



End-of-School-Year 2021-2022 Activities Guidance

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Clarification to the May 9 Prom and Dance Update

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Per recent guidance from the New York City Department of Health and Mental Hygiene, K-12 students **may** attend their prom and similar one-time end-of-year dances, regardless of vaccination status. Any individual who is not a K-12 student or DOE employee must provide proof of vaccination in order to attend. Schools may ask for student identification to confirm that an attendee is a K-12 student.

Please note that for events held on DOE property, all chaperones are still required to show proof of vaccination, if not a DOE employee. In addition, each attendee must complete the daily health screening questionnaire.

If schools are holding the prom or end-of-year dance in an outside venue, attendees must adhere to any additional COVID-19 health and safety requirements the venue may impose. .

Students and chaperones are strongly encouraged to wear a high-quality mask as an extra layer of protection, as well as take an at-home COVID-19 test before the event and five days after the event.

March 7 Face Covering Update

Beginning March 7, face coverings will become optional, indoors and outdoors on NYC public school grounds and on school buses, for all K-12 students and staff with a few exceptions. Please note that while wearing a face covering will no longer be required, anyone who chooses to wear a mask may continue to do so. For more information, please visit the updated [Face Coverings InfoHub page](#).

Graduation and Moving-Up Ceremonies ▲

Aligned with our Stay Safe, Stay Open policies, schools may offer in-person outdoor or indoor graduation and moving-up ceremonies. For outdoor graduations, proof of vaccine is not required. At this time, schools should not plan to hold virtual graduations in lieu of in-person ceremonies. Based on current health guidance, at this time, schools must adhere to the following:

- If holding an **indoor graduation ceremony in a DOE building**, all non-student attendees must show proof of vaccination (a receipt of at least one dose). A live-

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streaming option should also be provided for families.

- If holding an **outdoor graduation ceremony on DOE property**, all non-student attendees must show proof of vaccination (receipt of at least one dose) when attending outdoor events that require access to the school building. A live-streaming option should also be provided for families.
 - Outdoor graduations and moving-up ceremonies must adhere to health and safety policies and protocols in place at the time of the event. Schools should regularly check the guidance for updates. Schools must also follow all applicable rules required by the permit issuing agency. Schools can use yards, streets or NYC park space for graduation with a valid permit.
 - For street permits, schools should apply via the **Street Activities Permit Office (SAPO)**, using fee Waiver Code: 3GT8T98K. For a [park](#)  permit, apply to the **NYC Parks Department**. Application links are available on the [Outdoor Learning Info Hub Page](#)
 - For questions email OutdoorLearning@schools.nyc.gov
- If holding a **graduation ceremony at a non-DOE venue**, the school must follow the COVID-19 protocols and requirements as set forth by the venue.

Graduation or Moving-Up Photos

As previously shared on the [Use of DOE Space](#) guidance:

- Any vendors/photographers who enter the school building must comply with the visitor vaccination mandate (must show proof of receipt of at least one dose of the COVID-19 vaccine).
- Group and class photos are now permitted.

Fiscal Considerations

As you start to prepare for end-of-school-year activities, please be reminded of the upcoming budget modification deadlines on the [Year-End Close Calendar](#).  **Payments for Graduation Expenses:** As is customary, General School Funds (GSF) should be the primary source of funding for graduation expenses, such as caps and gowns, yearbooks, graduation paraphernalia, and school rings. As needed, school discretionary tax-levy funding can be used to supplement purchases when GSF are insufficient—except for school rings and e-gift cards/gift cards, which should not be paid for out of tax-levy funds. Generally, charges to discretionary tax-levy funding are for small amounts for these items to fill in where students were unable to contribute to GSF. Tax-levy funds should not be used to supplant costs that can be paid from GSF accounts. As a reminder, GSF funds are expected to be used for the class in which they were raised. As such, student donations collected for the class of 2022 must only be used for this year’s graduating class, unless parent or student consent is obtained, or funds are returned to the family or student after receiving refunds from vendors for these purposes.

For items in which schools would need to procure via purchase order (PO), items must be scheduled in Galaxy by **March 4**, and purchased by the **April 1** PO deadline. The [DOE Standard Operating Procedures](#)  for procurement still apply and must be received by **June 30**. Please reach out to your BCO Procurement Specialist for support.

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