lice on re-examination will not be allowed to attend school until they are lice free.
- Students with nits, but no live lice will not be excluded from school activities but should still receive treatment at home.

If your child has head lice or nits, please notify the school office, so that we may confidentially monitor the situation in her/his class.

Illness

If your child contracts a contagious illness, please contact the school so that we may alert the parents of her/his classmates. An absence note must be sent to the homeroom teacher upon the student's return to school. Absence notes cannot be emailed. For everyone's well being, the school requests that the following guidelines be observed:

- keep your child home until 48 hours after receiving medication for strep throat
- keep your child home until 24 hours after receiving conjunctivitis medications
- keep your child home until 24 hours after vomiting
- students must be fever-free (less than 100.0°F) without the aid of medication for at least 24 hours before returning to school

If your child has a chronic illness such as asthma, severe food allergies, seizure disorder, 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.

In the event of illness during the school day students will be sent to the school nurse. There is a nurse on staff at both school buildings throughout the school day. The school nurse will contact you when your child is seen. If warranted by illness or injury, a parent or an assigned adult guardian may come to the school and take the child home before dismissal. The Epiphany School reserves the right to call 911 in any case of medical emergency.

Immunizations

Students are required to have all vaccinations as required by the Department of Health before admission to and for continued attendance at The Epiphany School. New York law requires that a record of vaccinations be on file in the school office. The doctor who completes this record must provide the date of each inoculation and the record must be kept up-to-date. No student can be admitted to class on the opening day of school, at any grade level, unless a record of the required inoculations is on file at The Epiphany School. New York City Department of Health and Mental Hygiene immunization requirements are included in the appendix.

Medication

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 and it will be kept there. The appropriate Medical Administration Form (MAF) must be for [allergies](#), [asthma](#), [diabetes](#), or [other](#) medication must be completed by the licensed, prescribing physician and submitted to the school nurse.

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, dosage and 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, 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.

HOMEWORK

Homework represents the opportunity for partnership, a cooperative effort between home and school, involving parents, teachers, and students. It is an essential part of the instructional program at The Epiphany School. The effort put into homework, and all other assignments, is a direct reflection of the student's desire to succeed. Our teachers do not expect to see correct answers all the time; they expect an honest attempt from each student to do her/his best. Homework should be attempted even if the student did not fully understand the lesson. Homework is a crucial part of helping students to identify areas of weakness and learn from their errors. Homework can be used:

- to clarify and review material learned in class
- to extend/broaden school activities
- to provide drill/practice for specific skills
- to complete unfinished tasks
- to provide parents with an opportunity to become involved in the child's learning
- to promote/foster regular study habits in children
- to provide motivation and opportunity for individual growth
- to create experiences of in-depth study and supplementary reading

Homework provides students with opportunities to apply learning and experience necessary practice. It is also designed to develop a certain amount of independence among students and provide an opportunity for them to take personal responsibility for their own achievement.

Teachers at The Epiphany School fully realize the uniqueness of each child in the school and her/his needs. Although the guidelines set forth are based on the "average" child, individual differences among children must be taken into consideration by parents and teachers. The importance of clear and concise communication between home and school cannot be over-emphasized.

Homework Guidelines

The following have been established as general time allotments per school night for homework tasks. These times are ACTUAL WORKING times, they do not include breaks, independent reading/read-aloud time, or the time required to memorize basic math facts that are expected of all students. These times do not include inappropriate "cramming" when a student waits until the last moment to complete an assignment or study for a test.

General Time Allotments per School Night

Grades Pre-K & K - 15 minutes

Grades 1 & 2 – 20-30 minutes

Grades 3 & 4 – 45-60 minutes

Grades 5 & 6 – 60-90 minutes

Grades 7 & 8 – 90-120 minutes

- Homework is assigned to children based on specific instructional purposes related to classroom activities, themes and objectives.
- Most homework will be assigned Monday to Thursday with limited amounts assigned for the weekend. When a task/test is assigned for a Monday at least two school nights notice (when necessary) will be given.
- At the elementary level, children will be given reasonable notice for the study of chapter tests/quizzes – 2-3 nights is recommended.
- In addition to assignment pads, use of monthly planning calendars at all grade levels is recommended. Such calendars can keep an overall record of upcoming assignment due dates, important events, specials, etc.
- When homework assignments are consistently not being completed, parent-teacher contact is essential.
- For grades 1-8, students will receive a homework/participation grade of 100 that will count as 10% of a student's overall average each quarter. Each time an assignment is not completed, a student will lose 3 points from that grade. Each time a student is not prepared for class (i.e. does not have a pencil or textbook), 1 point will be deducted from that grade. For example, if a student does not have their math homework once and forgets to bring their math textbook to class twice, their homework grade for math for that quarter would be a 95.
- Teachers may choose to grade certain homework assignments. These individually graded homework assignments are averaged with the homework completion grade to constitute 10% of a student's quarterly average. Each teacher will provide details about his/her homework policies at the beginning of the school 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 Examination.

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

MATERNITY/PATERNITY POLICIES (Students)

In accordance with the teachings of the Catholic Church, The Epiphany School holds that all life is sacred and welcomes the gift of new life regardless of the circumstances. While not condoning sexual activity outside of marriage and being sensitive to victims of sexual crimes, it is the policy of the school to assist any student who becomes pregnant or fathers a child to meet this new responsibility. Students will receive support and encouragement from the school community during a time when they may feel

overwhelmed or scared. Teachers and administrators will make reasonable accommodations necessary for the health of the mother and her unborn child and to help the student achieve both his or her educational goals and fulfill his or her responsibilities as a parent.

1. When a teacher, guidance counselor, principal, or other staff member is made aware that a student has become pregnant or has fathered a child, the student will be encouraged to meet with the Sisters of Life (212-737-0221) for support and encouragement during this challenging time. If he or she is willing, the Respect Life Office of the Archdiocese of New York (646-689-2613) may facilitate an introductory meeting with the Sisters of Life at the school. Other efforts of assistance may include helping the student inform his or her parents or guardians (if this has not already been done) and providing a referral for appropriate medical evaluation and prenatal care.
2. If the student shares that the pregnancy is a result of a crime of a sexual nature involving a minor, we will follow the reporting policies outlined by the Safe Environment Office (646-794-2810).
3. While responding with compassion and understanding to a crisis pregnancy, under no circumstances will any staff member advise, encourage, assist, facilitate, or cooperate in any way with a student obtaining an abortion. Violation of this policy may result in adverse employment action for that staff member. Any student who assists a pregnant student to obtain an abortion may also be subject to disciplinary action. If a student is being pressured or forced into an abortion by a family member or other person, we will support the student's legal right to freely continue the pregnancy. The Sisters of Life can help to inform family members of the rights of minors in the case of pregnancy.
4. In the tragic event that a student, or the mother of a student's child, suffers an abortion or a miscarriage, and the school becomes aware, if appropriate, we will encourage him or her to meet with the Sisters of Life for support and healing from this trauma.
5. The Epiphany School does not consider pregnancy in and of itself a reason for the dismissal of any student. We will work with the student and her parents to determine how she can best continue her education during her pregnancy and after the birth of her child.
6. This information is intended to cover most cases of student pregnancy, but it also recognizes the circumstances in a particular student's situation may necessitate a deviation from the policy.
7. Guidelines During Pregnancy
 - a. The student must submit a letter from her physician which informs the school of her condition, together with any necessary accommodations that the physician recommends for her health and that of her unborn child.
 - b. The decision concerning a student's continued school attendance is made by the principal after consultation with her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations. The principal or guidance counselor should discuss other options open to a pregnant student for educational plans during and after the pregnancy:
 - Transfer to a special school for pregnant and/or parenting students
 - Enroll in a special program for housing and education at The New York Foundling, etc.
 - Participating in regular coursework through online portals
 - Independent study or online home-schooling program
 - Home instruction (provided by the public school district)

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

- c. After receipt of a physician's letter concerning a student's pregnancy, the school nurse (if available), the student's guidance counselor (if available, ordinarily excluding Title I personnel), and other administrators (if necessary), should be notified immediately. Any adjustments to the student's schedule (e.g. physical education class, etc.) should be made after consultation with the parents or guardians, school nurse, and guidance counselor.
 - d. If the student continues regular studies at the school during her pregnancy, special accommodation may need to be provided especially during the 1st trimester in case of pregnancy-related illness, in the later months of pregnancy, and following delivery. These may include approved absences, extensions on assignments, and postponement or exemption from tests and exams. The guidance counselor, school nurse and/or principal should meet with all the student's teachers to develop a consistent and unified policy in the best interests of the student's health and educational goals.
8. Procedures After the Birth of the Child
- a. The student who chooses to resume regular studies at the school must present a letter from her physician stating that she is able to resume a full educational program.
 - b. Consultation with all parties concerned should take place prior to the student's return to school. In all cases, the best interests of the mother and child should remain a priority.
 - c. If needed, continuing assistance for the care and nurturing of the mother and child can be provided through the Respect Life Office of the Archdiocese of New York.

MONEY

Money that is brought to school for a specific purpose (class trip, book fair, event tickets, 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 is not responsible for lost money.

PARENTS AS PARTNERS

We, at The Epiphany School, consider it a great blessing to work with parents in the education of their children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Setting a good example is the strongest teacher. As the primary educator of your child, you are her/his greatest influence. Your personal relationships with God, fellow parents, school faculty and staff, and others in your community will directly affect the way your child relates to God and others. Ideals taught in school are not well rooted unless they are nurtured by the example of good morality and honest personal relationships within your family life. As partners in the educational process at The Epiphany School, we ask parents: To set rules, times, and limits so that your child:

- receives an adequate amount of sleep to function properly in the classroom
- arrives at school on time and is picked up at the end of the day on time
- is dressed according to the school uniform code, weather, and Christian virtue at all school and parish events

- completes assignments on time

To assist in the child's spiritual development by:

- teaching the child the importance of prayer
- modeling a spiritual relationship with God
- attending Sunday mass, as a family, each week

To assist in the child's scholastic development by:

- reinforcing teachers' academic requirements
- examining school work, weekly newsletters, FACTS postings, progress reports, and report cards
- arranging for a regular time and place for their child to complete homework assignments
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling

To assist in the child's personal development by:

- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers
- teaching the child respect for authority, classmates, and property
- teaching the child the importance of taking responsibility for her/his actions and behavior
- explaining and reviewing the Student Honor Code and discipline policies with their child periodically
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating under any circumstance.

To support the educational process by:

- being positive ambassadors for our school in the community
- supporting the religious and educational goals of the school
- always treating teachers, administration, and school staff with respect and courtesy in discussing concerns, especially in the presence of students
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures
- making all tuition and fee payments on time
- supporting and cooperating with the discipline policy of the school
- attending and participating in school functions and volunteering to help with school-related activities.

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

PHILOSOPHY AND GOALS

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

RE-REGISTRATION OF STUDENTS

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 will not be invited back. If the re-registration fee is not paid in full by the designated date outlined by the school, we cannot guarantee a seat for your child in the upcoming school 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 school office will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent or guardian, that adult must sign the book.
- for a pre-arranged appointment when the student is released, the parent, guardian, or approved adult must sign the book.

SAFETY GUIDELINES FOR STUDENTS

- Always be certain that your parents know where you are. If your plans change, let them know.
- Always carry identification.
- Be discreet about your possessions, such as cell phones, wallet, iPads, etc.
- You do not need to answer any questions from a stranger.
- Do not accept anything from a stranger.
- Remember to use 911. You do not need to deposit money to call 911 from a pay phone.
- Memorize your home phone number, the phone numbers your parents can be reached at during the day and the phone number of the school.
- If you feel threatened you should shout "POLICE" or "HELP" in a loud voice. If you need help, turn to police officers, firefighters, mail carriers, shopkeepers, doormen or people with children.
- Always share your concerns about safety with your parents and your teachers.
- Whether walking, on public transportation, or in taxis, it is always safer to travel with friends.
- Pushing someone into the street is never funny and always dangerous.
- Walk on the "busy" side of the street, avoid empty lots, construction sites etc.
- Cross only at corners, with the light. Wait for traffic to stop. Cars will turn "right on red".
- BE ALERT. Always walk with a sense of purpose.

SCHOOL CALENDAR

A detailed school calendar is available on our website. Please refer to the [school calendar](#) for holidays, school closings, parent conference dates, testing dates, school functions, class trips, and other important school activities. Emails and memos will be sent home throughout the school year to notify you of any changes made to the school calendar.

School Closings

The school is closed only on days listed on the school calendar. In cases of inclement weather we follow the discretion of the Archdiocese. An electronic phone relay system is in place to notify parents of unscheduled school closings. Unless you receive a phone call you can consider school will be open.

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 login information for any digital publication, email or social media accounts that represent or use the school name. Parents, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent staff.

SECURITY

To assure the security of the building and the safety of each child, The Epiphany 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 from the principal. Staff receive annual training about the school's safety and crisis management strategies.

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 notification from the New York City Police Department, 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 www.criminaljustice.ny.gov/nsor/ -- or by calling 1-800-262-3257. Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you. These procedures are part of our continuing effort to provide a safe environment for all children in this school.

SMOKING

New York State Law prohibits smoking in school buildings and on school property. Smoking is prohibited at all times in Epiphany School buildings, in front of the school buildings and in schoolyards. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah,

vaping devices, mod systems, pod systems or any similar system. 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 Epiphany 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., Committee on Special Education (CSE), 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 share the IEP and related evaluations with The Epiphany School. It is the family's responsibility to request that the NYCPS Committee on Special Education (CSE) convert the IEP to an IESP.

504 Accommodation Plans are not utilized in Catholic Schools of the Archdiocese of New York. The Epiphany 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 and modifications will be reviewed yearly.

Though parental placement in a non-public school does not require that every provision of an IEP, IESP, 504 Accommodation Request, or Student Assistance Plan be afforded to the student, faculty at The Epiphany School will strive to provide students with the accommodations that can be managed within our school structure and staffing patterns. Commonly used accommodations and services include extended testing time, SETSS, OT and Speech/Language therapy. The use of accommodations and scheduling of support services must be approved by school leadership. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

Extended Testing Time Accommodations

Students who qualify for extended time on classroom and/or standardized assessments must be given the opportunity to use the full time required by their IESP or SAP. For example, if a student qualifies for a time-and-a-half extension he/she will be offered 60-minutes to complete a 40-minute test. Students should not be given extended time beyond their IESP or SAP recommendations. Students in grades 6-8 are to complete the assessment during recess or after school. Students may continue to work into the next class period only when the teacher of her/his next class has given explicit permission. Permission must be requested each time this situation occurs. All efforts should be made to complete the assessment on the same day that it is given.

SUMMER SCHOOL

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

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

TEACHING WITH TECHNOLOGY

"It is no longer merely a question of 'using' instruments of communication, but of living in a highly digitalized culture that has had a profound impact on ideas of time and space, on our self-understanding, our understanding of others and the world, and our ability to communicate, learn, be informed and enter into relationship with others"
(*Christus Vivit* 86, Pope Francis).

Protecting Students

Access to the internet requires responsibility. The Epiphany School has taken precautions to control content and protect students from inappropriate material. The smooth operation of the network relies on proper conduct of the user who must adhere to the Internet and Computer Network Use Agreement.

The agreement listed below outlines the student's responsibilities when using the school's computer equipment and network. If a user violates any of these provisions, her/his account will be suspended or terminated and appropriate disciplinary action will be taken.

Protecting Resources

Our computer hardware and network system is a school asset. It is our policy to maintain antivirus software on our network and anti-malware on our computers. Files, software and applications may never be downloaded by students unless directed to by a teacher.

The school reserves the right to seek financial restitution for any damage caused by a student or other user. The Administration will decide what is inappropriate use, and their decision is final.

General Guidelines and Safe Practices

The use of the internet and computer network is a privilege and inappropriate use will result in suspension or cancellation of those privileges. It is expected that users (students, parents, faculty & staff) will abide by our accepted rules of network etiquette both in and out of school. These are not limited to but include the following:

- Be polite. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually or racially insensitive language, or make statements that are slanderous or disparaging of anyone.
- Do not reveal your address, name, phone number or other personal identifying information.
- Do not post pictures, addresses or phone numbers of students, teachers or staff.
- Never agree to get together with someone you "meet" online.
- If you encounter material that is not appropriate (bullying, vulgar jokes, bigotry, etc.,) you are responsible for not pursuing this material **and** reporting the matter to appropriate school personnel.
- Keep your work area clean and do not eat or drink near electronic devices.
- Do not waste supplies such as paper, printer cartridges, or headphones.
- Do not use the network in a way that disrupts other users.
- Transmission of any material in violation of any U.S. or state regulation is prohibited.
- The use of school computers and networking resources for commercial activities, product advertisement, or political lobbying is not permitted.

- Email, messaging, and social media posts are not guaranteed to be private. The administration has access to all mail, files, and documents. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Instant messaging, chat rooms, and social media sites shall not be accessed using school computers. Exceptions to this may only occur when demanded by curriculum.
- Technology use outside normal academic hours and/or off school grounds (including but not limited to cell phones, email, text messages, camera-phones, cameras, iPads, blogs, smart devices, AI, etc.) is subject to the same guidelines as previously cited.

Social Media and Networking

We recognize that teachers, parents, students, staff, and other school community members use social networking/media as a way to connect with others, share educational resources, create educational content, and enhance the classroom experience. While social networking is valuable, there are risks you should keep in mind when using these tools.

In the social media world, the lines are blurred between what is public or private, personal or professional. All members of The Epiphany School community are expected to adhere to these social media and networking guidelines:

- Follow the social network's user agreement - *including age requirements*
 - Most social media networks require that users be at least 13 years of age to have an account. Students who are under 13 are *strongly discouraged* from using such networks.
 - Parents are strongly encouraged to closely monitor student participation in such sites and ensure that their child abides by the site's user policies, including age requirements.
- Use good judgment in all situations.
 - Remember your association with The Epiphany School in online social environments. If you identify yourself as an Epiphany School parent, student or employee, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, parents and students. Your online behavior should reflect the core values of The Epiphany School.
 - In the event that students elect to participate in such websites, they are prohibited from listing The Epiphany School as their school, as well as from including reference to the school name, employees of the school or fellow students in any postings to such a website.
 - You are personally responsible for the content that you publish online.
 - Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
 - An employee may not include current students as "friends," "followers," or any other similar terminology used by various sites.
 - When contributing online, employees are expected to abide by state and federal laws regarding disclosure of student information, including the Family Educational Rights and Privacy Act. Employees are responsible for protecting confidential student information.
- Always treat others in a respectful, positive and considerate manner.
- Be cautious with respect to images
 - Do not post pictures or videos of others (students, co-workers, etc.) without their permission.
 - It is not acceptable to post pictures of students without the express, written consent of their parents.

- Respect brand, trademark, copyright information, and images of the school.
- We ask that all adult volunteers take a moment to review the privacy settings on their social media accounts while being conscious of the fact that the students you come in contact with at the Epiphany School may attempt to view your content and photographs.
- The Epiphany School makes every effort to ensure students' safety online, but will not be held accountable for any harm or damages that result from misuse of social media.
- All social media accounts using the school's name and content must be controlled by the school administration.
- Parents, students, and alumni are prohibited from creating accounts in the school's name and accounts aimed at critiquing The Epiphany School or any member of its community.
- All social media content must reflect the standards and mission of the school.

Internet and Computer Network Use Agreement

This agreement contains specific statements for students to read and affirm. These specific affirmations correspond with the general statements of our policy. At the beginning of each school year, teachers will review this agreement with students. All students and parents are required to sign and return the Family Handbook Agreement in order for students to be permitted to use The Epiphany School's computer network resources.

- I will not give out personal information about myself in an email or online form, including my name, school, address, etc., unless given permission by a teacher.
- I will not give anyone other than a school administrator my password.
- I will not attempt to gain or guess anyone else's password or sign on with any other person's ID and password.
- I will not use offensive or threatening language in an email or in any other communication.
- I will not type, draw, or input in any way anything on the school's computers that includes vulgarities, swearing, or other inappropriate language or image.
- I will only copy pictures or text into my documents. I will not download any other type of file (ex: games, software, screensavers, etc.) on Epiphany School computers or devices.
- I will not attempt to change the desktop setup or any other setting on the school's computers or devices.
- I will not attempt to visit websites that contain unsuitable material. If I am unsure if a site is unsuitable, I will ask a teacher or member of the staff.
- I will not take information or documents off the internet or from another user and pass it off as my own work.
- I will cite the source of information included in reports I write, including but not limited to any pictures or text copied directly from the internet.
- During lessons and at all times at school, I will only use the computers and devices for schoolwork and educational programs.
- I will not use the internet, social media, messaging platforms to bully, harass, or intimidate others.
- I will not take or share pictures and videos of others without their explicit consent.
- I will report any misuse of the internet, computers, devices, or network immediately to a teacher or member of the staff.
- I understand that my parents will be informed if I misuse the internet, network, computers, or iPad.

I have read this agreement carefully, as well as the general guidelines and safety practices. I understand my responsibilities and boundaries in the use of The Epiphany School internet, computer network and resources. I agree to adhere to the school's policy when using computer resources both in and out of school.

TITLE I

Title I services provided **during the school day** for reading, math, and ESL (English as a second language) are essentially a “Pull Out Program.” Title I requires students may not be taken out of the regular reading class to receive Title I reading, may not be taken out of the regular math class to receive Title I math, and may not be taken out of the regular language arts class to receive Title I ESL. According to school policy, students may not be taken out of the religion class to receive any of the Title I services. Title I services also include “push-in” options for teachers to assist students in need of remediation. Title I services may also take place after school if staff is available to provide such services.

TITLE IX

The School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

TRANSPORTATION

MTA Student OMNY Cards

Student [OMNY Cards](#) will be distributed to eligible K-8 students by the school office at the beginning of the school year. Guidelines for the distribution of OMNY cards are set by NYC agencies based on the student’s grade level and distance from school. OMNY cards are valid all year long and can be difficult to replace. Please store your child’s OMNY card in a secure, reliable location. OMNY card questions should be directed to Ms. Alice Keefe at akeefe@theepiphanyschool.org.

School Bus

A NYC Department of Education school bus is available to students in Kindergarten – 6th grade. School bus stops, routes, and schedules are set by the NYC Department of Education, not The Epiphany School. Students who choose to use the school bus forfeit their right to receive a MTA MetroCard.

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 Epiphany School will work in consultation with the public school district about possible consequences.

Upper School Walk Program

The Upper School Walk helps families manage pick-up and drop-off when siblings are enrolled in the Lower and Upper School. Students participating in the Walk gather outside of the Lower School each morning and depart at 8:00am to walk to the Upper School with the supervision of a teacher. At the end of the school day, the group returns to the Lower School for dismissal at approximately 3:15pm. This program is complimentary to all students and is available every day of the week. Advance registration is required.

TUITION, FEES, AND FINANCIAL POLICIES

Tuition is paid in five equal installments through Blackbaud Tuition Management on June 1, October 1, December 1, February 1, and April 1. Additional fees, such as the General Activity Fee, Family Association Fee, Graduation Fee, and Sacramental Fee, are also billed through Blackbaud Tuition Management over the course of the school year. Please consult the [Tuition](#) section of the school website for current rates.

The General Fee covers the cost of insurance, standardized testing, workbooks, and a starting set of notebooks, assignment pad, folders and pencils. Textbooks belong to the school and are on loan. They are to be covered and returned to the school in good condition in June. The continuing expansion, upgrading, and maintenance of our computer systems are also included in this fee.

We appreciate the financial sacrifice that parents make to send their children to Catholic school and make every effort to keep tuition and fees as affordable as possible. The school derives the majority of our income from tuition and fees and expects parents to pay all tuition and fees on time. The school must operate in a financially sound manner in order to provide a top-quality Catholic education for every one of our students.

Tuition is an annual commitment that is made at the time of registration. It is expected that all tuition and fees will be paid directly to Blackbaud Tuition Management by each designated due date (June 1, October 1, December 1, February 1, and April 1). Problems or difficulties involving finances must be addressed with the Principal directly.

Delinquencies

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

- Families whose tuition payment is delinquent (late) will receive an email notification from the school shortly after the due date.
- Families whose tuition payment is delinquent 30 days are subject to a \$50 late fee.
- Families whose tuition payment is delinquent 45 days will receive a second notification; this letter will come from their principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child(ren) may not be permitted to attend classes.
- Failure to address the delinquent tuition payment(s) as agreed with the principal may result in the child(ren)'s suspension.
- Records and report cards cannot be transmitted for students with delinquent tuition payments, and financial aid/scholarships provided will be at risk and may be rescinded.
- Families with delinquent tuition payments may be ineligible to re-register or apply for financial aid for the following school year.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.
- Checks and electronic payments that fail (ie: do not clear the bank) will result in a \$30 fee per occurrence.
- Families with accounts requiring collection action will be responsible for paying all collection fees, attorney's fees, and other associated costs.

Failed Payments

Failed payments made within the Blackbaud Tuition System undergo scrutiny by the Archdiocesan Tuition Management Offices. Instances of multiple failed payments are considered unusual activity, and the following policy applies:

- 3 failed payments within an academic school year will result in a change of payment terms. Additionally, an email notification will be sent to the family, informing them that the associated payment method has been deactivated.
- 5 failed payments within an academic school year will result in a warning of potential dismissal from the school. Registration for the following school year will be placed on hold until the annual tuition has been paid in full.

- 7 failed payments within an academic school year will result in dismissal from the school without the ability for reinstatement.

Withdrawals & Refunds

Should you decide to withdraw your child from enrollment at Epiphany for any reason, the following policy applies.

- Enrollment deposits are non-refundable and non-transferable.
- All fees are non-refundable and non-transferable, including the general, family association, registration, and sacramental fees.
- Records requests will not be processed until all financial obligations have been met.
- Written notice must be sent to the principal that includes your child's projected last day in attendance at The Epiphany School and notification of her/his new school enrollment.
- If written notice of withdrawal is received on or before August 15th, the entire tuition obligation will be waived and any tuition payments made will be refunded upon written request to the school.
- If written notice of withdrawal is received after August 15th, and the student does not attend, 90% of the annual tuition will be forgiven. The family is obligated to pay the remaining 10% of the annual tuition. If payments were made in excess of 10% of the annual tuition, a refund of the excess amount will be granted upon written request.
- If a family chooses to withdraw their child(ren) from the school once they begin attending school, the family's tuition obligation will be calculated based on the chart below. Calculations will be based on the last month in which the child(ren) attended one or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.

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

UNIFORMS

Uniforms are an important part of the way we remain connected as a school community. When wearing The Epiphany School Uniform, inside and outside the school, students represent the school

and their behavior should be a credit to themselves, their families, and the school community. We ask that all parents and students adhere to the uniform policy outlined below to help our school community retain this important part of our identity.

General Uniform Guidelines

- Only The Epiphany School uniform items may be worn during class time. All other outerwear should be stored in the student's cubby or locker.
- Winter Uniform Shirts must be tucked in at all times
- Belts are required for all boys and girls wearing pants. Pants must be worn at the waist.
- Jumpers, skirts, skorts, and shorts should be long enough to touch the top of the knee and may be **no more than 2 inches above the knee**.
- Hair styles and accessories should be simple and must not impede the student's vision or hide the face. Unnatural hair color and exaggerated hair styles are not permitted.
- Undergarments such as camisoles, turtlenecks, athletic shirts, or winter garments shall not be visible to the casual eye.
- Students should not wear expensive or sentimental jewelry to school. Students may wear 1 bracelet and/or 1 necklace. No hoops or dangling-style earrings are permitted. Boys may not wear earrings.
- Cosmetics, including lip-gloss and nail polish, are not permitted.
- Hats must be removed upon entering the school building.
- Boots may be worn at school in inclement weather only.
- Dress Down Days – Students may wear clothing of their choice to school. Sleeveless shirts, bare midriffs, flip-flops, and inappropriate graphics are not permitted. Skirts and shorts must reach below the student's fully extended fingertip length.

Uniform Items

The school's [visual uniform guide](#) clearly outlines all uniform requirements.

- Winter Uniforms – Required for all students in K-8, can be worn year-round.
- Gym Uniforms – Required on the day your child has Gym class
- Summer Uniforms – Optional September through mid-October and again in mid-May through June
- Sweaters, Fleece, and Blazers – Optional for all students to wear throughout the school year.

All uniform items can be purchased from Lands' End.

- Lands' End Uniforms - www.landsend.com/uniforms - (800) 963-4816 - school # 900052317

SUMMARY STATEMENT

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

In order to protect its standards of scholarship, discipline and character, the school reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its

administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

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

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

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

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

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.



THE EPIPHANY SCHOOL

STUDENT HONOR CODE

RESPECT

I will speak and behave in such a way that respects students, self, teachers, and classroom/school rules. This includes, but is not limited to, personal space, personal belongings, and the thoughts and ideas of others. I will do my best to think before I speak, using kind words and a calm tone of voice even when I disagree with others. I will not engage in the following behaviors:

- bullying or harassment of any kind
- spreading lies or rumors
- vandalizing property belonging to the school, staff, or students
- going into a fellow student's locker, cubby, or desk
- using items that do not belong to me without explicit permission from the owner

HONOR

I will speak and behave honestly by not engaging in the following behaviors:

- lying to peers or any person of authority
- cheating of any kind
- plagiarizing any material
- stealing
- forging parent signature on any document, permission slip, or assignment
- deliberate misuse of Artificial Intelligence or other technologies

COOPERATION

I will cooperate with our school family members in all areas of our daily lives. This includes, but is not limited to, the following:

- classroom situations (accepting all students into the learning process)
- sharing supplies
- playground/recess behavior
- field trips
- sportsmanship (i.e., Gym class, Field Day, academic programs, athletic programs, recess)

RESPONSIBILITY

I will accept responsibility for my words, actions and their consequences throughout the day. This includes but is not limited to the following situations:

- classroom behavior (coming to class prepared with completed homework, assignments, make-up work and supplies)
- personal behavior (monitoring actions and speech by thinking before I speak to ensure that my words and actions will not hurt others; not repeating or starting lies, gossip, or rumors)
- accepting the consequences of my actions without undue argument

HARASSMENT and BULLYING

I understand that actions and words can be very hurtful to others. I will not make verbal or written threats against the physical or emotional well-being of any individual. I understand that bullying and harassment of any kind are not tolerated by The Epiphany School and may result in serious disciplinary action.

DRUGS, ALCOHOL, and WEAPONS

I understand that alcohol, illegal drugs, and weapons are damaging to my health and safety and are extremely dangerous. I pledge not to be in possession of or use alcohol, illegal drugs or weapons. I pledge not to bring them onto school or parish property or to school and parish events. I understand that doing so will result in serious disciplinary action and that the appropriate authorities will be contacted.

Student's Name: _____

Homeroom: _____

Student's Signature: _____

Date: _____

This form must be submitted for each child in your family.
Hard and electronic versions are accepted and will be upheld equally.



THE EPIPHANY SCHOOL

Media Authorization and Release 2025-2026

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

I hereby grant to The Epiphany School, the Epiphany School Foundation, and the Church of the Epiphany the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and reuse of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, Internet, and Podcasts.

I forever grant, assign, and transfer to The Epiphany School, the Epiphany School Foundation, and the Church of the Epiphany 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 the School. I hereby agree to release, indemnify and hold harmless the School and Foundation from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

Child's Name: _____ Homeroom: _____

Child's Name: _____ Homeroom: _____

Child's Name: _____ Homeroom: _____

Child's Name: _____ Homeroom: _____

☐ I release and authorize the use of my child(ren)'s image as described above.

☐ I DO NOT release and authorize the use of my child(ren)'s image as described above. I recognize that my decision means that my child's image will not be included in class newsletters or photo albums, the school calendar, and promotional materials.

Parent's Name: _____

Relationship: _____

Parent's Signature: _____

Date: _____

Please include the names of all Epiphany students in your family on this form.
Hard copy and electronic versions are accepted and will be upheld equally.



THE EPIPHANY SCHOOL

iPad Acceptable Use Policy 2025-2026

The Epiphany School has a 1:1 Apple iPad program due to the generous support of the Epiphany School Foundation. Use of these devices and associated technologies is a privilege. Students using iPads must comply with all school rules and policies, including but not limited to those stated in the Family Handbook.

The school's wireless network is managed to keep our students from accessing inappropriate materials. Students will be able to access other wireless networks when out of school. The Epiphany School cannot ensure the safety of other wireless networks. Students are expected not to pursue inappropriate material and must adhere to the behaviors outlined in The Epiphany School's Family Handbook.

All iPads and related materials remain property of The Epiphany School and are subject to the same acceptable use guidelines as all other Epiphany School provided electronic devices. All applications, files, and documents stored on the iPad are property of The Epiphany School. The Epiphany School reserves the right to confiscate and search a student's iPad to ensure compliance with the policy detailed in the Family Handbook. Students in violation of policies may be subject to disciplinary action: repossession, overnight confiscation, and removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student.

Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at The Epiphany School for any other reason must return their individual school iPad on the date of termination. iPads will remain property of The Epiphany School upon the student's graduation. iPads, keyboards, cases, and charging blocks and wires are to be returned at the end of the enrollment period. A fee will be assessed for each item not returned in working condition.

Using Your iPad

Do	Do Not
<ul style="list-style-type: none">● Bring your iPad to school every day.● Use your iPad ONLY as directed by your teacher.● Charge your iPad at home. You will not be permitted to charge your iPad at school.● Use your school email only for messages related to school work.● Use the camera for school work only.● Use the protective case supplied by the school.● Turn off the sound while in classrooms.● Bring headphones to class with you everyday.● Keep your iPad clean. Use a gentle, soft cloth to clean the screen.● Be cautious and gentle when handling your iPad. Screens can crack easily.● Know where your iPad is at all times.● Report lost/missing iPads to the school as soon as possible so that we may help locate and secure the iPad.	<ul style="list-style-type: none">● Add or delete apps.● Sync your iPad with a home computer, another AppleID account, or Apple's Family Sharing option.● Play games accessible online.● Pursue inappropriate content. If you think, "My teacher/parent wouldn't like this," you're probably right. Close the app or website immediately.● Enable passcodes.● Take photos or videos for personal use.● Download music, videos, apps, or other files without explicit directions from your teacher.● Add skins, stickers, or labels to your iPad or case.● Write on your iPad case.

<ul style="list-style-type: none"> • Report broken/malfunctioning iPads to the school as soon as possible so that we may begin the repair process. • Backup your files periodically to your Google Drive. 	<ul style="list-style-type: none"> • Use your school email account for personal (non-school) use.
---	--

Consequences for Inappropriate Use

- 1st Offense: Reminder of proper usage
- 2nd Offense: After School Detention
- 3rd Offense: After School Detention AND iPad stored in the school office until dismissal
- Subsequent Offenses: After School Detention AND iPad stored in the school office until claimed by parent or guardian.
- Add/Delete Apps OR Sync with another computer/account = After School Detention AND iPad must be claimed from the office by a parent AND additional restrictions may be placed on your device.
- Email account misuse: To be determined by school administration dependent on the nature of email messages.

If you do not have your iPad in class because it is being held in the office, etc, you are responsible for finding an alternative way to complete your work. Any assignments that must be submitted to your teacher via the iPad will be considered incomplete and/or late and points may be deducted.

Malfunction, Damage, and Loss

Lost iPads should be reported immediately. In most cases, our administrator can locate your iPad remotely. If you delay reporting a lost iPad, the chance of locating it dramatically decreases as the battery loses power. The school will be responsible for repairing or replacing iPads and keyboards that malfunction, are damaged, or lost. The student's parent is responsible for costs associated with repairs and replacement of lost, stolen, and damaged devices.

Type	Parent Financial Responsibility
Accidental misuse, neglect, and damage	50% of total repair/replacement cost Percentage increases after 2 occurrences
Deliberate misuse, neglect, and damage	100% of total repair/replacement cost
Loss or theft - if not recovered within 2 weeks	100% of replacement cost

Activities Strictly Prohibited

- Accessing the iTunes App Store
- Downloading files from the internet onto the iPad.
- Adding or deleting Apps.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services-ex: iMessage, MSN Messenger, ICQ, AIM, IMO, etc.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- "Jailbreaking" your iPad.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/ email accounts for financial or commercial gain or for any illegal activity.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the The Epiphany School web filter through a web proxy.
- Plagiarism is a violation of the The Epiphany Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.



THE EPIPHANY SCHOOL

iPad Acceptable Use Agreement 2025-2026

Student Pledge

I have read, understand, and agree to abide by the iPad Acceptable Use Policy. I will act responsibly and make good choices with using my iPad and computer networks both in school and out of school.

Student's Name: _____

Homeroom: _____

Student's Signature: _____

Date: _____

Parent Agreement

As the parent or legal guardian of this (these) student, I have read, understand and agree that my child(ren) shall comply with the terms of the foregoing iPad Acceptable Use Policy and the Internet and Computer Network Use Agreement outlined in the Family Handbook. I understand that access is being provided to the students for educational purposes only.

I understand that it is impossible for The Epiphany School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the School network.

I accept full responsibility if and when my child(ren)'s use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school. I will monitor my child(ren)'s usage when using the iPad outside of the School network. I agree to report any inappropriate iPad use to the school administration.

I am therefore signing this Policy and agree to indemnify and hold harmless The Epiphany School, its personnel, and the Archdiocese of New York against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of such networks and technologies. Also, in the case of loss, breakage, or theft, I accept responsibility for the full repair and/or replacement costs. I understand that the iPad and related materials will remain the property of The Epiphany School.

Parent's Name: _____

Relationship: _____

Parent's Signature: _____

Date: _____

This form must be submitted for each child in your family.
Hard and electronic versions are accepted and will be upheld equally.



THE EPIPHANY SCHOOL

Data Privacy and Consent 2025-2026

The Epiphany School puts premium value to the privacy and security of personal data entrusted by its students and parents for legitimate purposes in connection with the Technology Use and Telecommunications Policy and any hardware and software used in connection therewith. When we speak of “personal data,” the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctly identify you.

Processing of Personal Data

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

- a. sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety and security, or that of others;
- b. providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission;
- c. reporting and/or disclosing information to government bodies or agencies (e.g., Commission on Higher Education, Department of Education); and
- d. conducting research or surveys for purposes of institutional development; and
- e. sharing of information to various third party vendors who provide services associated with our Technology Use / Telecommunications Policy and any hardware and software used in connection therewith.

Data Protection

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

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

Consent

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

Student's Name: _____ Signature: _____
Date Signed: _____

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

Parent's Name: _____ Signature: _____
Date Signed: _____



THE EPIPHANY SCHOOL

Family Handbook Agreement 2025-2026

We have reviewed The Epiphany School Family Handbook for 2025-2026. Our family agrees to abide by its policies, including but not limited to, those regarding academics, discipline, electronic devices and student uniforms.

As a student of The Epiphany School, I pledge to abide by the Student Honor Code and the Internet and Computer Use Agreement. I pledge to put forth my best effort at all times - in my work, in my relationship with God, in my relationships with classmates, and in my relationships with faculty and staff.

Student's Name: _____

Homeroom: _____

Student's Signature: _____

Date: _____

As a parent of The Epiphany School, I pledge to follow the guidelines suggested in the Parents as Partners section of the Family Handbook. I have reviewed the policies of The Epiphany School Family Handbook, including the Student Honor Code, with my child. My child is aware of what is expected of us as members of The Epiphany School community.

Parent's Name: _____

Relationship: _____

Parent's Signature: _____

Date: _____

This form must be submitted for each child in your family.
Hard and electronic versions are accepted and will be upheld equally.

HEALTH & IMMUNIZATION INFORMATION

Required Annually for all students: [CH-205 Health Exam Form](#)

Required Annually for the administration of medicine during the school day:

- [Allergy & Anaphylaxis MAF](#)
- [Asthma MAF](#)
- [Diabetes MAF](#)
- [General MAF](#) (over the counter or prescription medications not related to the conditions above)
- All medications must be supplied by the parent, clearly labeled with the child's name and dosage.

The table below provides an overview of vaccinations required for enrollment at The Epiphany School. Additional information and detail is included on the following pages.

Is Your Child Ready for Child Care or School?

2025-2026 School Year

Learn About Required Vaccinations in New York City.

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

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

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





Public | Health
Schools | Department
Office of School Health

Cheryl Lawrence, MD, FAAP
Medical Director

August 2025

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

Dear Parent or Guardian,

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

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

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

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

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

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

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

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

Sincerely,

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

SEPTEMBER 2025

MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS

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

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

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

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

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

Required Screening for Child Care Only

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

IMMUNIZATION REQUIREMENTS 2025–26

The following immunization requirements are mandated by law for all students between the ages of 2 months and 18 years (i.e., until they reach the age of 18 years). Children must be excluded from school if they do not meet these requirements. To be considered fully immunized, a child must have an immunization history that includes all of the vaccines listed in the Full Compliance table. The child's immunization record should be evaluated according to the grade they are attending this school year.

PROVISIONAL REQUIREMENTS

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

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

2025–26: FULL COMPLIANCE

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

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

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

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

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

Rev. 8/2025



New York State Center for School Health
Supporting Student Success Through Health and Education



NYS
Required



NYC
Required



NYS
Optional



NYC
Optional

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

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

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

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

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



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

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

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

Medical Exemption Request Procedures (Schools within New York City):

Schools and child-care programs must fax medical exemption requests to the New York City Department of Health and Mental Hygiene ("DOHMH"), Bureau of Immunization (Attention: Medical Exemption Unit) at **347-396-8813**.

The child may remain in school or child-care during the DOHMH review process. Following review, DOHMH will fax the decision to the school or child-care program to share with the parent/guardian. A copy of the decision must be kept on file with the child's immunization record. Medical exemptions must be re-submitted and re-reviewed by DOHMH annually, unless a shorter duration is specified by DOHMH.

If the exemption request is denied, the child should be given 14 days to receive the required immunizations (or provide other allowed documentation of immunity) or be excluded from school or child-care. The exception is for flu vaccine for which exclusions only occur between January 1 and March 31 of a given school year.

Schools and child-care programs must ensure that all criteria below are met before submitting medical exemption requests to DOHMH for review. If the information below is missing, the school or child-care program should notify the parent/guardian of the need for resubmission with appropriate documentation in order to be considered for review:

- The exemption request must be signed by a New York State licensed physician;
- The request must be made using the "[New York City Medical Request for Immunization Exemption](#)" form; and
- The form must be filled out completely, including identification of the vaccines for which an exemption is requested by the provider and the fields the school must complete.

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



The influenza vaccine benefits your whole family:

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

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

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



Fight Flu

at Home and School

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

Flu symptoms include:

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

Prevent flu!

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

If your child gets the flu:

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

Don't spread flu!

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

health.ny.gov/flu



Department
of Health

Communicable Disease Reporting Requirements

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

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

WHO SHOULD REPORT?

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

WHERE SHOULD REPORT BE MADE?

Report to local health department where patient resides.

Contact Person _____

Name _____

Address _____

Phone _____ Fax _____

WHEN SHOULD REPORT BE MADE?

Within 24 hours of diagnosis:

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

SPECIAL NOTES

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

DOH-389 (1/24) p2 of 2

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

ADDITIONAL INFORMATION

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

PLEASE POST THIS CONSPICUOUSLY



THE EPIPHANY SCHOOL

ABSENCE NOTE TEMPLATE

Date: _____

Dear Mrs. McHugh,

Please excuse my child's absence from school. S/he is healthy, ready to return to school, and resume normal activities.

Student's Name: _____

Homeroom: _____ Teacher: _____

Date(s) of Absence: _____

Reason for Absence: _____

Doctor's note attached? ☐ Yes ☐ No

Sincerely,
Parent's Name: _____

Parent's Signature: _____



THE EPIPHANY SCHOOL

HOUSEHOLD INCOME SURVEY 2025-2026

Schools throughout New York State are eligible for up to \$2,000 of funding per student toward educational programs such as, SmartBoards, Science Kits, Virtual learning systems for students, Free extended year summer programs, Professional development for teachers and principals, E-Rate funding for technology, Technology coaches and online programs, and School scholarships and grants. School officials will pool all responses when submitting data. Every student can benefit from these funds, regardless of income level.

Please complete all questions below and return it to your child's teacher by September 15, 2025 to help ensure that The Epiphany School receives appropriate access to the funds we are eligible for.

List the last name and grades of all children in your household attending The Epiphany School:

Last Name: _____ All Grades: _____

Home Address: _____

The following section of the survey will be detached from the identifying information above once the school has logged that your family has responded and recorded aggregate data.

1. Are you receiving assistance under the Temporary Assistance for Needy Families (TANF) program? ☐ Yes ☐ No
2. Are any of your children enrolled at Epiphany eligible to receive medical assistance under the Medicaid program? ☐ Yes ☐ No

Please consider all individuals residing in your household when using the chart below to answer # 3-5.

Household Size	A	B			C		
	Annual	Annual	Monthly	Weekly	Annual	Monthly	Weekly
1	\$15,650	\$20,345	\$1,696	\$392	\$28,953	\$2,413	\$557
2	\$21,150	\$27,495	\$2,292	\$529	\$39,128	\$3,261	\$753
3	\$26,650	\$34,645	\$2,888	\$667	\$49,303	\$4,109	\$949
4	\$32,150	\$41,795	\$3,483	\$804	\$59,478	\$4,957	\$1,144
5	\$37,650	\$48,945	\$4,079	\$942	\$69,653	\$5,805	\$1,340
6	\$43,150	\$56,095	\$4,675	\$1,079	\$79,828	\$6,653	\$1,536
7	\$48,650	\$63,245	\$5,271	\$1,217	\$90,003	\$7,501	\$1,731
8	\$54,150	\$70,395	\$5,867	\$1,354	\$100,178	\$8,349	\$1,927
For each additional family member, add:	\$5,500	\$7,150	\$596	\$138	\$10,175	\$848	\$196

3. Is your household income less than or equal to the amount in column A? ☐ Yes ☐ No
4. Is your household income less than or equal to the amounts in columns B? ☐ Yes ☐ No
5. Is your household income less than or equal to the amount in columns C? ☐ Yes ☐ No



STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12

Elisa Alvarez, Associate Commissioner Office of
Bilingual Education and World Languages

55 Hanson Place, Room 594
Brooklyn, New York 11217
Tel: (718) 722-2445 / Fax: (718) 722-2459

89 Washington Avenue, Room 528EB
Albany, New York 12234
(518) 474-8775 / Fax: (518) 474-7948

Home Language Questionnaire (HLQ)

Dear Parent or Person in Parental Relation:
In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the sections below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated. Thank you.

STUDENT NAME:		
First	Middle	Last
DATE OF BIRTH:		GENDER:
Month	Day	Year
		<input type="checkbox"/> Male <input type="checkbox"/> Female
PARENT/PERSON IN PARENTAL RELATION INFO:		
Last Name	First Name	Relation to

HOME LANGUAGE CODE

Language Background (Please check all that apply.)

1. What language(s) is(are) spoken in the student's home or residence?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____ specify
2. What was the first language your child learned?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____ specify
3. What is the Home Language of each parent/guardian?	<input type="checkbox"/> Parent 1	<input type="checkbox"/> Parent 2	_____ specify
	<input type="checkbox"/> Guardian(s)		_____ specify
4. What language(s) does your child understand?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____ specify
5. What language(s) does your child speak?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not speak
6. What language(s) does your child read?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not read
7. What language(s) does your child write?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not write

THIS SECTION TO BE COMPLETED BY DISTRICT IN WHICH STUDENT IS REGISTERED:

SCHOOL DISTRICT INFORMATION:

STUDENT ID NUMBER IN NYS STUDENT
INFORMATION SYSTEM:

District Name (Number) & School:

Address:

Home Language Questionnaire (HLQ)—Page Two

Educational History	
8. Indicate the total number of years that your child has been enrolled in school _____	
9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them.	
Yes* <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	*If yes, please explain: _____
How severe do you think these difficulties are? <input type="checkbox"/> Minor <input type="checkbox"/> Somewhat severe <input type="checkbox"/> Very severe	
10a. Has your child ever been <u>referred</u> for a special education evaluation in the past? <input type="checkbox"/> No <input type="checkbox"/> Yes* <i>*Please complete 10b below</i>	
10b. <i>*If referred for an evaluation</i> , has your child ever <u>received</u> any special education services in the past?	
<input type="checkbox"/> No <input type="checkbox"/> Yes – Type of services received: _____	
Age at which services received <small>(Please check all that apply):</small>	
<input type="checkbox"/> Birth to 3 years (Early Intervention) <input type="checkbox"/> 3 to 5 years (Special Education) <input type="checkbox"/> 6 years or older (Special Education)	
10c. Does your child have an Individualized Education Program (IEP)? <input type="checkbox"/> No <input type="checkbox"/> Yes	
11. Is there anything else you think is important for the school to know about your child? (e.g., special talents, health concerns, etc.)	
12. In what language(s) would you like to receive information from the school? _____	

Month: _____ Day: _____ Year: _____

Signature of Parent or of Person in Parental Relation

Date

Relationship to student: ☐ Parent ☐ Other: _____

OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ	
NAME: _____	POSITION: _____
IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:	
NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW	
NAME: _____	POSITION: _____
ORAL INTERVIEW NECESSARY: <input type="checkbox"/> No <input type="checkbox"/> Yes	
**DATE OF INDIVIDUAL INTERVIEW: <div style="display: flex; justify-content: space-between; width: 100%;"> MO. _____ DAY _____ YR. _____ </div>	OUTCOME OF INDIVIDUAL INTERVIEW: <input type="checkbox"/> ADMINISTER NYSITELL <input type="checkbox"/> ENGLISH PROFICIENT <input type="checkbox"/> REFER TO LANGUAGE PROFICIENCY TEAM
NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL	
NAME: _____	POSITION: _____
DATE OF NYSITELL ADMINISTRATION: <div style="display: flex; justify-content: space-between; width: 100%;"> MO. _____ DAY _____ YR. _____ </div>	PROFICIENCY LEVEL ACHIEVED ON NYSITELL: <input type="checkbox"/> ENTERING <input type="checkbox"/> EMERGING <input type="checkbox"/> TRANSITIONING <input type="checkbox"/> EXPANDING <input type="checkbox"/> COMMANDING
FOR STUDENTS WITH DISABILITIES, LIST ACCOMMODATIONS, IF ANY, ADMINISTERED IN ACCORDANCE WITH IEP PURSUANT TO CSE RECOMMENDATION:	