

Transfiguration School
 29 Mott Street
 New York, New York 10013
 Administration and Faculty
 2008 – 2009

Rev. Raymond Nobiletti, MM		Pastor
Dr. Patrick Taharally		Principal
Sister Mary Ann Scherer, CSA		Parish Staff
Mr. Matthew Tomasulo	8	Math 7-8
Mr. William Fager	7	Social Studies/Science 7-8
Ms. Cristina Gitto	6	English 7
Mr. Anthony Bruno	5	Self-contained
Ms. Valerie DeMartino	4	English 3
Ms. Jessica Marshall	3	Math 4
Ms. Jean Giorgianni	2	Self-contained
Mrs. Susan Tomasulo	1	Self-contained
Ms. Tara Keeley		Technology 1-8/Math 6
Mr. Rumulo Roda		Advanced Math 5-8;Religion 8
Mrs. Corinne Grondahl		Art/Theatre Arts
Mr. John Collis		Music 1 – 6/Choir
Mr. Jack Maher		Physical Education
Mrs. Paula Padula		Teacher's Aide
Ms. Karen Chin		Development Director
Ms. Agatha Chiu		Secretary
Mrs. Ann Valentino		Receptionist/Clerk/Transportation
Mr. Dennis Morton		Custodian

MISSION STATEMENT

Since its founding in 1832, Transfiguration School has served the Lower Manhattan immigrant communities of Chinatown and Little Italy by providing them with an excellent and challenging educational experience in a warm, family-oriented environment within the context of the Catholic faith. We continue to do this today, providing our students with a quality education in an environment of trust, firmness, and encouragement, so that as adults, they will function as independent, thoughtful persons.

STATEMENT OF BELIEFS

All faculty and staff members accept, without reservation, a set of fundamental values. This ethical code is a focal point of our educational existence and permeates all areas of our life at Transfiguration School.

With pride and firmness we openly state:

Belief in and implementation of moral standards is imperative in today's society.

Each person is unique and has dignity and worth. These differences among us should be celebrated.

The education of the whole child – mind, body, and spirit – should be accomplished through seeking a fuller knowledge of God and developing a better awareness of self.

Our students should be taught to accept responsibility for their words and actions. This learning process strengthens all facets of their development – spiritual, intellectual, social, and physical.

A safe, happy, enjoyable environment, built upon trust, firmness and consistent encouragement enhances the learning process.

Faith, love, and hope – when lived on a daily basis – teach children to appreciate themselves and one another.

Imagination, creativity, and exploration add a necessary dimension to education.

Respect, responsibility, humor, and kindness are essential elements in our school's education program.

A strong partnership between home and school is essential.

Children learn in different ways and develop at different rates. Instructional practices should reflect these differences.

The Catholic school must stand as a beacon for those striving for justice and truth.

The high morale of the school's faculty is a prerequisite for progress, stability, and success.

Our educational program should strengthen patriotism and the values our nation represents.

POLICIES AND PROCEDURES

NONDISCRIMINARY POLICY

Roman Catholic Schools in the Archdiocese of New York base their education purposes and teaching on the essential equality of all people as rooted in the message of the gospels. With discrimination so repugnant to its nature and mission, Transfiguration School has not and shall not discriminate on the basis of race, color, national or ethnical origin in the administration of educational and admission policies, scholarship and loan programs, athletic, and other school administered programs.

RELIGIOUS EDUCATION PROGRAM

- Transfiguration School is a Catholic School. The Gospel, love of God and neighbor, service to others, and participation in the sacramental and religious life of the Catholic Faith are important components of our school program.
- All students are expected to participate in religion classes, liturgies, prayer and other religious elements of our program.
- Catholic students in grade two receive the Sacraments of Reconciliation and the Eucharist each year.
- Catholic students in grades seven and eight receive the Sacrament of Confirmation, administered every other year.
- Catholic students are expected to fulfill their obligation of Sunday Mass attendance and parents are expected to ensure this obligation is met.

ADDRESS INFORMATION

Parents must supply accurate home and business address, phone, cell phone, email information to the school.

This information is vital in contacting a parent in the event of an emergency.

This information will be held in the strictest confidence by all school personnel.

ANY CHANGE IN HOME OR BUSINESS INFORMATION MUST BE SUPPLIED TO THE SCHOOL IMMEDIATELY.

Emergency information requiring additional contacts must also be supplied, in the event a parent cannot be reached. This, also, must be accurate and updated when necessary.

ADMISSIONS

- Admission to first grade requires a child to be six years old by the end of December.
- Priority in admission is given:
 - First, to Transfiguration Kindergarten students
 - Second, to Catholic students
 - Third, to siblings already in the elementary school
- All applicants to all grade levels will be administered an entrance exam.

- Upon application, parents must present a
 - Completed application form
 - Report card and standardized testing of current school, if applicable
 - Fee of \$ 50
- Application dates for all grade levels will be announced in the monthly news letter and the school calendar.
- Upon acceptance to Transfiguration School, parents must present:
 - Immunization forms indicating the child has received all necessary immunizations
 - Completed medical forms

AFTER SCHOOL PROGRAM

- An After School Program is available from 3 P.M. – 6 P.M. based upon space availability per grade level.
- Priority is given to previously enrolled students.

APPOINTMENTS

Teacher

- Parents must to speak with teachers first if they have questions about procedures and their child’s progress. If necessary, they may make an appointment to see the Principal after.
- Appointments must be requested, allowing the teacher to set aside a mutually convenient time and, if necessary, to provide for a translator.
- Appointments should not be requested during teaching periods between 8:15 A.M. and 3:00 P.M.
- Parents are never to visit the classrooms during class time.
- Teachers have been instructed not to see parents who have not made a prior appointment.
- These appointments are of a confidential nature and are to be conducted in the school in a private area.

Medical and Personal

- Doctor, dental, and appointments of a personal nature should be made **after school hours** or on weekends so they do not interrupt the school day for the student.
- Parents should notify the school in advance in writing if an appointment during school hours is absolutely necessary.
- See Leaving School, under ATTENDANCE section.

ATTENDANCE

Absences

- If a student will be absent, a parent must telephone the school by 8 A.M.
- The student’s name, grade, and reason for absence must be provided as well as an estimation as to when the student will return to school.

- Parents may pick up books and homework assignments only after a student has been absent for two or more days.
- **When a student returns to school: a note signed by a parent must be sent which includes the reason and the dates for the absence.** (3)
- **If a note is not received, the school is required to record an illegal absence in the attendance register.**
- Examples of legal absences: sickness, sickness in family, death in family
- Examples of illegal absences: visiting, vacation, babysitting

Lateness

- Students must be on time for school. This is a serious parent responsibility.
- Students should be in the school yard by 8 A.M.
- Students will be marked late if they are not present for the 8:15 A.M. lineup bell.
- Lateness disrupts the beginning of the school day for the individual student and the entire class.
- If a parent fails to accept this important responsibility, it will be viewed as a serious breach of cooperation with the school.
- Late students must report to the school office for a late pass before going to class.
- **Four or more latenesses will disqualify a student from the honor roll for that marking period.**
- **AFTER THE FOURTH LATENESS, A PARENT WILL BE FINED \$50 FOR EACH OCCURANCE OF LATENESS FOR THAT MARKING PERIOD.**
- If there are 16 or more latenesses during the year, a student might not be re-registered for the following September.

Leaving School

- If a student must leave school during school hours, a note signed by a parent should be sent in advance stating the reason.
- A parent must pick their child up at school, sign the child out, and indicate if the child will return later during the day.

BOOKSTORE

- Students **must use school supplied** notebooks, folders, etc.
- These items will be distributed by the classroom teacher in September.
- Hours: Tuesday through Friday, 8:00 – 8:14 A.M.

CHILD ABUSE LAWS

Transfiguration School will always be in complete compliance with New York State laws and the policy of the Archdiocese of New York in providing for the legal and moral protection of your child in the area of abuse.

Responding to a child who discloses abuse:

If a child in our care reports a specific allegation of abuse (reports the name of a specific person who is allegedly abusing him/her)

- The person who has been made aware of this must report it to the principal immediately.

- The principal must contact the police.
- After law enforcement has been contacted, the principal will notify the pastor, Archdiocesan supervisory authorities and the Safe Environment Program and/or the Legal Affairs Office in the Archdiocese.

If a child in our care presents to the school a possible case of abuse or neglect.

- The person who has been made aware of this must report it to the principal immediately.
- The principal will use the information provided to contact the NYS Child Abuse and Maltreatment Registry (The Child Abuse Hotline or The Hotline)

Mandated Reporters (school teachers, School administrators, health care professionals, law enforcement personnel)

- Must call 1-800-635-1522
- If a person is a mandated reporter and cannot verify that the Registry was contacted, then the mandated reporter is legally obliged to contact the registry.
- The general public may call: 1-800-342-3720
- **The Hotline is NOT** for cases where you **have specific information** that a child is being abused.
If you have specific information:
LAW ENFORCEMENT MUST BE CONTACTED IMMEDIATELY.
- **The Hotline IS** for those cases where a child presents to you a **possible** case of neglect or abuse.
You don't have specific enough information to know there is abuse or who is responsible for it.
- Although it is never easy to receive the news that a child/teen in our charge has been a victim of abuse, Transfiguration's obligation rests entirely with implementing actions which will safeguard the well-being of all the children under its supervision.

CURRICULUM

Transfiguration's educational program follows all mandates of New York State law (Ed.L. 3204), NYS Board of Regents standards and directives, and the standards of the Archdiocese of New York. This includes H.I.V. instruction.

DRESS CODE

Personal Appearance

- The school reserves the right to enforce a dress/personal appearance code for the students.
- Uniforms should always be neat, clean, pressed, and shoes shined.
- Any student not wearing the proper uniform must report to school with a note stating the reason.
- Since the building is warm in winter months: pajamas, sweaters, and extra T-shirts **should not be worn under uniforms.**
- All students should dress properly for winter weather: hats, gloves, scarves.
- Makeup, nail polish, and nylon stockings are not permitted.
- Boys may not wear earrings.
- Girls may wear one pair of stud earrings. Hoop earrings and earrings that hang are not permitted.

- Girls long hair should be worn tied back, held in place by a simple dark headband.
- Bracelets, beaded necklaces and excessive jewelry are not allowed.
- Hair is to be neat, clean and combed. Fad styles, gels, mousse, and dyes are not permitted
- Boys' hair should not fall below the ear.

School uniform

All uniform apparel must be purchased through the uniform/shoe representatives of the school

Boys: uniform blue trousers	Girls: uniform jumper or skirt to the knee
blue shirt	blue blouse
uniform tie	navy blue knee socks/tights
school shoes	school shoes
navy blue socks	bolero

Gym Uniform:

Gym t-shirt and shorts
 Gym sweat shirts and pants
 White sneakers and white crew socks (no ankle socks)

Dress down days

- Periodically, free or pay dress down days are awarded to students.
- Students may not wear skimpy, see through or tight fitting clothing nor clothing that bears offensive logos.
- The school reserves the right to determine appropriate attire on dress down days.

Dress up days

Sweat pants/shirts and jeans are not permitted.

ELECTRONIC DEVICES/GAMES

- Students may bring electronic games to school but are only allowed to use them with teacher permission during recreational periods such as lunch time.
- The school is not responsible for the damage or loss of these games.
- The use of camera phones or other digital media is prohibited during the school day unless a teacher grants permission.
- These items will be confiscated if used without permission and the student may be subject to disciplinary action.

EVACUATION CRISIS PLAN

- Should a crisis require the evacuation of our school building, students will be brought to:
 St. Patrick's School - 233 Mott Street - Phone: 212 226-3964
- Parents are requested to seek information regarding any crisis by referring to:
 WOR 710 AM www.wor710.com
 WCBS 880 AM www.wcbs880.com

WINS 1010 AM www.1010wins.com

- Emergency cards will be used to call parents from St. Patrick School.
- **Accurate and updated emergency cards are absolutely necessary.**

FACULTY MEETINGS

- Faculty meetings are usually held on the first Friday of each month.
- The monthly newsletter will announce the date of each faculty meeting.
- Dismissal will be at 11:30 AM on these days and lunch will be served.

FUNDRAISING FEE A mandatory fundraising fee of \$100.00 per family is due with October 's tuition bill.

GRADUATION

- The date for graduation will be announced in the school calendar and the monthly newsletter.
- Students who satisfactorily complete work in all major subjects are awarded a diploma.
- If a student fails a major subject, the diploma may be withheld until the summer school requirement has been met.
- If a student has failed a subject and fails to attend summer school, the accepting high school will be notified.

GUM

Students are never permitted to have gum while under school supervision.

HARASSMENT

- Harassment regulations are grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.
- Verbal or written threats made against the physical or emotional well being of any individual are taken seriously. Harassment of any type will not be tolerated.
- The principal will investigate all complaints of harassment. Students making such threats or who are guilty of other harassing behavior, even in jest, will face appropriate disciplinary action which may include: detention, suspension, and/or expulsion. Referral to counseling may, also, be mandated. If you believe your child is being harassed, please notify the school immediately.

HEALTH/MEDICAL

- A reasonable bedtime hour is expected for each student.
- Once notified by the school of a child's illness, a parent must pick the child up.
- **Sickness:** Students who are sick or who have a fever should not be sent to school.
- **Communicable Diseases:** All communicable diseases must be reported to the principal immediately.
- **Lice:** Parents should notify the school immediately if a child contracts lice.
Parents will be called immediately to pick up a child found to have lice.

The school will notify the parents of any class in which lice have been found and parents are asked to closely follow the Department of Health directives that the school supplies.

- **Medical examinations:** At times, NYS law may require a student to have a physical examination.

- **Medication during school hours:** If a student requires medication during school hours:

A written statement from a parent/guardian requesting administration of medicine in school is required.

The medication must be ordered by a licensed prescriber.

Medication must be presented in a properly labeled container.

Prescription medication must be in the original container which indicates:

Student's name	-	Name/phone number of pharmacy
Licensed prescriber's name	-	Date and number of refills
Name and dosage of medication	-	Frequency of administration

Medication should not be transported daily to and from school.

Pharmacists should be asked to supply medication in two containers – one for school and one for home.

Under certain circumstances, a parent may provide the school with a written request that a student carry and administer medication themselves. The school will make this decision on a CASE BY CASE basis, considering the age and maturity of the student and other factors including:

Severity of health problem, particularly asthmatic or allergic conditions

Prescriber's order directing the student be allowed to carry his/her medication

Student has received instruction in the procedure of self-administration and can assume this responsibility

Parent contact has clarified parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered

- **Immunizations:** All students must have the proper immunizations to attend Transfiguration School:

Pre-K, Nursery, Daycare: 4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if previously administered after 15 months of age), 3 Hepatitis, 3 Hepatitis B (for children born on or after 01/0/95)

Kindergarten: 4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, 3 Hepatitis B (for children born on or after 01/0/93)

Ages 1-12 (born before 1985): 3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella

Ages 1-12 (born on or after 01/01/85): 3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella

Students entering 6th grade on or after September 1, 2007 and who are 11 years of age or older must receive an immunization containing tetanus toxoids, diphtheria, and acellular pertussis (Tdap)

If a student has received a Td, DT, or DTaP vaccination within the last two years, the student's Tdap vaccination should be deferred (with rare exceptions) until a period of two years has elapsed.

10 year old students who are entering grade 6 will not be required to receive a Tdap vaccine and will not be excluded from school, but they must be flagged and tracked and immunized when they turn 11 years old.

College (born on or after 1/1/57): 2 Measles, 1 Mumps, 1 Rubella

▪ **Dental notes:**

A student must visit the dentist annually as part of their health care.

A dental note must be returned by the end January to the school bearing the dentist's signature and official stamp.

HOME SCHOOL ASSOCIATION

- The Executive Board of the HSA holds meetings throughout the school year – usually, at 7:30 A.M. on the first Tuesday of each month.
- Dates will be included on the school calendar and monthly newsletter.
- Parents are encouraged to become active participants in HSA activities.
- The first HSA meeting of the year includes a parent orientation session for each class.
- Parents are expected to participate in fund raising activities.

HONOR ROLL An honor roll list is published after each report card.

First honors:

a 90 average in major subjects with no subject mark below 85. A's in conduct and effort. No more than four latenesses.

Second honors:

an 85 average in major subjects with no subject mark below 80. A's or B's in conduct and effort. No more than four latenesses.

Major subjects include: religion, grammar, composition, mathematics, social studies, science, spelling/vocabulary, reading, phonics

INTERNET

Transfiguration School includes computers and the use of the internet in its school program and expects students to act in a responsible manner, at home and in school, in their use of computers and the internet.

• **In school:**

- Use of the computer at school is limited to school related activities.
- Students may not install/delete software.

- The use of the computer to transmit or view inappropriate material, or any other information generally considered inappropriate in a school setting, is forbidden. *
- Students will not communicate any personal or parent information via the internet. (i.e. name, address, phone, etc.) *
- Students will not communicate with anyone over the internet during school time. (including email, chat rooms, instant messages, message boards)
- No student will antagonize any individual by sending hate mail or engage in any other form of harassment. *
- Students will not intentionally disrupt the computer system or destroy data.
- **Students will not plagiarize any material found on the internet or elsewhere on the network.** *
- Students will not change computer settings including backgrounds and screen savers.
- Students will not use school printers unless authorized by a faculty member.
- If students encounter material that is not appropriate (vulgar jokes, statements of belief that the school might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- School computers may not be used for commercial purposes, political lobbying, or advertising.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: Copyrighted material, threatening or obscene material, or material protected by trade secret.
- At home:
 - * the above indicated items.
 - All homework assignments should be completed before a student uses the internet for recreational purposes.
 - Parents should monitor computer/internet use and limit time spent on a computer.
 - Students/parents should be aware of the dangers involved in communicating with strangers.
 - Students cannot use the internet to damage a person's reputation.
 - Students should not engage in any activities considered illegal, such as downloading from copyrighted sources.

After school and home use of the internet requires students to follow the same student expectations as stated in the Student Responsibility, Harassment and Summary Statement of this handbook.

Students who violate any aspect of the school's internet policies will face disciplinary action, including the possibility of suspension and/or expulsion.

LUNCH PROGRAM

- The lunch program is provided by the Department of Education and all students must participate.
- Each September, parents will complete a required application to determine the lunch category: free, reduced, or full payment.
- Students are expected to carry over the common courtesies of the dinner table to the school lunch room.

- Parents must notify the school in writing if a child has allergies to particular foods.
- In the case of a student who requires a special diet for medical reasons, a doctor's note must be provided and the student must be supervised by their parent in the auditorium during the lunch period.

PARENT RESPONSIBILITIES

Just as parents look to the school to provide the facilities and trained personnel that are essential to their child's proper development, so the school looks to the parent to assume active responsibilities that cannot be delegated to others. No school can be effective in teaching the values of religion

and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

The Superintendent of Schools of the Archdiocese of New York has directed principals to include in their handbook a statement specifying that the conducts listed below could lead to a request by the principal that the family withdraw from the school:

- Assaulting any staff member
- Making threats upon any staff member
- Verbally abusing any staff member
- Harassing any staff member, other parent, or student
- Failure to report to the school office upon entering the building
- Engaging in any behavior related to the above.

Parents are asked to take an active role in their child's education and to support the school and the classroom teacher by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, homework, test results and report cards; supervising home study; and reinforcing school policies.
- Explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary rules in relation to the school's behavior code.
- Recognizing their child's talents and interests so that they may be developed in cooperation with the classroom teacher.
- Seeing that the dress code is enforced.
- Insisting on their child's regular school attendance, punctuality, and compliance with attendance rules and procedures.
- Making all tuition and fee payments on time, and in participating in fund-raising activities.

- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- Teaching their children respect for law, authority, the rights of others, and public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for their child to complete homework assignments.
- Not doing their children's homework.
- Not bringing assignments, projects, sneakers, etc. to school for their children if the child forgets to bring them.
- 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.
- Attending all parent-teacher conferences and Home School Association meetings. **Attendance on Parent Orientation Night in September is mandatory.**
- Always interacting in a respectful manner when speaking with or about the administration, teachers and school staff. Verbal abuse or physical harassment may result in a child's immediate withdrawal from the school or in that child not being allowed to re-register for the following year.

The education of a student is a partnership between parents and the school. Just as a 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 irretrievably broken.

PHONES – CELL PHONES

- Students are not allowed to use the school or public phone without the permission of a teacher.
- All incoming and outgoing calls must be made through the school office.
- Students may have cell phones.
- While under school supervision, cell phones must be turned off and placed in a student's school bag.
- Students are not permitted to make or receive calls on cell phones while under school supervision.
- If a student violates cell phone regulations, the cell phone will be confiscated and not returned.
- Transfiguration School assumes no responsibility for loss or damage to cell phones. Parents assume these responsibilities when they allow their children to take cell phones to school.

PROMOTION - RETENTION

Promotion and retention decisions will be made solely by the principal after consultation with teachers, parents, and students. These decisions are always made based upon a total evaluation of the student's growth in all areas.

Possible criteria concerns for promotion/retention:

- Failure in three or more major subjects
- Failure to achieve satisfactory scoring on standardized testing in reading, mathematics, and/or language arts
- Unacceptable effort (as demonstrated by, but not limited to, incomplete assignments, inattention, lack of preparedness)
- Excessive absences

REPORT CARDS

- Report cards are distributed four times per year. The dates are announced in the school calendar and monthly newsletter.
- The report card records achievement in each subject, character development and effort.
- The passing grade at Transfiguration is 70 or a D.
- The Final Average is an accumulation of the work of the entire year and will be entered on the student's permanent record card.
- A failing grade in the Final Average column may result in summer school being required or recommended.

SAFETY

- Parents are asked to help impress upon their children the importance of safety.
- When entering the building, parents should enter the center door and report to the school office.
- Parents should never allow anyone to enter the building by opening the side doors.
- Parents should notify school staff immediately if they feel someone is in the building without permission.

RE-REGISTRATION

- When students are accepted into Transfiguration School, their registration is valid for only one year.
- Each year, parents must reregister their children during the month of February for the upcoming school year.
- A non-refundable re-registration fee of \$150.00 per child is due at the time of re-registration.
- A student may be denied re-registration for the following reasons:
 - consistent disciplinary problems
 - excessive lateness
 - lack of parental cooperation
 - academic difficulties which cannot be adequately addressed by the school.

SCHOOL DAY

7:40 – 8	A.M.	Breakfast is served
8	A.M.	Students should be in the schoolyard
8:15	A.M.	The lineup bells rings. Students must be present or will be marked late.
11:30 A.M. – 12:40	P.M.	Lunch period
		Recreation time in Columbus Park/school yard, weather permitting
3:00	P.M.	Dismissal
		Dismissal is at 11:30 A.M. on days when faculty meetings are held – Lunch is served

SEX OFFENDER POLICY

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Service Website, located at <http://www.criminaljustice.state.ny.us> or by calling 1-800-262-3257.

Finally, if our school is notified, during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

STUDENT RESPONSIBILITIES:

Expectations: Students, to the best of their ability, are expected to develop their God-given talents and capabilities. To accomplish this, students are expected to:

- Try to do their best at all times
- Treat themselves and all members of the school and parish communities with respect
- Have integrity for themselves and their classmates by not cheating
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior
- Be prepared for all classes
- Develop personal standards of conduct that reflect Christian morals and behavior
- Refrain from the 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 for non-uniform days
- Help care for school property and keep the school free from damage and defacement

Homework: Transfiguration's policy is to assign homework. Homework is an appropriate application, adaptation and extension of the classroom learning experience.

- Students are expected to complete all homework and class assignments to the best of their ability.
- Parents are expected to monitor, check, and sign their child's written work to ensure it has been properly completed.
- Parents should not do homework for their children.

- Homework policy differs for each grade.
- Homework should be done in a silent atmosphere without interruptions.
- Television, radio, walk-men, CD players, phone calls should not be allowed while homework is being completed.
- Parents should closely monitor the time students spend on a computer to complete homework assignments.

Textbooks, workbooks, etc.

- Students are expected to maintain in good order all books entrusted to them.
- All books must be covered at all times.
- Parents will be expected to pay for the replacement of lost or damaged books.
- School bags, without wheels, are mandatory for all grades.

Detention

Detention may be given to students from 3 – 4 P.M.who deliberately disregard school rules.
Parents will receive one day notification for detentions.

Discipline

- **Transfiguration School does not engage in debates with parents about its rules and regulations nor will it support parents who interfere with a student’s growth in accepting personal responsibility for his/her actions.**
- **It is expected that student behavior be exemplary in school and outside of school.**
- Therefore, Transfiguration reserves the right to punish students for the following and any other behaviors it deems inappropriate:

Minor classroom disruptions	-	Incomplete homework
Being unprepared for class	-	Minor verbal disputes with classmates
Not being in complete school uniform	-	Other incidents which interfere in the education of the child and his/her classmates
Repeated violation of school rules	-	Vandalism
Chronic lateness	-	Swearing, cursing, or using inappropriate language
Verbal abuse of a teacher	-	Fighting
Rude or disrespectful behavior to a teacher or other adult	-	Threatening another student or adult
Physical, verbal or sexual harassment of any student	-	Violent or threatening behavior
Stealing		

 - Any of these actions on the part of a student, and any action deemed inappropriate by Transfiguration School, may result in
 - Parent-teacher-student-principal conferences
 - Detention,

- Probation,
- Suspension, or
- Expulsion

depending upon the severity and frequency of the behaviors.

- The principal shall be the sole judge of the student’s actions and the school’s response to them.
- Transfiguration School reserves the right to expel a student immediately for:
 - Possession of drugs and/or alcohol*
 - Bringing a weapon to school*
 - Physical violence which causes injury to a student or adult*
 - Physical assault of a teacher or other adult*
 - An act of vandalism which threatens the safety of students and adults in school
 - An act of vandalism which defaces or destroys school property
 - Arrest or conviction of a crime
 - Any other behavior determined by the administration to warrant expulsion

* police notification required

Harassment policy: see Harassment section of this handbook

SUMMER SCHOOL

A student who fails a subject for the Final average in June must attend summer school or receive twenty hours of tutoring by a paid professional who has been approved by the school.

TESTING PROGRAMS

In addition to classroom assessments (tests, reports, projects, etc.), students are evaluated utilizing the following programs:

Standardized Tests

I.T.B.S. (The Iowa Test of Basic Skills)	Grades 1 – 8	March
CogAt (The Cognitive Abilities Test)	Grades 2,4,5,7	March

Archdiocesan Tests

Religion end term exams for Grades 3 to 8	June
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New York State Tests

English Language Arts	Grades 4 and 8	January
Mathematics	Grades 4 and 8	March
Science	Grades 4 and 8	May
Social Studies	Grades 5 and 8	November and June

TRIPS

- Educational trips may be scheduled for each class at the teacher's discretion.
- All students, unless excused for medical reasons, must attend class trips.
- Parents must sign permission slips for their children to participate in class trips.
- At least three parent-supervisors are required.
- Since these are attendance days, students excused from trips must be present in school and will follow a schedule provided by the teacher.

TUITION AND FEES

Tuition for the 2008-2009 school year will be sent home each month. The tear-off is to be returned with your **check or money order** for the appropriate amount. We ask that all fees be paid promptly.

Tuition and fees for the 2008-2009 are as follows:

Tuition for one child	\$ 3,560	\$ 356 per month paid over a ten month period
Tuition for two children	5,660	\$ 566 per month paid over a ten month period
Tuition for three children	7,760	\$ 776 per month paid over a ten month period
Activity fee (due in May)	450	includes: accident insurance, school and art supplies, testing, internet access, textbooks, workbooks, instructional television, etc.
Registration fee	150	
After School for one child	1,650	\$ 165 per month paid over a ten month period
After School for two or more children	2,200	\$ 220 per month paid over a ten month period
Fund raising fee	100	
Returned check	30	
Confirmation	50	

Communion	50	
Graduation	150	
Application/testing	50	
Class ring	45	
Home School Association	100	(\$ 50 dues; \$ 50 raffle)
Lunch	-	To be determined by the Department of Education

- **ALL ABOVE FEES ARE NON-REFUNDABLE.**

TUTORING

- Teachers may not be paid to tutor a student they teach.
- Tutoring may not take place in the school building without permission of the principal.

SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted into Transfiguration School, the school warmly welcomes them for the coming 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 Transfiguration 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.

Students are expected to conduct themselves in such a manner as to be a credit to themselves and to the school.

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

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

Students attending Transfiguration 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 Transfiguration School surrender involves searches and seizures. School administrators may search a student’s person and belongings, including book bags, if there is a reasonable belief, in the opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student’s desks and lockers, which are under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by the 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 desk or lockers.

Another important right that a student and his/her parents give up when they decide to have a student attend this school is the right to sue the school, the parish, 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 in this handbook. Each student and his/her parents/guardians, by their acceptance of enrollment at Transfiguration School agree to and accept the school’s rule and policy that students and

parent/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/guardians agree that any challenge to any school academic or disciplinary action or any action 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 limitations contained in

this handbook. This includes any decision relating to student's enrollment at the school or termination of that enrollment.

While any student and his/her parent/guardian are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that student and parents/guardians are not permitted to have legal counsel present during any meeting 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 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/her parent/guardian. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.