



## **2018-19 ANNUAL NOTIFICATION OF DISTRICT POLICIES AND PROCEDURES**

### **ADMISSION INFORMATION**

#### **Student Entry Registration Procedures**

Registration for all students, other than September entry-level Kindergarten students, will take place in the District Office located at 6 Dows Lane, Irvington. Please call the Registrar's office at 914-269-5011 to set up an appointment or for further information. Parents should go to the district website ([www.irvingtonschools.org](http://www.irvingtonschools.org)) to obtain a Registration Packet which includes all pertinent forms and instructions on documents to bring to the appointment. If you are unable to access the information via the website, please contact the Registrar at 914-269-5011.

#### **Kindergarten Eligibility**

Children who will be five (5) years old on or before December 31 of a given year are eligible to enter Kindergarten in September. There are no exceptions to this regulation. Registration of children for next September entry into Kindergarten is scheduled in the late winter/early spring at the Dows Lane Elementary School. Parents should go to the district website ([www.irvingtonschools.org](http://www.irvingtonschools.org)) to obtain the Registration Packet which includes all pertinent forms and instructions on documents to bring to the appointment. If you are unable to access the information via the website, please contact the Registrar office at 914-269-5011.

#### **Residency Requirement**

All individuals residing within the District who are between the ages of five (5) years and twenty-one (21) years and who have not received a high school diploma shall be entitled to enroll in the District's schools. A child's residence is presumed to be that of his/her parent(s) or legal guardian(s) and is established by a demonstration of the child's physical presence as an inhabitant within the District as well as an intention to remain in the District permanently. Students may only have one legal residence for purposes of enrollment in the District's schools. In certain limited circumstances, as set forth in Board Policy 7131, the District may permit the enrollment of non-resident students on an annual basis upon payment of tuition. A written application to enroll non-resident children as tuition students in the Irvington Schools must be made to the Superintendent of Schools by the student's parent(s)/legal guardian(s). If the District permits such non-resident students to enroll in the District's schools, transportation shall be the responsibility of the parent(s)/legal guardians. For further information about non-resident student admission, please contact the office of the Superintendent of Schools, Dr. Kristopher Harrison, at 914-269-5012.

## **TRANSPORTATION SERVICES**

### **Eligibility**

District children who attend Irvington public or parochial schools will be provided transportation as follows:

1. All K-5th graders who live more than ¼ mile from the school they legally attend.
2. All children grades 6-12 who live more than 1¼ miles from the school they legally attend.

### **In-District Transportation**

Inquiries about in-district transportation should be directed to Vic Granuzzo, Quad Village Transportation, at 914-295-5544.

### **Out of District Transportation**

Parents who wish the district to provide transportation for their children to private or parochial schools outside the district, but within the fifteen (15) mile limit provided for by NYS law, must file a written request for this service before April 1 each school year or within thirty (30) days of moving into the District. The form is located on the district website: [www.IrvingtonSchools.org](http://www.IrvingtonSchools.org)

Ardsley Union Free School District  
Transportation Department  
500 Farm Road  
Ardsley, NY 10502

Included should be the name, age and grade of the student and the school he/she is to attend. To qualify, a student must reside no more than fifteen (15) miles from the school in which he/she is legally enrolled.

## **ATTENDANCE INFORMATION**

### **Student Absences - Religion**

Student absences on days for religious observance are excused absences. If your child is to be absent for religious reasons, you must inform the main office of your child's school in writing.

### **Absence and Tardiness**

Under the School Attendance Laws of New York State, parents are responsible for ensuring their child(ren)'s regular attendance and punctuality at school. As set forth in the District's comprehensive student attendance policy (7110), the following absences will be recognized by the District as "excused" absences from school, provided such absence(s) is/are substantiated by the child's parent in writing:

- illness of the child,
- death in the immediate family,
- religious observance,
- required attendance in court,
- approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions,
- directed or authorized presence at the Administrative Offices or Nurse's Office,

- quarantine,
- emergency dental and/or medical appointments,
- military obligations,
- approved work study programs, and
- up to four (4) days per year of college visitations (for juniors and seniors only upon prior knowledge and approval of the child's parent(s)/legal guardian(s) and counselors).

Any absence not provided for on the above list shall be deemed "unexcused." A written excuse from the child's parent(s)/guardian(s) is required each time a child is absent or tardy. This excuse must be sent with the child when he/she returns to school or on the day that he/she is tardy. The note must include the reason for the absence or tardiness, the dates covered and a signature by the parent(s) or guardian(s). Parents should also call the main office of their child's school in the morning on each day the student is absent, providing a reason for the absence.

### **Change of Address and Census Data**

Please notify the District, in writing, of any change of address, telephone or family status (births, deaths) as follows:

District Clerk  
Irvington Union Free School District  
6 Dows Lane  
Irvington, N.Y. 10533-1328

### **Military Recruitment**

It is the responsibility of the Irvington High School to provide military recruiters access to student recruiting information. There are two (2) similar, but not identical, provisions in Federal Law that deal with the issue. One is contained in the National Defense Authorization Act, and the other is part of the No Child Left Behind Act.

Both provisions require local educational agencies that receive federal funding to provide access to secondary school student names, addresses, and telephone listings upon a request made by the military recruiters. Under both laws, a secondary school student or parent of the student may request that such information not be released without prior written parental consent.

If you do not want your child's name, address and/or phone listing released to military recruiters, you must notify the District in writing to the high school secretary, Leann Serao, no later than **September 28, 2018.**

### **Code of Conduct**

The Board of Education has approved a K-12 Code of Conduct. Parents and students will be provided with electronic copies of the Code of Conduct on an annual basis. Additional copies will also be made available at each school as well as on the District's website.

### **Notification of Non-Discrimination Policy**

The Irvington School District does not discriminate on the basis of actual or perceived age, color, religion, creed, disability, marital status, veteran or military status, national origin, race, predisposing genetic characteristic, domestic violence victim status, sex, sexual orientation, or

gender (including gender identity and expression) in the education programs and activities it operates.

Inquiries concerning this policy should be referred to Dr. Raina Kor, Assistant Superintendent for Instruction and Human Resources at 914-269-5022 or the Director of Athletics, Health and Physical Education Arthur McCormack at 914- 269-5491, who have been designated to coordinate the District's efforts to comply with and carry out its responsibilities under Title IX, Section 504, the ADA, and the Age Discrimination Act. Dr. Kor and Mr. McCormack will provide information, including complaint procedures, to any student or employee who believes that his or her civil rights may have been violated by the District or its officials.

In addition, pursuant to the Dignity for All Students Act ("DASA"), the District has appointed each building principal as a DASA coordinator to address any instances of harassment, discrimination and/or bullying on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression). Inquiries concerning DASA and/or the filing of complaints that DASA is believed to have been violated, should be referred to your child's building principal.

## Health Policy

All students in the District are provided health services in accordance with New York State requirements. Each child in grades K, 1, 3, 5, 7, 9 and 11 is required to have a health appraisal (physical exam) by their family doctor or by the school physician, which must include the results of a WSC/BMI. If the school physician does examine a student and has a concern, a report will be made to the parents. The school will provide vision, hearing and scoliosis screening on new students and specified grade levels as outlined in Commissioner's regulation section 136.3.

Any child entering school for the first time or transferring from another school must furnish the school with an immunization certificate, a current physical examination (within the last twelve (12) months) and a dental health certificate.

In accordance with New York State Education Law, the District also requests that students entering grades K, 1, 3, 5, 7, 9 and 11 present a dental health certificate containing a report of a comprehensive dental examination signed by a New York State licensed dentist or a New York State registered dental hygienist.

## Immunization Requirements

### 2018-19 School Year New York State Immunization Requirements for School

#### Entrance/Attendance

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

| Vaccines                                                                                               | Prekindergarten<br>(Day Care,<br>Head Start,<br>Nursery<br>or Pre-k) | Kindergarten<br>and Grades<br>1, 2, 3 and 4                                                                                                                               | Grade<br>5 | Grades<br>6, 7, 8, 9<br>and 10                                                     | Grades<br>11 and 12                                                                         |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup> | 4 doses                                                              | 5 doses<br>or 4 doses<br>if the 4th dose was received at 4 years<br>or older or<br>3 doses<br>if 7 years or older and the series was<br>started at 1 year or older        |            | 3 doses                                                                            |                                                                                             |
| Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) <sup>3</sup>     | Not applicable                                                       |                                                                                                                                                                           |            | 1 dose                                                                             |                                                                                             |
| Polio vaccine (IPV/OPV) <sup>4</sup>                                                                   | 3 doses                                                              | 4 doses<br>or 3 doses<br>if the 3rd dose<br>was received at<br>4 years<br>or older                                                                                        | 3 doses    | 4 doses<br>or 3 doses if<br>the 3rd dose<br>was received<br>at 4 years or<br>older | 3 doses                                                                                     |
| Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>                                                  | 1 dose                                                               | 2 doses                                                                                                                                                                   |            |                                                                                    |                                                                                             |
| Hepatitis B vaccine <sup>6</sup>                                                                       | 3 doses                                                              | 3 doses<br>or 2 doses<br>of adult hepatitis B vaccine (Recombivax) for children who received the<br>doses at least 4 months apart between the ages of 11 through 15 years |            |                                                                                    |                                                                                             |
| Varicella (Chickenpox) vaccine <sup>7</sup>                                                            | 1 dose                                                               | 2 doses                                                                                                                                                                   | 1 dose     | 2 doses                                                                            | 1 dose                                                                                      |
| Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>                                                 | Not applicable                                                       |                                                                                                                                                                           |            | Grades<br>7, 8 and 9:<br>1 dose                                                    | Grade 12:<br>2 doses<br>or 1 dose<br>if the dose<br>was received<br>at 16 years or<br>older |
| Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>                                     | 1 to 4 doses                                                         | Not applicable                                                                                                                                                            |            |                                                                                    |                                                                                             |
| Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>                                                     | 1 to 4 doses                                                         | Not applicable                                                                                                                                                            |            |                                                                                    |                                                                                             |

## **Medication Administration**

Only those medications which are necessary to maintain a student in school and must be given during school hours should be administered. A written order from a licensed examiner (MD, NP, PA) **and** written parent/guardian permission to administer the medication is required. This includes BOTH prescription and nonprescription (OTC) medications. The parent/guardian must assume responsibility to have medication delivered to the health office in a properly labeled, original pharmacy container. OTC medications must be in the original manufacturer's package with the students' name. Students are not permitted to possess/carry medication unless proper consent is authorized by the treating physician and the school nurse.

## **Sports Health Forms**

Middle and high school students who plan to participate in any interscholastic sport must have a physical exam completed within twelve (12) months of the start of the month that the sport season starts and no medical restrictions on file in the health office. Parents must also complete a thirty (30)-day medical update prior to the start of each season. Sign up is through *Family ID*, our online registration and medical clearance program for all Irvington sports. Further information is available on the Athletic webpage.

## **School Lunch Program**

As a convenience for parents and students, the Irvington Union Free School District's School Lunch Program provides parents an easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called [www.myschoolbucks.com](http://www.myschoolbucks.com). By having money in each child's account prior to entering the cafeteria, the lunch lines will move along much faster so your child will have more time to eat and be with friends. Parents will also have the ability to print out a copy of their child's eating history report. This history report will show you all dates and times that your child has purchased a lunch within the past thirty (30) days. Parents are encouraged to sign up on [www.myschoolbucks.com](http://www.myschoolbucks.com) and establish an account regardless of how they pay. By signing up you will also be notified by e-mail when you have a low balance. You will need to know your child's Student ID# which is on their report card or you may call your child's school office. Cashiers will do their best to honor all requests. Parents have the ability to restrict food purchases by contacting the Food Service Director. If you need further information on the lunch program, please contact David Alberts, the Food Service Director at 914-269-5567 or the Business Office at 914-591-8505.

You can also always pay with cash or check given into the school. The school district has instituted a cafeteria charge policy:

## **Meal Charge and Prohibition Against Meal Shaming**

The Board of Education recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the District, the Board will allow students who may forget meal money to "charge" the cost of meals to be paid back at a later date subject to the terms in Board of Education policy number 8505 Meal Charge and Prohibition Against Meal Shaming.

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the District shall:



1. allow only regular meals, meaning what is on the menu, excluding extras and snacks, to be charged; unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal.
2. contact parents and not students to collect money owed.
3. use a computer-generated point of sale system, which identifies and records all meals as well as charge repayments.

### **Pesticide Notification**

New York State Education Law Section 409-H, effective July 1, 2001, requires all schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. The District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive forty-eight (48)-hour prior written notification of certain pesticide applications. The following pesticide applications are **not** subject to prior notification requirements:

- a school remains unoccupied for a continuous seventy-two (72) hours following an application;
- anti-microbial products;
- nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;
- nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA designated biopesticides;
- the application of EPA designated exempt materials under 40CFR152.25;
- the use of aerosol products with a directed spray in containers of eighteen (18) fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the forty-eight (48)-hour prior notification list. If you would like to receive forty-eight (48)-hour prior notification of pesticide applications that are scheduled to occur in your school, or for more information, please contact the Director of Facilities & Operations at 914-269-5080.

### **Notification of Availability of the District Asbestos Management Plan**

In accordance with the EPA's Asbestos Hazard Emergency Response Act (AHERA) of 1987 (40CFR Part 763), the Irvington School District is required to give annual notification stating that the Asbestos Management Plan for each building is available and kept in the main office of each building and in the District's Central Office. These records are available for review during normal school business hours.

In addition, in accordance with this act, a six (6)-month periodic surveillance is conducted in each building that contains asbestos. The periodic surveillances are conducted in June and December of each year.

Furthermore, before the start of any project, the District will make sure all building occupants are properly notified and all signage will indicate the scope of work.

For more information, please contact the Director of Facilities & Operations at 914-269-5080.

## **FERPA Annual Notification - Notification to Parents and Students of Rights Concerning a Student's School Records**

The Family Educational Rights and Privacy Act (FERPA) grants the parent(s) or legal guardian(s) and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

**1. The right to inspect and copy the student's education records, within 45 days from the day the District receives a request for access.**

The Parent(s) or legal guardian(s) of students less than eighteen (18) years of age and students older than eighteen (18) years of age have the right to inspect and copy the student's permanent record. Parent(s), legal guardian(s) or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/legal guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

**2. The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parent(s)/legal guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/legal guardian(s) or eligible student, the District will notify the parent(s)/legal guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/legal guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/legal guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.



A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District also discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/legal guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

**4. The right to prohibit the release of directory information concerning the parent's/legal guardian's child.**

Throughout the school year, the District may release to the public student "directory information" consisting of the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the student. (See Board Policy 7241)

A parent(s)/legal guardian(s) or eligible student may object to the release of the above directory information on an annual basis by notifying the Superintendent of Schools, in writing, by **September 14** of each school year. Any written objection filed with the Superintendent will remain in effect for the duration of the school year in which it was filed.

**5. Consent to release personally identifiable student information.**

The District takes great pride in our students' work and their achievements. To this end, periodically during the school year, the District may use individual student photographs, student works, and/or audio or video recordings of students in any of several types of publications, including but not limited to: District newsletters, yearbooks, calendars, web sites, newspapers, radio and/or television. As the District takes its responsibility to protect our students' privacy very seriously, the District requires your written consent in order to allow your child to participate in these publications. If your consent has not changed from the previous year, you do not need to take action. If you would like to change your consent, please complete the form attached to this document and return it to your child's homeroom teacher by September 14.

**6. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## IRVINGTON UNION FREE SCHOOL DISTRICT

### Consent to Release Personally Identifiable Student Information

During the school year, the District may use individual student photographs, student works, and/or audio or video recordings of students in any of several types of publications, including but not limited to, District newsletters, yearbooks, calendars, web sites, newspapers, radio and/or television. As the District takes its responsibility to protect our students' privacy very seriously, the District requires your written consent in order to allow your child to participate in these publications.

This information remains on file on an annual basis and will be rolled over for the following school years. Therefore, it will be the parent(s)/guardian(s) responsibility to inform their child(ren)'s school of any changes in participation. Please complete this form for new registrations or to change a previous consent choice. (If you are unsure of your previous selection, please complete the form). Return the form to your child(ren)'s school office for forwarding to the District Registrar.

**YES**

**I CONSENT** to my child's participation in publications, including but not limited to District newsletters, yearbooks, websites, newspapers, radio and/or television.

**NO**

**I DO NOT CONSENT** to my child's participation in publications, including but not limited to District newsletters, yearbooks, websites, newspapers, radio and/or television.

### Parent Teacher Student Association (PTSA) DIRECTORY

**YES**

**I CONSENT** to my child's listing in the PTSA Directory.

**NO**

**I DO NOT CONSENT** to my child's listing in the PTSA Directory.

Print Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

COMMENTS:

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