

# Transfiguration Academy



## Parent & Student Handbook

Revised: Sept. 2017

### **POLICY of NON-DISCRIMINATION**

Transfiguration Academy provides for equal employment opportunities for all persons regardless of race, color, national origin, ancestry, age, nationality, sex, physical or mental handicap, marital status or liability service in the armed forces of the United States.

### **POLICY STATEMENT on HARASSMENT**

Transfiguration Academy maintains an atmosphere free of violence, personal abuse or any form of harassment. Harassment may be student to student, student to teacher, teacher to student, employee to student or employees to employees. Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendos, comments directed at a person's gender are all inappropriate and will not be tolerated. Violations of this non-harassment policy will be treated as a significant disciplinary matter.

### **PURPOSED AND USE OF HANDBOOK**

This handbook exists to foster the efficient operation of Transfiguration Academy. To meet this objective, the school administration is given flexibility and the right to exercise discretion. In appropriate circumstance, the principal/pastor has the authority to take actions other than those specified in the handbook. This handbook does not create contractual rights.

#### **AMMENDMENTS TO HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, faculty will be notified within 30 days of the changes being approved by the appropriate authority.

## **ACKNOWLEDGEMENT AND RECEIPT**

I acknowledge receipt of the handbook containing policies, rules and regulations for Transfiguration Academy. I have read the Handbook or will read it as soon as possible. I understand and agree that the handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the School in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the handbook.

Name of student (Please Print)\_\_\_\_\_

Grade\_\_\_\_\_

Signature of Parent/Guardian\_\_\_\_\_

Date\_\_\_\_\_

\*Detach and return to School



## Message from the Pastoral Administrator and Principal

Dear Parents & Guardians,

The Catholic School System has a proud history of providing quality education in a Christian environment. Transfiguration Academy exemplifies those high ideals.

A well-qualified staff, development of self-discipline, and quality education are valuable factors which contribute to your children's maturity at Transfiguration Academy. We challenge them to be creative, to think critically, to discover and to find both usefulness and enjoyment in their learning. However, we do not do this alone. Our Co-Sponsored Parish School is truly an important part of family life. Within the partnership of home, school and parish, the responsibility of providing children with personal, moral and civic values is a priority.

Transfiguration Academy flourishes in an atmosphere of mutual respect and cooperation for which we are truly grateful.

This Handbook exists to foster the efficient operation of Transfiguration Academy. To meet this objective, the School Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

Sincerely,

Msgr. Richard Arnhols  
Pastoral Administrator

James Carlo  
Principal



# **Transfiguration Academy**

## **Pre-K 3 – Grade 8**

10 Bradley Avenue

Bergenfield, New Jersey 07621

291-384-3627

Fax 201-384-0293

## **School Hours:**

### **Kindergarten to Grade 8 (Full Day Session)**

8:00am to 3:00pm

### **Pre-K (Full Day)**

8:00am to 2:45pm

### **Pre-K (Half-Day Morning)**

8:00am to 11:00am

### **Pre-K (Half-Day Afternoon)**

12:00pm to 2:45pm

### **Before Care Program**

6:30am to 8:00am

### **After Care Program**

3:00pm to 7:00pm

**There is NO Before/After Care Program on School Holidays or days when school is closed due to inclement weather. (This includes ½ days before holidays or when school is closed for an emergency)**

## **Transfiguration Academy Philosophy**

We, the members of “Transfiguration Academy”, recognize that we are called to preach, proclaim and participate in the message, mission and ministry of Jesus Christ and His Church. As God’s people, we are committed to prayer, worship, Christian education and service. Our primary mission is to celebrate the Word and respond to the spiritual and corporal needs of others. We believe that Jesus, Savior, Redeemer and Greatest Teacher, nourishes and supports us in our daily life experiences. Through word and action, we are commissioned to spread the Good News and inculcate gospel values in the minds and hearts of our students.

The Faculty commits its energies and talents to providing a Catholic Christian education for the youth entrusted to its care. We believe that intellectual growth is an ongoing, lifelong process. Our instructional program is designed to afford our students knowledge, basic and critical-thinking skills, and opportunities for developing their creative, God-given gifts. In the spirit and traditions of prayer and study, students are encouraged to explore and work toward a balance of all aspects of their education at Transfiguration Academy.



Believing that every individual is unique, we endeavor to nurture each one intellectually, spiritually, socially, and personally. Recognizing the varying abilities of our students, we encourage each student to reach his/her full potential. Within a positive learning environment, creativity, independent thinking and a love for learning are challenges we attempt to meet. We support our students in their need to develop self esteem and good physical well-being. We seek to instill the life values of truth, honesty, peace, justice, patriotism and an awareness of social and personal responsibilities for each other. Our students are encouraged to respect cultural differences and appreciate the richness they can offer to our Christian Community.

We recognize and value the need for a positive working relationship among Administration, Faculty, Parents and Students. Good communication skills can help form a valuable partnership and ensure Christian growth and maturity. Parents, as the primary educators of their children, must create an atmosphere of mutual support, respect and responsibility for all members of the community. Parent participation through School Board and Home School Association membership is greatly appreciated. Through the H.S.A, parents actively provide assistance in the financial, social and communicative areas of our educational system.

Our Faculty is a dedicated, experienced team of professionals who encourage, support and continually respect one another in the educational process. Its members work diligently in a spirit of collegiality to enrich the Transfiguration Academy Community. As facilitators of the learning process, the Faculty strives for academic excellence. Recognition and attention to the individual needs of all students is first prioritized by the classroom teacher and then other supportive agencies are employed to help in the educational system. Our students are encouraged to discover and share their gifts and to serve one another in a spirit of faith and love. Students are taught mutual responsibility and the worth of a healthy spirit of cooperation and competition in their daily activities. We strive to create a caring environment which serves to motivate and enrich the educational quality of student life.

The Administrator of Transfiguration Academy is called to motivate the faith community, provide leadership, and witness a commitment to education with loyalty and firm allegiance to Church and community. Within Archdiocesan guidelines, he/she is responsible for the implementation and modification of local educational policy and employment and evaluation of teachers. Annually, students participate in a national testing program designated by the Archdiocese. Parents receive a home report which gives them national and local percentiles. They can discuss these results with the teachers or the Principal. The individual student capabilities are also determined by informal testing and frequent teacher observation. From these reports, curriculum needs and changes are determined and the necessity of additional educational aids are suggested and implemented.

Transfiguration Academy is dedicated to the proclamation of the Word and the spreading of the Gospel message of Jesus Christ. Supported by our parish community, we strive to teach and energize our students in all areas of growth and development. An academic, value-oriented curriculum enables our students to reach their full potential, and to become productive citizens and valuable members of our democratic society.



## **Mission Statement**

Transfiguration Academy enables each student to develop their full potential, meet the challenges of a changing society; become worthwhile contributors to the community and the leaders of tomorrow. This is accomplished through strengthening faith, enlightening minds and transforming hearts.... one student at a time.

## **Administration and Organization**

### **The Role of the Pastoral Administrator**

The Pastoral Administrator is the spiritual leader of the school and has the responsibility of setting and maintaining the spiritual tone of the school and of directing the religious education of the children of respective parishes.

### **The Role of the Principal**

The Principal is the Chief Executive Officer and administrative head of the school and is responsible for the operation of the school as an educational institution. The Principal must coordinate the efforts of all school personnel – administrative, instructional, and custodial – in achieving harmonious and cooperative effort required for the attainment of a good teaching/learning situation.

Since Christian formation is based on the teachings of the Roman Catholic Church, the Principal must possess a commitment to the basic tenets of the Roman Catholic Faith and must furnish Christian and constructive leadership for the staff, students and parents.

The Principal, reports directly to the Archdiocesan Superintendent of Schools and must perform the duties involved in administration, supervision, organization, discipline and educational evaluation.

### **The Role of the Parish Priests**

The Pastor and assistant priests play an active role in the school curriculum by assisting with religious instruction, Sacramental preparation, penance and religious activities in conjunction with the liturgical calendar. They are vital members of the school's staff, who plan and offer experiences in Christian living through the Liturgy, Sacramental life, prayer, guidance and example, as well as service to others.

### **The Role of the Teacher**

The School is staffed by a dedicated lay faculty. They are deeply committed to the goals of the school. Their professionalism is a source of pride to the school and community. Within the classroom and beyond, our teachers combine their talents and competencies with dedication in the service of their students. Educational programs are taught with expertise and with concern for the individual's religious and academic growth.

A prime factor for the success of the school's goals and programs is the spirit and personality of the teacher. Each teacher is a highly skilled professional who is expected to:

1. Instruct the students in the Roman Catholic Faith.
2. Provide a Christian atmosphere of a living and active faith.
3. Accomplish the school's educational goals.
4. Maintain a favorable climate for learning.
5. Courteously and consistently enforce the rules of the school.
6. Maintain discipline with fairness and respect for the child.
7. Inform parents, in accordance with school procedures, about the academic progress and general behavior of their children.



These functions represent a few of the many and varied obligations which the Teachers assume from the teaching authority delegated to them by the principal and Archdiocese.

### **The Role of the Parent/Guardian**

To assist the school in maintaining good education, there must be effective communication among parents/guardians, students, teachers, and the administration.

To help children develop the self-control necessary for succeeding academically to the best of their ability, adults are obligated to teach, and by example, to develop in their children good habits of behavior as well as proper attitudes toward school.

To help the children, all parents/guardians should:

1. Provide for genuine living of the Gospel message.
2. Recognize that the teacher takes the place of the parent while the child is in school and that parents, therefore, must uphold and support the authority of the teacher.
3. Teach and explain to children respect for law, for authority, for the rights of others and for public and private property.
4. Insist on prompt and regular school attendance and compliance with attendance rules and procedures.
5. Provide a book bag to carry texts and arrange a time and place for students to complete written or study homework assignments.
6. Review all nightly homework assignments, sign homework assignment pad and check for any long-term assignments of projects.
7. Talk with children about school programs and activities, and share an interest in pupil progress.
8. Explain and review periodically the school code of regulations.
9. Remind children frequently that good behavior is expected not only in the classroom, but also during recess, on the playground, in the cafeteria and on the way to and from school.
10. Work with the school in a cooperative effort to carry out recommendations made in the best interest of the child.
11. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action.
12. **All Parents, Guardians and Volunteers over the age of 18 MUST have successfully completed the Protecting God's Children Workshop and have their certificate on file with the school. No exceptions can or will be made. Failure to complete the program will prohibit a person from volunteering for any school function, field trip or activity.**





## **The Role of the Students**

The student body is united by its common efforts toward Christian human growth. This growth comes through a community experience: faculty, priests, students and parents; each offering his/her own unique contribution to the school community. Roman Catholic children are obliged to practice the Faith as the Church teaches.

All students of Transfiguration are obligated to:

1. Actively participate in religion classes, spiritual growth devotions and services.
2. Salute the United States flag, repeat the Pledge of Allegiance.
3. Adhere strictly to all school regulations.
4. Respect staff members, volunteers and peers.
5. Extend efforts to achieve academic success according to ability and potential.

## **Academic Policies**

### **Promotion**

Transfiguration Academy's curriculum incorporates the following subjects:

- Religion\*
  - Language Arts\*
    - Reading
    - Spelling
    - Vocabulary
    - English LA
  - Math/ Algebra\*
  - Science\*
  - Social Studies\*
  - Foreign Language\*
- Art
  - Music
  - Physical Fitness
  - Technology

(\* Indicates Major Subjects)

Students are required to master the subject matter for each grade level before being promoted to the next grade.

**Students who fail major subjects WILL be required to attend Summer School or successfully complete private tutoring approved by the Academy for the subjects failed. At the completion of the appropriate summer classes or tutoring, all work and documentation MUST be presented to the Principal before the student will be passed on to the next grade.**

**In the case of 8<sup>th</sup> grade students, all work and documentation MUST be presented to the school office before the student will receive his or her diploma. Notification of non-graduation will be sent to the appropriate high schools.**



## Report Cards

Report cards will be distributed as per the Archdiocesan calendar, in accordance with Archdiocesan Policy. They are an important means of communication between the school and home. The marks are an indication of a child's progress and should not be interpreted as goals.

A report card should give the parents as accurate a picture as possible of the child's academic progress along with an evaluation of certain personal qualities.

Classroom procedures and course requirements which are challenging, yet in line with the student's abilities, are explained to the students at the beginning of the school year.

**Homework, projects, reports, test scores, class participation and other evaluative measures are considered in the overall assessment of the student's progress and have a direct bearing on their overall subject grade.**

## Progress Reports

In order to keep parents informed, progress reports are sent home as per the Archdiocesan Calendar. When a poor progress report in any subject is received, the parent should make an appointment to discuss the situation with the teacher. Cooperation between school and home is necessary to ensure a child's progress. Please sign and return all Progress Reports the next school day after they are received.

## Retention

### Grades K – 3

A student will be retained if failures are received in Math, Reading, Phonics, or Physical Education for the year. These are basic required subjects and a failure in these areas will place the student at a disadvantage in the following grade.

### Grades 4 – 8

If a student fails in three or more major subjects, he/she will not be promoted to the next grade.

**No pupil in the 8<sup>th</sup> grade will receive a diploma at graduation unless he/she passes all major subjects.** In the case of failure in one or two subjects, he/she will receive a diploma **only** after successfully completing those subjects in summer school. However, if he/she fails three or more subjects, the student will receive no diploma. **Warning notices will go out if a child is in danger of failing for the year. Excessive absences may also result in retention, based on NJ State educational policy.**

## Homework

Students will receive homework on a regular basis. As a guideline, the time allotments should be as follows: Grade K, 1, 2: 20 to 45 minutes daily; Grades 3 and 4: 30 minutes to 1 hour daily; Grades 5 and 6: 1 – 1 1/2 hours daily; Grades 7 and 8: 1 1/2 – 2 hours daily. This is only a guideline and may vary for individual students.

You should check your child's homework assignment pad **DAILY.**



## Tests / Quizzes / Exams

All tests are to be signed by a Parent/Guardian and returned to school the next day. Please be aware that teachers grade grammar, spelling, punctuation and penmanship on tests, where applicable. **Students who fail an exam do not have the right to a re-test or extra-credit to raise their grade. Grades may be raised by doing well on subsequent tests, exams and / or quizzes.**

## Make-up Work Policy

**All make-up work for days absent is the responsibility of the student.** It is up to the students to find out from the Teacher what material was missed, when tutoring time on the missed material can be obtained and an acceptable date to hand in missed assignments.

Policy states: Pre-assigned work will not be accepted after the date assigned; if absent, the work must be turned in by date arranged with the teacher. Daily homework assignments will not be accepted late. They are to be handed in on a daily basis. School work that is not made-up on time lowers the grade and **MUST** still be made up and handed in.

## Standardized Testing

Students in Grades K through 8 participate in the Standardized Testing Program mandated by the Archdiocese of Newark. This testing occurs every year in the spring.

## Grading and Honors

**Honor Roll:** The Honor Roll is established to recognize those students who have diligently worked to a very high standard of learning.

**Principal's List:** (Grades 4 – 8): To be eligible, a student must meet the following criteria:

- A. Maintain an A+ in all academic areas and sub-headings of Religion, Reading, Language Arts, Spelling, Math, Social Studies, World Language, and Science.
- B. Have all O's or S's in Cultural Development (Music, Art, Physical Education and Technology)
- C. Have **NO** U or I in Personal Development (i.e. behavior, obey school rules in the classroom, hallways, cafeteria and playground, etc.)
- D. No more than three (3) consecutive or five (5) total unexcused absences in a marking period.
- E. Have no more than 2 unexcused tardiness slips in a marking period.

**First Honors:** (Grades 4 – 8) Awarded to a student who has achieved all A's or A+'s and only one B+ in all major subject areas and achieved the criteria stated in areas B to E under Principal's List.

**Second Honors:** (Grade 4 – 8) Awarded to student who achieved all B's and better in all major subject areas and achieved the criteria stated in areas B to E under Principal's List.

### **Archdiocesan Academic Marking Code:**

#### **Pre- K -3 Grade**

E = Exceeds

S = Secure

D = Developing

B = Beginning

N = Not Yet Performing

#### **Grades 4-8, inclusive**

A+ 97 – 100      C 73 – 77

A 92 – 96      C+ 78 – 82

B+ 88 – 91      D 70 – 72

B 83 – 87      U Below 70



## **Records and Transcripts**

A parent/guardian has the right to review his/her child's academic record, standardized test results, health records and emergency contact form. These records can be made available upon request.

Records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, ESL, etc. are the property of the Bergen County Special Services. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the local Board. The School is not permitted to distribute this information to anyone, not even to parents or guardians.

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in writing by the parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request transcripts from the sending school.

## **Fire Drills, Lock-downs and Evacuations**

Fire Drills are to be held in accordance with New Jersey State Law. Proper conduct, ways of exit and other regulations involved in a safe exit from the building are taught to the students. Violations of the safety code during a fire drill are cause for disciplinary action.

Lock-down drills and evacuations are also practiced on a regular basis. The students have been taught the codes and procedures and are expected to observe the safety regulations. Disciplinary action will be taken for any infraction to the regulations.

## **Emergency Forms**

Emergency forms are given out at the time of registration. One form must be completed for each child registered in the school. All information should be completed and accurately filled in by the Parent/Guardian. If a child becomes ill or is hurt during the school day, parents will be notified first. In case of illness or serious injury, the school cannot assume any responsibility for the child without the permission of the parents, guardians or contacts noted on the card.

**Should there be any change of address, telephone number or name on the emergency form at any time during the Academic year, parents or guardians MUST NOTIFY THE SCHOOL IMMEDIATELY.**



## Code of Discipline

Transfiguration Academy strives to create a Christian environment conducive to learning in which mutual rights and responsibilities of students are recognized and upheld. Regulations are based on reverence, responsibility and respect for one another, the safety of each child and the goal of academic excellence. In order for students to develop their potential for constructive Christian leadership, they must be helped to grow in self-discipline. **Included in this are organization of tasks, acceptance of individual responsibility and accountability for personal actions, in and out of school. Therefore, all who attend Transfiguration Academy agree to:**

- **Use appropriate, courteous language; oral, written or gestured.**
- **Respect the belongings and work of others.**
- **Observe Academy and classroom rules.**
- **Respect adults and students in school or any related function.**
- **Dress appropriately, according to school guidelines.**
- **Act with appropriate decorum at all assemblies and outside activities.**

### Disciplinary Guidelines

Infractions of any rules stated in this handbook will be noted by the teacher. Notification to the parents of minor infractions will be up to the discretion of the teacher. In an effort to improve behavior, relevant consequences will be assigned at the time of the misbehavior in order to teach self discipline, based on respect and dignity.

**Breaches of the Code of Discipline that are considered to be serious and could result in Suspension, include but are not limited to:**

- Use of foul or inappropriate language; oral or written
- Rude, discourteous language; verbal, written or gestured
- Fighting, name calling, destruction or tampering with other's work or belongings, bullying, threatening others, failure to observe school/class rules
- Disrespect to any adult or other students on the premises or at any school sponsored function, note writing, inappropriate behavior at Mass or assemblies, misuse of materials/school property, not wearing the complete /correct uniform and harassment of any kind.
- **Use of cell phones or other electronic equipment while in school**

### Suspension/Expulsion

More serious cases may warrant the following:

- In School suspension: student reports to school, but is not permitted to participate in class related activities; assignments are given.
- Suspension: temporary separation from school; without assignments.
- Expulsion: permanent separation from school.



These measures are always used in the best interest of the child and the school, and not just as punishment for unsatisfactory behavior. These actions will be taken only after conferences and consultation with concerned parties and are noted as part of the student's permanent record.

These include but are not limited to:

- truancy
- cheating
- verbal assault / verbal bullying/ internet bullying
- physical assault / physical bullying
- leaving school without permission from the school office
- unacceptable verbal or written language
- constant disruption in class
- destruction of or defacing property
- repetition of above action so as to represent a blatant disregard for school rules

Serious problems of discipline may require **suspension initially, and can result in expulsion.** Such infractions include, but are not limited to: deliberate destruction of property, theft, continued suspensions with no improvement.

The most serious breaches may warrant **immediate expulsion, and notification of the proper authorities.** They include, but are not limited to:

- Possession, use or trafficking of drugs of any type including alcohol and tobacco
- Immoral sexual behavior
- Possession and/or use of a weapon; or threat of use of a weapon
- Assault or verbal abuse to a teacher, any adult or classmate
- Arson or willful destruction of property

**The school reserves the right to “search” if there is probable or reasonable cause. The school reserves the right to “seize” any of the above substances. The student’s illegal activity will be reported to the police.**

## **Communication**

### **Appointments with School Personnel**

Parents who wish to meet with the Principal, a teacher, or any member of the school staff, should contact the School Office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.

Staff members, who wish to communicate with the parents of a student, may do so by phone, email, letter or a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may appropriately be prepared.

### **Regular Communication with all Parents/Guardians**

Transfiguration Academy will communicate regularly with parents through the regular weekly folder as well as other media such as emails, bulletin articles and school website (**www:TransfigurationAcademy.org**), and the School Messenger System.

## **Money Brought To School**

Money that is sent to school in payment of school related activities should be placed in a sealed envelope and identified with the student's name and grade, the amount enclosed and its purpose. Please avoid sending cash .



## **Home and School Association**

Parent / Teacher Conferences, Home / School Association Activities, Committees and Parent Volunteer Programs are making progress because thoughtful parents participate fully in these cooperative efforts to enrich their children's education. The benefits of Home/School partnerships are so evident that all parents should be aware of their duty to be full partners with the school. The School Administrator recognizes the importance of this cooperation and encourages this reciprocal accountability, of parent to school and school to parent. Today's Catholic school is more than a means of safeguarding faith and virtue; it is the center in which parents and teachers, guided by the Holy Spirit collaborate in giving children a complete Catholic Education.

The Home/School Association is responsible for all Fund Raising Activities which benefit the School.

## **School Advisory Board**

The School Advisory Board is an advisory body convened by and at the discretion of the Principal according to the "Lighting the Way" RCAN strategic Plan. It will consist of the Board of Pastors, Principal, a Faculty representative, Home/School President, and individuals appointed by the Principal, to include Finance, Strategic Planning, Marketing, Facilities, and Development . They confer on important matters benefiting the students of Transfiguration Academy.

## **Custodial and Non-Custodial Parents**

### **• School Records**

Transfiguration Academy abides by the provisions of applicable law (Buckley Amendment) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

### **• Court Orders Affecting Parents**

If there is a court order specifying the rights and responsibilities of individual parents, **it is the responsibility for the custodial parent to provide the school with the "Official Copy" of the Court order.** The custodial parent may wish to supply the Principal with the "Custody Section" of the divorce decree, if it contains information which may be useful to the school in fulfilling its obligations.

### **• Pick-up from School**

The school will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.



### **Faculty Meetings**

Faculty meetings are an opportunity for professional growth for every faculty member. At Transfiguration Academy they are held on the First Friday of every month, unless otherwise stated. Student dismissal will follow the half day schedule.

### **Use of Telephones**

Personal calls between parents and children will be limited to emergency messages. Forgetting an item is not considered an emergency.

**Students are not to use cell phones, or other personal electronic devices in school or on school property, during the school day. Cell phones may be used ONLY in cases of extreme emergencies.**

## **Financial Obligations**

### **• Registration Fees, Technology Fee and Tuition Obligation**

There is a one time non-refundable registration fee which is collected at the time of registration. **All families of Transfiguration Academy are obligated to pay registration fess, technology fee and tuition.** The Academy uses a payment company which offers several payment methods. If tuition is not paid, services and the Report Card may be withheld or the possibility of suspension will exist. In extreme cases, the matter may be referred to a Collection Agency.

The 8<sup>th</sup> grade graduation fee must be paid in order for the graduate to participate in 8<sup>th</sup> grade graduation activities.

Foreign students requiring a SEVIS Registration must pay all associated fees. In addition, it is assumed that the SEVIS student will remain for the entire school year, as they are taking up a position for which another prospective student may be eligible. The total annual tuition for SEVIS students will be paid in advance and will be deemed non-refundable should the student be withdrawn from or leave Transfiguration.

### **Support Obligations/Parent Participation/Parish Participation**

Parents and guardians are requested to give service and actively fund raise, in support of the school. In order to receive the In-Parish tuition rate and be considered a “supporting” parishioner, Parents/Guardians are expected to fulfill their financial obligation to the Church through the use of their Parish Envelope System.





## **Health**

### **Medication**

If it is absolutely essential that a student receives medication while under School Supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the School Nurse will administer the medication under the following conditions:
  - a. The medication must be given to the School Nurse or Principal by the parent/guardian.
  - b. The medication must be in the original pharmacy-labeled container.
  - c. The parent/guardian and the student's physician must complete an "Authorization to Administer Medication in School" form. This form is available from the school and the completed original form must be on file with the school. A faxed copy from the doctor's office is also acceptable.
  - d. Students will be permitted to self-administer medication only for life threatening illnesses or conditions.
  - e. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the school.

### **Medical and Dental Appointments**

Dental and medical appointments should be made for after school hours, Saturdays or on free days. If appointments during school hours are absolutely necessary, a note must be presented to the classroom teacher **before** the appointment.

### **Allergies:**

Transfiguration Academy and its buildings is a peanut free environment. No smoking is permitted. Allergies should be noted on the health form maintained by the nurse.

### **Student Accident Insurance**

Each student is covered by an Archdiocesan Insurance Plan which protects each student during the hours and days school is in session and while participating in school-sponsored activities. This coverage has been purchased on a full excess basis which means that in the event of any injury to your child, you must first claim benefits under any coverage you may personally have and then file claim for any excess.

### **Suspected Child Abuse or Neglect**

New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.

### **Asbestos Management Plan**

Transfiguration Academy's Asbestos Management Plan is on file in the school office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.



## **Smoking/Tobacco Paraphernalia**

As in compliance with the State of New Jersey, Transfiguration Academy is a smoke-free environment. Also, as an expression of the school's concern for the health of the students and as an inflexible rule of discipline, students are not permitted to smoke at any time on the school premises. Matches, lighters, or smoking materials of any sort may not be kept in the possession of any student.

A student caught smoking or holding a cigarette, pipe and/or a cigar at any time during the school day, subjects himself/herself to: Suspension, with parental notification.

A student caught smoking an illegal substance subjects himself / herself to: Suspension / Expulsion with parental notification.

## **Communicable Diseases**

**State Health Regulations require the exclusion of a child from school if he/she has certain diseases, including: measles, whooping cough, respiratory streptococcal infections, scarlet fever, chicken pox, mumps, impetigo, pink eye, pedicelo (lice), scabies, ringworm, tonsillitis, trachoma and favus.** Please call the school if your child has any of these diseases and submit a doctor's note before returning your child to school. Also, your child will be required to leave school, if any of these diseases are suspected. You will be called and be asked to have your child seen by a doctor to confirm or refute the suspicion.

## **Health Services**

Our school has a Nurse at each campus. All students are weighed and measured, hearing/vision tests and scoliosis screenings are done yearly in accordance with state guidelines. All immunizations as required by law and regulations must be up to date. Failure to comply will result in the child either not being admitted or having to leave the school.

## **Administrative Policies**

### **Attendance**

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

### **Absence**

A parent/guardian must call the school no later than 8:30am to report a student's absence. If no call has been received by 8:30 am the school will make a reasonable effort to reach the parent/guardian by phone to verify the legitimacy of the absence. These procedures represent the mutual effort to account for the presence of the student, during school hours.

When a child returns to school, he/she **must** present a written excuse from a parent/guardian stating the student's name together with the date and reason for the absence. An absence of **three (3)** consecutive days requires a **doctor's note**.

### **Partial Absence/Lateness/Tardiness**

No student may leave the school before regular dismissal time unless excused by the Principal; this may be accomplished by sending a note in a sealed envelope stating the reason for the early dismissal. All students must be signed out by an adult. Any student leaving the school grounds at other than regular times, without permission, automatically suspends himself/herself from school. Dental and Doctor appointments should be made, if at all possible, at a time that will not take the student from his/her class work.

A child is considered late if he/she is not present when Morning Prayers begin. Any student arriving late must receive a Late Pass from the Office. **Constant tardiness will warrant detention and/or suspension.**

### **Excessive Absences**

Prolonged or excessive absence can result in retention, in accordance with New Jersey Department of Education guidelines and regulations.

### **Supervision**

The school's responsibility for supervision is as follows:

Regular Daily Schedule

Begins 8:00am

Ends 3:00pm

Before Care Program (children must be registered and fees current)

Begins 6:30am

Ends 8:00am

After Care Program (children must be registered and fees current)

Begins 3:00pm

Ends 7:00pm.

Times are subject to change after proper notification of parents and guardians.

Please note the schedule changes for half days. When After Care is provided on these days it will follow immediately after dismissal.

### **Absence from School and Participation in School Activities**

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

### **Prolonged Absence**

In the event of a prolonged absence (2 weeks or more) a student is required to take part in home tutoring or supervised study program to make up and continue the work of the class. If, at the end of the term, achievement is below class level, retention may be necessary. The above regulation applies to regular frequent absence (8 times during a marking period). In either case, the tutoring or supervised study program must be arranged by the parents, through the school office.



### **Family Vacations: Personal Day**

It is the responsibility of the student to make up missed work and tests when he/she returns from a family vacation. The teacher and the Principal are to be notified in writing prior to any vacation and/or personal days.

### **Truancy**

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the Attendance Officer of the child's district of residence. A student who is chronically truant will be subject to discipline.

### **Early Dismissal/Emergency Closings/Make-up Days**

Planned early dismissals are placed on the school calendar. The First Friday of each month is always an early dismissal.

- 12:00pm with After Care unless otherwise stated for half-days
- Unplanned emergency early dismissals resulting from such occurrences as boiler breakdowns, bad weather, no water etc. are handled through the school office by telephone calls to parents/guardians. No child can be dismissed until an authorized person is contacted.
- Planned closings are noted on the calendar
- Unplanned emergency closings, usually resulting from inclement weather, rampant absenteeism due to flu etc., are handled through the schools established parent emergency notification procedure.
- Late or delayed openings, usually the result of inclement weather, are handled through the schools established parent emergency notification procedure.

### **Field Trips**

The students of Transfiguration Academy will participate in field trips for the educational enrichment of their curriculum. Participation in field trips is a privilege. No student may participate in a field trip unless a parent/guardian-signed permission slip for the specific event is submitted to the school. The permission slip is provided by the school.

### **Uniforms**

Pre-K 3 and Pre-K 4	School Uniform through Flynn and O'Hara
Girls: Grades K to 8	School Uniform through Flynn and O'Hara
Boys: Grade K – 8	School Uniform through Flynn and O'Hara

The Warm Weather uniform shall be worn from the first day of school until the 15<sup>th</sup> of October (weather permitting). All uniforms may be purchased from Flynn and O'Hara Uniform Outfitters.

In the Spring, the warm weather uniform shall be worn from a specified date supplied by the Principal until the end of the School year.

For events and Field Trips that require it, the regular school uniform must be worn. Parents will be notified of these events/trips.

On Gym Days, the students are to wear the Gym Shirts and Shorts under the uniform sweat shirt and pants. If they get warm, then the sweat suit can be removed and the student will still have a gym uniform underneath.



**Make-up, nail polish and excessive jewelry are not permitted.** Small earrings may be worn by girls for pierced ears only. Loops or large dangling earrings are not permitted. Boys are not permitted to wear earrings.

Hair is to be kept well groomed and conservatively cut. Hair is to be kept out of the eyes....tails, shaved shapes, current trends or excessive hair-do are not permitted. Skirts and jumpers must be knee length. Rolling of skirts above the knee is not permitted.

Navy- blue or Black tie shoes or buckled shoes are to be worn. Flimsy shoes, sandals, sneakers, boots and over the ankle footwear or canvas shoes are not acceptable. All shoes must be LOW HEELED and LOW SOLED. Platforms or raised-bottomed shoes are not permitted. All uniforms are to be marked CLEARLY with the student's name and are to be clean and neat.

### **Vandalism**

Students who commit acts of vandalism violate the responsible standards of code of conduct expected of all Catholic School students.

Students proven guilty of vandalism will be referred to the school Principal, who will hold a conference with student's parents and Board of Pastors. Restitution will be made by the student or the parents. Severity of the act may lead to suspension or expulsion.

### **Visitors**

Parents and other visitors are requested to report to the school office. **The visitor must sign in and receive a visitor's badge. Upon leaving the building, the visitor must return the badge and sign out.**

**Extra-Curricular Activities include, but not limited to: (activities depend on numbers participating and availability of a moderator)**

Before-Care	Dance	Gymnastics	Robotics	Tennis	After-Care
Drama Club	Karate	Science Club	Basketball	Debate	Concerts
Spanish Club	Yearbook	Field Trips	Student-Council		

### **Family Life**

In keeping with the Archdiocesan Policy, the school curriculum includes a Family Life Program. The purpose of this Program is to help foster in our children, personal growth, Catholic moral development and respect for life. The Program focuses on the following five themes:

- 1) Family Living
- 2) Personal Growth and self-understanding
- 3) Respect for Life
- 4) Christian sexuality
- 5) Christian social living

### **Sacramental**

All students and staff attend the parish Eucharistic celebration on First Friday, special days and Holy Days. The Sacrament of Reconciliation is celebrated periodically for Grades 3 through 8.

First Communion and Confirmation are celebrated as a Parish Family.

**Textbooks** Textbooks should be properly covered. Contact paper or tape should not be used to cover textbooks. Drawing or doodling in any book is forbidden. Any lost or damaged book must be replaced by the student or person who damaged or destroyed the

book. Cost of book reimbursement is expected promptly. **All students are required to have a book bag to carry their school material to and from school and an assignment pad.**