

TRANSFIGURATION CATHOLIC SCHOOL STUDENT-PARENT HANDBOOK



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SCHOOL HOURS: 8:30 A.M. – 3:25 P.M.

Transfiguration Catholic School is accredited by MNSAA
Minnesota Nonpublic School Accrediting Association

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OUR GIFTS IN THE SERVICE OF THE CHURCH

A MESSAGE FROM THE PASTOR

Dear Parents and Guardians,

Thank you for entrusting your beloved to children to Transfiguration Catholic School. As pastor of Transfiguration parish, I take that trust very seriously, and along with our principal, Mr. Andy Jacobson, and talented school teachers, I work hard to ensure that what we offer to you is worth the investment of your trust, money and goodwill. As the primary educators of your children, you have many choices to select from when trying to discern what is best for your own family. Thank you for choosing Transfiguration.

Here at Transfiguration Catholic School, we are seeking to form a true community around three principle values -

Christian Discipleship. Academic Excellence. Great Love.

What do these phrases mean?

1. **The curriculum and faculty of any Catholic school must first and foremost be about the business of forming Christian disciples.** Getting a good job and becoming a productive member of society is a wonderful and important thing, but it is absolutely *not* the most important piece of the proverbial puzzle when planning and running a Catholic School. The center piece of why we exist as a Catholic school is a vision of why we exist as persons and the purpose of our lives – to know and to love the Triune God, a God who has revealed Himself through Jesus Christ and His Church.

2. **The capacity to think clearly, to debate and question respectfully, and to wonder about truly important things have always been hallmarks of Catholic education.** To place an absolute priority on Christian discipleship is not to neglect those natural truths and disciplines that a well-rounded education provides. Transfiguration students are given a truly excellent education, and we proudly provide a firm intellectual foundation upon which all of our students can build well into high school, college and beyond.

3. **If a Catholic school is not a place of real love it is a failure.** Our students know that they are loved, and it makes a difference. Respect for persons and their inherent dignity is a fruit of Charity, that most important of virtues, a virtue that allows us to see in the other our brother and our sister. Indeed, Charity is the very life of God Himself, who longs for communion with all of his children. Transfiguration students are taught by word and deed that they matter, and that they must see in each other a son or daughter of God made for and worthy of their own love.

May God Bless Transfiguration Catholic School and all its students, faculty and staff. May we truly be a place of **Christian Discipleship, Academic Excellence and Great Love.**

In Christ, the Transfigured and Transfiguring One,

Fr. Erickson

Mission Statements

STATEMENT ON ARCHDIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Like the marks of the Church proclaimed in the Creed – One, Holy, Catholic, and Apostolic – so too does the Holy See identify the principal features of a school as Catholic: A Catholic school should be inspired by a supernatural vision, founded on Christian anthropology, animated by communion and community, imbued with a Catholic worldview throughout its curriculum, and sustained by gospel witness.

TRANSFIGURATION CATHOLIC SCHOOL MISSION STATEMENT

The Mission of Transfiguration Catholic School is to form each student in the highest standards of learning, faith, and character, according to the vision of education of the Roman Catholic Church.

TRANSFIGURATION CATHOLIC SCHOOL PHILOSOPHY STATEMENT

Transfiguration Catholic School's primary goal is to help bring about God's Kingdom on Earth. The school specially aims at:

- Enabling students to grow in their Catholic faith in an environment that embraces Christian teachings and values.
- Encourages the students to fully utilize their God-given talent in thoughtful, creative, and industrious ways.
- Concentrating on a curriculum which includes the mastery of basic skills by every student. This concentration fosters a higher level of thinking, promotes thoughtfulness and creativity, and encourages each child to reach his/her highest potential.
- Empowering students with a desire to reach out beyond themselves to others in need of help. The school provides real opportunities to serve others as a method of that empowerment.
- Fostering Transfiguration students' growth from egocentric to socially concerned members of society.
- Promoting the school's role in the parish, which is to pray for and with the parish community, to be a visible sign of that community, and to witness the parish and school's beliefs through involvement in social justice issues.

PURPOSE OF HANDBOOK

Transfiguration Catholic School intends to manage its school and policies in a manner that is consistent with applicable federal, state, and local laws. In those cases, in which our policies conflict with applicable law, the conflict is unintentional, and the law will take precedence.

Transfiguration Catholic School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this Student-Parent Handbook should be construed as a contract between you and Transfiguration Catholic School.

NONDISCRIMINATION POLICY

Transfiguration Catholic School complies with applicable federal, state, and local laws prohibiting discrimination based on race, color, creed, religion, national origin, sex, age, marital status, status regarding public assistance, sexual orientation, or disability in the administration of its educational programs.

This policy does not preclude the existence of single sex schools or prohibit giving Catholic students priority for admission.

Transfiguration Catholic School has the right and duty to conduct its programs and activities in a manner that it is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

ADMISSION PROCEDURES

Returning Families

Enrollment for returning families is continuous. All current students are automatically enrolled for the next school year unless families notify the school in writing by April 1st, that they are not returning. A non-refundable enrollment fee of \$200 will be charged through TADS, our online tuition management program on May 1st, for each student enrolled at Transfiguration Catholic School.

Once the enrollment fee is charged and paid through TADS, a place will be reserved for each student. However, acceptance of the registration fee does not guarantee admission for the following year. Continued admission will be based upon the family's good standing in meeting financial obligations to the school. Students with siblings in Transfiguration Catholic School will have priority in registration for school.

Classroom Size

Class size guidelines (1 class per grade) are: 24 for kindergarten, 26 for 1st and 2nd grade, 30 students in 3rd through 8th grade. Classes will be capped at 24 students for Kindergarten and will not split until 36 students, and those students will be placed on a waitlist until 36 students has been met. Classes for 1st and 2nd grade will be capped at 26 students and will not split until 36 students, and those students will be placed on a waitlist until 36 students has been met. Classes for 3rd through 8th grade will be capped at 30 and will not split until 36 students, and those students will be placed on a waitlist until 36 students has been met. These guidelines may be evaluated for special circumstances at the principal's discretion.

Registration will be allowed as class size permits, with priority given as listed above except for the following:

- Recommendation as to the child's ability and discipline record will be required if cumulative records warrant it.
- Students performing at two or more grade levels below in the basic skills because of specific problems will be strongly encouraged to consider alternative education.

Kindergarten Registration

Minnesota State Law requires that a child must be five years old on or before September 1 to be admitted to kindergarten for that school year.

New and Transfer Students

New families are requested to complete an Admission Application through TADS, our online tuition management program, and submit a \$200, non-refundable enrollment fee. After the Application has been approved they will be able to continue onto enrollment.

Once an Admission Application is completed through TADS, the fee is paid, and the Admission Application is approved, a place will automatically be reserved for all students wishing to attend Transfiguration.

Visiting Students

Prospective students who are applying for admission and their families are welcome to visit Transfiguration Catholic School. Parents must arrange all student visits with the School Office prior to the visit. Students may not arrange for visits. Visitors must follow all rules and regulations of Transfiguration Catholic School.

Withdrawal

Any family wishing to withdraw from Transfiguration Catholic School must submit a notice of withdrawal in writing to the principal before April 1st, or the non-refundable enrollment fee for the next academic year will be charged and the student will be re-enrolled.

Academics

Parent-Teacher Communication and Conferences

Parent – Teacher conferences will be held two times per school year. (Check the school calendar for dates). Parent participation is essential at both conferences. Be prepared to ask specific questions or have a list of concerns at that time.

Teachers are available by appointment before or after school hours. You are encouraged to discuss your concerns with the teachers. We welcome the support and cooperation of the parents, but please do not come to discuss concerns during the time classes are in session.

The Principal is available anytime by appointment.

Homework

To reinforce the material that is taught each day, the students will be assigned homework. Parental help is appropriate for, and beneficial to, a student's success in school.

The following are grade-appropriate time guidelines for homework (with the exclusion of class work sent home to be completed when it has not been completed during the school day):

K-2:	30 minutes
3-5:	45 – 90 minutes
6-8:	90 – 120 minutes

Assignments should be completed at home. Incomplete assignments will be made up in accordance with the assigning teacher's instructions.

Grading/Report Cards

Report cards are given out three times per school year. These can be viewed and accessed on the school's website via Educate by TADS at <https://educate.tads.com/educate/>. The teacher will notify the parents of students who, in the opinion of the teacher, are not doing satisfactory work at any time during the trimester.

Gold and Silver Honor Roll Recognition

At the end of each trimester, student grade point averages in 6th-8th grade will be calculated. Students with GPAs of 4.0-3.75 will be awarded Gold Honor Roll. Students with GPAs of 3.74-3.50 will be awarded Silver Honor Roll.

Student Records

Transfiguration Catholic School shall collect and maintain the records of students while they attend the school.

Access to Records

Appropriate school personnel, parents/guardians of minors and former students who have reached the age of 18 shall have access to view their own student records. Non-custodial parents can review records unless a legally binding restraint order is in place. All other parties must have either a subpoena or appropriate written authorization either from the parent/guardian or from the adult former student.

Transfer of Records

To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. Parent/Guardian must sign a release authorizing the transfer of records to the student's new school at the time of the request for transfer of enrollment. Upon request by the parent(s) or Principal of a school, a transfer record will be sent to another school within 10 business days of receiving notification. This will be sent by mail or fax.

Probation and Dismissal

All new students enrolling at Transfiguration Catholic School will be on a probationary period of six months. If at any time during the six months it is determined that the student is unable to abide by the rules of Transfiguration Catholic School or the student's academic or behavioral needs cannot be met by Transfiguration Catholic School, Transfiguration Catholic School will make reasonable efforts to assist the student's parents in seeking alternative educational services.

A student is subject to dismissal from Transfiguration Catholic School for the most serious of reasons. The student may also be dismissed for any action that jeopardizes the well-being, safety, or the good name of the Transfiguration Catholic School community. Offenses warranting dismissal include, but are not limited to: harassment of any type; theft; possession, sale or use of drugs or alcohol; possession of any instrument which can be considered a weapon; habitual truancy or tardiness; disrespectful behavior; or the tampering with safety equipment. The decision for dismissal may be appealed to the Principal and, ultimately, to the Pastor.

Extracurricular Activities

Academic Eligibility

To be eligible to participate in extra-curricular activities, each student must maintain a grade average of C- (1.7) or better, for each class, over a three (3) week period (third, sixth, and ninth week of a trimester.)

Failure to be academically eligible makes a student automatically ineligible for a period of one week, including practices and games. Those students who do not bring their grades up remain ineligible until a C- (1.7) average is reached.

Attendance

Students participating in any form of extra-curricular activities must be in school the entire day of the activity to be eligible.

Excused absences, such as doctor or dentist appointments, are exceptions to the above, provided the student is in school one-half day.

Detention

Detentions will be served prior to participation in extra-curricular activities.

Athletics

Fifth through eighth grade students may be afforded the opportunity to participate in sports such as basketball, soccer, baseball, softball, track, and hockey. Fourth grade students may participate in, track. K-8 students may participate in swimming. Team participation is limited to the Catholic Athletic Association (CAA) because of liability considerations.

The Athletic director reports directly to the Principal. The Athletic Director has the following functions:

- Administer the Athletic Program
- Make policy recommendations to the School Advisory Council regarding non-athletic issues (e.g., discipline)

Families of students who participate in school sports will be charged a fee. They will also be asked to assist with specific service time such as coaching and concession help. For more information regarding the Athletic Program, please see the Athletic Handbook on the school website.

For directions to games, please consult the CAA Website.

Band

Transfiguration Catholic School offers a Band Program for students in 4th grade – 8th grades. The Band Director is responsible for the administration of the program. Band lessons and rehearsals are held during school hours. Instruments are available through the Schmitt Music Band Program, which will bill parents for band lessons and instrument rental. Each fall and spring, we will provide a recruitment presentation where more information is available.

Choir

The children's elective school choir is open to children of Transfiguration School in grades 4 – 8. The choir ministers at school liturgies and designated parish liturgies throughout the year.

Drama Club

Students in grades 5 – 8 may participate in Drama Club. Students are required to stay after school for rehearsals.

Enrichment

Programs such as Academic Triathlon, and Chess Club, may be available depending on parent participation. Students may be required to arrive early or stay after school to participate.

Student Council

Student Council elections are held in September. Candidates may put up posters, hand out campaign literature, and give pre-approved campaign speeches. Candidates may not give out candy or other items. Student Council Representatives are elected from each 4th – 8th grade class. 4th – 8th grade students elect Student Council Board Members. Student Council meetings are held twice a month before school. Board Members and representatives must be able to attend meetings. Student Council-sponsored activities include student donations to charitable organizations, student social activities, and the annual Talent Show. Student Council activities are open only to Transfiguration students.

Attendance

Daily Arrival and Dismissal

Students may not be dropped off before 8:30 a.m., unless arrangements have been made with specific teachers or administration. Classes begin promptly at 8:55 a.m. Students upon entry into school should report to their Homeroom classroom. Students are not to play on the play structure before school. Students who arrive before 8:30 a.m. will be placed in extended day and the family will be billed for the morning Extended Day Fee. Dismissal is at 3:25 p.m. Students will either be picked up by parents in the car line or will go to Extended Day and the family will be billed for the afternoon Extended Day Fee.

Absence and Tardiness

Transfiguration Catholic School expects strong parental support for the school's attendance policies.

Students who attend classes every day increase their chance of academic success. If a student must be absent or tardy for any reason the parent must call the school attendance line at (651) 501-2255 before 8 a.m. that day, or after 8 a.m. at (651) 501-2220 that day.

Attendance issues can be addressed most effectively if open communication is maintained between the school and parents. In fact, students who do not meet expectations regarding attendance and punctuality are subject to discipline, up to and including dismissal.

Whenever a student enters school after first period has begun, or leaves school before the end of the last period, he/she must sign in or out with the Main School Office.

Anticipated Absences

Students who will miss school for a family activity or outside school event should present a note, signed by their parent or guardian, to the student's teacher and contact the office either by note or phone at (651) 501-2220. The note should be received at least two days before the

absence. Students with requests for anticipated absences must make appropriate arrangements with teachers to ensure that all missed academic work will be completed.

Unexcused Absences

An unexcused absence occurs when a student is absent from one or more classes or for an entire day of school without parent permission and without communication providing the reason for the absence or a signed anticipated absence form. When these conditions have not been met and the student remains unexcused, the school may request a meeting with the parents and student. Students who are unexcused will not receive academic credit for work missed.

Excessive Absenteeism

Excessive absenteeism, including unexcused and parentally excused absenteeism, may adversely affect a student's academic standing. Students with poor attendance may be subject to discipline, up to and including dismissal.

When excessive absenteeism is due to a medical concern, the school may ask for physician verification. If verification is not provided the student may be dismissed from school. Even with physician verification, the student may be dismissed if academic requirements cannot be maintained.

Tardiness

Punctual attendance is important. Being "tardy" is defined as not being present in the classroom at the sound of the bell that begins each class period. Students who are tardy to class or to school may be subject to discipline.

Students who arrive after 8:55 a.m. must check in at the Main School Office before going anywhere in the school building.

Early Dismissal or Late Arrival

Doctor, dental, or other appointments should not be scheduled during the school day. However, if such an appointment is unavoidable, the student must present a note written by the parent to his or her teacher while morning attendance is being taken. The student's teacher will indicate on the daily attendance slip the time the student will be leaving school. The teacher will issue the student an "EARLY DISMISSAL SLIP," which the student must present to the office personnel when he/she is picked up.

The student's parent must come to the school office to sign the student in or out. It is preferred that students not be picked up for early dismissal after 3:15 p.m., as dismissal after 3:15 p.m. is disruptive to the school's dismissal procedure and the transportation system.

SAFETY AND WELFARE

Child Abuse and Neglect Reporting

Child abuse is against the law. Teachers, volunteers, and staff who suspect abuse or neglect are required to report suspected abuse or neglect to law enforcement and to the school administration.

VIRTUS Training

Protecting God's Children® for Adults is training conducted by VIRTUS certified facilitators on the prevention of child sexual abuse. The training makes participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five easy steps one can use to prevent child sexual abuse. Two videos are the centerpiece of the training: A Time to Protect God's Children™ and A Plan to Protect God's Children™. The facilitators incorporate policies and procedures into the training defining child sexual abuse, addressing the reporting of child sexual abuse, the screening and selection of employees and volunteers, and victim advocacy.

Entry and Security Information

All students, parents, and staff of Transfiguration are required to enter and exit through the main school doors. All other doors are to be left closed and locked, and only used in an emergency. All visitors to the school will be required to use the main school doors and use the intercom system to gain access into the building. All visitors are required to check in at the main school office upon entry into the school and will be given a visitor pass after signing the logbook.

Emergency Plan

Transfiguration Catholic School has developed an emergency plan for crises and emergencies.

Emergency Response Team

An emergency is defined as an intolerable situation or event that disrupts the life cycle, and/or routine of individuals in such a manner that the usual methods of coping are no longer effective. In a time of emergency, it is important for everyone to know what to do and to do it to the best of their abilities. Transfiguration Catholic School has assembled an Emergency Response Team that, in the event of a crisis, is responsible for providing the leadership and communication needed. This team meets as needed to provide the foundation and framework to deal effectively with any crisis that may occur. Emergency Management Team members are members of administration and in the event of emergency, families are encouraged to contact the Main Office at 651.501.2220.

Fire, Tornado, and Safety Drills

Transfiguration Catholic School participates in fire, tornado, and safety drills. When an alarm sounds, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of Transfiguration Catholic School personnel.

WELLNESS

Transfiguration Catholic school promotes student health and wellness by encouraging healthy eating and physical activity. The school recognizes the importance of daily physical activity and includes physical education classes as part of its curriculum. Classroom teachers also provide short physical activity breaks between lessons or classes, as appropriate.

Students in K-4 are given a snack time each morning. If students choose, they may bring a healthy snack each day. Transfiguration Catholic School does not provide snacks. Students will not be allowed to have soda during the school day. All treats brought into the school are to be commercially baked and candy is to be individually wrapped. All treats must be peanut free.

Transfiguration Catholic School makes a hot lunch program consistent with the current USDA Dietary Guidelines available to all students. Students will be given adequate time to eat school meals.

HEALTH PROCEDURES

Accidents and First Aid

A Health Education Assistant will be in the school building as scheduled by District 622. Transfiguration Catholic School does not have a full-time nurse on staff. The District 622 Health Aide is in the school building on a regular basis. Arrangements can be made for a student or parent to speak with the Health Aide about a personal health problem, health information, or consultation on an appointment basis. Please consult your physician for care of injuries occurring outside of school.

Illness

Students who feel ill or need health assistance during the school day should report to the Main School Office. Parents will be notified.

Students who are too ill to participate in all school activities must be kept home. Students may also not attend school if they have rashes, lesions, or suspected communicable diseases, without permission of a physician.

Students must be fever-free for 24 hours before returning to school. If vomiting or diarrhea is present, the child must be excluded for 24 hours.

Medication Administration

Medications should be taken at home if possible. Except as otherwise covered by law, when a

student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

- Designated school personnel will administer or supervise the administration of prescribed medications.
- A consent form signed by a physician and a parent must be on file with the student's health records.
- Medications must be in a prescription bottle labeled by a pharmacy with the student's name, name of medication, dosage, time to be given, and the pharmacist's date of dispensing.
- Medications are stored in a locked cabinet or drawer for the school year. At the end of the school year, parents will pick up medications from the school office.
- Students who wish to carry and administer their own medicine (e.g., an inhaler) must have on file in their health record written consent from the parent and physician to carry the medication.

Allergy and Epinephrine Administration

Transfiguration Catholic School staff receives training and development each year on the administration of Epinephrine and other allergy-related drugs that could be administered to students at Transfiguration Catholic School. The School Health Aide as well as teachers in the classrooms which have specific allergies are made aware of the allergies. Transfiguration Catholic School provides allergy lists to teachers and has allergy-free tables within the school cafeteria.

Immunizations

Transfiguration Catholic School follows the requirements of the Minnesota School Immunization Law (Minnesota Statutes Section 121A.15)

School Counselors

Transfiguration Catholic School does not have a full-time School Counselor on staff. A non-public school counselor will be in the school building as scheduled by District 622. The school counselor is available to speak with our 7th and 8th grade students on the day in which they will be present. Arrangements can be made for a student to speak with the school counselor.

STUDENT RESPONSIBILITIES AND BEHAVIOR

Code of Conduct/Responsibilities and Expectations

It is the policy of Transfiguration Catholic School to maintain a learning environment which provides a safe, secure setting for students, faculty members and administration.

Transfiguration Catholic School will take such action deemed necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in this school under certain circumstances.

Interpersonal Relations

Respect the right of all teachers and students to feel good about whom they are. Expected behaviors in all school areas include but are not limited to:

- Speak respectfully to teachers, classmates, and others.
- Be accepting, courteous, and welcoming to classmates and others.
- Avoid improper touch and the use of demeaning or abusive language.
- Avoid unwelcome verbal or physical conduct that interferes with the performance of another or creates an intimidating, hostile, or offensive environment.

Bus Behavior

Respect the bus driver and the right of any student to safely ride the bus. The following behaviors are expected on the bus, but not limited to:

- Stay seated.
- Use a talking voice, not a shouting voice.
- Comply with the directions of the bus driver.
- Support the District 622 transportation rules and guidelines.

Classroom Behavior

Guidelines for classroom behavior are established by each classroom teacher and consequences for minor misconduct or infractions are managed by the classroom teacher. Respect the rights of teachers, aides, and classmates to teach and learn without unnecessary disturbances. Expected behaviors include the following, but are not limited to:

- Come to school on time and miss classes only when necessary.
- Leave classes/school only with permission.
- Take care of what we own and respect the property of anyone else in the classroom.
- Comply with the requests of those in authority in the classroom.

Hallway Behavior

Respect the right of any person in the school building to walk safely in the hallway. Expected behaviors include, but are not limited to:

- Use a talking voice, not a shouting voice.

- Walk in the hallways.
- Move from class to class in an orderly manner.
- Notice ways to be kind to classmates and visitors.

Restroom Behavior

Appropriate behavior in the restroom is expected of all students:

- Take restroom breaks at the appropriate times.
- Respect the privacy of others.
- Take care of the restrooms by not hanging on the stalls, sitting on the sinks, writing on mirrors, walls, or stalls, or damaging the towel or soap holders.
- Use paper towels only for drying hands and place towels in the waste basket.

Lunchroom Behavior

Respect the right of all students to eat lunch in a quiet, relaxing atmosphere. Expected behaviors include, but are not limited, to:

- Walk to the lunchroom.
- Use a talking voice, not a shouting voice.
- Eat the food that is prepared either from home or at school.
- Stay at the table.
- Keep the table neat and dispose of paper, etc., in the proper container.

Playground and Recess Behavior

Respect the right of all students to enjoy a pleasant, safe recess period. Expected behaviors include, but are not limited, to:

- Play within assigned boundaries.
- Use playground equipment as intended and only on assigned day.
- Stay away from bikes and cars.
- Leave the playground only with permission from the supervisor.
- Do not take playground equipment from another student or class without permission.
- Do not fight, push, shove, tease, name call, etc.
- Do not throw snow, ice or any dangerous objects at any person, car or building.

Assembly Behavior

Respect the right of all students to enjoy assemblies and prayer times. Expected behaviors include, but are not limited to:

- Respect others during services and assemblies.
- Pay attention to the activity. Participate in the activity when appropriate and asked to do so.
- Do not whistle or boo.

Behavior Violations

Violations of any Transfiguration Catholic School policies, including the code of conduct and any of the policies specified below, may result in discipline, up to and including immediate dismissal from Transfiguration Catholic School.

Dress Code and Personal Appearance

Transfiguration Catholic School requires students in K-8 to wear a uniform and adhere to the following dress code. Any exemptions to this dress code must be requested in writing by the parents. The principal will address any patterns of noncompliance. Questions of good taste are at the final discretion of the Principal.

Students' hair and appearance should be neat and clean. Fads in hairstyles or hair colors are not permitted. Earrings must be worn in both ears, and they may only be post earrings. Dangling earrings and facial jewelry are not allowed, even on "no uniform" days. Jewelry that distracts is also not allowed. No hats can be worn in the school or church building.

Preschool Dress Code

Preschool students at Transfiguration Catholic School do not have an assigned uniform. Students are expected to dress appropriately and follow the Non-Uniform Day Guidelines.

K-5 Dress Code

Contracted Uniform Vender: Donald's Uniform.

Shirt

- White or royal blue knit polo shirt with the official school logo, long or short sleeved.
 - Non-banded shirts must be tucked in.
 - Banded shirts do not need to be tucked in.

Pants / Shorts

- Navy blue plain twill or corduroy pants (no jeans, sweat pants, cropped pants or cargo pants.)
- Navy blue plain twill, walking shorts, moderate in length (no cargo or large pockets.)

Jumper / Skort / Skirt

- Uniform plaid skort, skirt or jumper, moderate in length
- K-5: Modesty shorts or navy blue or white leggings must be worn under the jumper and skirt.

Sweater / Sweatshirt

- Navy blue regulation tiger sweatshirt
- Navy blue sweater (cardigan, V-neck, vest, crew-neck pullover.)
- Black Sweatshirt (Transfiguration Spirit wear)
- Navy blue fleece with Logo

Socks / Tights / Leggings

- Navy blue or white tights, knee high or ankle socks.
- Socks must always be worn.
- Navy blue or white leggings may be worn under the jumper, skort or skirt.

Shoes

- Athletic or dress shoes.

*Sweatpants or leggings may be worn under jumper during outside recess for warmth, but must be removed after recess.

*Parents are strongly encouraged to have the student's name on the clothing article.

*Any clothing that is distracting will be addressed by the Principal.

Middle School Dress Code

Contracted Uniform Vender: Donald's Uniform.

Shirt

- Black polo shirt with the official school logo, long or short sleeved.

Pants / Shorts

- Khaki twill or corduroy pants (no jeans, sweat pants, cropped pants or cargo pants.)
- Khaki plain twill, walking shorts, moderate in length (no cargo or large pockets.)

Skirt

- Uniform khaki skirt, moderate in length (no shorter than three inches above the knee.)

Sweater / Sweatshirt

- Black, official Transfiguration sweatshirts

Socks / Tights / Leggings

- Black or white tights, knee high or ankle socks.
- Socks must always be worn.
- Black or white leggings/tights may be worn under the skirt.

Shoes

- Athletic or dress shoes.

*Parents are strongly encouraged to have the student's name on the clothing article.

*Any clothing that is distracting will be addressed by the Principal.

Non-Uniform Days

On designed non-uniform days, students may wear casual clothes, but they must be neatly dressed. Shirts with offensive sayings or shirts which endorse liquor, weapons, or tobacco products are not allowed. Girls may not wear spaghetti straps, low cut tank tops or any tank top showing skin more than one inch below the collar bone. Flip-flop sandals are not allowed for safety and health reasons. No undergarments of any kind should be showing. Good judgment should be exercised when making clothing choices and need to reflect the Mission of Transfiguration Catholic School.

Free Dress Day Passes

Free Dress Day passes may not be used on Wednesdays when students will be attending Mass unless it is a designated non-uniform day for the entire class or school.

Cheating

Transfiguration Catholic School defines cheating as a deliberate misrepresentation of one's own work or taking credit for the work of another. Cheating includes, but is not limited to: plagiarizing; copying from another student's homework, paper, test, quiz, or project or helping another student to cheat.

First Offense: Zero credit for work. The teacher will call the parents and the Principal will be notified.

Second Offense: Zero credit for work. The student will not return to class until parent(s), student, and teacher meet with the Principal.

Repeated offenses may result in further disciplinary action, up to, and including, a failure in the class and expulsion from Transfiguration Catholic School.

Cell Phone Possession and Use by Students

Cell phones, iPods and other electronic devices may not be used in the school during school hours of 8:30 a.m. to 3:25 p.m. Such devices must be kept in the student's school locker, bag, or with the teacher until the end of the school day. Transfiguration Catholic School is not responsible for lost, damaged or stolen devices.

Weapons Policy

Transfiguration Catholic School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued.

For the purpose of this policy, the term "weapon" shall include but not be limited to, firearms, rifles, pistols, guns, knives, devices, instruments, materials, substances or their respective components or ammunition, that are used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including firearm or other weapon replicas.)

Prohibited Substances and Inappropriate Materials

The purpose of this policy is to assure a school environment that promotes and protects student health, wellbeing, and ability to learn by supporting healthy and physical activity.

Smoking/Tobacco Use

No smoking or tobacco use is permitted at Transfiguration Catholic School or on school grounds.

Drugs and Alcohol

Possession, solicitation, use or being under the influence of any controlled substance is strictly prohibited and will result in disciplinary action. Transfiguration Catholic School will aid any student seeking help to correct possible chemical dependency and/or abuse problems as needed.

Disrespectful Behavior

This policy provides that a student may be immediately removed from class, suspended or expelled on the following grounds:

- Willful conduct which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school;
- Willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education;
- Willful conduct which violates or may violate any rule of conduct specified in the student policies of this school;
- Other willful conduct or behavior on the part of the student which, in the opinion of the principal or pastor, adversely affects the desirability of continued enrollment.

Gambling

No gambling is permitted at Transfiguration Catholic School or its grounds. Students engaged in gambling activity will result in disciplinary action.

Profanity

Transfiguration Catholic School does not allow rude or profane language, and any act of profanity will result in disciplinary action. Students may receive detention, and/or suspension from Transfiguration Catholic School because of their actions.

Threatening Language

Any acts of harassment, threats either written or verbal, inappropriate phone calls, electronic, or written correspondence, will result in disciplinary action. Students may be suspended or dismissed from Transfiguration Catholic School because of their actions.

Theft, Vandalism, or Destruction of Property

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Students may be required to pay for damage to

desks, lockers, other equipment or property. Unauthorized use of school equipment is forbidden.

Harassment/Sexual Harassment/Displays of Affection

Transfiguration Catholic School shall maintain a learning and working environment that is free from harassment. This policy applies to all students, faculty, staff, administrators and members of the School Advisory Council, parents, vendors, volunteers, guests and others who act on behalf of Transfiguration Catholic School. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

Reporting Procedure

Sexual harassment is not permitted or tolerated.

1. Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop.
2. A member of the school community who experiences or witness's harassment should immediately report the incident to an appropriate school official (Principal or Pastor.)
3. The Principal or Pastor will assume responsibility for investigating all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment.
4. Appropriate remedial action will be taken if it is determined that harassment has occurred.
5. Appropriate interim remedial measures will be considered.
6. The parties will be notified of the results of the investigation. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law.

Retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigatory process will not be tolerated. Recurrences or retaliation should be reported to school officials immediately.

Bullying

Purpose

Transfiguration Catholic School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a student's ability to learn and the teacher's ability to educate students in a safe environment. The purpose of this policy is to assist Transfiguration Catholic School with its goal of preventing and responding to acts of bullying, intimidation, harassment, violence and similar disruptive behavior.

Transfiguration Catholic School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at Transfiguration Catholic School, Transfiguration reserves the right to act to investigate and respond to such conduct.

DISCIPLINE

Responsibilities and Expectations

Transfiguration Catholic School is a Catholic community. Students are expected to act in accordance with Catholic principles in their behavior with others, including their peers. They are also expected to respect the property rights of other students, faculty, and the school. Transfiguration Catholic School expects parents and families to cooperate with the school in reaching these goals.

Improper behavior will not be tolerated and is grounds for disciplinary measures, up to and including dismissal. Behavior at school events, whether on or off school property, and while using resources provided by the school, whether on or off school property, is governed by all expectations and policies outlined in this handbook. In addition, Transfiguration Catholic School reserves the right to discipline students for behavior outside of school or school events, which disrupts the school or the school environment.

Consequences

Transfiguration Catholic School reserves the right to determine in its sole discretion the appropriate consequence for any violations of its policies. Consequences for violations may include, but not be limited to: loss of privileges, detention, suspension, disciplinary probation and disciplinary dismissal.

Privacy

Transfiguration Catholic School is a private school. Students have no expectation of privacy while on school-owned property or in their use of school-owned or school-provided resources.

Transfiguration Catholic School reserves the right to inspect any of its property at any time, with or without notice and with or without the consent of students or their families.

FINANCES

Tuition

Tuition for the 2018–2019 school year is \$4900. Additional fees include: \$200 registration fee, and a technology fee of \$100 for grades K-5, and \$175 for grades 6-8.

Each family's account must be kept current according to the contractual arrangements between the parent/guardian and Transfiguration Catholic School as established at the time of executing each student's Tuition Contract. It is the policy of the school not to allow any student to attend classes if his or her tuition account is not current. A student whose tuition account is not current may be un-enrolled from the school.

Lunch Accounts

Students are encouraged to participate in the hot lunch program. Menus are posted on our web site. Each child is assigned a pin number for his or her hot lunch account. Students will type in their pin number on the day they are purchasing hot lunch. The cost of a hot lunch is \$3.50, which includes one carton of milk. Lunch accounts are pre-paid accounts in which the parent applies money into their child's account. When the student's balance reaches below \$10, the parents will be notified that the account needs additional funds. Students will be issued a pin number and will type that number into the Point of Sale system in the Cafeteria to purchase their hot lunch.

For those who bring a bag lunch or wish to have an additional carton of milk with their hot lunch, milk is available for \$.40 a carton (paid daily.) Students purchasing milk separately may bring in \$.40 to pay the lunch checker or may use their pin number to purchase milk.

Parents are expected to keep a positive balance in their hot lunch/milk account. If the account becomes in arrears, the student will not be given a hot lunch, but will receive a sandwich and milk until the account is returned to a positive balance.

Parents are welcome to join their child for lunch in the cafeteria, but a "reservation" is required. Please call the school office at (651) 501-2220 no later than 10:00 a.m. on the day you wish to have lunch with your child. The cost of an adult hot lunch is \$3.50.

Fundraising

It is important that families participate in a variety of fundraising opportunities that are provided throughout the school year. Tuition and fees only support a portion of the cost of educating a student at Transfiguration and various fundraising activities are provided to help support the school's operating budget. The school's operating budget covers mainly academic expenses, supplies and staff salaries and benefits. The school budget does not include allocations to pay for the debt, maintenance or overhead costs associated with the school building. Tuition and fundraising covers approximately 75% of the total cost of operating Transfiguration Catholic School.

For the 2018-19 school year, \$60,000 has been included in the school operating budget as revenue from fundraising activities. It amounts to approximately **\$275 per student, maximum \$700 per family**, and can be satisfied by participating in the fundraisers listed below. Families that do not satisfy their requirement will be notified in May and billed for the remaining balance of their required contribution in July.

School fundraising activities include large fundraisers as well as several additional fundraisers that contribute to the annual goal (new opportunities may also come up during the year):

- **Walk-a-thon (October)**
A school goal is set for the Walkathon that is held every fall. There are various incentives for classroom goals and all families are encouraged to participate. Participation is monitored and a suggested goal will be given to for each child. Look for information as the school year begins. Walkathon donations qualify for most employer-sponsored matching gift programs, which are also able to be applied toward fundraising goals. Contact the school office with questions on how to utilize employer-sponsored matching gift programs.
- **Black & Gold (April)**
The Black & Gold dinner is the school's biggest celebration of the year. It includes silent and live auctions, food and opportunities to socialize with other school parents and parishioners. 100% of ticket price is applied towards fundraising goal.
- **SCRIP (Year-Round)**
The SCRIP program at Transfiguration is a way to raise money without spending any. The school purchases gift cards through Great Lakes SCRIP at a discount and sells them at face value. The school earns rebates from 2% to over 10%. Every family at Transfiguration is **encouraged** but not required to participate in the SCRIP program by the purchasing of SCRIP.

- **Catholic United Financial Raffle (January)**

Transfiguration Catholic School participates in the raffle in January, with prizes provided by Catholic United Financial. All money raised comes directly back to the school. Students and families will be asked to sell raffle tickets to support this fundraiser.

- **Concessions Fundraising (Year-Round)**

Opportunities are available for school families to work concessions at various professional sports venues (i.e. Target field and Excel Energy Center.) Families' earnings from these events may be assigned to Transfiguration Catholic School and applied toward fundraising requirements. Contact the school office for details on the program and how to get involved.

- **Other Fundraising Opportunities (Year-Round)**

Fish Fries, Coupon Cards, Wreaths, and Redemption Programs (box tops, label programs) are among the other fundraising opportunities provided.

Funds raised above and beyond the annual goal are used specifically for needs in the areas of Athletics, Enrichment and Technology. Allocations of the funds are decided based on current and future needs of the school and will be communicated each school year.

Development and fundraising initiatives may only occur under the direct supervision of the Principal. No money or gifts-in-kind, nor any fundraising drives, collections, raffles or activities, may be solicited in the name of Transfiguration Catholic School without the written approval of the Principal.

Please contact the Principal, school office staff or a School Advisory Council member if you have questions or suggestions related to fundraising policies and opportunities at Transfiguration Catholic School.

General

Textbooks/Supplemental Materials

At the beginning of each school year or school term, each student is provided with textbooks. Students are required to return these and other loaned materials in good condition at the end of the course. Families must compensate Transfiguration Catholic School for damaged or lost books and materials.

Technology Use Policy

Transfiguration Catholic School requires the responsible, efficient and ethical use of the Internet and related technologies by users which include volunteers and students of Transfiguration Catholic School. Failure to comply may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

Student Property

Transfiguration Catholic School is not responsible for student property, including money or other valuables, which is lost, stolen or misplaced.

Photos

From time to time, Transfiguration Catholic School produces various documents, electronically and in print, such as advertisements or school publications. As part of the production of such items, pictures of students or their activities and work may be included. Transfiguration Catholic School requests that parents who are willing to allow use of their child's photograph, name, and work on such documents, indicate that approval by completing an authorization for consent and release.

Guests and Visitors

Transfiguration Catholic School is pleased to welcome guests to our campus for school day visits, extracurricular activities, and special events. All guests must sign in at the Main School Office and abide by the policies of Transfiguration Catholic School. Guests visiting while school is in session must wear the provided visitor's badge.

Field Trips

Individual permission slips will be required of each student for each field trip. Students will be prohibited from attending a field trip if a signed permission slip has not been turned in to the teacher. Field trips are always chaperoned. Chaperones pay for their own tickets. Students dress in uniform (unless otherwise notified) for all field trips.

Communications

Normal business hours during the school year are 8 a.m. to 4 p.m. Transfiguration Catholic School's main phone number is (651) 501-2220. To contact a staff member directly please visit our employee directory for each staff person's contact information.

The procedure recommended to be followed when a concern arises between student and teacher or parent and teacher is as follows:

1. Parents are first to contact the teacher with their concern.
2. Parents are to contact the Principal if the concern cannot be resolved at the parent-teacher level.
3. The Principal will arrange and attend a meeting with the parents and teacher.
4. Teachers will follow the same procedure when there is a concern with a student, beginning with a discussion with the parent.

Telephone Use/Messages for Students

If you have a concern regarding your child or a transportation change, please call the office at (651) 501-2220 during school hours. Last-minute transportation changes must be received by 3 p.m. If you wish to speak to a teacher, please leave a message on his/her voice mail. The teacher will return your call after school. Please do not call a teacher at home.

Students may use the telephone in the front lobby with permission from the teacher/office staff.

Inclement Weather/School Closings

The decision to close Transfiguration Catholic School due to inclement weather is made by the Principal, in consultation with the pastor.

School closings will be announced on Transfiguration Catholic School's website and on local radio and television stations, namely: WCCO, Channel 4. Families are also alerted via phone or email preferences.

Transportation, Parking, and Car Safety

Transfiguration Catholic School expects all individuals on its premises to act in accordance with safety regulations, particularly when picking up and dropping off students from school. Please refrain from use of your cell phone while driving on Transfiguration Catholic School property or picking up and dropping off students.

Cars are to park on the north side of the parking lot. Abide by the parking regulations for the safety of the students. Children use the south part of the parking area, in front of the school entrance, to play during the school day. Please use caution when driving on the lot. Please do not block the bus lane while there are buses present.

Parent Organizations

Home and School Association

The Transfiguration Home and School Association is dedicated to collaboration between parents, guardians and members of the school and parish staff in the pursuit of quality, faith-centered education. The Home and School Association will help organize parent volunteers, support interaction and communication between the classroom and home, promote the school within the parish and local community and assist with fundraising for the school. All parents and guardians of students, as well as parish members with an interest in Transfiguration Catholic School, are welcome to join the Home and School Association.

What it isn't:

- A School Policy Making organization
- A forum for complaints

Membership

- Parents and guardians of the school
- Pastor
- Principal
- Faculty
- Parish members that are interested in promoting and supporting the school and the goals of the association.

School Advisory Board

The primary purpose of the Transfiguration Catholic School Advisory Board is to foster the faith development and the advancement of Transfiguration Catholic School, in accordance with the School Advisory Board's bylaws and the School's mission statement: The mission of Transfiguration Catholic School is to form each student in the highest standards of learning, faith, and character, according to the vision for education of the Roman Catholic Church.

The Transfiguration Catholic School Advisory Board shall conform to Canon Law. Under Canon law, Catholic schools operate under the jurisdiction of an "ecclesiastical public juridical person". Transfiguration Catholic School operates under the direction of the Parish of Transfiguration Catholic Church, and therefore the Pastor of Transfiguration Catholic Church is the canonical administrator of Transfiguration Catholic School and the School Advisory Board.

The Board shall be an advisory council consisting of qualified stakeholders of Transfiguration Catholic Church and School that seek to support, promote, and strengthen the present and the future of Transfiguration Catholic School.

VOLUNTEERS

Volunteer Expectations

Each family is obligated to complete one Tier-1 volunteer activity, or twelve Tier 2 activities each academic year. A combination of Tier 1 and Tier 2 activities is also acceptable.

Volunteer Opportunities

Tier 1 (1 event fulfills yearly obligation)

- Walk-a-thon Chair
- Black and Gold Chair
- Room Parents
- Book Fair Chair
- Grandparents Day Chair
- Head Coach of an athletic or academic Team
- Ashland Chair
- Volunteer/ Fundraising Tracker
- Teacher Appreciation Chair
- Home and School Chair
- School Advisory Council Member

Tier 2 (12 events fulfill yearly obligation)

- Book Fair Committee
- Assistant Coach of an Academic or Athletic Team
- Conference Dinners
- Ice Cream Birthday Celebrations
- Box Tops/ Soup Labels Chair
- Open House tour guide
- Walk-a-thon shifts
- Book Fair shifts
- Nurse's office shifts
- Grandparent's Day shifts
- Lunch Room Duty shifts
- Recess Duty
- Classroom volunteering
- Field Trip chaperoning

*Volunteer opportunities are not limited to the list above. Prior approval from the Home and School Chair is required.

Application Process

Transfiguration Catholic School is grateful for the assistance of its volunteers. Anyone wishing to volunteer at Transfiguration Catholic School should contact (651) 501-2220. A volunteer application and other paperwork must be completed before being able to volunteer at the school.

Virtus Training and Background Checks

In accordance with Archdiocesan policies, Virtus training and background checks are required for all school volunteers who work directly with children.

Code of Conduct and Volunteer Agreement

All volunteers must sign and abide by the volunteer code of conduct and volunteer agreement for Transfiguration Catholic School.

Sign-in Procedures

Volunteers must sign in and out each time they visit the school. For security reasons, and in case of an emergency, it is important for the school to have a record of who is in the building, for what reason, and for how long.

Identification

Volunteers must wear a volunteer name tag while in the building. These name tags must be visible to staff and students and must be obtained at sign in and returned at sign out.

Important Limits on Volunteer's Responsibilities

Volunteers are not permitted to provide curriculum, evaluate achievement, counsel, discipline students, discuss student progress with parents or reveal any information obtained from student records. The professional staff is responsible for decisions regarding the instruction of students and school management.

Child Abuse Reporting

Child abuse is against the law. Volunteers who suspect abuse or neglect are directed to report such abuse or neglect to law enforcement and to school administration.

Fire Drills, Severe Weather and Emergency Procedures

From time to time, a volunteer might participate in fire drills, lockdown drills, and tornado drills. Volunteers are required to follow the instructions of staff members during such drills and other emergency procedures.