

**TRANSFIGURATION SCHOOL  
PARENT/STUDENT HANDBOOK**

**2011-2012**

**God Embraces Our World**

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Wauconda, Illinois 60084**

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Recognized and approved by:

- Archdiocese of Chicago
- Illinois State Board of Education

Member of:

- National Catholic Education Association

This handbook is prepared for the school families of Transfiguration School. We encourage you to read it carefully and review pertinent sections with your children. Keep this book in a convenient location for ready reference. If you consult this book, we are hopeful that most of your questions will be answered.

God bless this new school year.

## **TRANSFIGURATION SCHOOL MISSION STATEMENT**

Transfiguration Parish School is called to be a Catholic Educational Community fostering the spiritual, educational and social development of each student. Our school promotes high academic standards and expectations, a quality curriculum based on Catholic values, and a close relationship among students, families, staff, pastoral team and parish community.

## **TRANSFIGURATION SCHOOL PHILOSOPHY**

Embracing the framework of a Catholic education, and recognizing that families play an integral part in the education of their children, we at Transfiguration Parish School provide each student an opportunity to develop a meaningful Christian value system. We demonstrate the relevance of our faith in an ever-changing society.

The spiritual formation of the students is the primary focus of Transfiguration Parish School. The daily religious education program presents the central doctrines of the Catholic faith. This program emphasizes prayer, liturgical and other faith experiences. We emphasize an active participation in creating a just society.

Academic excellence is achieved through ongoing evaluation of curriculum, teaching materials and strategies. To ensure high standards, students are assessed regularly.

Our school climate enables students to develop into independent-thinking, problem-solving adults and community leaders who use God-given talents.

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# ADMISSION/REGISTRATION

## Statement of Non-Discrimination:

**Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.**

Transfiguration School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

Students entering PS3 must be three years old on or before September 1.

Students entering PK4 must be four years old on or before September 1.

Students entering Kindergarten must be five years old on or before September 1.

Both a birth certificate and a baptismal certificate are to be presented at registration.

The following priority is applied for admission to Transfiguration School.

- Parishioners (registered and active)
  1. Siblings of parishioners' children currently enrolled at Transfiguration
  2. Five-year old preschoolers of parishioners who have been in the Transfiguration program for two years
  3. Five-year old preschoolers of parishioners who have been in the Transfiguration program for one year
  4. Children of registered parishioners
- Non-parishioners
- After the initial registration period, students will be admitted on a first come, first served basis.
- The Principal shall have the discretion of accepting students in special circumstances.

Pre-registration (with a required deposit) is held for current students at the beginning of January and new students at the end of January. Final registration, the payment of fees and the first month's tuition are scheduled two weeks before school begins. If a family is on a 12-month tuition plan, the first month's tuition is due on June 15. If a family is on a 10-month tuition plan, the first month's tuition is due on August 15.

Registration requirements are as follows:

1. Birth Certificate
2. Baptismal Certificate
3. Transfer notice from previous school
4. Registration or re-registration form
5. Emergency Form (see details in "Health" section)
6. Compliance with the health code
  - Current physical examinations – all incoming pupils; grades K or 1
  - Current dental examinations – Grades K & 2
  - Up-to-date immunization forms

**These forms must be submitted before school starts for the year or the student will not be permitted to attend school.**

# **ARRIVAL/DISMISSAL/DAILY SCHEDULE**

## **A.M. Arrival Procedures**

- Buses will drop off at the school entrance on Church Street
- We will NOT use the side doors across from the church
- Parents may park across Mill Street in the parking lot and walk their children across Mill Street at the crosswalk and enter through the main school entrance doors
- Parents may pull along the curb on the school side of Mill Street and drop their children at the walk. **PARENTS MUST STAY IN THEIR CARS AND FOLLOW THE CAR IN FRONT.** We will have teacher aide monitors at the street to oversee the drop-off beginning at 8:30 a.m. on Monday, Tuesday, Wednesday, Thursday and at 9:00 a.m. on Friday. **UNDER NO CIRCUMSTANCES** are cars allowed to double park to drop students off. **CHILDREN WILL NOT BE PERMITTED TO CROSS MILL STREET WITHOUT A PARENT OR OTHER ADULT.**
- Pre-school students must be escorted into the building by an adult. The adult must stay with the child outside the school office until the teachers arrive.

## **Midday Procedures**

- Parents must park in the lot across Mill Street and cross at the crosswalk to pick up their pre-school children outside the main school entrance doors. The teachers will be at the doors to supervise.
- Parents walk pre-school students to the entrance and take them to the classroom.

## **Dismissal Procedures**

- Buses will pick up the children at the exit on Church Street.
- Parents must park in the lot across Mill Street, cross at the crosswalk and pick up the pre-school and Kindergarten children outside the main school entrance doors.
- Parents may pick up children in grades 1-5 on the school side of Mill Street or park in the lot across Mill Street and walk their children across the street at the crosswalk. **CARS SHOULD NOT BLOCK THE CROSSWALK!**
- Kindergarten parents arrive at 3:15 p.m. to avoid large groups of older students at dismissal.  
**PLEASE BE ON TIME!**
- Pets are not permitted on school property. If you must bring pets to pick up students, please keep them in your car.
- On days when there is no bus service, bus riders, walkers, and car riders will be dismissed on Mill Street.

## Daily Schedule

### **Monday, Tuesday, Wednesday, Thursday**

8:30 – Doors are open  
8:40 – Classes begin with prayer/pledge  
3:20 – 3:30 – Dismissal

### **Friday**

9:00 – Doors are open  
9:10 – Classes begin with prayer/pledge  
3:20 – 3:30 – Dismissal

### **PK (M-F)**

8:30 – 12:00/3:20 Dismissal – (Friday 9:00 arrival)

### **PS3 (M, W, F)**

8:30 – 11:30 – Morning Session (Friday 9:00 – 11:30)

### **Extended Day Program**

6:30 – 8:30 (9:00 a.m. on Fridays)  
3:30 – 6:00 (After school hours)

Children arrive at 8:30 A.M. (9:00 on Fridays). There is no supervision until that time. The EDP (Extended Day Program) is available before and after school. Students are considered tardy if they are not present in homeroom by 8:40 a.m. (9:10 a.m. on Friday). Once children are on the school grounds, they may not leave without reporting to the office.

## **ATTENDANCE**

### Absences

Absence from school is to be reported by phone to the School Office by 9:30 A.M. Parents are to call each day the child is absent. Children should be symptom free for 24 hours before returning to school. In addition, **the law requires that a child who is absent, present a written excuse to his/her teacher before being readmitted to class.** This note should be dated and include the dates of the absence and the nature of the illness. Although regular class attendance is encouraged, students who are ill, have temperatures, or are vomiting, should be kept home for the benefit of their own health and that of the other students in the class. If, on a rare occasion, a child must be excused from gym class or outdoor recess, a written note from the parents and/or doctor is required. If a child is healthy enough to attend school, it would be expected that the child participate in all activities.

Students will have the number of days they are absent to complete work that is missed. After that time, any work not turned in will be given a zero.

### Tardiness

Students who arrive late to school are to report directly to the school office for a tardy slip. The tardy bell rings at 8:40 on Monday through Thursday and at 9:10 on Fridays. Children arriving on a late bus will not be considered tardy. **PARENTS SHOULD BE SURE CHILDREN ARE**

ON TIME TO SCHOOL. Junior high students who are tardy to school or to scheduled classes three times in one trimester will be given a detention. Students who are tardy are a disruption to the learning process for themselves and the other students.

### **Early Dismissal**

The scheduling of doctor or dentist appointments during school hours is discouraged, since it is a disruption to both the child and classroom. If no other arrangements can be made, parents are to send a written note with the child in the morning. The note should state the time and reason for the early dismissal. Children are to be signed out and picked up in the school office.

### **Dismissal Arrangements**

Parents must **NOTIFY THE SCHOOL OFFICE BY 12:00 NOON** if their child is to have a change in plans as to being a “walker/car rider” or on the bus. This will assist in non-interruption of instructional time. Please be sure to send a note about a change in plans. If a child does not bring a note, we must place him/her on the bus as anticipated. *(Students may not switch bus assignments, even with a note from home.)* **CHILDREN WILL NOT BE ALLOWED TO RIDE A DIFFERENT BUS FOR SOCIAL VISITS. YOU MUST PROVIDE TRANSPORTATION FOR THESE PURPOSES.** If children are not picked up by 3:35 p.m., they will be sent to the EDP program. Parents will be charged for this service. Children may be picked up from the cafeteria through the playground entrance. An EDP registration fee of \$35.00 per family will be charged if this occurs more than once. Pre-school students being picked up at lunchtime will also be charged a late fee if over ten minutes late.

**Please do not leave any messages on the school voice mail regarding dismissal changes!**

### **Vacations**

There is no way to transfer the classroom experience when a child is absent. For that reason, **WE URGE PARENTS NOT TO SCHEDULE VACATIONS WHEN SCHOOL IS IN SESSION.** If the vacation is unavoidable, the student and parent are responsible for any work that is missed. **MAKE-UP WORK WILL BE GIVEN UPON THE STUDENT'S RETURN.** It is the parent's responsibility to help the student catch up. Advance notice of vacations is to be made in writing to the principal and the homeroom teacher.

## **DISCIPLINE**

In order to create an atmosphere in which children can learn and enjoy school, regulations are enforced. Rules are made that will enhance the learning situation. It is our belief that discipline lies within the individual person. Children must move toward self-discipline. However, regulations are enforced to maintain order within the school so that all students are free to learn and grow. It is the responsibility of parents to insure that their children understand and observe these rules and regulations.

Behavior regulations are based on the mutual respect children have for one another and for the adult members of the school community. To grow, children must be guided, at times encouraged and rewarded, at times corrected and disciplined. The discipline procedures at Transfiguration seek to provide clear guidelines for behavior, positive reinforcement as well as consequences for

unacceptable behavior, and the consistent guidance of those adults who influence the student's life.

## **CODE OF CONDUCT**

1. Students will respect and cooperate with others.
2. Students will conduct themselves quietly and orderly.
3. Students will show pride and respect for school grounds and property.
4. Cleanliness, good grooming, and proper uniform attire are expected of each student.

Because of the age difference of the students, the consequences for poor behavior will vary. The teachers of the respective grades will take care of these matters. Parents are encouraged to make an appointment with the teacher to discuss any concerns. Rules and guidelines will be distributed and discussed at Parents as Partners in September. There will also be lunch time and bus regulations, which will be given out at the beginning of the school year. Parents are expected to discuss these guidelines with their children.

When there is serious misconduct, or infractions of school rules, a student may be referred to the principal and the following measures are taken:

The first infraction may result in a Reminder/Warning, Student Conference, Written Letter of Apology, Parent Notification, Lessons on Appropriate Alternatives for Solving Problems/Misbehavior or other appropriate consequences.

The second infraction may result in the first offense consequences and a Behavior Improvement Plan, Loss of a Privilege, or other appropriate consequences.

Three infractions may result in a detention and a Parent/Teacher Conference.

A detention or other consequence may be given to support the learning process or to influence behavior. Notice of a detention will be given to students. The notice must be signed by the parent/guardian and returned to the school authority who issued it by the next day.

Reasons for Detention may include, but are not limited to:

1. Excessive talking
2. Unpreparedness
3. Improper use of materials or equipment
4. Disrupting others
5. Indecent gestures, profanity or vulgar language
6. Insubordination or disrespect
7. Damage, destruction, or theft of school property or property of others
8. Projectiles, such as throwing food, snowballs, etc.
9. Improper uniform
10. Fighting
11. Bus misconduct

A detention may be given at the discretion of administration or staff to students involved in misbehavior, regardless of who started it. During a morning, lunch/recess or after school

detention, the student will sit or work quietly for 45 minutes. Homework may not be done at this time. It is the parents' responsibility to make arrangements for transportation after a detention is served.

Serious disciplinary infractions may result in in-school or out-of-school suspensions. An in-school suspension includes removal from class and isolation for the entire day. All class work must be made up during the suspension. The administration determines the number of days a student is suspended from school. Suspension means exclusion from all school activities, including extracurricular activities. Notice of a suspension will be given to students. The notice must be signed by the parent/guardian and returned to school. Only after a conference with the parents/guardians, student, and principal, will the student be readmitted to class.

Reasons for Suspension may include, but are not limited to:

1. Leaving school grounds without permission
2. Deliberate destruction of school property - vandalism
3. Smoking, carrying or using matches/lighters
4. Abusive or foul language, oral or written obscenity
5. Deliberate defiance or serious disrespect toward staff or children
6. Chronic or incorrigible behavior which undermines discipline and impedes the class
7. Carrying weapons, knives or other dangerous objects
8. Having possession, using or selling any illegal substance
9. Gang behavior or activity

The administration may require probationary periods with specific requirements such as a Behavior Contract, a Modified School Schedule, Counseling, and the like. To remain a student at Transfiguration School, there must be a marked improvement in the student's behavior. For more serious and/or frequent offenses, a student may be expelled.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule or procedure for just cause. The principal may consult with a disciplinary committee regarding any of the above decisions.

## **ANTI-BULLYING POLICY**

School personnel intervene daily in the lives of students, reminding them of school rules, establishing limits, and imposing sanctions and consequences when appropriate. However, because bullying behaviors are malicious, often covert, and usually repeated over time, dealing effectively with such behavior demands a consistent school wide response.

### **DEFINITIONS**

Bullying is defined as a persistent, repeated, and/or chronic pattern of aggressive physical, verbal, and/or psychological behavior that is intended to harm another. Included in this definition are alternate forms of aggression to include relational, indirect, and social aggression.

Relational aggression: includes acts that “harm others through damage (or the threat of damage) to relationships or feelings of acceptance, friendship, or group inclusion.”

Indirect aggression: allows the perpetrator to avoid confronting his/her target.

Social aggression: is intended to damage self-esteem or social status within a group.

### **STRATEGIES**

A system for responding to students who bully should take into account that bullying behavior among children ranges from an isolated incident to chronic and persistent. The ultimate goal of the intervention plan is to change the child's behavior. The plan uses specific strategies including reflective activities, social learning activities, and restorative activities to help students who have been involved in bullying incidents. All of these activities will be used in conjunction with our discipline policy.

Reflective activities: encourage a student to think about what happened and the role he/she played in the incident.

Social learning interventions: engage a student in positive social interaction with his/her peers. This will provide the student opportunities to make a positive contribution to the climate of a school, reconcile with the student he/she has misread, and learn and practice positive social behaviors.

Restorative activities: allow the student to make reparation for any harm he/she may cause.

### **GANG ACTIVITY**

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

### **WEAPONS**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.

- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

## **SUBSTANCE ABUSE**

**Substance** is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

**Substance abuse** means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

**Illegal Violations:** The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

### **School Procedures for Handling Violations:**

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

-At the discretion of administration, certain behavior may lead to loss of privileges, suspension or expulsion.

-Loss of privileges may include the following: field trips, dances, class trips, sports, school special activities, or removal from school clubs.

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

## **BUS SERVICE**

Students living more than 1½ miles from school and residing in District 118 may utilize free transportation through School District 118. Children who live less than 1½ miles from school, and are “classified walkers” may pay for bus service if the District can accommodate them. The District will bill the family for this service for each child. Children who ride the bus are expected to act in a courteous and safe manner. Children must remain in their seats with no fighting, shouting, throwing of objects, etc. We ask parents to stress the need for responsible behavior on the bus. Continual misbehavior on the school bus will result in suspension of bus privileges for a period of time and possible termination of bus riding completely. Students riding the bus may not request permission to change buses to attend parties, meetings, homes of friends, etc.

### **Message from Wauconda Community Unit School District 118 regarding bus service guidelines:**

Large projects, heavy items, birthday snacks, bottles of juice, etc., should be transported to school by the parent. If students must carry items, they must be able to store them in their backpacks, hold them on their laps, and manage them while getting on and off the bus. For safety reasons, balloons are not allowed on the bus. The driver and/or aides are not responsible to manage any items. Wheeled backpacks must be carried on and off the bus. Students must not drag them up or down the steps and the aisle of the bus.

When at all possible, the use of umbrellas should be avoided when riding the bus. Raincoats or rain hats are a safer choice for students who ride the bus to school. Students bringing umbrellas on the bus pose a potential danger to other students. If students do bring umbrellas on board, they must be retracted and stowed in a backpack and kept in the backpack until the student disembarks the bus.

**Specific questions regarding bus routes, lost items, etc., are to be made directly to District 118 Transportation Office at (847) 526-6672.**

## **PARENT/GUARDIAN CONDUCT** (Archdiocesan Policy, [Handbook for School Administrators](#))

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child (ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
- conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
- dismiss the child (ren) of the parent/guardian temporarily or permanently from the local Catholic school.

## **CALENDAR**

### **AUGUST**

**9 – School Registration 3:00 – 7:00**

**15, 16, 17, 18, 19 – NO SCHOOL – Staff Development Days**

**17 – Back to School Supply Drop Off Day/Meet the Teacher 5:00 – 7:00**

**22 – First Day Grades 1-5 – Dismissal 12:00**

**22 – Meet Your Teacher – K, PK4, PS3**

**23 – Meet Your Teacher – K      PK4 – First Day**

**24 – First Day – K Dismissal 12:00      PS3 – First Day**

**25 – K – 1<sup>st</sup> Full Day**

**30 – Parents As Partners Open House 7:00 – PLC & School**

### **SEPTEMBER**

**5 – NO SCHOOL – Labor Day**

**26 – Picture Day PS – 5**

**30 – End of Mid-Trimester**

### **OCTOBER**

**6 – Progress Reports Go Home**

**10 – NO SCHOOL – Columbus Day**

**28 – NO SCHOOL – Staff Development Day**

## **NOVEMBER**

- 11 – End of 1<sup>st</sup> Trimester**
- 17 – Report Cards Go Home**
- 21 – Dismissal 12:00 – Parent Conferences 1:00 - 8:00 - Mandated**
- 22 – Dismissal 12:00 – Parent Conferences 1:00 - 3:00 – Mandated**
- 23, 24, 25 – NO SCHOOL – Thanksgiving Break**

## **DECEMBER**

- 20 – Parents Night Out 5:30 – 8:30**
- 21 – Dismissal 12:00 – Christmas Break Begins, No PM EDP**

## **JANUARY**

- 3 – School Resumes**
- 16 – NO SCHOOL – ML King Day**
- 20 – End of Mid-Trimester**
- 26 – Progress Reports Go Home**

## **JANUARY 29 – FEBRUARY 4 CATHOLIC SCHOOLS WEEK**

## **FEBRUARY**

- 9 – Parent Conferences after School – Optional 3:30 – 5:00**
- 17 – NO SCHOOL – Staff Development Day**
- 20 – NO SCHOOL – Presidents’ Day**

## **MARCH**

- 2 – End of 2<sup>nd</sup> Trimester**
- 5, 6, 7, 8, 9 – TerraNova Assessment Grades 3-5**
- 8 – Report Cards Go Home**
- 23 – Spring Break Begins at End of Day**

## **APRIL**

- 2 – School Resumes**
- 6 – NO SCHOOL – Good Friday**
- 9 – NO SCHOOL – Easter Monday**
- 20 – End of Mid-Trimester**
- 26 – Progress Reports Go Home**
- 28 – Daddy Daughter Dance**

## **MAY**

- 28 – NO SCHOOL – Memorial Day**
- 30 – 9:00 Mass and 5<sup>th</sup> Grade Pinning Ceremony**
- 30 – PK & K Graduation 10:00**
- 30 – PS3 Last Day of School**

## **JUNE**

- 1 – Last day of school if no emergency days are used – Dismissal 12:00, No PM EDP**
- 4, 5, 6 – Emergency Days/Staff Development Days**

The calendar is subject to change. You will be notified of any changes through the Wednesday folders.

## CELL PHONES

Students are not allowed to have cell phones during school time. Any phones brought to school will be turned over to the Principal.

## CHILD ABUSE

**Policy GP 602.2 The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and the Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.**

### **Allegations/Suspicion of Child Abuse or Neglect by School Personnel:**

Archdiocese of Chicago documents related to Child Abuse Allegations by School Personnel are under revision. In the meantime, the principal must contact the Office of Catholic Schools immediately when an allegation is made about a school employee or volunteer. The principal will be directed regarding the steps that must be taken to report the allegation or suspicion of child abuse to the appropriate Archdiocesan agency and to civil authorities.

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

## COMMUNICATION GUIDELINES

A well-informed parent needs to know the proper channels of communication in order to express his/her concerns or ideas regarding school matters. The following guidelines will help to identify the proper channels.

1. Concerns/questions involving your child's achievements and classroom behavior/discipline – contact the teacher; if concerns persist, contact the Principal, then the Pastor.
2. Concerns/questions involving general day to day operation of the school, including; discipline, curriculum, special programs, extracurricular activities, uniforms, tuition payments, etc. - contact the Principal; if problems persist, contact the Pastor.
3. Concerns/questions regarding general school policies, budget, public relations, and Long Range Planning – contact the School Board President, if problems persist, contact the Pastor.
4. Concerns/questions regarding TFSA programs – contact the TFSA President; if concerns persist, contact the Principal, then the Pastor.
5. Concerns/questions regarding our athletic program – contact the Athletic Director; if concerns persist, contact the Principal, then the Pastor.

6. Concerns/questions regarding Reconciliation, First Communion or Confirmation – contact the Religious Education Director, if concerns persist, contact the Principal, then the Pastor.
7. Concerns/questions regarding your child’s bus transportation route, schedule or discipline problems – contact District 118 Transportation at 847-526-6672, if concerns persist contact the Principal.
8. Concerns/questions regarding graduations – contact the teacher, if concerns persist contact the Principal, then the Pastor.

## **CURRICULUM**

### **Religion**

Transfiguration is a parish Catholic school. Liturgical worship and prayer are an integral part of the faith life of the Church. Children are taught by both word and example to participate in liturgy. Children's liturgies are prepared by the children for the 9:00 Wednesday school Mass, as well as on other feasts and occasions. Prayer and devotions are celebrated in the classrooms, PLC, and Church. Children are also taught and guided in service to reach out to those less fortunate than themselves through prayer, activities and projects. Religious education is not limited to "religion class," but permeates the life of the school and curriculum. Working in partnership with parents, faith is nurtured and fostered within the parish community. The example of parents being involved with their parish and attending weekly mass has a very strong influence on the faith life of their child.

Sacramental preparations are an important part of the religion program. Parents participate in preparations for Reconciliation and Eucharist at the second grade level. The Director of Religious Education coordinates the sacramental programs for the parish.

### **Core Curriculum**

Transfiguration offers a full curriculum in the fields of language arts/reading, mathematics, science, social science, physical education, fine arts, computers, and Spanish. Children also learn about Safe Environment Training in school. Parents/Guardians have the right to decline this training by filling out a form in the school office. Refer to the Parent Curriculum Handbook for more information.

### **Physical Education**

Our Physical Education program offers a well-rounded variety of activities, which not only help produce healthy bodies but develops skills of team participation and good sportsmanship. All students in grades K – 5 participate twice weekly in P.E. classes. Pre-Kindergarten participates in class once a week.

### **Sports**

The Athletic Program is an extension of the school. Students in athletics are required to attend practices and games involving basketball, volleyball, cheerleading, and track. The decision to join a team involves students in scheduling other activities, as well as completing schoolwork, so

that they do not conflict with practices and games. Please refer to the Athletic Procedural Handbook for further information.

### **Athletic Eligibility**

Students involved in athletic activities represent our school and its philosophy. Participation in athletics is a privilege with responsibilities. While athletics are open to all students, participation can be prohibited in certain circumstances. Students with academic problems need to spend more time on their schoolwork. Therefore, school-sponsored athletic activities should be limited or delayed until work is given to studies. Students with behavioral problems need to understand that they represent Transfiguration School and families.

Guidelines for Athletic Eligibility will be given out at the beginning of the school year.

### **Library Services – Rules**

1. If a child loses a book, the parent or guardian is responsible for replacing the book.
2. A reminder notice is sent home if the child's book is over a month overdue. We ask that you help your child find the book or buy a replacement copy of equal value.
3. All books are to be returned to the library at the end of the school year.
4. All damaged books are to be paid for in full.

We have a copy of our textbooks available at the Wauconda Public Library. In the event your child forgets a book from school, you would be able to use the book at the Library. These books may not be checked out.

### **Computer Lab**

We have a complete, high-quality, online, computer lab for our students and faculty. Students from PK-5 attend computer classes once each week. We also have the lab available for special projects as needed by the faculty. We are continually updating and adding programs.

### **Music**

Students attend Music classes once each week. Students may also sing in the choir for the weekly liturgies. Several programs during the year enhance our offerings.

### **Art**

We have a well-stocked art room. Students in grades PK-5 attend art class once each week.

### **Special Services**

State and federal money has been allocated by law for special educational services for all children, whether they attend private or public schools. Transfiguration School children are eligible for a screening and if necessary academic and psychological testing. Children who are eligible for special education may receive services as needed. Services require parental consent. Parents will be notified before arrangements are made regarding each child.

## **Homework**

Homework assignments generally expand on or reinforce classroom objectives and teaching. Homework should foster independent study habits. Parents may assist in providing a quiet study place and by giving encouragement. Transfiguration Homework Policy includes:

Grades 1-3 – 15 minutes to ½ hour per night

Grades 4-5 – 45 minutes to 1 hour per night

In general, homework is due the following day after it is assigned. Extended assignments/projects are only accepted on the due date. Exceptions may include family emergencies or student illness. A note from the parent/guardian explaining the exception must be turned in the day the work is due or the assignment will receive a zero.

Homework involves more than worksheets or writing. Reading, reciting, and sharing are also vital. Parental involvement is important to children's homework. It is encouraged in listening to reading, hearing spelling and recitations, assisting in research, problem solving, encouraging and directing, drilling and reviewing. Please be aware that there will be long term projects in the older grades. Students will have a longer time to prepare special projects, book reports, etc.

## **Extra Credit**

Allowance of extra credit depends on the discretion of the teacher. A student cannot request extra credit work to make up for missing assignments. Extra credit is an opportunity for enrichment.

## **Field Trips**

Field trips are arranged by faculty members with the approval of the Principal for the purpose of enhancing learning. Charges for field trips cover the transportation and entry fees. Permission slips are sent home for parent signatures. If these slips are not returned by the designated time, children will not be permitted to go on the field trip. Phone permissions are not acceptable.

## **Music Lessons/Band**

Music lessons are offered to students once a week during the school day. Students are responsible to make up class work missed during their lessons.

## **Altar Servers**

Boys and girls in grade 5 may serve our community as altar servers. There is training available for those students who are interested.

## **Student Council**

Representatives from grade 5 will be elected by class members to be members of the Student Council. The Student Council will voice and involve students at Transfiguration School in activities and decisions for the school with faculty advisors and in consultation with the Principal.

## **National Elementary Honor Society**

Membership in the Transfiguration Chapter of the National Elementary Honor Society is by invitation. Candidates must maintain a 85% grade point average in 5<sup>th</sup> grade, complete at least one service project designated by the NEHS Advisor, exhibit leadership, and be an example of good citizenship and character to those with whom they come in contact.

## **Miscellaneous**

Other opportunities such as the Spelling Bee, Geography Bee, Various Fairs, and Junior Achievement are available to select grades.

## **TECHNOLOGY – ACCEPTABLE USE POLICY**

### **Acceptable Use Procedures**

Transfiguration School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner.

### **The school has technology protocol that will:**

- prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the intranet, Internet access, fax, e-mail, stand alone computer and telephone;
- comply with the provisions of the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Use of the technology resources that are prohibited include, but are not limited to:**

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;
- re-posting personal communication without the author’s prior consent
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;

- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited self-discovery function;
- using the Internet for unauthorized purchases.

### **TECHNOLOGY USE OUTSIDE OF SCHOOL**

Transfiguration School has the right and responsibility to review and act upon student postings on the internet in limited situations.

**Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.**

### **EMERGENCY CLOSINGS**

When it becomes necessary to close school due to weather conditions, you will be notified through the Telephone Relay System. When possible, we will also have a message on our voice mail at (847) 526-6311. When the Wauconda Public Schools call off school due to weather conditions, Transfiguration will also call off school. In addition, the Catholic Schools superintendent also has the authority to close all schools (city and suburban) for any reason. While this decision is rarely made system-wide, there may be times when the superintendent sees the need to make the decision. In this case, Transfiguration may not opt to remain open. In the absence of such a decision, the principal has the authority to close the school if and when needed through the emergency storm center at [www.emergencyclosings.com](http://www.emergencyclosings.com).

It must be noted that parents are expected to make responsible decisions concerning the health and safety of their children. While regular attendance at school is important, situations of inclement weather often demand individual judgments by parents as to their own child's health and safety in reaching school, whether school is open or not.

Please note that there will be no Extended Day Program available on days when school is closed.

### **EQUAL EMPLOYMENT OPPORTUNITIES**

Transfiguration School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of Transfiguration School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

## **EVALUATION AND REPORTING**

Evaluation is an ongoing process. Emphasis is placed on knowing the student, recognizing strengths and areas for improvement.

### **Testing**

Testing is only one means of evaluation. Periodically teachers administer tests related to assessing acquisition of specific skills and subject content. The results of those tests help determine student progress and areas needed for review or re-teaching.

The TerraNova Multiple Assessment Test, a nationally normed test, is administered each year in March to grades 3 - 5. These test scores help to compare Transfiguration students to those throughout the country. The significance and value of the test lies in its year to year progression for each student and for the class as a whole.

### **Other Means of Evaluation**

Teachers use many means of assessment of students. Some of these include Observation, Oral and Written Class Work, Projects, Homework, Quizzes, and Portfolios.

### **PowerSchool**

Powerschool is an online grading program used for grades PS–5 progress reports and report cards.

### **Progress Reports**

Progress Reports are issued mid- trimesters to students in grades PS-5. They are sent home on Friday as listed on the school calendar. These are meant to guide/alert students and parents regarding areas where students may have a deficiency and need work before report cards are issued.

### **Report Cards**

Report cards are issued in trimesters for students in PS-5. Parents should discuss the report cards with their child and set goals for improvements. The envelope should be signed and returned to the homeroom teacher promptly.

### **Grade Interpretation Scale – Grades PS-1**

- |          |                                      |
|----------|--------------------------------------|
| <b>4</b> | Mastered – Consistently demonstrates |
| <b>3</b> | Successful – Frequently demonstrates |
| <b>2</b> | Emerging – Occasionally demonstrates |
| <b>1</b> | Not Yet/Rarely demonstrates          |
| <b>0</b> | Not Evaluated                        |

## **Grade Interpretation Scale – Grades 2-5**

93-100% (A)	Exceptional Achievement
85-92% (B)	Above Average Achievement
77-84% (C)	Average Achievement
69-76% (D)	Below Average Achievement
68% & Below (F)	Failure

## **EXTENDED DAY PROGRAM – EDP**

We provide before school care beginning at 6:30 A.M. and after school care till 6:00 P.M. For more information on this program, please refer to the Extended Day Program Handbook.

## **HEALTH REQUIREMENTS**

### **Health Service**

The Lake County Health Department conducts vision and hearing screenings to selected grades yearly. In addition, school health volunteers see that health files are kept up-to-date. The school also keeps the emergency files in order.

### **Requirements**

Physical examinations, as mandated by state law, are required of all students entering Pre-school, Kindergarten, and new students entering Transfiguration School. Dental exams are required of K, 2, and new students. Vision exams are required of children enrolling for the first time or entering kindergarten. **It should also be noted that if your child will be participating in sports, s/he will need a current exam before s/he will be permitted to practice or participate in the sports program.** Immunization records must be up-to-date. Students not complying with this regulation will not be permitted to attend school until the requirements are met. All physicals and immunizations must be presented to the school before the first day of school.

### **In-School Illness or Injury**

Students who become ill or are injured will be sent to the school office. If the matter cannot be attended to at school, a parent will be called either at home or at work. If the parent cannot be contacted; the next emergency reference indicated on the emergency card will be contacted. It is extremely important that telephone numbers on the emergency card be current and accurate. Please notify the school office (847-526-6311) if there is a change in any of these numbers.

**REGULARITY OF ATTENDANCE AND PUNCTUALITY ARE IMPORTANT TO EACH CHILD FROM THE FIRST DAY OF SCHOOL. MANY CLASSROOM ACTIVITIES, DISCUSSIONS, ETC., CANNOT BE MADE UP AT HOME. THERE IS NO WAY TO FULLY DUPLICATE THE CLASSROOM EXPERIENCE.**

**PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY OF ANY ADDRESS, PHONE OR EMERGENCY INFORMATION CHANGES.**

## **Medication Procedures**

Transfiguration School does not dispense medication to students. The only exception to this policy would be children with on-going medical challenges requiring frequent medication throughout the school year. In these cases, the parent must complete a medical request form. Students will be supervised for self-medication and the times dispensed will be recorded. Please make these special arrangements in the school office. Students may not carry any medications during the school day; all must be kept in the school office. Under special circumstances, children may carry and self-administer asthma medication. Contact the school office for more information and medical request forms.

## **Special Health Problems**

Students with special health problems such as allergies, heart condition, diabetes, epilepsy, etc. should have such noted on the emergency card. This knowledge may be of importance in dealing with emergency situations.

## **Infectious Diseases**

The school shall notify the Board of Health when a child is sent home from school because of a suspected communicable disease which the Board of Health requires reporting. In the case of an absence due to one of these listed diseases, a release card from the Board of Health must be presented when the child returns to school.

We ask that students be kept home if they have: fever (>100F); rash; sore throat with fever; persistent cough; nausea and vomiting; or diarrhea. Your child should be feeling well, free of fever, vomiting and diarrhea for at least 24 hours before returning to school.

Any child attending school with a rash will need a note from the doctor. Please notify the office if your child has a contagious disease such as strep throat, chicken pox, ringworm, head lice, or pink eye.

## **Drink and Snack Policy**

Students are allowed to have a plain water bottle in class. This cannot be refilled during the day. No water bottles are allowed in the science labs or in special classes. Students are allowed one healthy snack at a scheduled time during the day. This may include fruit, vegetables, crackers, etc. No gum, candy or sweets are allowed as snack. The sharing of snacks is discouraged due to food allergies and individual dietary needs.

# **LUNCH PROGRAM**

## **Hot Lunch Program**

Transfiguration School offers a Hot Lunch Program, an important part of the Wellness Policy. Students may participate, or they may bring a lunch from home. Lunch order forms must be filled out and returned by the due date stated on the lunch order form. **LATE ORDERS WILL NOT BE ACCEPTED.** Once a month, a special lunch will be sponsored by the TFSA. These might include pizza, McDonald's, Burger King, hot dogs, etc. Order forms will be sent home at least one week before each of these events. No orders will be taken after the due date for the

special lunch. Hot lunches or milk will not be served on special lunch days. Please check your monthly calendars for this information.

If a child forgets his/her lunch, the lunch program will serve a peanut butter lunch and the family will be billed. **DO NOT BRING SPECIAL LUNCHESES (SUCH AS MCDONALD'S OR BURGER KING) TO YOUR CHILD.** It is not fair to the other children. Your cooperation would be appreciated.

### **Lunch Recess**

The lunchtime will consist of 40 minutes, 20 minutes for eating and 20 minutes for recess. A list of guidelines for lunchtime and recess behavior will be sent home at the beginning of the school year. You are asked to discuss these rules with your child. Please sign the form attached to these rules stating that you have done this. Misbehavior in the lunchroom and on the playground will be reported to classroom teachers and in serious cases to the Principal. Respect for the lunch monitors is expected of all students and families. If you have a question or concern about any reported behavior of your child, please contact the homeroom teacher, **NOT THE LUNCH MONITOR.**

### **Lunchtime Supervision**

Teacher aides will supervise students at lunchtime and recess. Parents assist as volunteer lunchroom monitors.

There will be a form provided during registration regarding food allergies, so we can pass this information on to lunch staff and volunteers.

## **CHILD CUSTODY**

### **Guardianship of a Child:**

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must present a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the assistant superintendent should be contacted immediately to discuss the situation.

If the child is enrolling during the school year, the following documents must be presented at the time of enrollment:

- the child's original birth certificate;
- a transfer from the sending school;
- permanent records from the sending school;
- health and immunization records.

### **Release of a Child to Non-Custodial Parent:**

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights.

If it is determined by the school that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

Generally, in situations where there are concerns regarding release of a child to a non-custodial parent, it is best to contact the assistant superintendent and/or the Archdiocese Office of Legal Services.

#### **Parent-Teacher Conferences/Communication:**

In the absence of a court order, a school should provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child should be provided to the non-custodial parent in a timely fashion.

## **PARENT/TEACHER COMMUNICATION**

### **Parent/Teacher Partnership**

Parents and teachers are partners in the learning journey of school. As such, communication, frequent contact, and follow-up are essential for the child. If a question arises during the school year, please do not hesitate to contact your child's teacher. You may leave a message, write a note, or make an appointment with the teacher by calling the school office. **Teachers are not available for phone calls during the school day nor are parents allowed to drop-in before, during, or after school without an appointment. These are generally times when the teacher is monitoring students and they need the teacher's attention.** Whenever a parent has an appointment with a teacher, you must report to the school office, sign in, and wear a Visitor's Badge.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences for PS3 – Grade 5 are scheduled on the school calendar. All other conferences should be arranged with the teacher. Conferences give both parent and teacher the opportunity to meet and exchange insights and information, which might be helpful to the learning and growth of the child. Each teacher has developed a system of periodic reporting to parents. The system varies with age level and subject matter. Teachers will explain procedures as part of our "Parents as Partners" scheduled at the beginning of school.

### **Classroom Visits**

Classroom visits, outside of open houses, are to be arranged through the school office.

## **Wednesday Folders**

Every Wednesday, school communications are sent home via email and on occasion, students bring home communications in the “Wednesday Folder”. Please take time to read the news. **AT NO TIME ARE PARENTS ALLOWED TO SEND ITEMS HOME THROUGH THE SCHOOL MAIL WITHOUT THE PRINCIPAL’S APPROVAL.** This would include invitations and school business of any kind.

## **PHOTOGRAPHS**

Students in Pre-School through Grade 5 are photographed by a professional photographer. Dress clothes may be worn to school on picture day. These pictures are available to parents who wish to purchase them. Photographs may be taken throughout the year for promotional or portfolio purposes.

## **PROMOTION AND RETENTION POLICY**

Should a teacher or parent feel that retention or promotion would be beneficial to the child, a conference will be arranged with the teacher, parent, and principal before the final grading period. The decision for retention should be cooperative and in the best interest of the child.

## **ROSTERS**

### **FACULTY 2011-2012**

- Pastor – Rev. Ronald Gollatz
- Associate Pastor – Rev. Juan Pablo Avila Ibarra
- Principal – Mrs. Tina Vakilynejad
- Assistant Principal/Computer/PS3 – Mrs. Linda Tayler
- Fifth Grade – Mrs. Linda Trocke
- Fourth Grade – Mrs. Barbara Chew
- Third Grade – Ms. Kelly Binneboese
- Second Grade – Ms. Carisa Wozniak
- First Grade – Mrs. Lynn Herrick
- Kindergarten – Mrs. Kristen Kroening and Miss Stefanie Klaetsch
- Pre-K – Mrs. Beata Dempsey
- Computer Technician – Mr. Ted Adams
- PK Teacher Aide - Mrs. Dawn Ziulek
- Kindergarten Aide – Miss Morgan Anding
- PS Teacher Aide – Mrs. Cheryl Reilly
- Athletic Director/Physical Education PK-5 – Mr. Kenneth Mattini
- Librarian/Religious Education Chairperson – Mrs. Peggy Chrusciel
- Learning Resource Teacher/Art – Mrs. Mary Galligan
- Spanish – Mrs. Janna McGeever
- Music/Band – Mr. Jonathan Untch

- Extended Day Program – Mrs. Maria Ortiz and Mrs. Elba Enriquez
- Hot Lunch Program – Mrs. Tina Jakubek
- Bookkeeping – Mrs. Camie Kwasigroch
- Secretary – Mrs. Chris Brannan
- Maintenance – Mr. Jerry Samolis

### **TRANSFIGURATION PARISH SCHOOL BOARD**

Members of the School Board:

Father Ronald Gollatz – Pastor	Mrs. Tina Vakilynejad - Principal
Mr. Scott Staleski	Mr. Art Renkosiak
Mr. Chris Splitt	Mrs. Gina Strelecki
Mrs. Theresa Marti	

**SCHOOL BOARD MEETINGS** on the **third Monday** of each month. All meetings are held in the Parish MR 3 at 7:00 P.M. There are no meetings scheduled for December and July.

### **TRANSFIGURATION FAMILY/SCHOOL ASSOCIATION TFSA**

President – Mr. Kevin Strelecki  
Secretary – Mrs. Alice Walinski

The TFSA meetings are scheduled at 9:15 a.m. on the second Monday of each month. All meetings are held in the Old White Church.

### **TRANSFIGURATION SCHOOL ATHLETIC BOARD**

Athletic Director: Mr. Kenneth Mattini      Principal: Mrs. Tina Vakilynejad

Members of the Athletic Board: Mrs. Liz Harvey, Mr. Chris Splitt, Mr. Pat Halverson, and Mrs. Alice Walinski

*Athletic fees are waived for this school year.*

**ATHLETIC BOARD MEETINGS** in the Parish MR1 at 7:00 p.m. on the second Tuesday of each month. NO JULY MEETING

## **SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS**

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

**Archdiocese of Chicago Application for Volunteer Service** (Form 7703) is to be completed. References are called and documented by the Principal.

### **Criminal Background Screening**

- All volunteers who work with children must complete an online background check.
- **No one may begin to work or volunteer unless the criminal background check has been completed and approved.**
- All school volunteers are **required** to complete the **eAppsDB** form, online.

### **Safe Environment Training**

- All volunteers who work with children must attend the **Virtus/Protecting God's Children** training program within three months of beginning ministry or service.
- Verification of completing Virtus Training is filed in the volunteer file at the place of ministry.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, after being accepted as a volunteer.)
- If the volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.

### **Code of Conduct**

- All employees and all volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgement Form**.
- The signed Code of Conduct form is to be kept in the volunteer file at the place of ministry.

### **Child Abuse and Neglect Tracking System (CANTS)**

- All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System **CANTS 689** form. The form is to be given to the local administrator.
- One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the volunteer file at the place of ministry.

## **SAFETY**

### **Fire, Tornado, and Crisis Drills**

Regular fire, tornado, and crisis drills are held to evacuate or secure the school safely in a minimum amount of time. All persons, including volunteers and visitors are required to follow the safety procedures when in the building.

### **Visitors and Volunteers**

For security reasons, the entrance doors into the school are kept locked. All coming into the school must use the main school entrance on Mill Street. Visitors are required to ring the bell for entrance into the school. All parents, visitors, and volunteers are to go directly to the school office and sign in. Visitor stickers will be given to you at that time. All students leaving or returning to school must be signed in and out. Whenever you are dropping off something for a student, please leave it in the office and we will see that it gets to the student at a time that is least disturbing to the learning process. We hope to insure the safety of our children and ask for your cooperation with these regulations. Staff members will ask you to sign in and wear a visitor's pass.

## Automobiles

Please be on the watch for children around the school. Children are to be dropped off and picked up on Mill Street. Parents are to walk children across the street at the crosswalk. If you are dropping off children on the school side of Mill Street, we ask that you do not double park or get out of your car.

## Supervision Before and After School

Supervision does not begin until 8:30 A.M. (9:00 A.M. on Friday) and is not available after 3:35 P.M. Children will be placed in the EDP before and after these times and parents will be billed for day care. PARENTS MUST PROVIDE SUPERVISION for children waiting for music lessons, sports programs and/or other before and after school activities. School rules apply at all times.

## Weather Emergency

In the event of a weather emergency and District 118 schools are closed, Transfiguration School will also close. In the event school will be closed, the parent phone call chain will be put into action. We will also put a message on our school voice mail at 847-526-6311.

Please note that the EDP program will not be in session when school is closed.

## **HARASSMENT**

**The Pastor, administration, and staff of Transfiguration School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.**

**The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.**

## **SEXUAL HARASSMENT POLICY**

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and or expulsion..

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student, who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Procedure: The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible, and will take appropriate corrective action when warranted.

## **STUDENT RECORDS**

Student records are kept securely in the school office. Parents have the right to inspect those files upon request. These requests should be made at least two days prior to the inspection. Files may not be taken from the office. Only the principal may show the file to the parents.

Transfiguration School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Transfiguration School has designated the following information contained in the educational records of its students as directory information:

1. Student legal name
2. Address
3. Telephone numbers
4. Participation in school activities
5. Awards received
6. Student photographs
7. Parish in which student resides

This is the type of information normally used in yearbooks, athletic, musical or dramatic publications, student honor rolls, parent organization, club directories, web sites and other similar publications.

The school may disclose directory information without the consent of the parent of a Transfiguration School student less than 18 years of age. **If parents of Transfiguration School students do not want the school to release this information without parental consent, parents must notify Transfiguration School in writing prior to the first day of school. In not doing so, the school assumes that parents do not object to the release of the designated directory information.**

## **TUITION & FEES**

Tuition is due and must reach the office by the 15<sup>th</sup> of each month. There is a \$20.00 fee for late tuition. You may pay by cash, check or credit card. Your credit card information will not be kept on file. You must submit it with every payment. There will be a 3% surcharge for use of credit cards. This is the fee charged to us by the bank.

**The Transfiguration School Board has approved the following tuition scale for the 2011 – 2012 school year:**

**ACTIVE PARISHIONER**

Kindergarten – Grade 5

1 child	\$461.40/month for 10 months	\$384.50/month for 12 months*
2 children	\$386.30/month for 10 months	\$322.00/month for 12 months*
3 children	\$346.40/month for 10 months	\$289.00/month for 12 months*
4 children	\$270.40/month for 10 months	\$225.00/month for 12 months*
Payment schedule August 2009–May 2010		Payment schedule June 2009-May 2010

Plus: \$265 per child non-refundable book fee	\$125 lunch supervision fee per family
\$23.00 per child OCS (Archdiocesan fee)	

**NON-PARISHIONER**

1 child	\$580.00/month for 10 months	\$483.25/month for 12 months*
2 children	\$580.00/month for 10 months	\$483.25/month for 12 months*
3 children	\$580.00/month for 10 months	\$483.25/month for 12 months*
4 children	\$580.00/month for 10 months	\$483.25/month for 12 months*
Payment schedule August 2009-May 2010		*Payment schedule June 2009-May 2010

Plus: \$265 per child non-refundable book fee	\$125 lunch supervision fee per family	\$23.00
per child OCS (Archdiocesan fee)		

**PARISHIONER/NON-PARISHIONER RATES**

Contributions are checked each quarter by the principal. At least three contributions need to be made during each quarter to qualify for parishioner rate (including the summer). All parish contributions are kept confidential.

The following schedule is used: Jan.–March, April-June, July-Sept., and Oct.–Dec. If you are every away or miss church, you can always send or drop off your envelopes to school or the parish office.

**K-5 Mandatory Raffle Fundraiser: \$250 – 1 child (10 tickets), \$400 – 2 children (16 tickets), \$500 – 3 or more children (20 tickets)**  
**Raffle Tickets: \$25.00 Each**

**PRESCHOOL (3 year-old program)**

AM - 3 days/week: M, W, & F  
Mornings (8:30 a.m. - 11:30 a.m.) (Friday 9:00 arrival)  
\$206.00/month for 10 months  
Plus:  
\$20.00 Supply Fee  
\$23.00 per child OCS (Archdiocesan fee)

## **PRE-KINDERGARTEN (4 year-old program)**

5 days/week: 8:30 – 12:00/3:20 Dismissal – (Friday 9:00 arrival)

Mornings (Monday/Thursday 8:30 a.m. - 11:30 a.m. and Friday 9:00 a.m. - 11:30 a.m.)

3 Half Days	\$206.00/mo.
5 Half Days	\$334.75/mo.
3 Full Days	\$278.00/mo.
5 Full Days	\$461.40/mo.

Plus:

\$20.00 Supply Fee

\$23.00 per child OCS (Archdiocesan fee)

\$60.00 Lunch Supervision Fee

**PS & PK Mandatory Raffle Fundraiser: \$100 – 1 child (4 tickets)**

**Raffle Tickets: \$25.00 Each**

### **Policy and Guidelines**

- Tuition and fees are determined by the Transfiguration School Board.
- A copy of the current tuition and fee schedule is in the Parent Handbook.
- Parents who are parishioners are expected to contribute to the financial support of the parish. There are separate rates for contributing and non-parishioners.
- A non-refundable book/materials fee of \$265.00 per child (K-5)
- There is a 10 or 12 month payment plan for tuition (*12 month plan is not available if you only have a preschooler*).
- Tuition payments are due by the 15<sup>th</sup> of each month.
- A \$20.00 late fee is charged for late payments.
- A \$20.00 service charge is made on all returned checks.
- Report cards will be held and students will not be admitted to class if balances are not current at the end of each grading period.
- Book fees and OCS fees are non-refundable.
- Participation in the Mandatory Raffle Fundraiser is part of your school contract.
- Tuition is refunded on a pro-rated basis.
- Financial Assistance is available by applying through the Principal. The deadline for applying is in May before the upcoming school year.
- Credit cards can be used for paying tuition; this will include a service charge.
- The Shopping Certificate Program can be used to offset tuition.
- Children will not be registered for the school year if there are balances due from the previous year.
- Each Kindergarten – Grade 5 family is required to volunteer 20 hours per school year. Each preschool only family is required to volunteer 10 hours per school year.
- Appointments should be made with the Principal to discuss temporary difficulties in meeting financial payments.

## Coupon Packets

**Volunteer Hours** – All Kindergarten – Grade 5 Transfiguration School families are required to fulfill a minimum of 20 hours of volunteer time (per family, not per student) each school year. All preschool-only families are required to fulfill a minimum of 10 hours. The coupon packet you received at registration is to be used each month for submitting your volunteer hours. A full list of volunteer opportunities will be available at registration. You may sign up for specific hours at that time.

Acceptable volunteer hours include but are not limited to:

All TFSA events or programs (Shopping Certificates, Market Day, Meetings)

All FUN Group events (Track-a-thon, etc.)

Various parish activities, RCIA, Religious Ed., etc.

School needs including, but not limited to:

Room Parent

Library Volunteer

Crossing Guard

Lunchroom/Recess Monitor

Technology Assistants

Math Assistants

Art Assistants

Wednesday Folders

Your Coupon Packet contains a coupon for each month's volunteer hours. Each family is responsible for completing the monthly coupon and returning it to the office. Each coupon should be filled out to show the number of hours worked, the work done, and **be signed by the event chairperson or school sponsor**. The chairman or coordinator WILL NOT turn in your hours for you. You may spread your hours throughout the school year or do them all at once. Please place your completed coupons in an envelope marked "Volunteer Hours" and send them to the school office.

Unfulfilled hours will be charged at \$25.00 per hour, payable with your final tuition payment. We will provide each family with a current total in March. This should allow you ample time to complete any necessary hours by the end of the school year.

**Shopping Certificates** – While it is not currently required that you purchase Shopping Certificates, their use can considerably impact your tuition. Every \$100.00 in Certificates purchased provides between \$2.00 and \$20.00 in tuition credit, depending upon the vendor. A list of vendors that are currently used will be available at registration and will be updated throughout the year.

Please include a separate check or the credit card authorization in the total amount of Certificates ordered. Once again, there will be a surcharge for use of your credit card. We take only Master Card or Visa at this time. Your certificates may then be returned to you by your student or picked up at the office. Certificates are sold every morning and afternoon at school, and after all weekend masses. This is another opportunity for volunteer hours. Be sure to fill out the order form advising us of how you would prefer your Certificates be sent to you.

## UNIFORM POLICY – GIRLS – K-5

Green Plaid Jumper (K-3)

Green Plaid Skirt (4-5) **Skirt hem must be no more than 2 inches above the knee.**

Green Plaid Skort (K-5)

Navy Twill Docker style slacks (no outside pockets allowed) - Bottom of slacks must touch the shoe.

Navy Twill Walking Shorts (no outside pockets allowed)

Shorts may be worn **ONLY** from April 1<sup>st</sup> through November 1<sup>st</sup>

Solid Hunter Green or White Polo Shirt (long or short sleeve)

White turtleneck

Navy or white socks that cover the ankle (solid color only – no logos, writing or lace/ruffle)

Navy or white knee high socks

Navy or white tights

Navy Cardigan

Navy Crewneck Sweatshirt with Transfiguration Screen

¼ Zip Dark Green Sweatshirt with Transfiguration Embroider

### Accessories

Simple hair accessories only – that match the uniform colors – blue, green, or white only

Small stud pierced earrings (one only per lobe)

A watch

A cross or religious medal on a chain around the neck

Clear nail polish only

No rubber wristbands

## UNIFORM POLICY – BOYS – K-5

Navy Twill Docker style slacks (no outside pockets allowed) Bottom of slacks must touch the shoe.

**Dress belt** – black only – **required** (grades 3-5)

Navy Twill Walking Shorts (no outside pockets allowed)

Walking Shorts may be worn from **ONLY** April 1<sup>st</sup> through November 1<sup>st</sup>

Solid Hunter Green or White Polo Shirt (long or short sleeve)

White turtleneck

Navy or white socks that cover the ankle (solid color only – no logos or writing)

Navy Crewneck Sweatshirt with Transfiguration Screen

¼ Zip Dark Green Sweatshirt with Transfiguration Embroidery

### Accessories

A watch

A cross or religious medal on a chain around the neck

No rubber wristbands

**All jumpers, skirts or skorts must be purchased from the Dennis Uniform Co. It is recommended that the navy twill slacks, walking shorts, hunter green or white polos be**

**purchased through Dennis Uniform Co. We have found these clothes to be of a high quality that wash and wear well.** They may, however, be purchased from the J.C. Penny Uniform Catalog, Land's End Catalog or Kohl's Department Store. The green shirts **must** be the same shade as those available from Dennis Uniform Company.

## **P.E. UNIFORMS – K-5 BOYS AND GIRLS**

**P.E. uniforms are purchased through Dennis Uniform. See description below.**

Gray T-shirt with Transfiguration Screen  
Navy Mesh Shorts with Transfiguration Screen  
Navy Sweatpants with Transfiguration Screen for grades K-2 (grades 3-5 optional)  
Navy Sweatshirt with Transfiguration Screen - optional  
White socks that cover the ankle – solid white only  
No knee high socks with gym shorts

Grades K-2 wear P.E. uniforms on scheduled class days. Grades 3-5 wear school uniforms every day and change into the P.E uniform for class.

## **GENERAL DRESS GUIDELINES**

**The Uniform Policy states what is acceptable. If you do not see a description/item, then that description/item is not acceptable (i.e. make-up). All parts of the uniform must be clean and in good repair each day. Shirts and pants that have a faded color may not be worn.**

Uniform shirts must be tucked in at all times.  
Shoes must have backs and be **tied on the outside** at all times.  
Hoodies and jackets are not to be worn in the classrooms.  
Hats are not to be worn in the building.  
Personal cleanliness and good hygiene are expected of all students.

### **Hair**

No artificially colored hair (dyed, streaked or highlighted)  
Boy's hair must not touch the collar or go past mid ear. The ear lobe must show.  
Hair styles are to be appropriate for school – no bizarre styles, no spikes, tails, feathers, etc.  
\*\*\*If the student is deemed out of uniform, they will be given a written notice the first time. The second time they are out of uniform, they will be sent to the office to call home for proper attire. The third time they are out of uniform they will receive a detention/loss of recess (K-5). **If your child has received 3 out of uniform notices they will be required to be IN uniform on the next out of uniform day.**

**THE ADMINISTRATION RESERVES THE RIGHT TO MAKE ADJUSTMENTS IN THE DRESS CODE WHEN NECESSARY AND TO INTERPRET THE DRESS CODE IN QUESTIONABLE CIRCUMSTANCES.**

### **\*Non-Uniform Days**

Non-Uniform Days include student birthdays. (If students have a summer birthday, they may be out of uniform on their half birthday. When birthdays and half birthdays fall on a non-attendance school day, the out of uniform day may be taken the preceding school day or on the first day of school after the birthday), and special days announced by the principal. On these days, appropriate clothes for a Catholic school must be worn.

- No T-shirts with obscene slogans or logos, violence, sexual innuendoes, alcohol, rock groups (even just the name), tobacco ads, or fishnet tops.
- On birthdays, or non-uniforms days, do not wear jeans that have holes, are torn, or frayed at the bottom. Low riding jeans must be covered by a shirt.
- The torso must be completely covered. Shoulders and back must be covered. No tops without straps are allowed. No halters, tank tops, or crop tops are allowed.
- No flannel pajama bottoms are allowed.
- No sandals, flip flops, clogs, shoes with wheelies, backless shoes or platform shoes are allowed.
- No make-up

**Enforcement: Please choose “out of uniform” clothing wisely!** If the faculty or principal deem the outfit unsuitable for school, the student will be required to call a parent to have them bring appropriate clothes to school **before the student can return to class.**

## **AMENDMENTS TO THE HANDBOOK**

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

## **CHILDREN LEARN WHAT THEY LIVE**

**If a child lives with criticism,  
He learns to condemn.**

**If a child lives with hostility,  
He learns to fight.**

**If a child lives with ridicule,  
He learns to be shy.**

**If a child lives with shame,  
He learns to feel guilty.**

**If a child lives with tolerance,  
He learns to be patient.**

**If a child lives with encouragement,  
He learns confidence.**

**If a child lives with praise,  
He learns to appreciate.**

**If a child lives with fairness,  
He learns justice.**

**If a child lives with security,  
He learns to have faith.**

**If a child lives with approval,  
He learns to like himself.**

**If a child lives with acceptance and friendship,  
He learns to find love in the world.**

**- Dorothy Law Nolte**