



TRANSFIGURATION
SCHOOL

FAMILY AND STUDENT HANDBOOK

EARLY CHILDHOOD CAMPUS

PreK3 & PreK4

10 Confucius Plaza, Lower Level

New York, NY 10002

212-431-8769

212-431-8917 (f)

LOWER CAMPUS

Grades K – 3 29 Mott Street

New York, NY 10013

212-962-5265

212-964-8965 (f)

UPPER CAMPUS

Grades 4 – 8

37 St. James Place

New York, NY 10038

212-267-9289

212-227-0065 (f)

www.TransfigurationSchoolNYC.org

info@transfigurationschoolnyc.org

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ACADEMIC EXPECTATIONS

Transfiguration school expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students in grades 1-8 will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. A parent's signature indicates that the parent is aware of the student's progress.

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

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

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

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

Transfiguration gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students; third, to non-Catholic students.

- Applicants to all grade levels will be administered an entrance exam and/or an in-person meeting
- Children applying for the PreK3 and PreK4 Programs must:
 - Be of age by December 31
 - No longer using diapers and able to use bathroom facilities on his or her own
 - Attend and successfully complete the summer program
- We have a rolling application process based on available seats

AFTER SCHOOL PROGRAM

- The pre-kindergarten and kindergarten programs operate on an extended day schedule from (8:15AM – K) OR (8:30AM – PreK) – 6:00PM.

- An after school program is available from 3 P.M. – 6 P.M. for Grades 1-8 based upon space availability per grade level.
- Priority is given to previously enrolled students.
- If a child who is not enrolled in the after school program is being picked up after dismissal (3:00pm) consistently, the parent will be required to pay the after school tuition rate.
- For Grades K-3 no later than 6:00pm at 29 Mott Street.
- Late Fee: A late fee of \$5.00 will be charged for pick ups after 6:00PM. Parents who are late more than 4 times during the year will be asked to withdraw their children from the program.

APPOINTMENTS

Medical and Personal

- Doctor, dental, and appointments of a personal nature should be made after school hours or on weekends whenever possible so as not to 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.

ASSESSMENTS

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, Measures of Academic Progress (MAP), and New York State Education Department assessments.

- Archdiocesan Test (Will be used as the student's Mid-Year and End-Year Examinations)
 - Religion Test --- Grade 3 to 8 --- January and June
- Archdiocesan-approved Standardized Assessment
 - Grades K-2 --- ITBS --- Administered one time per year in the spring
 - Grades K-8 --- MAP Assessments – Administered three times per year
- NY State Tests - New York State Exams

Grade	Tests
3-8	English Language Arts and Mathematics
8	Regents Algebra I

The faculty of the school reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

ATTENDANCE

Absences

- Examples of excused absences: sickness, sickness in family, death in family
- Examples of unexcused absences: visiting, vacation, babysitting
- 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.

- 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.
- If a note is not received, the school is required to record an illegal absence in the attendance register.

Lateness

- The school day begins at 8:15AM or 8:30AM for PreK
- Parents must ensure that children are punctual. Lateness disrupts the class and may impede a student's ability to learn.
- For Grades 1-8, Students will be marked late if they are not present for the 8:15AM lineup bell. Ideally, students should be in the school yard by 8:05AM.
- Students in Grades 1-8 who are late must report to the school office for a late pass before going to class.
- Reporting late to school more than four times will disqualify a student from the honor roll for that marking period.
- Reporting late 16 or more times 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.

BATHROOM

- All students must be able to use a toilet. No diapers of any kind are allowed.
- No adults are permitted to be in the bathroom with the child.
- Faculty and staff will assist PreK and K students with handwashing and reminders about hygienic bathroom practices.
- Students are not permitted to use bathrooms assigned for adults.
- Regular bathroom breaks are taken during the course of the day for PreK and K students.
- Students in Grades 1-8 may request bathroom breaks as needed.

BIRTHDAY PARTIES

- Teachers acknowledge students' birthday.
- Birthday parties for Grades PreK - 3 may be held once per month on a date to be determined by the teacher and for the child(ren) celebrating within that month.
- Parents may bring small individual items such as cupcakes, brownies, etc. Other food is not allowed (soda, candy, chips, chicken wings, dumplings, pizza etc.).
- Parents must make arrangements to coordinate any other supplies for the party and it must be approved by the teacher.
- Goodie bags are not allowed.
- Private party invitations are not allowed to be distributed on school premises.

BOOKSTORE – GRADES 1-8 ONLY

- Students must use school supplied notebooks, folders, etc.

- These items will be distributed by the classroom teacher in September.
- Should the student require more items than allocated, additional supplies are available for purchase through the onsite bookstore.
- Hours: Tuesday through Friday, 8:00 – 8:14 A.M at 29 Mott Street location.

BREAKFAST

- Breakfast is offered daily:
 - PreK3 and PreK4: Between 8-8:30AM in common area and family must supervise the student during this meal.
 - Grades K-8: Between 7:35AM and 8:05AM.
- Meals are provided by the NY Department of School Foods and Nutrition.
- Grades 1-8 students who have breakfast at school go to their usual lunchroom and return to the courtyard when they are finished.
- Kindergarten: Kindergarten students enter on Mosco Street and assemble in the auditorium. Those who have breakfast in the cafeteria must return to the auditorium. Teachers and assistants will escort students to their classrooms at 8:15. Appointments with the teacher may be made before 8:00AM or after 3:00PM
- Students in Grades 1-3 line up in the courtyard at 29 Mott Street after 8:05AM or in the auditorium during inclement weather.
- Students in Grades 4-8 line up in St. James church parking lot or in the cafeteria during inclement weather.

BULLYING (SEE HARASSMENT)

Bullying in any form is a serious offense. It creates fear and insecurity and impedes learning. To recognize and discourage bullying in all its forms (verbal, social, physical emotional as well as cyberbullying), Transfiguration School implements the following procedures;

- Teachers from Grades K – 8 teach a “bullying curriculum” consisting of ten core lessons, one for each month of the school year. These lessons, delivered in age appropriate ways include the various forms of bullying, how to recognize and respond to instances of bullying. Lessons are reinforced throughout the month in Religion classes and in the other content areas as well.
- Students must be encouraged to report immediately to their teacher, the administration or vice administration when they feel that they are being bullied.
- When instances of bullying are reported they are dealt with first by the classroom teachers who investigate and take appropriate actions. Such actions range may from analyzing the behavior to identify the forms of bullying involved, reinforcing a previous lesson on the subject or a note or call to a parent.
- Depending on the severity of the situation, the matter may be investigated by the administration or vice administration who will determine the appropriate consequences. This could be a parent conference, demerit, counseling, suspension or recommendation for expulsion! If you think your child is being bullied, inform the administration or vice administration immediately.

CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled “Right, Safe. Good Relationships”, which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

CHILD ABUSE LAWS

Transfiguration School will always be in 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.

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

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 administration immediately.
 - The administration must contact the police.
 - After law enforcement has been contacted, the administration 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 administration immediately.
 - The administration 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.

CHILD CUSTODY

At the time of school entry or at any other time where a change in custody status or arrangements occurs, it is the responsibility of the parent(s) to provide the administration a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

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

COMMUNICATION

Communication with Your Child(ren)'s Teacher

Parents are the child's first teachers, and partners in their education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement and develop means to assist students in areas of strength and weakness.

- Email correspondence and telephone appointments are welcomed and encouraged in addition to in person meetings.
- Parents must speak with teachers first if they have questions about procedures and their child(ren)'s progress. If necessary, they may make an appointment to see the Administration after this meeting is conducted.
- Teachers are not permitted to share personal information with students' family members.
- 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 unless previously scheduled.
- 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.
- Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

General School Communication

- The school will communicate general messaging through the info@transfigurationschoolnyc.org email address in addition to other accounts from our website account.
- We rely upon parents to regularly look for and read this communication and respond accordingly when applicable to you or your student(s).
- PreK students have communication placed in a clear folder with instruction. The folder should be placed in the child(ren)'s backpack every school day.
- Young students are developing language, vocabulary and grasping to understand and control their environment. Often their description, vocabulary, comprehension and understanding are limited. Therefore, keep lines of communication with the teacher through notes in the student's folder, email or telephone calls to the school.
- PreK class representatives and administration share messages, photography and videography from their child(ren)'s school experience through a closed virtual app called Class Dojo. This is a free service for the school and families are encouraged to access this tool to learn more about their child(ren)'s activities, reminders, and learning environment.

CONFIDENTIALITY

There is a professional, legal, and moral ethic that requires all persons to safeguard all student information of a privileged nature. It is imperative that such information be regarded as a sacred trust. If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.

Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child.

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always, the sense of confidentiality should prevail.

CORNERSTONE/EDUCATE SIS

Cornerstone Student Information System, an advanced web-based system for school management and data sharing, is utilized by the school to integrate all of our record keeping practices. During the fall of 2016, Cornerstone was rebranded as Educate. Each parent with a student in Grades 1-8 is given a unique username and password which will provide access to your child's class assignments, grades, and links to the school website. Parents are strongly encouraged to review their child's progress weekly.

To access Cornerstone/Educate SIS, please visit: <https://cornerstone.adnysis.org/> and login using your unique username and password. While TADS and ADNY ensure that the school data is maintained in a physically and electronically secure environment, it is crucial that you do not share your username or password with anyone. Those using the Cornerstone/Educate SIS are expected to adhere to the responsible user behaviors outlined in the Internet and Computer Network Use Agreement, general guidelines and safe practices of the Teaching with Technology section of this handbook.

COURTESY AND RESPECT

- Every student, teacher, parent and school community member is expected to be courteous and respectful to each other.
- Students are encouraged to make eye contact with the teacher when they greet and bid farewell.
- Students are encouraged to use positive words like "Please", "Thank You" when speaking with any grown-up.
- Parents present on school premises must demonstrate courtesy and respect for all students, teachers, and staff.

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.

The New York State PreKindergarten Foundation for Common Core and the Archdiocese of New York Values Infusion Program are the guidelines for the core concepts, skills and strategies that are taught at the Transfiguration school's early childhood program. The standards are on the school's website Early Childhood -> Program Overview page or refer to our standards chart

DETENTION

Detention may be given to Grades 1-8 students from 3 – 4 P.M. who deliberately disregard school rules. Parents will receive one day notification for detentions.

DISCIPLINE

Parents choosing Catholic school for their children frequently cite our commitment to structure, faith, and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school

structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

- It is expected that student behavior be exemplary in school and outside of school.
- Teachers are not permitted to use corporal punishment on any child. Students or parents should report perceived acts of corporal punishments to the principal immediately.
- If a student's behavior is altered, different or unusual, the parent must never dismiss it but monitor it and ask the child about it. Concerns should be immediately communicated to the teacher and they will also monitor your child. Changes in the home environment or daily routine easily affect a student's behavior and attitude in school and the vice versa.
- In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

The discipline process for those in PreK and K:

- A student is given two verbal warnings. (A warning is when the teacher addresses the immediate problem, guides to the student the appropriate behaviors and reasons for them, and asks the student to repeat the scenario using the correct course of actions. The student is asked to apologize.)
- If a third warning is issued, the student is given a time out.
- During a time out, the student is given a seat (and may be removed from the group) to calm down and think about what he/she did that was inappropriate. The student will sit out for three to five minutes. The teacher converses with the student again on the appropriate actions and consequences to take if the same problem occurs again.
- The student may draw or write how they need to behave better next time. Copy of this drawing is made for the parent and student to reference.
- A student's behavior and response can vary due to the developmental growth and in different environments (school, home or trip place) and with different people (guests, relatives, parents or teachers). Nonetheless, in different and new environments or with new people in our school setting, the principles of respect, courtesy and appropriate behavior are expected and reinforced. Therefore, Transfiguration reserves the right to exercise its discipline procedure with students for the following and any other behaviors it deems inappropriate:
 - Minor class disruptions, chronic lateness, rude, disrespectful to the teacher or adult or classmate, physical or verbal harassment/dispute with another student, stealing, incomplete homework, vandalism, inappropriate language, fighting or violent or unsafe behavior to the child and or community. Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

The discipline process for those in grades 1-8:

- Violations of the school's code of conduct will result in demerits and/or suspensions.
- Demerits will be issued for infractions such as, non-compliance with the uniform and personal appearance code, inattention in class, being unprepared for class, incomplete or illegible work, passing notes, chewing gum, cursing, copying

- homework, using unkind words, defacing school or personal property and any other behavior deemed inappropriate by the administration.
- The number of demerits incurred by a student in a marking period may result in the following:
 - A letter and a call to a parent.
 - A parent-teacher-student conference.
 - A parent-teacher-student-administrator conference.
 - A diminished conduct grade.
 - Suspensions, ranging from 1-4 days, will be issued for serious infraction of the school's code of conduct. These violations include, cheating, stealing, vandalism, disrespecting a teacher or staff member, representing the school inappropriately in public or cyberspace, bullying, harassment or verbal threats, fighting and any other behavior deemed inappropriate by the administration.
 - A student who is suspended will receive an "F" in conduct for that marking period.
 - The administration shall be the sole judge of the student's actions and school's response to them.
 - Transfiguration School reserves the right to request expulsion of a student by the Superintendent of Schools for:
 - Cyberbullying
 - 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
 - Inappropriate use of social media
 - Any other behavior determined by the administration to warrant expulsion
- * police notification required

DRESS CODE

Personal Appearance

Personal hygiene and careful dress preparation are expected of each student. School uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions to the learning process. It is important that you and your child(ren) take pride in your appearance remembering that you not only represent your own code of conduct but the school's as well.

- 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 sheer hosiery 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.
- Every student's hair is to be neat, clean and combed. Fad styles, gels, mousse, and dyes are not permitted

School uniform

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

The OPTIONAL Shoe Company for ALL grades is:

White Cross Official School Shoes <http://schoolshoe.com/> or 1-800-973-6789

The Uniform Company for ALL grades is:

Flynn & O'Hara School Uniforms

1.800.441.4122 Email: custserv@flynnohara.com

OR

Lands End (for some items) 800-963-4816

CODE: 900147927

Boys: PreK– Grade 8

Charcoal grey trousers

Maroon long sleeve polo shirt with logo (Winter)

Maroon short sleeve polo shirt with logo (Fall/Spring)

Charcoal grey cardigan sweater with logo & 2 pockets

Black leather belt

Black school socks

Girls: PreK - Grade 3

V-neck Charcoal grey jumper with logo

Maroon polo shirt

V-neck Maroon Cardigan sweater with 2 pockets and school logo - Optional

Girls: 4-8

Charcoal Grey 2-Kick Pleat skirt Black

Charcoal Grey Vest with school logo

V-neck Charcoal grey Cardigan sweater with 2 pockets and school logo - Optional

All Girls:

Maroon long sleeve polo shirt with logo (Winter) Maroon short sleeve polo shirt

Charcoal Grey girl's pleated slacks for Winter (optional)
Black cotton winter weight knee socks
Black opaque light weight knee socks Black opaque socks
Note: Girls must wear black shorts under their jumpers and skirts.

Boy's school shoe

Black leather shoe

Girl's school shoe

Black leather shoe

Gym Uniform:

Gym shirt and shorts (summer) gym sweat shirts and pants (winter) – NAVY BLUE
White sneakers and white crew socks (no ankle socks)

Dress down days

- Periodically, free or pay dress down days are awarded to students.
- Periodically field trip days call for dressing down and on these days students must wear the required field trip shirt with plain sneakers.
- Students may not wear see through or tightfitting clothing nor clothing that bears offensive logos.
- The school reserves the right to determine appropriate attire on dress down days.

Dress up days

- Grades 1-8 students should dress up on church service days.
- Sweat pants/shirts and jeans are not permitted.

DRUG AND ALCOHOL POLICIES

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Transfiguration will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the administration immediately.
- The administration will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is founded, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that function or event. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.

ELECTRONIC DEVICES/GAMES

We understand that some students will bring items to school that are not allowed to be out and used during the day, but those items must be put away and turned off during the school day. If any messages need to be passed on to the students, parents can call the school office. The

school is not responsible for the damage or loss of these electronic devices. These items will be confiscated if used without permission and the student may be subject to disciplinary action.

Grades 5-8 are permitted to bring portable, individual electronic games for use during recess periods only. This equipment cannot have connectivity to the internet or cell service and cannot have a camera component. The device must be turned off when not in use. The device can be confiscated at any time and the school is not responsible for loss or damage.

EMERGENCY CLOSINGS/DELAYED OPENINGS

- The schools in the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.
- In addition we may find it necessary to make closure decisions independently, based on local situations.
- Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about delayed openings and closures due to weather. The school will also post schedule changes on our website.
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- When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation, the following will apply:
 - All school related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled
 - After School and/or extended day care programs will be closed all day.

EVACUATION CRISIS PLAN

- Should a crisis require the evacuation of our entire school, students will be brought to the former St. James/St. Joseph school building at 1 Monroe Street.
- In the event of an evacuation of the Lower Campus (K-3), students will be brought to the Upper Campus at 37 St. James Place and vice versa. If the Early Childhood Campus evacuates, the occupants will relocate to the Lower or Upper Campus.
- Parents are requested to seek information regarding any crisis by tuning into reliable and widely accessed news programs via radio or television.
- Our school has an immediate notification system called IRIS (Immediate Response Information System). We will be using this system from time to time during the course of the year to let you know about events at the school. For example, we might issue an alert when we know school will be closed due to inclement weather. We might use it to let the parents of a particular class know that a field trip is running late. When you receive a phone call from the system, a recorded voice will begin by saying, "This is an IRIS alert." Immediately following the introduction, you will hear the content of the message.
- Accurate and updated emergency contact information is absolutely necessary.

FACULTY MEETINGS

- Faculty meetings are usually held on the first or second Friday of each month.
- The academic calendar already factors in changes to days that are impacted by faculty meetings.
- Dismissal will be at 11:30 AM (Upper Campus), 11:45AM (Lower Campus) and 12:00pm (Early Childhood Campus) on these days and lunch will be served.
- The after school program will remain in session during faculty meeting days unless otherwise noted on the annual academic calendar.

FIRE DRILLS

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

GRADUATION

At the discretion of the administration, each school has the right not to certify the 8th Grade student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

- The date for graduation will be announced
- 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.

GUIDELINES FOR THE EDUCATION OF NON-CATHOLICS

Parents must be made aware of the intentional Catholic witness in our schools. Transfiguration School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

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

GUM

Chewing gum is not permitted.

HARASSMENT (See BULLYING)

- 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 administration 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 AND MEDICATION

- A reasonable bedtime hour is expected for each student.
- When students eat at home, they should have a well-balanced breakfast and dinner.
- 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 administration 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: NYS law requires students 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. 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
- 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
- Immunizations: Students are required to have all inoculations as suggested by the Department of Health before admission to the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that as immunization requirements change, students are kept current in their schedule.
- Dental Care: Students must visit the dentist annually as part of their health care. This is a parental responsibility. Visits to the dentist should be scheduled outside of regular school hours when possible.
- Maternity/Paternity Policy: As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools - elementary as well as secondary - are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations.

HIV/AIDS CURRICULUM

The Archdiocese of New York and the NYS Education Department mandate that all schools within the Archdiocese are to give age appropriate instruction on HIV and AIDS to all students in Grades K–8. The schools within the Archdiocese use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administration. The conditions are:

- The student is not able to use bathroom facilities on his or her own or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

HOMEWORK

Homework is an appropriate application, adaptation and extension of the classroom learning experience. Transfiguration's policy is to assign homework though the types of homework vary based on grade level.

- 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 unless the assignment calls for "reading to the child" for the applicable project.
- Homework policy differs for each grade.
- Homework should be done in a silent atmosphere without interruptions.
- Parents should closely monitor the time students spend on a computer to complete homework assignments.
- The time allotments for homework (written and study) are as follows:
 - Grades Pre-K & K approximately 15 minutes
 - Grades 1 & 2 approximately 30 minutes
 - Grades 3 & 4 approximately 45 minutes
 - Grades 5 & 6 approximately 90 minutes
 - Grades 7 & 8 approximately 120 minutes

Daily independent reading is part of every student's "homework" assignment. Students in PK – Grade 1 should be read to every night.

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.

HONOR ROLL

An honor roll list is published after each report card for Grades 1-8. The criteria are as follows:

- First honors:
 - An average of 90 or above in all the core subjects (ELA, Math, Science, Social Studies, Religion), with no average mark less than 85.
 - A grade of "A" in Conduct and Effort.
 - No grade less than "B-" in any special Subject (gym, art, music, mandarin).
 - No more than 4 reports of lateness for the marking period.
- Second honors:
 - An average of 85 or above in all the core subjects (ELA, Math, Science, Social Studies, Religion), with no average mark less than 80.
 - No grade less than "B" in Conduct and Effort.
 - No grade less than "B-" in any special subject (gym, art, music, mandarin).
 - No more than 4 reports of lateness for the marking period.

ILLNESS

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

- Keep your child home until 48 hours after receiving medication for strep throat
- Keep your child home until 24 hours after fever or vomiting
- Keep your child home until 24 hours after receiving conjunctivitis medications

If your child has a chronic illness such as asthma, severe food allergies, seizure disorder, or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

In the event of illness during the school day students will be sent to the school nurse. There is a nurse on staff at both school buildings throughout the school day. The school nurse will contact you when your child is seen.

If warranted by illness or injury, a parent or an assigned adult guardian may come to the school and take the child home before dismissal. The Epiphany School reserves the right to call 911 in any case of medical emergency.

INTERNET

Please read and complete the TELECOMMUNICATIONS POLICY at the end of this document.

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 (these are guidelines for parents to reference):

- * 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.

ITEMS FROM HOME

- Students should not bring any items to school that are not requested by the teacher or administration or are an expected item necessary for school activity.
- If a student must bring a personal item with them (such as a stuffed comfort toy), it must remain inside their backpack at all times.
- Non-nutritive food is not allowed on school premises at any time. This includes candy, gum, potato chips, fast food. Food items of this nature will be discarded by school staff.
- Personal toys from home are not allowed in school.

LUNCH PROGRAM/STUDENT FOOD

- The lunch program is provided by the Department of Education.
- Menu can be found here: www.opt-osfns.org/osfns/
- As of the 2017-18 academic year, breakfast and lunch is provided free of charge to all students. Each September, parents will still complete a required application to determine the school's funding. <https://www.myschoolapps.com/Application>
- Students are expected to carry over the common courtesies of the dinner table to the school lunch environment.
- Parents must notify the school in writing if a child has allergies to particular foods or dietary restrictions.

- In the case of a student who requires a special diet for medical reasons, a doctor's note must be provided.
- Any food provided for the student to consume during school hours and on school premises must have nutritive value. No soda, chips, candy etc.

NAPS

- Children in Pre-Kindergarten and Kindergarten nap for 60-90 minutes in the middle of the day.
- One crib sheet and small blanket is required to be furnished by the family for the sleeping mat provided by the school
- Blankets and crib sheets must be washed weekly and returned the following school day.
- All children must have rest time during this period whether it is to sleep or rest quietly. We encourage you to practice rest time at home, even if your child doesn't like taking naps.

NONDISCRIMINTORY 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.

PARENT/CAREGIVER ORGANIZATION AND SUPPORT

- The active association of parent organization and support is called the Home and School Association, named long ago and still widely used today in the Catholic school system.
- This organization exists to invite parent involvement and encourage philanthropy for school activities but does not serve to govern or approve any activities or school operations.
- The Executive Board of the HSA holds monthly meetings. To learn more about participating contact the school administration.
- Parents are encouraged to volunteer for HSA activities.
- The first HSA meeting of the year includes a parent orientation session for each class.
- Parents are expected to participate in HSA fund raising activities.
- By-laws are available upon request to any parent.
- No external or internal publications should be published on behalf of the school or representing the school in any fashion without proper approvals by the school administration.

PARENT/CAREGIVER 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 administrations to include in their handbook a statement specifying that the conducts listed below could lead to a request by the administration 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 in grades 5-8 may have cell phones securely kept out of view during school hours.
- While under school supervision, cell phones must be turned off and placed in a the phone rack in the classroom.
- 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 returned at the discretion of the Administration.
- Transfiguration School assumes no responsibility for loss or damage to cell phones.

PLAYGROUND AND OUTDOOR POLICY

- The playground at the Early Childhood campus is not to be used for any other purpose than the physical activity of Transfiguration students unless an announcement is made.
- Students may not use the Early Childhood campus playground equipment during non-school hours.
- Parents and caregivers must leave school premises, including playground areas promptly after picking up your child(ren). No exceptions.
- All students are given between 30-45 minutes of physical education time outside of the classroom, weather permitting.
- Parents and visitors are not allowed to loiter during physical education periods as it distracts the children and disrupts the social growth being monitored by the teachers.
- Students who are unable to participate in outdoor physical activity for any reason must have a doctor's note to explain the reason and excuse the child from this activity.

PROMOTION/RETENTION

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular

program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress. If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal. The following are specific criteria that will assist teachers as they consider a recommendation for retention. The student has failed to pass the major subjects on each grade level. The following table indicates the specific failures by grade level that might result in retention at that grade level:

Level	Academic Progress
Kindergarten	Evidence that the child is not meeting academic expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in Reading
Grade 2	Failure in Reading
Grade 3	Failures in Reading and Mathematics
Grade 4, 5,	Failures in Reading and Mathematics, or Failures in Reading or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts
Grade 7, 8	Failures in Reading and Mathematics or Failures in Reading and Language Arts or Failures in Reading or Mathematics or Language Arts and failure in one of the following subjects: Religion, Science, Social Studies

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

- failure to complete assignments
- failures on multiple summative assessments
- repeated scores of 1 ("below standards") in several standard domains on report card

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

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 \$175.00 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.

RELATIONSHIPS

Parents and family members of students are not permitted to pay or request paid services from faculty and staff for any reason including tutoring services.

RELEASE OF STUDENTS

The school has a sign-out book located in the main offices. Occasions for the use of a sign-out book are:

- In the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the school administration will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- For liturgies and services when altar servers leave the school, the students will sign out and in.
- When a student is released to a parent or guardian, that adult (must be 18 years of age or older) must sign the book.
- For a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. [Please note: only the administration may approve the release of a student for a prearranged appointment.]

Prekindergarten policy:

- At the early childhood campus, all parents, or caregivers, must "Sign in" and "Sign out" on the book upon arrival. Print the name of the adult that brought the child to school and the time the child enters or leaves the classroom. Children do not record the time or sign out. Each classroom entrance has a red line on the floor. This is a visual signal for young children to wait for their adult before exiting the classroom.
- Parents/guardians must inform the office and classroom teachers via telephone call or in the morning at arrival if an alternative caregiver will pick up their child. The caregiver must present a photo id.

- The student will not be released to parties other than the parent or designated guardian listed on the school records. If the office was not informed, then a telephone call will be made to verify.

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.
- In order to share in God's unconditional love, all are asked to participate in Morning, Lunchtime, and End of Day Prayer. Students and any faculty, staff and family who may be present are required to show respect and quiet reflection during this time.
- Catholic students in grade 2 receive the Sacraments of Reconciliation and the Eucharist each year.
- Catholic students in grades 7 and 8 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.

REPORT CARDS AND PREK PORTFOLIOS

- PreK and K: Portfolios are kept on each student to document their developmental growth. The portfolio contains highlights of each student in all areas and will be reviewed at parent teacher conferences
 - Over time it maintains a record of your child's learning development during their study at school.
 - Upon the end of the school year, the student's portfolio will be returned home.
 - Progress reports are distributed twice for PreK and four times a year for K.
- GRADES 1-8: Report cards are issued for Grades 1-8.
 - Achievement in academic subjects for each quarter is based on the demonstration of mastery of material covered in class such as: Classwork/participation, homework, quizzes, formative assessments, summative assessments.
 - 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, conduct 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.
 - The final report card will not be distributed unless all financial obligations have been fulfilled for the academic year.
 - Numerical marks are recorded on report cards for Grades 1-8.
 - A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.

- 4: Meeting Standards with Excellence - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
- 3: Meeting Standards - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade-level Work, and completes work independently with limited errors.
- 2: Approaching Standards - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, Instruction, assistance and/ or practice.
- 1: Below Standards - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
- N/A: Not Assessed - Students were not assessed on these standards this quarter.

SAFETY AND SECURITY

To assure the security of the building and the safety of each child, the school strongly enforces its policy of requiring all visitors, even parents, to report to the main office first. All entrances and exits in and out of the building must be through the main door only unless special events dictate otherwise.

To avoid interruption of the learning process, no one may enter a classroom without permission of the administration.

The school has a crisis management manual and each classroom has a school emergencies resource flipbook.

- 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 exit through the center door.
- Parents should notify school staff immediately if they feel someone is in the building without permission.
- Parents are not allowed to use the bathrooms in the school.
- Parents should not engage or direct the discipline of a child other than their own.
- Parents should notify a member of the school staff or inform the Main Office immediately if they feel someone is in the building without permission or can be a danger to the school.

SCHOOL DAY

Students must not arrive on campus prior to 7:30AM.

See BREAKFAST for information about times and offerings.

	Pre-K 3	Pre-K 4	K	1-8
Enter School	8:30 a.m.	8:30 a.m.	8:15 a.m.	8:15 a.m.
Lunch	11– 11:45 a.m.	12 – 12:45 p.m.	11:45 – 12:30	11:45-12:30
Nap	12 – 1:30 p.m.	1 – 2 p.m.	12:45 – 1:30	x
Dismissal	5:15 – 6 p.m.	5:15 – 6 p.m.	5:15 – 6 p.m.	3 p.m.
Afterschool	x	x	x	3 – 6 p.m.

Dismissal is at 11:30 AM (Upper Campus), 11:45AM (Lower Campus), Noon (PreK) on days when faculty meetings are held. Please reference your academic calendar.

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 Administration’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.

SMOKING

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Transfiguration School buildings and campuses. This prohibition applies to faculty, staff, parents, and all visitors to the school.

SPECIAL LEARNING NEEDS

Students with learning differences are children of God and members of the Church. Transfiguration School makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or administration may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the administration to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSP) to get an IESP.

When a student qualifies for a 504 Plan, the administration will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at Transfiguration School. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student's confidential file. The accommodation or modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

STORAGE FOR STUDENTS

- Each PreK and Kindergarten student is assigned a cubby for storage which may be shared with another student.
- Every PreK and Kindergarten student must have the following items in their cubbies
 - Full change of clothes; shirt, pants, socks, underwear,
 - Small blanket and a crib sheet.
 - All items of clothing are to be labeled with the child's first and last name.
 - No pillows are allowed.
 - Blankets and sheets are to be taken home each week and washed and returned to school the following school day.
- Grades 1-3 use their desk storage for any permitted items brought to school
- Grades 4-8 will be assigned a locker for storage use. Lockers may be decorated by the student using tasteful and minimal elements. Administration reserves the right to request an item to be taken down if inappropriate or disruptive in nature. Locks are optional and not provided by the school.

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.)
- 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

SUMMER SCHOOL

Transfiguration School offers a six-week summer school usually from the beginning of July to mid-August for students. The program is an excellent bridge between June and the start of school in September and provides students with the opportunity to gain a head start on their new grade.

Attendance in our Summer Institute (School Program) is mandatory for new PREKINDERGARTEN students. This ensures that an adequate transition is made to the new environment and readiness for the student when school begins in September.

Any current student who fails to achieve expected progress will be required to attend summer school.

It is recommended that any student in Grades 1-8 who fails a subject for the Final average in June 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:

Archdiocesan Tests - Religion year end exams for Grades 3 to 8 in June

Standardized Tests – ITBS for Grades K-2 in the Spring

New York State Tests -

- English Language Arts Grades 3- 8 March
- Mathematics Grades 3- 8 May
- Algebra I Regents Exam Grades 8 June

TRIPS

Field Trips serve an educational purpose and their value is an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

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

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or emailed permission cannot be accepted.
- Educational trips and community walks 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.
- Depending on the trip, parent-supervisors are requested based on need and availability.
- Since these are attendance days, students excused from trips must be present in school and will follow a schedule provided by the teacher.
- All trip fees are non-refundable.
- If a student is late for a trip and the transportation has already departed, parent or caregiver should transport their child to the trip location to join the class.

TUITION, FEES, AND FINANCIAL MATTERS - tuition & fees are non-refundable.

Transfiguration School uses Smart Tuition for billing and collection of payments. The billing cycle is as follows:

- September's tuition is paid during the registration period.
- October – June's tuition is paid from September through May.
- After school tuition payments are billed over 9 months, September – May but may be paid in advance in a lump sum.

Tuition and fees structure for the 2017-2018 academic year are as follows:

Application/testing	\$50.00
Class Ring	\$45.00 (8th Grade ONLY)
Home School Association (Pre-K- 8)	\$100.00
Lunch	FREE FOR ALL STUDENTS
Activity Fee*	\$525 for PreK; \$575 for Grades K-8

*Activity Fee covers the cost of all textbooks, workbooks, school supplies, art and classroom supplies, National Standardized and New York State tests, computer software, internet access, accident insurance, etc.

- Cash should not be used as a form of payment for tuition or fees. All payments should be made via check, money order or SMART TUITION.
- Students should never carry money to school. The school is not responsible for lost or stolen money.

VIDEOGRAPHY AND PHOTOGRAPHY

Parents sign a release for their child to participate in video recording and photography for school purposes. Parents and guardians are only allowed to video record and photograph when it is their child's birthday party or at other school-wide functions. Parents should not publish these materials to social media or external sources if the images are not exclusively of their child(ren).

During a school concert performance, NO FLASH PHOTOGRAPHY allowed and recording will be at a designated area.

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office; otherwise, they must fill out the photo/video release form.

WITHDRAWALS AND TRANSFERS

A written letter of request must be submitted to the principal. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

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.

Updates to this handbook may become available during the school year. If this is the case, you will be informed in writing of this new addition to the handbook.

Telecommunications Policy

Student Expectations in Use of the Internet

RETURN BY SEPTEMBER 18, 2017

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the internet independently at school

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" online.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.

- Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper or printer cartridges, that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.,) are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement."
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *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. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Student(s) Name(s): _____ Grade _____

Student(s) Signature: _____ Date _____

Parent/Caregiver Signature *if GRADE 1 or BELOW:* _____

PRINT NAME: _____ Date _____

Handbook Acknowledgement
Transfiguration School

Parent/Caregiver Signature Page

Return Due Date: September 18, 2017

We have received a copy of the school handbook and have read it.

(Parent/Caregiver's signature)

(Parent/Caregiver's signature)

(Print Name)

(Print Name)

(Student(s) Name(s))

(Student's signature – GRADE 2 and ABOVE ONLY)

(Student's signature – GRADE 2 and ABOVE ONLY)

(Student's signature – GRADE 2 and ABOVE ONLY)

(Student's signature – GRADE 2 and ABOVE ONLY)

Please complete one (1) form for each child enrolled.

MEDIA AUTHORIZATION AND RELEASE

This form is not required to be returned if it was completed as part of the online application process.

RETURN BY SEPTEMBER 18, 2017

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian.

Names of Child

Names of Parent or Guardian

by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant to School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, internet, and podcasts.

I forever grant, assign, and transfer to School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

Print Name

Name of Child

Signature

Signature of Parent or Guardian

Date

Please complete one (1) form for each child enrolled.

Technology Use/Telecommunications Policy Agreement for 2017-2018 School Year

RETURN BY SEPTEMBER 18, 2017

For Transfiguration School

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

Student

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Please complete one (1) form for each child enrolled.

Textbook/Software/Hardware Request Form
Transfiguration School

NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL),
LIBRARY LAW (NYSLIB),
AND COMPUTER HARDWARE (NYS CH)

PARENTAL REQUEST FORM FOR SCHOOL YEAR 2017-2018

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child _____ who is in grade _____ pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

Signature of Parent or Guardian _____

Print Name _____

Address _____

Date _____

2017-18 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

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). For grades Pre-k through 9, 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 4, 5, 10, 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 10 through 12. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should 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	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2 and 3	Grades 4 and 5	Grades 6, 7, 8 and 9	Grades 10, 11 and 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 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 booster (Tdap) ²	Not applicable			1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses
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 through 15 years			
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses	1 dose	2 doses	1 dose
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable			Grades 7 and 8: 1 dose	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			

2017-2018 School Year

Is Your Child Ready for Child Care or School?

Learn about required vaccinations in New York City

All students 2 months to 18 years old in New York City must get the following vaccinations to go to child care or school. Review your child's vaccine needs based on his or her grade level this school year.

VACCINATIONS	Pre-Kindergarten (Child Care, Head Start, Nursery or Pre-K)	Kindergarten - Grade 3	Grades 4 - 5	Grades 6 - 9	Grades 10 - 12	
Diphtheria, Tetanus and Pertussis (DTaP)	4 doses	5 doses <i>or 4 doses ONLY if the 4th dose was received at 4 years of age or older</i> <i>or 3 doses ONLY if the child is 7 years or older and the series was started at 1 year or older</i>	3 doses	3 doses	3 doses	
Tetanus, Diphtheria and Pertussis booster (Tdap)					1 dose, after 11 years of age	
Polio (IPV/OPV)	3 doses	4 doses <i>or 3 doses ONLY if the 3rd dose was received at 4 years of age or older</i>	3 doses	4 doses <i>or 3 doses ONLY if the 3rd dose was received at 4 years of age or older</i>	3 doses	
Measles, Mumps and Rubella (MMR)	1 dose	2 doses				
Hepatitis B	3 doses	3 doses				
Varicella (Chickenpox)	1 dose	2 doses	1 dose	2 doses	1 dose	
Haemophilus influenzae type b conjugate (Hib)	1 to 4 doses Depends on child's age and doses previously received					
Pneumococcal Conjugate (PCV)	1 to 4 doses Depends on child's age and doses previously received					
Meningococcal Conjugate (MenACWY)					Grades 7 and 8: 1 dose	Grade 12: 2 doses <i>or 1 dose ONLY if the 1st dose was received at 16 years of age or older</i>

The number of vaccine doses your child needs may vary based on age and previous vaccine doses received. Your child may need additional vaccines or vaccine doses if they have certain health conditions. Talk to your doctor if you have questions. For more information, call 311 or visit nyc.gov/health and search for **student vaccines**.





**Department
of Health**

ANDREW M. CUOMO
Governor

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

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

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

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

For the
2017-18
School Year

Parents:

All kids entering **7th**, **8th** and **12th** grades must have the **meningococcal vaccine**.

Without it, they can't start school.

About the Vaccine:

- It's not a new vaccine. It's been recommended for a decade.
- Most parents already choose to vaccinate their children.
- The meningococcal vaccine has been **required** for school entry since Sept. 1, 2016.

About Meningococcal Disease:

- It causes **bacterial meningitis** and other serious diseases.
- Teens and young adults are at greater risk.
- It comes on quickly and without warning.
- Its symptoms are similar to the flu.
- Every case of this disease can result in death or long-term disability.

Check with your doctor. Even kids who have had a shot before may need a booster to start school.

To learn more, visit
health.ny.gov/immunize

Immunization is Protection.

