

TRANSFIGURATION CATHOLIC SCHOOL STUDENT-PARENT HANDBOOK



TRANSFIGURATION

6133 15th Street North
Oakdale, Minnesota 55128
651-501-2220
651-501-2258 (Fax)
651-259-4194 (Health Office)
Website: school.transfigurationmn.org
E-mail: tiger@transfigurationmn.org

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OUR GIFTS IN THE SERVICE OF THE CHURCH

A MESSAGE FROM THE PASTOR

Dear Transfiguration Catholic School Families,

What a blessing it is to be able to partner with all of you in the education of the young men and women who grace our parish school's halls. As the pastor of Transfiguration Catholic Church, I firmly believe that the school is a parish's greatest tool for evangelization not only of the upcoming generation, but also for all the parents, grandparents, guardians, teachers, administrators, and even of the clergy. In a Catholic school, we not only seek to provide an excellent intellectual formation for all of the students, but also to offer vibrant spiritual and human formation so that each student will be a witness to God's enduring love and a faithful herald of the truth.

Here at Transfiguration Catholic School, we base our approach to education on the Catholic Church's teachings. More than just incorporating the faith into the curriculum, this means designing the curriculum and managing the school's affairs in accord with the Church's vision of the human person. As such, our school begins from the conviction that parents are the primary educators of their children. The faculty and staff at Transfiguration work to help each family fulfill this reality so that those who love, guard, and guide our students at home can be the truly best of teachers; we are honored to have been entrusted with such a noble task of joining you in educating your children.

As partners in the education of your children, the members of Transfiguration Catholic School will assist you in equipping your children to be disciples of Christ. A disciple is someone who not only follows the Lord, but also knows why he or she follows him. We, therefore, will strive to equip each student with a robust base of knowledge in humanities and sciences while also training them to engage with others in meaningful, deeply human manner that upholds the dignity of each person made in the image of God. By following this vision, our students, their families, and all of our employees will then be able to draw nearer to God's infinite love.

May this partnership yield great fruit for all of us in the upcoming year. Let us hold one another in prayer so that God's work may be fulfilled in each student and all who participate in Transfiguration Catholic School.

Sincerely in Christ,
Fr. Nate Meyers

Mission Statement

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

Transfiguration exists to lead all those in the East Metro to Christ, Who is the Source and Summit of our daily and eternal life.

TRANSFIGURATION CATHOLIC SCHOOL PHILOSOPHY AND PRINCIPLE VALUES

In addition to the principle values outlined by Father Meyers above – Christian Discipleship, Academic Excellence and Great Love - Transfiguration Catholic School's primary goal is to help bring about God's Kingdom on Earth.

- We are a parish school, a primary apostolate of the parish, with a highly positive symbiotic relationship between parish and school; our primary focus is serving children of our parishioners. We welcome all families in the community at large who seek to participate and cooperate in our mission and vision.
- We aspire to live a fully Catholic life: faithful to the Magisterium in all things, attending weekly Mass, making regular confession, and pursuing a vibrant life of prayer.
- As a Catholic community, we "love...in deed and in truth" (1 John 3:18) and speak "the truth in love" (Eph. 4:15) so that we may "encourage one another and build one another up" (1 Thess. 5:11) thus, "building up the body of Christ" (Eph. 4:12).
- Our parents, who are highly involved in their children's academic, spiritual and emotional growth, work as a team with teachers and administrators. Teachers and administrators assist parents with their responsibilities as the primary educators of their children.
- We use curriculum which cultivates the mind in the true, the good, and the beautiful. Our Curriculum enables mastery of life skills, and fosters critical thinking, thoughtfulness, and

creativity, while encouraging each student to realize his or her potential as made in the image and likeness of God.

- We challenge students to continually mature and take increasing responsibility for their own actions and education. Our students are expected to work hard, behave well, and be respectful.
- We prudently allocate and responsibly utilize our resources.
- As a result of our Principle Values, a typical Transfiguration graduate is in a position to enter into the high school of their choice, and our strongest graduates are frequently among the highest achievers in their high school classes.

FACULTY AND STAFF

The faculty and staff of Transfiguration are faithful to the teachings of the Roman Catholic Church, are dedicated to the principles of Catholic education, and demonstrate the highest professionalism and fidelity to the vocation of Catholic education and catechesis. Our faculty and staff

- Are a positive role model to students and are in accord with the teachings of the Catholic Church.
- Fully support our philosophy, values and goals.
- Implement the curriculum designed by the administration.
- Work as a team in coordinating and supporting school programs.
- Use the Discipline Policy adopted by Transfiguration to train and encourage Christian virtue and character in our students.

Administrative Team

The Pastor is the spiritual leader of Transfiguration. He has the ultimate responsibility, along with the principal, for establishing policies and rules in conformity with the St. Paul/Minneapolis Archdiocesan Catholic Education Office and for maintaining the catholicity of Transfiguration according to the teachings of the Roman Catholic Church.

Our Principal, Sue Berthiaume, is the delegated administrator of Transfiguration Catholic School and is responsible for the supervision of all instruction, curriculum development, implementation of policies and rules, and the professional development of the faculty and staff. Our Lower School Director Amy Doucette, and School Communications Coordinator Sonia Eberspacher will assist in these responsibilities.

Administrative Support Team

The Administrative Assistants work with and under the principal to ensure that the general administrative demands of the school are met including bookkeeping, office management, and the

SMS (Student Management System). They also answer and redirect calls as necessary, check-in visitors, and maintain student records and transportation files.

Contacting Staff

Voice Mail: Out of respect for students, teachers, and academics, phone messages should be left during the school day; teachers will return calls when their schedule allows.

Email: Email is the preferred way to communicate with staff, except for sensitive matters that necessitate a person to person understanding and comprehensiveness. In this case a phone call or appointment could be more appropriate.

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| Pastor | Fr. Nathaniel Meyers | frmeyers@transfigurationmn.org 651-738-2646 |
| Principal | Sue Berthiaume | principal@transfigurationmn.org 651-501-2216 |
| Pre-School Director | Amy Doucette | adoucette@transfigurationmn.org 651-501-2216 |
| School Administrative Assistant | Char Baum | cbaum@transfigurationmn.org 651-501-2246 |
| School Administrative Assistant | Collette Schorr | cschorr@transfigurationmn.org 651-501-2241 |
| School Nurse | | |
| Preschool 3/4 T | Amy Doucette | adoucette@transfigurationmn.org 651-259-4187 |
| Preschool 4/5 | Amy Doucette | adoucette@transfigurationmn.org 651-259-4187 |
| Kindergarten | Allison Bouthilet | abouthilet@transfigurationmn.org 651-259-4185 |
| 1 st Grade | Julie Blanda | jblanda@transfigurationmn.org 651-259-4184 |

TRANSFIGURATION CATHOLIC SCHOOL STUDENT-PARENT HANDBOOK

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|---|--------------------|--|
| 2 nd Grade | Betty Rodriguez | brodriguez@transfigurationmn.org 651-259-4183 |
| 3 rd Grade | Nicholas Lambrecht | nlambrecht@transfigurationmn.org 651-501-2227 |
| 4 th Grade | Greg Vievering | gvievering@transfigurationmn.org 651-259-4193 |
| 5 th Grade | Richard Rozales | rrozales@transfigurationmn.org 651-259-4180 |
| Music | | |
| Middle School Math/Art | Robin Corry | rcorry@transfigurationmn.org 651-501-2223 |
| Middle School Language Arts & Humanities | Sonia Eberspacher | seberspacher@transfigurationmn.org 651-501-2219 |
| Middle School Science & Spanish | Suzanne Allen | sallen@transfigurationmn.org 651-501-2218 |
| Catechesis of the Good Shepherd | Jenny Samec | jsamec@transfigurationmn.org 651-259-4189 |
| Band Director | Jessica Koehler | jkoehler@transfigurationmn.org 651-501-2205 |
| Food Service | Mike Reed | mreed@transfigurationmn.org 651-259-4198 |
| Finance Assistance and TADS | Kim Connolly | kconnolly@transfigurationmn.org 651-501-2208 |

TIGER ADVISORY COMMITTEE

The primary purpose of the Transfiguration Tiger Advisory Committee is to foster the faith development and the advancement of Transfiguration, in accordance with the school's mission statement and principle values.

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

The Tiger Advisory Committee shall be an advisory council consisting of qualified stakeholders of Transfiguration that seek to support, promote, and strengthen the present and the future of Transfiguration.

PURPOSE OF HANDBOOK

In the spirit of Christian cooperation and communication, this Handbook has been prepared by the administration of Transfiguration. By having a child as a registered student of Transfiguration Catholic School, parents agree to adhere to this Handbook and all of the policies it contains. Transfiguration 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 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.

ROLES AND RESPONSIBILITIES

Parent Roles and Responsibilities

Transfiguration exists to assist parents in their role as the primary educators of their children. We therefore expect a high level of parental involvement in our students' education and formation. Parents/guardians will be informed of the programs and policies of our school via this Parent Handbook, parent meetings, our website, our school management system: Educate, and our family interaction system: Seesaw.

Children are taught best by example; therefore, both parents and teachers need to authentically live out their Catholic faith and create a truly Catholic environment at home and at school. Parents support the administration, teachers, and staff in matters of student discipline, conduct, and moral

development, and will sign and return all school forms, homework journals, and conduct reports as requested by administration and teachers.

Transfiguration is a covenant community. For us to be strong, all families are expected to participate fully in the community. There are expectations for volunteering and fund-raising (see expectation for families for fundraising and volunteering below) and parents will meet these according to their specific situations/availability in their current state of life, we trust, to the best of their ability.

Parent Expectations

Parents are the primary educators of their children, and their assistance is necessary to fulfill our mission to form their child into the person that God wants him or her to be.

Transfiguration works with parents to complete this task and asks that parents support Transfiguration in these efforts.

There will be a Parent Meeting at the Curriculum Night event which all parents are asked to attend. Parents are encouraged to attend other Parent Workshops/Meetings during the year.

Parents are asked:

- To know and adhere to all policies contained in this Handbook; upon registering at Transfiguration, parents accept responsibility for these Handbook policies
- To reflect in their everyday lives the Christian atmosphere that permeates Transfiguration.
- To encourage good study and homework habits and promote academic growth.
- To support administration, teachers, and staff in matters of student discipline, conduct, and moral development
- To meet financial obligations of tuition and fees, fundraising and volunteering.
- To support Transfiguration, administration, teachers, pupils, and staff in a spirit of true Christian charity when speaking with others
- To inform the school of student illness or absence before 7:30 A.M
- To inform the school in writing of any change in parental status and/or custodial restraints, permanent change in transportation routine including carpool assignments, change in address, phone, emergency contact and childcare
- To keep up to date on Educate communication: this includes following up on missing assignments and anticipating tests and project due dates, and overseeing timely make-up of assignments missed due to absences
- To monitor Seesaw for classroom and individual communications
- Blatant failure to support the school and fulfill the responsibilities contained in this covenant does have consequences: tuition aid, future high school scholarships, high school recommendation forms and other, more natural consequences do occur and will occur based on what we know to be the end-result of a disingenuous approach

Parent Concern Procedures

Parents with concerns regarding school issues, programs, curriculum, or staff, should follow these procedures:

- The staff person most directly involved in the situation should be contacted first; in most cases this is the child's homeroom teacher (email is not a good way to resolve sensitive issues--misunderstanding can easily happen without the advantage of hearing voice tone, filtering one's behavior to be diplomatic, and having a conversation with give and take).
- If a satisfactory conclusion is not reached, a meeting may be scheduled with the Principal.
- The final step would be to submit a written statement to the Pastor.

Transfiguration adheres to the Principle of Subsidiarity, which is rooted in Catholic Social Teaching. The spirit of this principle states that individuals have the right to participate in decisions and discussions that directly affect them in accord with their dignity and with their responsibility to the common good.

Student Expectations

Following are the general rules of behavior for all students of Transfiguration:

- Students are to treat others respectfully, especially all adults and visitors.
- Students are to be prepared for class, in their classroom on time and behave respectfully.
- Gum and candy are not allowed without permission.
- Snacks are allowed in classrooms with permission on special occasions.
- All electronic devices such as phones, smart watches, cameras, iPods, etc. must be kept in a backpack from the start of school until dismissal. The school is not responsible for lost, stolen or damaged items, including items stored in backpacks.
- The use of impure language, immoral behavior, or even simply having a discussion supporting such behavior or supporting any media which is contrary to Christian morals is not allowed.
- All students must comply with the school uniform code.
- Any object classified as a weapon, or a realistic-looking toy gun is not allowed on school grounds unless written permission is obtained from the principal.
- Possessing or drawing immodest or violent pictures on school grounds is not permitted.
- Students must do restitution for any form of vandalism, rough-housing, or risky behavior that causes damage to the school grounds or school property.
- Students are expected to respect the rights of another's possessions and schoolwork by practicing a high degree of honesty and integrity.
- Cheating, especially in the form of plagiarism, undermines the philosophy of Transfiguration and may result in a "0" for the assignment or test, along with other possible disciplinary options. Plagiarism is any attempt to pass off the ideas and/or writings of another as one's own work, including items written using AI.
- Transfiguration 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, or using AI software to construct written responses.

- 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.
- Bullying is unacceptable. Bullying includes but not limited to, persistent, targeting behavior intended to humiliate, exclude or harm another student.
- Students are to remain at Mass during Mass time and never leave to visit with friends or wander around.
- During after-school events, students are to observe all school rules while in the building; this includes walking in the hallways, not entering classrooms that are unattended by an adult, and not taking or using school materials or sports equipment without the permission of an adult.
- Students should not loiter in the school after school hours unattended; example: going to practice when no supervising adult is present

STUDENT DISCIPLINE POLICY

Transfiguration endorses an assertive and progressive discipline policy. Teachers may use, but are not limited to, the following options for their classes:

- Conduct notifications via Educate
- Writing papers and/or apology letters
- Loss of recess
- Time outs
- Work duty around the school
- Loss of school privileges such as extra-curricular events and field trips
- Detention
- Silent or homework lunch
- Being sent to the office or an administrator

School Discipline Procedures

Disciplinary infractions will fall under two classifications: Minor and Major.

Minor Infraction

Examples might include:

- Late to class without permission (Middle School only)

- Uniform violation
- Inappropriate language/gestures
- Inappropriate physical contact
- Failure to follow classroom/school procedures
- Gum chewing/eating without permission
- Deliberate distraction from the learning process
- Failure to complete homework (especially when it is a chronic condition; if this is the cause of the detention, then the detention will be homework club-the teacher will check on the completion of homework)

Three Minor infractions in a trimester will result in a detention

Three additional Minor infractions in a trimester will result in a second detention

If a child were to receive 18 minor infractions in a trimester, while the issues may be minor in character, the chronic nature of the infractions will result in an in-school or out-of-school suspension at the discretion of administration in possible consultation with the family.

Major Infraction

These result in an automatic detention. Examples might include:

- Deliberate humiliation of a fellow student
- Talking back
- Vulgarity/profanity
- Refusing to cooperate
- Intentionally harmful physical behavior: i.e. pushing, hitting, tripping, spitting, throwing, etc.
- Disrespect of personal or school property

Very serious behavioral violations can escalate the school's response to address significant problem behavior(s).

All infractions will be recorded into the student management system (Educate) as Conduct Records. A system such as this does not replace/displace the normal corrective measures used by the classroom teacher to address student behavior concerns.

Conduct Notifications

The use of conduct notifications is a systematic and progressive procedure for the correction of student behavior; they will be sent home electronically through Educate for parent acknowledgment.

Detention

Detention is served on a weeknight from 2:45 – 3:45 pm and is held in a teacher-supervised classroom. The student's age and the severity of the situation may mitigate the length of the detention, but usually students serve the entire hour-long period. Detention supersedes all extracurricular events, meetings, and school practices. If a student skips or is late for detention, or does not obey detention

protocol, at the very least he/she will be assigned an additional detention to be served the following week. Homework may or may not be allowed in detention; deference is given to the student's homeroom teacher for that decision.

Siblings who have not earned a detention are not allowed in the detention room; siblings will be sent to Extended Day if they remain at school after 2:45. Parents will be charged accordingly.

Parents should pick students up promptly at 3:45 pm. Students who are not picked up by 3:50 will proceed to Extended Day and parents will be charged accordingly.

Suspension

Students who receive three detentions may be placed on in-school suspension or out-of-school suspension as determined by the principal. Serious violations may directly lead to in-school or out-of-school suspension. If your student receives 18 conduct notifications in a trimester, they will be suspended (in-school or out of school at the principal's discretion).

All homework is still due daily according to the classroom teacher's assignments. The students will have to arrange to get their work to school on time during their suspension.

Expulsion

Expulsion is the termination of a student's relationship with Transfiguration. Obviously, this is the most severe penalty that can be imposed on a student; the principal and pastor have the final say in this matter.

Bullying Policy

All bullying is unacceptable. Repeated, targeted instances of deliberate unkindness or action that gives hurt, whether verbal, physical, or relational, is bullying and will not be tolerated. It is the duty of everyone who sees an instance of bullying, or potential bullying, to take immediate action to stop it. This duty applies to all students (insofar as they are able), teachers, and other members of staff. Parents who have concerns about bullying issues should contact your child's homeroom teacher first about their concerns.

The three main types of bullying are:

- Physical, including but not limited to violence, theft, and destruction of property.
- Verbal, including but not limited to name calling, making faces, telling secrets, teasing, and mocking.
- Relational, including but not limited to cyber bullying, spreading rumors, making gestures, writing notes, excluding someone from social groups, malicious messages, and prank calls.

Proper bullying report/response procedures by all teachers, staff, and students:

- Bullying incidents must be reported immediately to staff
- Once reported, the staff member in closest proximity to the event will record the reported bullying and give the report to the homeroom teacher

- The bullying behavior or threats will be investigated quickly and thoroughly either by the initial staff member, the homeroom teacher, or an administrator
- If appropriate, the bullying perpetrator, among other consequences, will meet with the principal and the student's parents to discuss the seriousness of the actions and establish appropriate means of changing behavior

Further options and outcomes:

- In serious cases, suspension, expulsion, or criminal charges will be considered
- If feasible, both victim and bully will meet with the administration to discuss the problem and brainstorm ideas for reconciliation
- After the incident has been thoroughly investigated and dealt with, faculty will monitor both students (including regular "check-ins") to ensure that bullying does not resume or re-occur

Transfiguration teachers will:

- Teach self-respect and promote a sense of self-worth through religious instruction and Responsive Classroom techniques
- Model assertive behavior and good social skills
- Teach children ways to respond to bullies
- Encourage children to stand up for a child being bullied and stress the importance of reporting bullying to a trusted adult
- Teach the following responses to bullying:
 - To avoid, ignore or walk away from a bully
 - To stay calm and not fight back
 - To confidently say to the bully, "Leave me alone"
 - To report to an adult

Middle School Expectations

The immediate goal of the middle school is to prepare students well for high school by forming them to be mature Catholics who are well trained in thought and action and prepare them for whatever vocation God will call them to as adults in the modern world. Our ultimate goal is to do our part to form Christ in them and prepare them for the final goal: heaven.

Daily/Weekly Schedule Items

- Class exchanges are limited to three minutes, unless a specific exception is granted in advance

General Classroom Behavior Items

- Students are required to bring all of their materials necessary for each class, including their assignment notebook and record all assignments in it.

- Students should remain orderly, respectful, and attentive and wait to speak until called upon by the teacher.
- Students are expected to keep the room neat and tidy.
- Absent students: parents will contact the teacher(s) and request homework – teachers must work to fulfill all reasonable requests after the absence.
- Because Middle School students change rooms regularly throughout the day, a student will be considered late if he/she is not in his seat and ready for class by the end of passing period.
- Birthday celebrations will take place with teacher pre-arrangement and approval.
- All textbooks must be covered with durable covering.
- Students are normally expected to utilize the bathrooms during class exchanges to maximize instructional time and to avoid class interruption. Other times are at the teacher's discretion.

ADMISSION PROCEDURES

Enrollment

Enrollment opens in January for the following academic year. Transfiguration utilizes the TADS admission and enrollment platform for enrollment and billing purposes.

Non-Discrimination Policy

Transfiguration 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 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.

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.

New Families

Students applying to Transfiguration must meet minimum age requirements:

- For admission to Pre-K 3, the student must be three (3) years of age on or before Sept. 1 of that year.
- For admission to Pre-K 4, the student must be four (4) years of age on or before Sept. 1 of that year.
- For admission to kindergarten, the student must be five (5) years of age on or before Sept. 1 of that year.
- For admission to First Grade, the student must be six (6) years of age on or before Sept. 1 of that year.

The following documents must be completed and on file in the school office:

- Birth certificate (copy)
- Baptismal certificate (copy)
- Records from previous school (if applicable) including report cards
- Immunization Form
- Student Health History Form

As part of the normal admission process, the principal may meet with parents and students before granting acceptance.

Provisional Admission for all new Students

Admission of a new student is provisional until:

- All applications completed through TADS, our online tuition management program, and a \$200 non-refundable enrollment fee are paid in full, or an arrangement has been made with the school.
- All records are received from the previous school attended.
- At the successful completion of a nine-week probationary period, students will be granted regular status.

Mid-Year Transfer Students

Students are eligible to transfer into Transfiguration mid-year if there has been a change of residence, or if permission is granted by the pastor or principal. Students who seek enrollment mid-year:

- Are required to spend one full day in attendance at Transfiguration after which a conference will be held with the principal and parents to determine if Transfiguration is the best fit for the student

- Are automatically placed on probation for a nine-week period after which they will be given regular student status if there have been no major behavioral or academic concerns

Waiting Lists

Waiting lists will be established when grades are filled. Placement will be awarded following priority guidelines.

Enrollment Priority Guidelines

Placement in grades K-8 will be awarded using the priority criteria listed below. When a class in grades 1-8 fills, a wait list will be established. We will start accepting kindergarten and prekindergarten applications January 1st for the upcoming school year. If the number of applications received exceeds the class capacity, a lottery will occur to determine placement awards.

In the event a lottery is required, consideration will be given to the date the application was received in the office and the enrollment priorities detailed below:

1. All K-8 students presently attending Transfiguration **
2. Siblings of current Transfiguration students who wish to register for grades PK-8 **
3. By mid-February, remaining classroom openings will be filled in the following order:
 - a. Students who are registering for the first year in our school and are registered members of the parish
 - b. Students who are not registered members of the parish but are members of another Catholic parish
 - c. Students who are not Catholic

**The student must be registered for the next school year by the last class day in January of the current school year. The student must also be in good standing with Transfiguration and current with school tuition and fees.

Classroom Size

Class size guidelines (1 class per grade) are: 24 for kindergarten, 26 for 1st through 8th grade.

Kindergarten will be capped at 24 students and will not split until 36 students; students will be placed on a waitlist until 36 students has been reached. Classes for 1st through 8th grade will be capped at 26 students and will not split until 36 students; students will be placed on a waitlist until 36 students has been reached. 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.

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. A family withdrawing mid-year should contact the school office to begin the process.

Tuition refunds will be issued in accordance with our Tuition and Fees Policy.

FINANCES

Tuition

Tuition is set annually and approved by the Parish Finance Council. Please see the Tuition and Fees Policy for specific rates and information related to tuition.

Tuition and fees are billed through TADS and each family is expected to stay current on their obligations and in accordance with the contractual agreement established between the parent/guardian and Transfiguration at the time the tuition agreement was executed. Past due accounts will be addressed by TADS and school personnel as needed. If parents/guardians do not respond in a timely manner, a student may be un-enrolled from the school.

Tuition Assistance

Tuition Assistance is available for families that qualify. Distribution of funds is based on need and availability of funds. Applications are available online through TADS. Please contact the school office for questions or assistance.

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 and they will type that number into the Point-of-Sale system in the cafeteria to purchase their hot lunch. The cost of a hot lunch is \$3.50, which includes one carton of milk. Lunch accounts are pre-paid 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.

For those who bring a bag lunch or wish to have an additional carton of milk with their hot lunch, it is available for \$.40 a carton, to be paid to the lunchroom helper by using their pin number or cash.

Parents are expected to keep a positive balance in their hot lunch/milk account. If the account becomes in arrears, a message will be sent home, and the student will need to bring lunch from home until the account is returned to a positive balance. Parents will be sent an automated system message when account balance is negative.

Students are not allowed to bring soda, coffee or energy drinks with their lunch or to school.

ACADEMIC EXPECTATIONS AND POLICIES

Transfiguration Catholic School is accredited by MNSAA, the Minnesota Nonpublic School Accrediting Association.

Curriculum

Transfiguration Catholic School is the parish school of Transfiguration Catholic Church, and as such, is a Roman Catholic institution of the Archdiocese of St. Paul/Minneapolis. Thus, the spiritual, moral, intellectual, social, and physical elements of the education that we offer are taught within the context of the Catholic Faith. Transfiguration adheres to a traditional liberal arts curriculum that includes religion, math, language arts (phonics, spelling, grammar, literature, vocabulary, handwriting, and writing), history, geography, science, music, art, and physical education.

Religious Education

Integral to our mission is the formal study of the Roman Catholic faith in union with the Magisterium. Not only do we study the Catholic faith, but we also seek to provide a pervasive Catholic culture. In our curriculum and in all we do, we strive to be consistent with Catholic teaching and tradition. All students: including non-Catholics, are required to attend religious education classes, Masses and prayer services and adhere to the religious education expectations established by the school.

Sacramental Preparation and Reception

Because our students attend weekly Mass, we have the opportunity to receive Jesus in the Sacrament of Holy Communion every week. The Sacrament of Reconciliation is available at regular intervals.

Preparation for First Confession and First Communion is in second grade. In addition to classroom preparation, there are two retreats that students are expected to attend, one for Confession, the other for Communion. Students make their First Confession in winter and their First Communion in spring.

Confirmation is in the spring of 8th grade.

Parent-Teacher Communication and Conferences

School office hours during the school year are 7 a.m. to 3:30 p.m. on days when school is in session. The school office number is (651) 501-2220. 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.

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 2 p.m.

Transfiguration uses several forms of communication to share information with parents. The main forms are the weekly parent newsletter (all school news), the Seesaw App (classroom news), and email notices from the school office. Teachers are available by appointment before or after school hours to meet with you in person or for a phone call.

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 and the Principal are available anytime by appointment.

Communication regarding Parent Concerns

You are encouraged to discuss your concerns with your child's teacher. We welcome the support and cooperation of parents, but please do not discuss concerns during the time classes are in session.

Transfiguration adheres to the Principle of Subsidiarity, which is rooted in Catholic Social Teaching. The spirit of this principle states individuals have the right to participate in decisions and discussions that directly affect them in accord with their dignity and with their responsibility to the common good. Communication should be at the level of those who are affected. Clarification of issues, conflict resolution, and appeals of classroom decisions (except in cases of extreme sensitivity) need to be handled in the following manner:

FIRST: TEACHER/ STAFF MEMBER

SECOND: PRINCIPAL

THIRD: PASTOR

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. Homework includes reading, studying, extra practice, and class work to be finished from the day.

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

Homework will increase based on grade level; the guideline is ten minutes multiplied by grade level. So, a first grader can expect ten minutes of homework per night, whereas a fifth grader can expect fifty minutes per night. Students greatly benefit from parent assistance in scheduling this time outside of school.

Grading and 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 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.

TECHNOLOGY

Transfiguration provides technology to students for educational purposes. Student use of technology is governed by an Acceptable Use Policy that each parent is required to read and sign as a written agreement that their student will abide by the policies contained in the AUP.

Acceptable Use Policy

The Transfiguration Acceptable Use Policy (AUP) outlines the guidelines and behaviors that users are expected to follow when using school technologies. An overview of the guidelines:

- The Transfiguration network is intended for educational purposes only.
- All activity over the network or using Transfiguration devices is monitored and retained.
- Access to online content via the Transfiguration network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources will result in disciplinary action, including loss of device privileges, including consequences outlined in the School Discipline Policy.

All users of Transfiguration devices and the Transfiguration network are expected to use good judgment and to follow the specifics of the AUP and School Discipline Policy as well as the spirit of it: be safe, appropriate, careful, and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Transfiguration provides students with access to the Internet as part of the educational process, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing is monitored, and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when using Transfiguration devices and the Transfiguration network. If a site is blocked and a student believes it should not be, the student should discuss the issue with the classroom teacher.

Personal Technology and Devices

Students should keep personal devices at home (including, but not limited to, laptops, smart watches, tablets, smart phones, cell phones, and any unauthorized device will be confiscated if it is being used on campus or on the school bus). If they are brought to school, they must be turned off and stored during school hours. The Transfiguration network is not available to non-Transfiguration devices. Transfiguration is not responsible for lost, stolen, or damaged personal devices brought to the Transfiguration campus.

Consequences for violating this policy will follow the Student Discipline Policy.

EXTRACURRICULAR ACTIVITIES

Transfiguration aims to provide a wide variety of extracurricular activities that promote the spiritual, physical and emotional health of our students.

Enrichment Activities

Programs such as Lego League, Ashland Productions, and Chess Club may be available depending on student and parent participation. These programs will require students to arrive early or stay after school to participate.

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 may be held during school hours. Instrumental rental may be available through school or alternate programs.

Athletics

Fourth 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.

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. Parents/guardians are also responsible for transporting their students to all games and practices.

Student Council

Student Council Representatives are elected from each 5th – 8th grade class by their classmates. Student Council meetings are held twice a month and elected representatives must be able to attend the meetings. Student Council-sponsored activities include charity work, student social activities, and the annual Talent Show. Student Council activities are open only to Transfiguration students.

Academic Eligibility & Attendance Requirements

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. Those students who do not bring their grades up remain ineligible until a C- (1.7) average is reached.

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.

ARRIVAL, DISMISSAL AND ATTENDANCE

Daily Arrival and Dismissal

Students may not be dropped off before 7:50 a.m., unless arrangements have been made with specific teachers or administration. Classes begin promptly at 8:10 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 7:50 a.m. will be placed in extended day and the family will be billed for the morning Extended Day Fee. Dismissal is at 2:45 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 7 a.m. that day, or, if after 7 a.m. call (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 note. 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 Absences

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. A student who is in the hallway or just being dropped off at 8:10am is considered tardy.

Students who arrive after 8:10 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 his/her is picked up.

The student’s parent must come to the school office to sign the student in or out. It is preferred those students not be picked up for early dismissal after 2:35 p.m., as dismissal after 2:35 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 has developed an emergency plan for crises and emergencies.

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.

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 and gestures.)

Prohibited Substances and Dangerous Behavior

The purpose of this policy is to assure a school environment that promotes and protects student health, well-being, 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.

Gambling

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

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 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. 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. In the event a member of the Transfiguration community experiences harassment, the following steps should be followed:

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.

Privacy

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

HEALTH AND 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 day. 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 for special occasions are to be commercially baked and candy is to be individually wrapped. **All treats must be peanut free.**

Transfiguration Catholic School administers 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.

Accidents and First Aid

A health aide 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 free from fever, vomiting, or diarrhea for 24 hours before returning to school.

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 when they are not in the building.

UNIFORM POLICY

Transfiguration Catholic School requires students in K-8 to adhere to the established uniform policy. Any exemptions to this policy 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.

General

Uniforms are to be clean and in good condition; holes, fraying, hems coming undone, dirty and stained clothing, etc. is not acceptable and should be fixed in a timely manner. Writing on skin is not

acceptable. Students' hair and appearance should be neat and clean. 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. Cologne, perfume, and heavy scented lotions may not be used or worn on campus due to allergies.

Teachers and school staff may request the removal or cover-up of any distracting or offensive items.

Preschool Dress Policy

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 Policy

Donald's Uniform is the official uniform vendor for Transfiguration. They are located at 972 Payne Ave, St. Paul and their phone number is 651-776-2723. Information can also be found on their website at www.donaldsuniform.com.

Make-up and cosmetics are not allowed.

In addition to the details below, sweatpants or leggings may be worn under jumpers during outside recess for warmth, but must be removed after recess. We also encourage you to label your student's clothing items with their name.

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, sweatpants, 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, length within one inch of the knee
- K-5: Modesty shorts or navy blue or white leggings recommended under the jumper and skirt.

Sweater / Sweatshirt

- Navy blue regulation Transfiguration sweatshirt
- Navy blue sweater (cardigan, V-neck, vest, crew-neck pullover.)
- Transfiguration Spirit wear Sweatshirt with hoods, may be worn on Fridays and Spirit Wear days only.
- Black fleece with Transfiguration Logo

Socks / Tights / Leggings

- Navy blue or white tights, knee high or ankle socks.
- Socks must always be worn.

Shoes - Athletic or dress shoes that your children can put on/tie themselves.

Middle School Dress Policy

Donald's Uniform is the official uniform vendor for Transfiguration. They are located at 972 Payne Ave, St. Paul and their phone number is 651-776-2723. Information can also be found on their website at www.donaldsuniform.com.

Shirt - Black polo shirt with the official school logo, long (if available) or short sleeved.

Pants / Shorts

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

Skirt - Uniform khaki skirt; length must fall one inch within the knee throughout the duration of the school year.

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.
- Leggings, modesty shorts, or tights **recommended** under the skirt

Shoes - Athletic or dress shoes. Athletic shoes are required. Fashion boots, booties, slides, and open-toes shoes are not allowed, even on "no uniform" days, due to safety concerns.

Sweater / Sweatshirt

- Black fleece with Transfiguration logo
- Black with gold spirit wear sweatshirt

Gym Uniform

Students in grades 5-8 will be required to change for gym class. Gym clothes must include athletic shorts with three-inch inseam or longer, and a plain shirt that covers the shoulders and torso (no writing or graphics). Students are encouraged to carry their clothes in a small bag with deodorant for changing.

Non-Uniform Days

On designated non-uniform days, students may wear casual clothes, but they must be neatly dressed,

with no holes or rips. Shirts with offensive sayings or shirts which endorse liquor, weapons, or tobacco products are not allowed. Girls and boys may not wear tank tops. Shorts need at least a 3-inch inseam. 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 must reflect the mission and values of Transfiguration.

Free Dress Passes

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

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. Tuition and fundraising covers approximately 75% of the total cost of operating Transfiguration.

For the 2024-2025 school year, families are required to fundraise **\$275 per student, maximum \$700 per family**, 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 June.

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 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**

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.

- **RaiseRight (Year-Round)(formerly SCRIPT)**

The RaiseRight program at Transfiguration is a way to raise money without spending anything extra. Every family at Transfiguration is **encouraged** but not required to participate

in the RaiseRight program. A percentage of RaiseRight gift card purchases returns to Transfiguration, and that percentage is applied toward each family's fundraising goal. Families can invite extended family to participate in this as well.

- **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.

Funds raised above and beyond the annual goal are used for current and future needs of the school.

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.

GENERAL SCHOOL POLICIES

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 for damaged or lost books and materials.

Student Property

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

Library

Students will have weekly opportunities to visit the school library and check out books. The check-out period is one week. Students who forget to return their books will be allowed a one-week grace period. Students who fail to return their book after two weeks will have check out privileges revoked until the missing book is returned or a fine is paid.

Photos

From time to time, Transfiguration 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 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 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. 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.

Inclement Weather/School Closings

The decision to close Transfiguration due to inclement weather is made by the principal, in consultation with the pastor. If District 622 closes, Transfiguration closes as well.

School closings will be announced on Transfiguration's website and on local radio and television stations, namely: Kare 11, WCCO, Channel 4 and KSTP channel 5. Families are also alerted via phone or email preferences.

Transportation, Parking, and Car Safety

Transfiguration 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 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, 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 and Staff
- Parish members that are interested in promoting and supporting the school and the goals of the association.

VOLUNTEERS

Volunteer Expectations & Opportunities

Each family is required to complete 25 hours of volunteer activities throughout the year. These hours will be tracked through the school office. If hours are not completed by the last day of school, families will be charged \$10 for each incomplete hour.

Some opportunities are:

| | |
|------------------------------------|------------------------|
| Walk-a-thon | Home and School |
| Black and Gold | Conference Dinners |
| Room Parent | Open House tour guide |
| Grandparents Day | Nurse's office shifts |
| Coach of athletic or academic team | Lunchroom Duty shifts |
| Ashland | Recess Duty |
| Volunteer/ Fundraising Tracker | Classroom volunteering |
| Teacher Appreciation | Field Trip chaperoning |

*Volunteer opportunities are not limited to the lists above. Please contact the school office with questions.

Application Process

Transfiguration is grateful for the assistance of its volunteers. Anyone wishing to volunteer at Transfiguration 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 and Identification

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.

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 or interactions. 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.

AGREEMENT TO TERMS

This handbook contains certain policies and procedures for Transfiguration. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal. Students and parents must accept and abide by the school's policies and procedures in order for the students to attend Transfiguration.