



2026-27 ANNUAL NOTIFICATION OF DISTRICT POLICIES AND PROCEDURES

ADMISSION INFORMATION

Student Entry Registration Procedures

Registration for all new students is facilitated by [using the Registration Portal](#), which can be found on the District website at (www.irvingtonschools.org) in the Department section under Registration. For further information on registering your child or if you have difficulties accessing the portal, please contact the Registrar at registration@irvingtonschools.org.

Kindergarten Eligibility

Children who will be five (5) years old on or before December 31st of a given year should enter Kindergarten in September. For further information, please review the [District's kindergarten policy](#). For Downs Lane Elementary School, online registration of children's entry into Kindergarten is typically scheduled in the late winter/early spring prior to their September start date. For additional information on registering your child, or if you have difficulties accessing the online portal, please contact the Registrar at registration@irvingtonschools.org

Residency Requirement

All individuals residing within the District who are between the ages of five (5) years and twenty-one (21) years (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 5152](#), 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 District's 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 guardian(s). For further information about non-resident student admission, please contact the office of the Assistant Superintendent for Business and Operations, 914-269-5052 or registration@irvingtonschools.org

Homeless Students

The District, under federal (McKinney-Vento) and state laws and regulations to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their identification, enrollment, attendance, or success in school that may exist in district practices. The District will provide homeless children attending the district's schools with access to the same free and appropriate public education and other school programs and activities, including publicly funded preschool education, as other children. See policies [5150](#) and [5151](#) for guidance.

TRANSPORTATION SERVICES

Eligibility

In the Irvington UFSD, transportation limits have been established by District voters and are more generous than those established under New York State Education Law. District children who attend the District's schools will be provided transportation as follows:

1. All K-5th graders who live more than $\frac{1}{4}$ mile from the school they attend.
2. All children, grades 6-12, who live more than $1\frac{1}{4}$ miles from the school they attend.

In-District Transportation

Information about transportation and access to the Transportation Portal can be [found here](#). Additionally, inquiries about specific in-district transportation issues should be directed to the Quad Village Transportation at Transportation@ardsleyschools.org or 914-295-5544 or on the District website at <https://www.irvingtonschools.org/Domain/2219>.

Out-of-District Transportation

Parents who wish for the District to provide transportation for their children to private or parochial schools outside the District, but within the fifteen (15) mile limit established 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. Please note that acceptance to a private school after the April 1 deadline does not negate the need to apply by April 1, so if there is a consideration to attend a private school, complete the application. Applications can be removed but not added after the April 1 deadline.

Ardsley Union Free School District
Transportation Department
2 Concord 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 they are enrolling.

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. The District has set forth its comprehensive student attendance in [Board Policy 5100](#). Pursuant to said policy, excused absences, tardiness, or early departures due to:

- personal illness,
- illness or death in the family,
- impassable roads or weather,
- religious observance,

- quarantine,
- required court appearances,
- attendance at health clinics,
- approved college visits,
- approved cooperative work programs,
- military obligations, or
- such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

Any absence, tardiness, or early departure 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.

PARENT/STUDENT INFORMATION

Change of Address and Census Data

Please notify the District, in writing, of any change of address as follows:

District Registrar
Irvington Union Free School District
6 Dows Lane
Irvington, NY 10533-1328
registration@irvingtonschools.org

For changes in telephone numbers, email addresses, and/or family status, please update the information in the Infinite Campus Parent Portal.

Parent and Family Engagement

The Board of Education believes that positive parent and family engagement is essential to student achievement and thus encourages such involvement in school educational planning and operations. Parent and family engagement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities, and/or homework “contracts” between parents, family members and children).

Title I Parent and Family Engagement - District Level Policy

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Education will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child’s education.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

At a minimum, parent and family engagement programs, activities and procedures at both the District and individual school level must ensure that parents and family members:

- Play an integral role in assisting their child's learning;
- Are encouraged to be actively involved in their child's education at school; and
- Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

For more information related to Parent and Family Engagement and Title I programs, please refer to [Board Policy 1900](#), which can be found in BoardDocs on the District website under the Board of Education section.

Parent/Guardian Notification of Data Privacy and Security

Please see the District's [Parent Bill of Rights](#), which can be found on the District website under the Technology Department section. See policy [8635-E](#) for more details.

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 Every Student Succeeds Act (ESSA).

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 30, 2026**.

Student Placement, Promotion, and Retention

The procedures for the placement, promotion, and retention of students are detailed in [policy 4750](#). Parents/guardians are encouraged to read these policies prior to contacting their child's principal with any questions related to these topics.

Students with Disabilities: Procedural safeguards and records retention

For details, please see [policy 4321](#) on the district website.

Code of Conduct

Parents and students will be provided with electronic copies of the Code of Conduct on an annual basis. Also, each school maintains a simple language Code of Conduct that will be disseminated by the school. The Code of Conduct will also be made available on the District's website (www.irvingtonschools.org). See [policy 5300](#) for more details.

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. Mara Ratesic, Superintendent of Schools at 914-269-5012 or John Buonomano, Director of Physical Education, Health, and Athletics 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, and Title VII;

Dr. Ratesic, under Title VI, 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.

Celia Strino, Director of PPS, Megan Hanson, Assistant Principal of Dows Lane, Heather Shaughnessy, Assistant Principal of Main Street School, Allyson Daley, Assistant Principal of Irvington Middle School and Sara Rust, Assistant Principal of Irvington High School will serve as Section 504 and ADA Compliance Officers.

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 a student(s) being subjected to harassment and/or bullying by any student and/or employee as well as any student being subjected to discrimination 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, Dean of Students, or the Superintendent of Schools, in the event that there is a conflict of interest (e.g., the building principal or Dean of Students is the individual being accused of such bullying). See [policy 0015](#) for more details.

Graduation Requirements

Students who have earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) without meeting the requirements for a high school diploma by the time their ninth-grade cohort reaches graduation may, but are not required to, participate in that graduation ceremony and related activities. For additional information, please see [policy 4772](#).

HEALTH INFORMATION

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

2026-27 School Year New York State Immunization Requirements for School Entrance/Attendance

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

<https://www.health.ny.gov/publications/2370.pdf>

2026-27 School Year

New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the [ACIP-Recommended Child and Adolescent Immunization Schedule](#). Doses received before the minimum age or intervals shown on the schedule are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in gradeless classes must meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

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



**Department
of Health**

Medication Administration

Only those medications which are necessary to maintain a student in school and must be given during school hours should be administered, only by (with limited exception) the student or a licensed school health professional acting within their scope of practice. 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 student's 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 District sports. Further information is available on the Athletic webpage.

FOOD SERVICES INFORMATION

School Breakfast/Lunch Program

For 2026-27, all enrolled students are eligible to receive a healthy breakfast and/or lunch at their schools at no charge where breakfast is available. However, snacks, a la carte items, second meals and specialty drinks require payment, either on account or via cash at the point of sale.

Free and reduced meals is a Federal initiative for all schools participating in the National School Lunch Program. Applications for free and reduced meals are not needed for free meals in 2026-27 as the District participates in the Universal Free Meals program. For participation in the Bulldog Family Fund, please complete the form, found by [clicking here](#).

As a convenience for parents and students, the Irvington Union Free School District's School Breakfast/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 their child's account balance through a web site called 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 children 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 purchasing history report. This purchasing report will show parents all dates and times that their child accessed a meal or purchased an a la carte/snack item within the past thirty (30) days. Parents are encouraged to sign up on www.myschoolbucks.com and establish an account regardless of how they pay. By signing up, parents will also be notified by email when they have a low balance. Parents will need to know their child's Student ID# which is on their report card or parents may call their child's school office. Parents can also always pay with cash or a check given to the cashier. Parents have the ability to restrict food purchases by contacting the Food Service Director. Cashiers will do their best to honor all requests. If parents need further information on the lunch program, please contact Gloria Estrada, the Food Service Director at 914-269-5567 or the Business Office at 914-269-5052.

Menus for each school are posted monthly on the District website: www.irvingtonschoools.org under the Department Food and Nutrition.

BUILDING SAFETY

District Safety Plan

The School District updates our District Wide and Building Specific Safety Plans annually. The District-wide plan can be found on the website under the Safety & Security department [by clicking here](#). Building Level plans are not available to the public for safety reasons. Our plans are updated with the assistance of Altaris Consulting and our District and Building Level Safety team members. All staff members receive training throughout the year in addition to performing our mandated drills with students. Keeping students and staff safe is a key priority for our schools.

New York State Law - Water Safety

[New York State law, Education Law Section 926](#), became effective July 1, 2026, and requires school districts to provide information on drowning prevention, water safety, and safe and healthy swimming to parents/guardians at the beginning of the 2026-27 school year. The [information can be found here](#).

Safety from Gun Violence

Providing our students and staff with a safe educational environment is a District priority. This includes keeping students safe from gun violence. In order to provide a safe and secure environment for students, staff and all members of the community, the Board of Education passed an important resolution on April 22, 2025. The *School Board Secure Storage Notification Resolution for States with Secure Storage Laws* requires adults to securely store their firearms where a child 16 years or younger lives or visits. [Please click here to view the resolution that was adopted by the Board of Education](#).

[New York State law](#) requires gun owners to secure their firearms if children under 16 years old or younger live in or visit the home. All firearms need to be in a gun safe or locked with a trigger guard or similar gun locking device. Firearms need to be unloaded and stored separately from ammunition.

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 40 CFR 152.25;

- 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 Richard Pittore, 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. These periodic surveys 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 Richard Pittore, the Director of Facilities & Operations at 914-269-5080.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 or attending an institution of postsecondary education ("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 or attending an institution of postsecondary education 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.

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, improper, or in violation of the student's right to privacy. They should write to the school principal or records custodian, clearly identifying the part of the record they want amended 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 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, grade, parent/guardian names, parent/guardian email addresses, 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 5500](#))

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 secretary of the Superintendent of Schools, in writing, **within 14 calendar days from the date of this Annual Notification** 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 within 14 calendar days from the date of this Annual Notification.

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:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520

Complaints can also be emailed to FERPA.Complaints@ed.gov

TESTING

Parents may request information regarding any State or District policy regarding student participation in any assessments mandated by [20 U.S.C. § 6311\(b\)\(2\)](#) and further mandated by the State or the District. Such information shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.