

# **Transfiguration Elementary School**

*4020 Roxton Avenue*

*Los Angeles, California 90008*

*Phone: 323-292-3011 Fax: 292-1527*

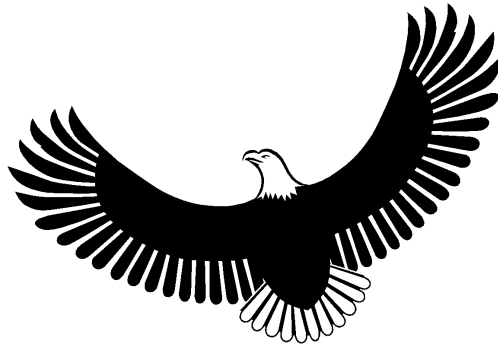
*www.transfigurationla.org*

*We Care For And We Respect One Another,  
Especially Ourselves*

*Celebrating 85 years  
in the Leimert Park Community*

**2022-2023**

**Parent and Student Handbook**



# Welcome to Transfiguration Elementary School

Transfiguration School is a dynamic, family-oriented and vibrant place! As a Pre-K-8<sup>th</sup> grade school, we offer a curriculum that seeks to educate the whole person and nurture the development of each individual student through a program that is balanced to excite, motivate and challenge. Transfiguration School lives by its mission: to give our students the experience of a well-balanced, faith-based curriculum, to inspire in our students a lifelong love of learning and pursuit of academic excellence; to nurture a desire to grow in love of God, self, humankind and all creation; to develop knowledge of and respect for diversity that makes our society strong; and to encourage active and responsible global citizenship.

Our mission is firmly reflected in our strong academic program. At Transfiguration School we are committed to providing our students an individualized Catholic education. We utilize a wide array of tools to ensure academic growth in our students. The students have actively incorporated technology into their learning; each classroom is equipped with computers and/or laptops. Every class has an opportunity to utilize the Science Lab and Library. In addition, we offer performing arts courses during the instructional day which includes dance, studio art and music classes.



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### **RIGHT TO AMEND**

The administration of Transfiguration School reserves the right to amend this handbook at any time during the school year and to interpret policies in harmony with the administrative policies of the Archdiocesan Department of Catholic Schools. Parents will be notified if changes are made.

### **WAIVER OF POLICIES**

The principal, in consultation with the Pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.

### **ARCHDIOCESE OF LOS ANGELES POLICIES**

Transfiguration Elementary School also follows policies developed by the Archdiocese of Los Angeles. The complete elementary school handbook is located on:  
<http://school.policy.la-archdiocese.org>

**FACULTY AND STAFF****2022 – 2023**

Mr. Erick Rubalcava	Regional Superintendent
Dr. Elizabeth Gregg	Assistant Superintendent
Mrs. Evelyn Rickenbacker	Principal
Mrs. Guadalupe Crockett	Administrative Assistant/ Bookkeeper
Mrs. Veronica Hughes	Eighth Grade Homeroom Moderator 5th-8th grade Math 7th and 8th grade Science
Ms. Christiana Davis	Sixth Grade Homeroom Moderator 5-8th Grade English Language Arts/Technology
Mr. Gerory Perkins	Fifth Grade Homeroom Moderator 5th-8th Grade Religion/5th and 6th grade Science
Mrs. Stacey Peery	Third Grade
Ms. Angela Mitchell	Fourth Grade
Mrs. Amia Leffall	Second Grade
Mrs. Kneshell Henderson	First Grade/STEP Coordinator
Mrs. Rosalyn Chapman	Kindergarten
Mr. Christopher Robertson	Music Teacher/Drumline
Mr. Chris Nuno	Music
Mrs. Frances Atkins	Art
Mr. Frank Rhodes	Athletic Director
Mrs. Terrye Thomas	After school care
Mr. Brian Bentley	Physical Education/Sports
Ms. Refugio Godinez	Parish D.R.E

## **TRANSFIGURATION ELEMENTARY SCHOOL PRAYER**

Creator God  
You can do anything!  
You've got the power!  
You healed the sick and raised the dead;  
Four thousand souls you even fed!  
We lift up our school, may the future be found!  
Place **Transfiguration School** on solid ground!  
It is Your Will that every need be supplied:  
**Transfiguration School** is important to us,  
we need it to survive!  
Your son, Jesus said,  
"Let the children come to me, "so,  
on **Transfiguration School**, pour out  
Your Spirit abundantly!  
We Love You, Lord  
We need You now to thrive!!  
Amen

## **OUR MISSION STATEMENT**

Each student of **Transfiguration School** shall:  
experience a well balanced curriculum,  
grow in love of God, self, humankind and all creation,  
develop knowledge of and respect for his or her cultural heritage,  
and prepare to become a responsible citizen of society.

## **School Wide Student Learning Expectations (SLE's)**

### **Transfiguration Students Are:**

#### **Faithful Christians Who**

- Discover the love of God through loving one another
- Have a basic knowledge of the teachings of the Catholic Church
- Have respect for life and all of God's creation
- Participate in communal liturgical celebrations
- Use and understand both the Old Testament and the New Testament

#### **Lifelong Learners Who**

- Have a continuing curiosity for education
- Demonstrate a strong foundation in the basics of all subjects
- Read for enjoyment and learning

#### **Globally Aware Citizens Who**

- Have a sense of responsibility toward those in need
- Use technology for learning, communication and enjoyment
- Participate in leadership roles in the school and community
- Have knowledge of a language and culture found in Los Angeles other than their own

#### **Effective Communicators Who**

- Are able to speak publicly with confidence
- Express thoughtful opinions and work cooperatively with others

#### **Problem Solvers Who**

- Make responsible decisions
- Apply knowledge to reach appropriate solutions



## GENERAL BELL SCHEDULE

8:00 am	First Bell
8:00 am	Tardy Bell
9:30-9:50 am	First Recess
9:50-10:10 am	Second Recess
11:15am-12:00 pm	First Lunch (K-4)
12:00-12:45 pm	Second Lunch (5-8)
2:40 pm	Dismissal Preparation
2:45 pm	Dismissal

## OFFICE HOURS

7:30am - 4:00 pm

## SCHOOL MASCOT

Eagle

## SCHOOL COLORS

Blue, White and Gold

## SCHOOL CREST

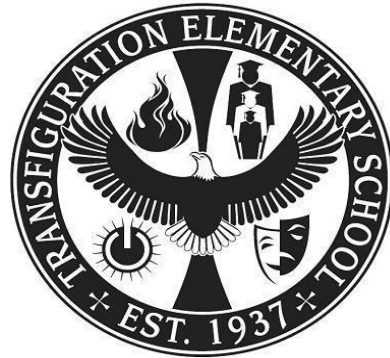
**Eagle:** The eagle symbolizes strength and courage. It represents spiritual protection, great power and balance. The eagle is indicative of our school pride.

**Fire:** Fire symbolizes the transforming energy of the Holy Spirit's actions. The Holy Spirit guides us on our spiritual journey.

**Alumni:** Students who graduate from Transfiguration School move on to graduate from prestigious high schools and universities. We are proud of our alumni. Many of them return to the school and provide service.

**Technology:** As Lifelong Learners and Globally Aware Citizens Transfiguration students utilize technology in all aspects of learning.

**Comedy and Tragedy Masks:** Our fine and performing arts program consists of courses in art, dance, music, piano and percussion.



## **RELIGIOUS GOALS AND OBJECTIVES**

**To provide students with the instruction and guidance which will enable them to respond in a personal way to God's love. We will achieve this by:**

- a. Developing and affirming relationships so each student feels accepted, loved and challenged to grow as a child of God, in awareness of God's unconditional love.
- b. Striving to teach the importance of following the examples of Jesus.
- c. Praying with children daily to help them develop a personal relationship with God.

**To strive to build a school faith community among the students. We will achieve this by:**

- a. Providing opportunities to celebrate the Eucharist and the Sacraments of Reconciliation.
- b. Each grade being responsible for morning assembly in which they lead the Student Body in prayer and spiritual thought.
- c. Participating in seasonal liturgical celebrations.

**To strive to build a school faith community centered within the total parish community. We will achieve this by:**

- a. Inviting parishioners to school celebrations.
- b. Coordinating the school and Religious Education Sacramental Programs with the religious needs of the parish.
- c. Encouraging active student participation and assistance in periodic parish liturgies through specific roles and responsibilities (choir, lectors and altar servers).

## **INTELLECTUAL GOALS AND OBJECTIVES**

**To create an atmosphere conducive to the learning process. We will achieve this by:**

- a. Providing a positive environment where students are able to think critically and compete academically (e.g. Academic Decathlon, Oratorical Events).
- b. Developing an attitude of being attentive during instruction time and group discussions.
- c. Utilizing technology (e.g., Computers, Televisions, DVD Players, Overhead Projectors,).
- d. Keeping parents informed of students' progress through sending corrected work home weekly, progress reports prior to report cards, notes, telephone calls, parent meetings, parent-teacher conferences.

**To guide students to apply academic knowledge to real life situations and to continue intellectual and creative endeavors. We do this by:**

- a. Using a religious series geared to practical application of principles taught.
- b. Providing opportunities for leadership and recognizing potential leaders through school and classroom responsibilities. [e.g. student council]
- c. Discussing problems that involve the whole class and agreeing to a common solution.
- d. Planning projects, field trips and homework assignments, which influence the child's development in a positive way.
- e. Comparing and contrasting textbook situations with local references and providing updated material as period reviews of the curriculum are executed.

### **MORAL GOALS AND OBJECTIVES**

**To encourage students to realize their unique strengths and develop a positive self image. We will achieve this by:**

- a. Helping students recognize and appreciate the dignity of others.
- b. Teaching and stressing the value of good decision-making.
- c. Encouraging a code of behavior to recognize right from wrong.
- d. Helping our students assume responsibility for their behavior and dealing with the consequences.
- e. Encouraging just treatment in our dealing with personal relationships.
- f. Encouraging parents to participate and be selective in what their children read and view.
- g. Communicating often with parents so that we may all work together for the moral development of each child.

### **PERSONAL AND SOCIAL OBJECTIVES**

**To assist students in acquiring a sense of responsibility in relating to others as well as sharing their talents and abilities. We will achieve this by:**

- a. Encouraging respect and understanding for persons, their rights and properties.
- b. Helping students to realize that with privileges come responsibilities.
- c. Providing the opportunity for students to express their feelings of concerns for others.
- d. Providing an atmosphere that reinforces the child's self worth through praise and acceptance.

### **ADMISSION POLICY**

The following are required upon admittance:

1. Students testing for Kindergarten should be five (5) years of age by September 1<sup>st</sup>.
2. Copy of birth certificate for children entering Kindergarten and First Grade.

3. Proof of immunizations required by California law upon entering Transfiguration School and provide proof of current immunizations thereafter.
4. Provide a copy of the student's baptismal certificate if the child has been baptized Catholic.
5. Copy of their child's current report card.
6. Parents/Guardians must agree to accept the financial terms of admission to Transfiguration Catholic School.

### **General Admission Policies for all Grades**

#### **All families seeking admission must submit:**

- a copy of the child(ren)'s baptismal certificate(s)
- report card/ evaluation from current teacher
- "current school" form as to parent involvement (all) /completion of financial obligations (if transferring from a private school)

#### **Students seeking admission to Kindergarten will need to:**

- Be 5 years of age by September 1<sup>st</sup>
- An admissions exam is administered to all prospective students. There is a \$50 [**cash only**], non-refundable testing fee per student
- Pass a kindergarten developmental readiness test
- Have a report/evaluation from the preschool teacher (If applicable)
- Provide current immunization records
- Provide a pastor letter
- Complete the school application packet

### **RE-ADMISSION POLICY**

Re-registration/Re-admission of a student is based on student's grades and conduct; parental support of Transfiguration's philosophy, academic and disciplinary policies, parental financial responsibility, and approval by the administrator of the school. Fees must be current prior to re-admittance to Transfiguration School. **The school administration reserves the right to make the final decision with regards to admission.**

### **Health Screening and Immunizations**

All students must comply with the laws and guidelines set forth by the State of California. No student may be admitted to school unless s/he has proof from a physician that the current requirements have been met. Transfiguration Elementary School holds regular screening for vision, hearing, and scoliosis.

### **NON-DISCRIMINATION POLICY**

Transfiguration School is a co-educational elementary school. No student is denied rights or privileges based on gender, race, color, religion, or ethnic origin.

## **PRAYER**

- Beginning of the day
- Religion Class
- Grace before meals
- End of the day
- Angelus Prayer
- Act of Contrition
- Rosary
- Apostles' Creed
- Nicene Creed

Prayer is an integral part of the school day at Transfiguration Elementary School. Students learn the prayers said during Mass. Spontaneous prayer is encouraged and developed.

## **LITURGY, PRAYER SERVICE, STATIONS OF THE CROSS**

**Parish Masses**-Families are encouraged to attend the Parish Masses on Sundays, during the week, as well as all school masses.

The Parish mass times are as follows: 8 A.M., 10:00 A.M.

On Saturdays there is a 5:15 P.M. Mass.

On the **First Sunday** of every month, there is a special collection during all the Masses for the support of Transfiguration School. Transfiguration School families are encouraged to participate in the 10:00 A.M. Mass on First Sundays or on the designated Sunday for the month, also known as Family Mass Sunday.

**Weekly Mass:** Students will attend Mass weekly.

**Prayer Services**-throughout the school year there are prayer services. Check the calendar for dates.

**Stations of the Cross**-During Lent, every Friday, the children attend “The Stations of the Cross,” in the Church. The Stations represent the sorrowful path toward the Resurrection.

## **GRADING POLICY**

*(Grades 3 – 8)*

The students in grades 3 through 8 receive letter grades on the Report Cards. All graded work is based on percentages. The correlation between letter grades and percents is as follows:

A	100-93	SUPERIOR WORK
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B	92-85	ABOVE AVERAGE WORK
C	84-70	AVERAGE WORK
D	69-65	BELOW AVERAGE WORK
F	64 and below	FAILING WORK

### **CONDUCT CRITERIA**

- A EXCELLENT CONDUCT
- B VERY GOOD CONDUCT  
RARELY CORRECTED  
RESPECTFUL
- C AVERAGE CONDUCT  
USUALLY RESPONDS TO CORRECTION
- D DOES NOT FOLLOW RULES CONSISTENTLY  
DOES NOT RESPOND TO CORRECTION

### **Grading Policy** *(Grades K,1,2)*

Grades K, 1, and 2 will receive the following:

- O Outstanding Work
- G Good Work
- S Satisfactory Work
- N.I. Work Needs Improvement
- P Poor Work [Below Grade Level]

### **REPORT CARDS**

Report cards are issued quarterly, [every 10 weeks].

Absence of fifteen or more days during a quarter will result in the holding of the Report Card [grades] until the work is made up to the satisfaction of the teacher and/or the school administrator. **A fee will be charged for lost report cards.**

### **PROGRESS REPORTS**

Progress reports are sent home 4 weeks before Report Cards. The Progress Report allows time for improvement before the Report Card.

**Parents will be given written notice at this time if a student is failing or near failure in any subject. This includes conduct.**

It is the responsibility of the student to get the assignments from the teacher if he/she has been *absent* or missing from class. The student must make up the work within the time designated by the teacher and/or school administrator.

## **2022-2023 TERM DATES**

### **1st Quarter**

Progress Reports distributed: September 22, 2022

Report Cards distributed: November 10, 2022

Parent-Teacher Conferences: November 10, 2022

### **2nd Quarter**

Progress Reports distributed: December 8, 2022

Report Cards distributed: January 19, 2023

### **3<sup>rd</sup> Quarter**

Progress Reports distributed: February 24, 2022

Report Cards distributed: March 31, 2022

Parent-Teacher Conferences: March 30, 2023

### **4<sup>th</sup> Quarter**

Progress Reports distributed: May 11, 2023

Report Cards distributed: June 9, 2023

## **HONOR ROLL**

### ***Grades 3-8***

The “**HONOR ROLL**” is based on a 3.5-4.0 grade point average [GPA] in the major subject areas: Religion, Math, Science, English Language Arts, and Social Studies.

GPA computed as follows: A = 4PTS B = 3PTS C = 2PTS D = 1PT

The numerical value of each basic subject grade is totaled, and then divided by 5.

**Principal’s List = 4.0**

**Honor Roll = 3.99 to 3.5**

**Christian Conduct = A in behavior**

### **HONOR ROLL (Conduct)**

*(Grades K-8)*

Faithful Christian/Christian Conduct = A in behavior

## **COMMUNICATION WITH PARENTS**

**MORNING ASSEMBLIES** – Every Monday and Friday morning at 7:45 a.m. there is a morning assembly. At the morning assembly, the students pray, say the pledge of allegiance, and recite the school mission statement. Any important information for that day [and week] is shared with the students.

**PARENT/TEACHER CONFERENCES** – Twice during the school year, parents and teachers will meet to discuss students' progress, and to receive Report Cards. This will be during the first and third Report Card periods. Dates will be announced. All parents are expected to attend these conferences.

**CORRECTED WORK SENT HOME** – Every **Thursday**, each class will send home corrected work and tests from various subject areas. Parents are required to review the work with their child and send correspondence and signed tests back to the teacher on Friday.

**WEBSITE** - Transfiguration School's Website:  
[www.transfigurationla.org](http://www.transfigurationla.org)

**GRADELINK** – GRADELINK keeps parents totally involved in their child's academic progress. Easily view class and assignment grades, due dates, upcoming homework and more. Parents need an access code to log on. Please see Mrs. Crockett in the school office for an access code.

**WRITTEN COMMUNICATION/CALLS** – Throughout the school year, teachers will inform parents about their child's progress/behavior.

**ELECTRONIC NEWSLETTERS**- School, Parish and Organizational communications will be distributed on **Thursday** of each week electronically. *Please read all materials sent electronically.*

**MONTHLY CALENDARS** - Parents are given communication concerning upcoming events, meetings, and school projected schedules. Any changes in the monthly calendars will be noted in the weekly newsletter.

**GENERAL PARENT MEETINGS/PARENT EVENTS:** Throughout the school year themed parent nights or meetings will take place.

**EIGHTH GRADE PARENT MEETING** – Eighth Grade parents meet monthly to discuss students' progress.



## **FINANCIAL PROCEDURES**

**REGISTRATION FEE:** *Non-refundable, Non-transferable.* This covers rental of books, use of all consumable material, accident coverage, and health service fee.

**SERVICE HOURS:** Each family is asked to complete 40 hours of service to the school. **SERVICE HOURS MUST BE COMPLETED BY MAY 15, 2022. NO EXTENSION WILL BE GIVEN.** Each service hour has a monetary value of \$12. Uncompleted service hours will be billed in May at this rate.

**MANDATORY FUNDRAISERS:** Every family is required to participate **in at least two fundraisers** totaling at least \$450. The first mandatory school fundraiser is the Walk-A-Thon. *Families are required to fundraise at least \$100 for this fundraiser.*

### **NOTE:**

**ALL TUITION PLANS REQUIRE THE COMPLETION OF SMART TUITION REGISTRATION.**

### **MISSED PAYMENTS**

A late fee of \$50.00 will be added if payment is not received by the due date. A delinquent payment of ten (10) days will lead to a child (ren) being removed from Transfiguration School.

### **RETURNED ITEM FEE**

A \$50.00 fee will be charged on ALL checks that are returned unpaid for any reason. Once you are notified, payment must be made to the school in 3 days. Payments must be in the form of cash or money order.

### **Afterschool Enrichment Program Fees:**

#### **Before/After School:**

One Child: \$ 200 a month

### **Afterschool Enrichment Program (AVAILABLE ONLY ON SCHOOL DAYS)**

#### **BEFORE SCHOOL CARE – Lunch tables**

Students may enroll in Before School Care from 7am-7:30am.

In Before School Care, the students prepare for the school day. Students not enrolled in Before School Care are not allowed on campus before 7:00am. **Students on campus prior to 7:30 will be placed in Before School Care and parents will be charged a fee.**

## **AFTER SCHOOL ENRICHMENT PROGRAM**

Students may enroll in the Afterschool Enrichment Program, which is held from 3:00pm (or dismissal time) to 5:30pm. **ALL STUDENTS MUST BE PICKED UP BY 5:30pm.** **Currently, we are not accepting any more students for after school enrichment.**

In the Afterschool Enrichment Program, the students participate in homework enrichment time, clubs, sports, and recreational activities. **Students on campus after 3:05 pm will be placed in the Afterschool Enrichment Program and parents will be charged a fee.**

### **Before/ after school enrichment program daily drop in fees:**

- There is a \$10.00 fee per child for any child that is on the school grounds before 7:30am.
- There is a \$10.00 fee per child for any child on the campus after 2:50pm that is not in the afterschool enrichment program.
- For a child(ren) picked up after 5:30pm a fee of \$1.00 per minute will be assessed after the first five minutes.

### **NEW STUDENT TESTING FEE**

\$50.00 (Non-refundable) CASH ONLY

### **GRADUATION FEE : 8<sup>th</sup> GRADE**

Will be added to SMART and included in the annual tuition fee.

### **GRADUATION FEE : Preschool and Kindergarten**

\$100 will be added to SMART and included in the annual tuition fee.

## **TRANSFIGURATION PRESCHOOL**

Transfiguration Preschool is a child centered, developmentally appropriate academic program. The children are taught reading, math and writing skills through teacher-guided and independent student activities. Students are prepared for Kindergarten through academic, social and physical development.

**AGES: 2 1/2 to 5 YEARS (FULLY POTTY TRAINED)**

**HOURS: 7:45 am – 2:45 pm**

**EVENING CARE – 3:00-5:30 pm.**

**CAPACITY: MAXIMUM 35 STUDENTS**

## TUITION

Tuition is a yearly rate and can be paid in one, two or eleven (11) payments. Tuition is paid through the SMART management program. Payments are deducted from a checking or savings account on the 15<sup>th</sup> of each month. All registration fees are due at the time of registration.

## UNIFORMS

The Uniform is a long standing tradition at Transfiguration School because it contributes to the learning environment and to the students' personal appearance. All clothing should be labeled with the child's name.

### ***STUDENTS WHO ARE NOT IN UNIFORM WILL LOSE PRIVILEGES.***

Uniform Company: Cambridge Uniform  
215 S. Market Street  
Inglewood, CA 90301

**Cambridge is our official uniform company**

### **Girls Uniform**

Grades Pre K-4

Blue/Black Plaid Jumper **NO SKIRTS OR SKORTS**  
White Short Sleeve Peter Pan Collar Blouse  
Royal Blue Cardigan  
White, Navy, Black or Royal Blue Socks  
Socks MUST COVER ankle

Grade 5-8

Blue/Black Plaid Knife-Pleat Skirts or Skort  
White Short Sleeve Pointed Collar Blouse  
Royal Blue V-Neck Cardigan, Pullover or Vest  
White, Navy, Black or Royal Blue Socks  
Socks MUST COVER ankle

All Grades

Shoes (girls/boys)

Oxfords – Black or Brown  
Penny Loafers – Black or Brown  
Girls may wear “Mary Jane’s” – Black or Brown  
“Saddle Oxfords” – White and Black, or White and Navy

**Tennis shoes are not part of the school uniform.** Black, gray, navy blue or white tennis shoes may be worn **only** on PE and Spirit Wear days.

### **Boys Uniform:**

All Grades

Navy Twill Pleated Pant  
**Belts Required (black, brown, or navy only)**  
Blue Pinfeather Short Sleeve Shirt buttoned down shirt  
Royal Blue V-Neck Cardigan,(grades 5-8 Vest only)

White, Black or Navy Blue Socks; Socks must cover the ankle

**All Grades:** Girls/Boys Royal Blue School Jacket with Logo  
Navy Twill Walking Shorts

**P.E. Uniform( must have school logo)**

Navy Shorts with school logo– Must fit properly. No sagging or tight shorts.

Grey T-Shirt with school logo

Athletic Tennis Shoes (white, black, navy or gray; no specialty shoes permitted)

Navy Blue Sweat Suit with school logo (during cold weather)

Non-uniform sweaters and jackets are not allowed in the classroom. Once a student arrives at school, he/she must remove any non-uniform items until the end of the school day.

Students may not wear boots, including rain boots, as a uniform shoe. Students' socks MUST cover the ankles.

**P.E. UNIFORM REQUIREMENTS**

Only soft bands of elastic or cloth may be worn in the hair. Objects made of firm, hard plastic or metal may not be worn at all, as they may cause injury. No jewelry or hard objects in any form may be worn in CYO after school sports activities.

All jewelry, including watches must be removed before P.E. class. Small earrings and studs are permitted. Parents or guardians must sign a form accepting all responsibility for an injury that occurred on the grounds due to the student's wearing of earrings. Please note: No earrings of any form may be worn in CYO after-school sports activities.

On "Free Dress Days," students must have clothes and shoes appropriate for their respective P.E. Day.

- Students are not permitted to have permanent, temporary or henna tattoos at any time.
- Make-up, excessive jewelry, nail polish, false nails, and gel nails are not permitted. For girls: Hair must remain its natural color. Hairstyles with beads are not allowed for the safety of the children. No dyeing, tinting, bleaching, or artificial lightning. The following hairstyles are not permitted: Mohawks, lettering or lines, braids, locks, spiking, or any excessive hairstyle.
- Girls are to wear only one pair of earrings at a time.
- Dangling and large hoop earrings can be dangerous and are not considered part of the school uniform. A child's finger should not fit through the earrings when worn.
- Only a watch or one bracelet may be worn at a time.
- Girls and boys are not permitted to wear necklaces or chains to school.
- Boys are not allowed to wear earrings.
- For Boys: Extravagant haircuts or haircuts with designs are not allowed. Boys are allowed to have only one part in their hair. Hair must be neat and away from the

ears. Hair should not extend below the bottom of the collar on the back or below the eyebrows on the front. **The following hairstyles are not permitted:** Mohawks, lettering or lines, braids, locks, spiking, or any excessive hairstyle.

- Students must wear the school shirt and school tie. No P.E. sweatshirts are permitted on mass days.
- **Braids:** Only hair resembling the girls natural hair color.
- **Apple watches are not permitted on campus.**
- **Spirit shirts, uniform bottoms, and P.E. tennis shoes are permitted on Friday Spirit Shirt days. (On Fridays when there is a school mass, Spirit Shirts may be worn on Thursdays)**
- **ALL SCHOOL UNIFORM ITEMS MUST HAVE SCHOOL LOGO.**

### **LOST AND FOUND**

Lost items will be kept in a container and displayed at the end of the school day. Students should have ALL BELONGINGS marked with their first and last names and grade. Unclaimed items are given away at the end of the month.

### **FREE DRESS/BIRTHDAYS**

Occasionally the Principal permits free dress. A student may wear a free dress on his or her birthday. If a student's birthday falls on a day when we have mass, a field trip or any other special event that requires a uniform, the student may wear the free dress the day after. For all birthdays that fall during the summer, between June and August, a designated day in June will be given so that these students may wear their free dress. On free dress days, students should remember that most of their time is spent working and not playing. Student's choice of clothes must conform to the rules of modesty, good taste and appropriateness. Tank tops, mini-skirts or very short shorts are not allowed. Boys may wear coordinated outfits. Shirts with offensive words or subjects are not allowed. The boys must always wear a belt. Both boys and girls are to wear shoes *and* socks. **No flip-flops, sandals, slippers, or open-toed shoes. Jeans with rips or tears are not permitted.**

Clothing styles or accessories that have the appearance of gang membership will warrant a call to a parent.

- 1. PARENTS ARE REQUIRED TO SUPPORT ALL DRESS CODE POLICIES OF TRANSFIGURATION SCHOOL.**
- 2. THE SCHOOL RESERVES THE RIGHT TO SEND HOME STUDENTS WHO DO NOT ABIDE BY THE DRESS CODE POLICIES OF THE SCHOOL.**

## **CELL PHONE AND ELECTRONICS POLICY**

TRANSFIGURATION SCHOOL IS NOT RESPONSIBLE FOR LOST, DAMAGED, AND/OR STOLEN CELL PHONES AND OTHER ELECTRONICS, I.E., NOOKS, iPADS and KINDLES.

Cell phones must be kept IN THE BACKPACK OF THE STUDENT AND OUT OF SIGHT DURING THE ENTIRE SCHOOL DAY. Cell phones may not be used on campus until after 3:30 P.M. and with the permission of a faculty member. If a student needs to use his/her cell phone at any time he/she must have permission from a Transfiguration staff member. If a cell phone is taken away, it will be sent to the office to be picked up after school by the parent. If the student does not follow this rule and the telephone is taken away more than once, the telephone will be returned at the end of the school year.

## **ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS (ARCHDIOCESE AN AUP)**

The Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") applies to all archdiocesan users of technology, whether adults, children, or youth, and whether they are students, parents, paid staff or volunteers, clergy, or members of religious orders in the archdiocese or at any Location. All users are expected to adhere to the morals and values of the Catholic Church, to respect others, to consider the potential audience and their expectations, and to follow the Archdiocesan AUP and the other policies, standards, and procedures of the archdiocese. Electronic information and communications require particular safeguards and impose unique responsibilities on all users.

The Archdiocesan AUP covers:

- Using devices appropriately from a social and moral perspective
- Maintaining data confidentiality
- Protecting proprietary, confidential, and privileged data, and personally identifiable information
- Maintaining the integrity of security controls and passwords
- Immediately reporting any suspicious conduct or actual violations
- Other activities implicated in the use of electronic devices

The archdiocese prohibits the improper use or alteration of data and/or information technology. Systems of information security are required to protect proprietary data. All users must adhere to the Archdiocesan AUP.

## **STUDENT BEHAVIOR POLICY**

**Discipline, at Transfiguration School, is considered an aspect of moral guidance.** The purpose of discipline is to teach, through instruction and practice self-control. The students are taught to strive for improvement. Students are taught to accept responsibility for their behavior. They must also accept the consequences that follow inappropriate behavior. The consequences are meant to help the students gain self-control and value good decision-making.

### **TRANSFIGURATION REQUIRES THE FOLLOWING STANDARDS OF ALL STUDENTS:**

1. Students will respect and obey the classroom teachers, faculty, fellow students, and parents.
2. Students will not fight, use profanity, cheat, steal, be dishonest, vandalize, be disrespectful or defiant toward authority figures.
3. Students will not chew gum; ride bikes, skateboards, or skate on school premises.
4. Students will not bring iPods or electronic games to school or use them during school time unless permitted by the classroom teacher. If any of these devices are brought to school, the school is not liable for lost, damaged or stolen items.
5. Exhibit proper behavior at all sports events. For example, no cursing or making fun of the opposing team.
6. Students WILL NOT go off campus for any reason, when the students are under the school's supervision.
7. **Students are not to bring permanent markers, white out, mechanical pencils or sharp instruments to school. THESE ITEMS WILL BE CONFISCATED AND NOT RETURNED.**

Students will comply with the "Standards of Behavior" within each classroom.

### **DISCIPLINARY ACTIONS:**

#### *Kindergarten through Fourth Grade*

1. First verbal warning indicating the specific behavior student is to stop and the correct behavior desired.
2. Removal from situation (Time Out).

3. Parent Communication – call/ note home
4. Discipline letter indicating disruptive behavior (Discipline report).
5. Parent Conference at which time Discipline Probation Contract is discussed and signed by all parties.
6. Suspension at home. Students are not credited for work nor test(s) missed when serving suspension (2 suspensions may warrant expulsion).
7. Expulsion

***ANY BEHAVIOR OF A SERIOUS NATURE OR ANY REPEATED  
INAPPROPRIATE BEHAVIOR MAY RESULT IN IMMEDIATE SUSPENSION OR  
EXPULSION.***

*Fifth through Eighth Grades*

1. First verbal warning indicating the specific behavior student is to stop and the correct behavior desired.
2. Removal from situation (Time Out).
3. Parent Communication
4. Discipline letter indicating disruptive behavior (discipline report)
5. Parent Conference at which time Discipline Probation Contract is discussed and signed by all parties.
6. Suspension at home. *Students are not credited for work or tests missed when serving suspension (2 suspensions may warrant expulsion).*
7. Expulsion

***ANY BEHAVIOR OF A SERIOUS NATURE OR ANY REPEATED  
INAPPROPRIATE BEHAVIOR MAY RESULT IN IMMEDIATE SUSPENSION, OR  
EXPULSION.***



## **CLASSROOM RULES**

### **STUDENTS WILL:**

- ❖ Be seated and prepared to do class work upon entering the room.
- ❖ Bring SUPPLIES [books, notebooks, pens or pencils] and HOMEWORK to class each day.
- ❖ Show proper respect for ALL teachers, staff and classmates at all times.
- ❖ Wait for permission before speaking out or leaving the desk.
- ❖ Not bring gum onto the campus.
- ❖ Allow the teacher or staff to solve all problems that students cannot solve without breaking school rules.
- ❖ Not use profanity, engage in insults or name-calling, or make physical threats at any time.
- ❖ Not fight, be vulgar, cheat, steal, be dishonest, vandalize, or disrespectful towards authority.
- ❖ Walk on the porch, stairs, in the restrooms and hallways.
- ❖ Be seated at a table, or bench while eating.
- ❖ Wear correct uniform or appropriate free dress when permitted.
- ❖ Leave radios, game systems, iPods and other electronics at home.
- ❖ Accept responsibility for your own actions in the classroom or on the campus.

### **ATTENDANCE**

The regular school day is 7:45 A.M. to 2:45 P.M.

**MORNINGS:** Students may enroll in morning care from 7:00 A.M. – 7:30 A.M.

Students not enrolled in morning care are not allowed on campus before 7:30 A.M. All students on campus before 7:30 A.M. will be placed in morning care and assessed a fee of \$10.00. Supervision of all students begins at 7:30 A.M.

**AFTERSCHOOL:** All students not enrolled in the afterschool enrichment program must be picked up by 3:00 P.M. All students still on campus after this time will be escorted and signed into the after school enrichment program. Parents will receive a notice and assessed a fee of \$10.00.

## **MORNING ASSEMBLIES**

There will be morning assemblies on Monday and Friday each week.

During these assemblies classes alternate leading the school in prayer. Announcements concerning upcoming events are also made at this time. Parents are encouraged and welcome to attend our morning assemblies.

## **ABSENCE PROCEDURES**

- Every effort should be made for medical/dental appointments after school hours or during vacations, but when an appointment is necessary during school hours, a parent or guardian should call the office or send a note prior to the day of appointment.
- When a student is picked up early, the parent must sign the student out and sign him/her back in upon returning.
- If a student is absent from school for any reason, a parent must call the school on the morning of the absence. A note from home must accompany the student upon return. Should a child be absent for 3 days or longer or have a communicable disease, a doctor's written permission slip should be brought to school before the child re-enters class.

## **TARDY PROCEDURES**

All students are expected to arrive by 8:00A.M.

All students who are not in the class line at 8:00 A.M. are considered late.

Every quarter students are allowed three unexcused tardies. After three tardies the student will serve recess detention for every subsequent tardy. A conference with the parent will take place after five unexcused tardies in the quarter.

## **HARASSMENT POLICY**

**VERBAL HARASSMENT:** Derogatory comments and jokes; threatening words spoken to another person.

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings and gestures.

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs.

Specific examples of sexual harassment include, but are not limited to:

- 1 Making unsolicited sexual advances and propositions.

- 2 Using sexually degrading words to describe an individual or an individual's body.
- 3 Displaying sexually suggestive objects or pictures.
- 4 Telling inappropriate or sexual related jokes.
- 5 Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

### **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

The following procedures must be followed for filing and investigating a harassment claim:

- 1 The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, or to a teacher who will report it to the Principal, or to the Regional Supervisor if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
- 2 The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- 3 The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- 4 Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor and the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- 5 If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **ABUSE OF SCHOOL PERSONNEL**

Any parent, guardian or other person who upbraids, insults, or abuses any school personnel in the presence or hearing of a student or staff member is guilty of a misdemeanor. Any parent or guardian or other person who insults or abuses any teacher in the presence of other school personnel or students at a place which is on school

premises or at some other place in connection with assigned school activities is guilty of a misdemeanor and is punishable by a fine of not less than fifty dollars (\$50.00) and not exceeding five hundred dollars (\$500.00). For reference, please see the Archdiocesan Handbook.

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## **CHILD ABUSE**

In keeping with state law, it is required that any school employee report to the proper authorities any action on the part of an adult which appears dangerous to, or neglectful of a child's physical/emotional health and well-being. The child protective agency assumes responsibility for investigating any suspected cases of abuse.

## **STANDARD FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students must maintain a "C+" average in academic subjects and a "C+" average in conduct in order to participate in any extracurricular activities. ADMINISTRATION AND THE COACHES WILL REVIEW UNSATISFACTORY BEHAVIOR IN CONDUCT.

## **CYO SPORTS**

Students in grades 3 through 8 have the opportunity to participate on the school's teams: basketball, volleyball, track and field, cheerleading and football. These team sports practice after school and have one or two games a week. There is a fee per sport. **This fee covers equipment, league fees and cost of referees only.** Uniform fees may result in an additional cost.

*THE FINAL DECISION OF WHICH GRADES WILL BE ALLOWED TO PARTICIPATE, IN EACH SEASONAL SPORT, IS UP TO THE SEASONAL COACH'S DISCRETION.*

## **PARISH/ SCHOOL SPONSORED GROUPS**

Students are encouraged to participate in Mass, Altar Serving, Children's Choir, Student Council, Academic Decathlon, Art, Youth Ministry, Junior Knights and Junior Daughters. For further information, please contact the school office.

## **PARENT MEETINGS/ PARENT NIGHTS**

Transfiguration School will conduct quarterly parent meetings to discuss school activities, events, marketing and development. In addition, these parent meetings may include informative parent nights which will provide insight into curricular goals. Examples include, literacy, math, science, and or nutrition night.

### **Parent meetings and nights are important to:**

1. Promote parental support for school programs while bridging the gap between school and home.
2. Increase mutual understanding between school, parents, and students.
3. Reduce obstacles to effective communication with the general public.

**The support provided by such collaboration can include, but is not necessarily limited to:**

1. Promoting quality education and adequate pupil welfare.
2. Conducting fund-raising activities for the benefit of the school.
3. Sponsoring social and civic activities.

### **PARENT-TEACHER ORGANIZATION**

The Transfiguration School Parent-Teacher Organization is composed of parents, guardians and staff members of Transfiguration School. Its mission is to help support the school in its policies.

**The purposes of the PTO are to:**

- Promote open communication among the parents, teachers and administration
- Provide support for the principal in his or her role as the administrator of the school program
- Promote goodwill and cooperation between and among parents, faculty, administration, and the parish
- Direct and coordinate parental support through parent education activities and social functions that build community
- Help build and enhance the faith community of School and Parish
- Raise funds for the school
- Coordinate the service and volunteer programs
- Lobby for legislation that has a positive impact on the school and its students

In addition, the PTO exists to support the principal and staff in their endeavors to provide quality, Catholic education for all students and to help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

### **OTHER IMPORTANT INFORMATION FOR PARENTS**

#### **DROP OFF AND PICK UP**

Parents dropping off and picking up their child at school are asked NOT TO DOUBLE PARK or make U-turns on Roxton Avenue. **For security reasons, the gate at 3<sup>RD</sup> AVENUE remains closed.** Parents are asked not to park on the school campus during school hours.

#### **EXTREME WEATHER**

In the event of an extreme heat advisory, school will dismiss at noon. Parents will be notified through: REMIND, email, and/or phone calls of this early dismissal.

## **VISITORS AT SCHOOL**

**Any visitors** to the campus **MUST** first go to the school office for a **Visitor's Pass**. All visitors are required to sign in and out of classrooms visited. Visitor's who want to conduct class observations are limited to parents and guardians of the student. The administration reserves the right to deny access to a visitor to the school. If you must deliver an item to your child during the school day, parents must check in at the school office. Do not go directly to the classroom as this interrupts valuable instructional time. Any article for a student can be left in office.

## **VOLUNTEERS AT TRANSFIGURATION SCHOOL**

Volunteers are welcomed, but the principal must be notified and the purpose of the volunteering must be approved by the administration. For legal reasons, there are procedures that ALL volunteers who will have access to the children **MUST** follow. Volunteers are expected to dress appropriately, and follow the guidelines of the classroom teacher. **At no time is smoking permitted on the campus or at school events. All volunteers must comply.** Volunteers must always sign in and out at the main office. All parents or guardians that volunteer or chaperone field trips must be **Virtus** trained and fully vaccinated to volunteer on campus.

## **APPOINTMENTS**

- **TEACHER APPOINTMENTS** – Parents are encouraged to keep in contact with teachers throughout the school year. Appointments may be made with the teacher before or after school. Also, parents may email the teacher directly, call the office during school hours or send a note including your name, your child's name, and a phone number. The teacher or secretary will contact you and make an appointment. (We prefer that student concerns not be discussed over the phone.) Parents are required to discuss problems with the teacher first before bringing them to the principal. Teachers are available for conferences by appointment only.
- **PRINCIPAL CONCERNS/QUESTIONS or APPOINTMENTS** – Appointments need to be scheduled in advance. If an email is sent please allow up to 48 hours for a response.

## **FIRE/ EMERGENCY (DRILLS)**

Fire/Emergency Drills are held once a month. It is very important that all emergency information is completed and **returned to the office**.

**IN THE EVENT OF A SERIOUS EMERGENCY [e.g., EARTHQUAKE] DURING SCHOOL HOURS: STUDENTS WILL ASSEMBLE ON THE SCHOOL GROUNDS. ALL STUDENTS WILL BE CARED FOR IN THE SUPERVISED AREAS UNTIL THE PARENT/GUARDIAN/DESIGNATED PERSON PICKS THEM UP.**

ACCORDING TO STATE LAW, STUDENTS WILL ONLY BE RELEASED TO A PARENT OR PERSON DESIGNATED ON AN EARTHQUAKE/ EMERGENCY CARD. BE SURE YOUR CHILD KNOWS THE PERSON YOU HAVE DESIGNATED.

IN THE EVENT OF A SERIOUS EMERGENCY OCCURRING OUTSIDE OF SCHOOL HOURS, LISTEN TO THE LOCAL RADIO/ TELEVISION STATION FOR INSTRUCTIONS CONCERNING SCHOOL CLOSURES. TRANSFIGURATION SCHOOL WILL FOLLOW THE SAME PROCEDURES AS THE PUBLIC SCHOOLS IN THE IMMEDIATE AREA.

### **MEDICATIONS**

Students must bring all medication to the office. A note from the doctor's office must be attached along with written authorization for a student to have medication at school. Office personnel *cannot* give a student any medication.

### **THE HANDLING OF PESTICIDES**

The following procedures shall be followed in using pesticides:

- Information is available in the office about pesticides the school intends to use in the school, and on school grounds during the school year.
- Parents who request in writing, to the main office, will be notified seventy-two [72] hours in advance of all pesticide applications.
- Notices will be posted at all entry points of an area treated with pesticides twenty-four hours before and seventy-two hours after application.

### **SCHOOL PICTURES**

A studio approved by the Principal takes pictures of all students annually. Students are given an opportunity to purchase these pictures if they wish, but there is no obligation to do so. The school does receive a commission on all pictures taken whether purchased or not.

### **LUNCHES/ SNACKS**

- Children can bring their own lunches. **No fast food is permitted at school.** Students are also not allowed to drink soda.
- The school provides a hot lunch program. For families that qualify there is lunch available at no cost. Lunch applications are available for every family. In order to qualify for free or reduced lunch, parents must complete a lunch application.
- Students are not permitted to have food delivered through Uber Eats, DoorDash or any other food delivery service. In the event of an emergency, if a parent must bring lunch, Subway is permitted. All lunches delivered after lunch will be given to a student after school. The student will not be called immediately to the office as this interrupts valuable class time.
- Parents must order hot lunch on a monthly basis.
- Please send your child to school with a snack to have during recess time.



### **EXTREME WEATHER**

In the event of extreme heat when temperatures reach over 90 degrees, the school may have an early dismissal day and dismiss school at noon. Parents will be contacted to pick up their child/children through Gradelink, telephone or Remind messaging.

### **PLAY AREA/ EQUIPMENT**

Each grade is given a specific area to play in during morning and afternoon recess. All classes are provided with play equipment. *The students are not allowed to bring play equipment from home.*

### **FIELD TRIPS**

Field trips are educational and cultural in value and are directly related to the curriculum. Field trips are arranged through the school year and the students pay for the service. Teachers will notify students of the appropriate dress code for each field trip. Each student must have a signed permission slip to go on any field trip. Verbal consent is not acceptable. Conduct is extremely important.

If a student does not follow directions from the teachers while at school, he/she will be unable to go off campus for field trips.

### **ALL FIELD TRIPS ARE SUBJECT TO THE APPROVAL OF THE SCHOOL PRINCIPAL.**

### **SCIENCE LABORATORY**

Transfiguration School's Science Laboratory provides the opportunity for students to experience the curriculum in a hands-on environment.

### **DANCE STUDIO**

A dance studio is available for students in Pre-K through 8th grade. Students are only permitted to visit the dance studio after school if there is a specific class offered.

### **MUSIC ROOM**

Thanks to a very generous grant from James and Sheila Murphy the children have music class during and after school. The Music room is located in the primary building adjacent to the 4<sup>th</sup> grade classroom. Students are only permitted to visit the music room after school after they have received approval from the school office and music teacher.

### **SCHOOL LIBRARY**

The library is open during the school day for the classes to use. The library is a designated space that allows the children to develop a love for reading. With the assistance of the librarian, students will be allowed to check out books, conduct research

and utilize the library as a quiet space to learn. Children are not to be in the library without adult supervision.

### **MIXED PARTIES**

Mixed parties involving pupils of the upper grades even when they are held at home or at school are strongly discouraged. Parents are asked to cooperate with this regulation, even though the matter of parent-sponsored parties is under parental control and not that of the school.

### **BIRTHDAYS**

- As stated in the free dress section, students are permitted to wear free dress on their birthday (refer to Free dress/Birthdays section of handbook for specific guidelines)
- Parents are permitted to bring cupcakes, treat bags or individual snacks to be passed out to the class for a student's birthday.
- Birthday celebrations must have the approval of the classroom teacher and they must take place at the end of the school day (during the last 15 minutes of the school day)
- Requests for birthday celebrations must be made at least 48 hours in advance

### **CURRICULUM**

Our curriculum is determined by the Department of Education of the Archdiocese of Los Angeles and meets or exceeds the regulations of the State Education Codes of California. The curriculum integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum is consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

### **CLASS SYLLABUS**

Every class teacher will distribute a class syllabus.

#### **The syllabus includes:**

- Daily Schedule of Classes
- Expectations of Behavior

- Rules and Consequences
- Grading Policy
- Required Materials
- Availability of Teacher
- Required Reading Book List (6 through 8)

## **HOMEWORK**

Homework is given **every** night. Homework is given as a review or enrichment activity.

The Archdiocese of Los Angeles **recommends** the following:

Grades 1-2: maximum of 30 minutes

Grades 3-6: maximum of 60 minutes

Grades 7-8: maximum of 2 hours

Every child is different. Your child might need more time. If you notice your child is struggling, contact your child's teacher. If you find your child finishes his/her work in half the time, have your child read for his/her Book Report assignment. Your child's teacher can offer more advice concerning your child's needs.

## **INSTRUCTION TIME**

Kindergarten: 900 minutes per week

Grades 1-8: 1950 minutes per week

## **Minimum Day**

**At Transfiguration School, a Minimum Day refers to 8:00 am. to 12:00 pm**

**Religion:** Grades 1-5: 150 minutes per week or 30 minutes a day  
 Grades 6-8: 200 minutes per week or 40 minutes a day

## **TEXTBOOKS**

Textbooks purchased by the school for classroom use are in accordance with the state and Archdiocesan standards. Textbooks that are non-consumable are on loan to the students. It is the student's responsibility to take care of the books. The textbooks should be covered by the student and will be monitored by the teacher. Parents are responsible for any damaged or lost books.

## **HEALTH AND SAFETY**

### **FACE COVERINGS**

- While on campus, the proper use of a face mask is required for everyone. The face mask must cover the nose and mouth and must be worn the entire time while on campus. Please wash the student's face mask after each day's use.

### **STUDENTS MUST WEAR A FACE MASK:**

- While in the classroom and on school grounds (except when eating or drinking)
- While waiting to enter campus and when leaving

### **PHYSICAL DISTANCING**

**Transfiguration School will adhere to the following to maintain social distancing as much as possible:**

- Restrict non-essential visitors, volunteers, and activities involving outside groups during regular school hours
- Entrance and exits marked
- Main building: One way entry at the entrance by the main office. Exit: By the double doors adjacent to the boys bathroom.
- Primary building: One way entry upstairs by the 1st grade classroom. Exit: Stairwell by the 4th grade classroom.
- Movement of students and staff will be minimized
- Classroom space is arranged to keep students a minimum of 3 feet apart

### **HAND WASHING**

- Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of COVID-19
- Wash hands thoroughly with soap and water for at least 20 seconds.
- Thoroughly dry hands
- Hand sanitizer will be readily available in the classrooms, offices and bathrooms

### **COVID SAFETY PROCEDURES**

How to Conduct a Symptom Check Before a Student Leaves Home

Before leaving home all students, staff and parents must conduct a self check.

- Ask yourself these questions:
- Do I have a fever?
- Do I have a cough?
- Am I experiencing shortness of breath or difficulty breathing?
- Am I experiencing any other symptoms?
- Fever 100.4 or chills
- Cough
- Shortness of Breath
- Difficulty Breathing
- Running Nose
- Fatigue
- Muscle or Body Aches
- Sore Throat
- Headaches
- Congestion
- Nausea or Vomiting

- Diarrhea
- Loss of taste or smell

If your child exhibits symptoms consistent with Covid-19, please keep your child at home and notify the school via phone, (323) 292-3011 and at [health@transfigurationla.org](mailto:health@transfigurationla.org).

### **What to do if your child exhibits Covid-19 symptoms**

- Seek immediate medical attention if symptoms are serious
- Self isolate
- Notify the school administration
- Notify their close contacts to self-isolate
- Get tested

### **Close Contacts for Covid-19**

Students who are close contacts will monitor for symptoms for 10 days after last exposure, and test negative for COVID-19 at least once 3-5 days after exposure and once 6-9 days after exposure may remain in school while wearing a face mask.

### **Exposure Management for COVID-19 Cases**

Covid-19 continues to be a fluid situation, but if your child tests positive for Covid-19, notify the office immediately. After identifying 1 confirmed COVID-19 case on campus, the following guidelines will apply:

- Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).  
NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.
- Students and staff with COVID-19 can end isolation after Day 5\* ONLY if all of the following criteria are met:

1. A COVID-19 viral test\*\* collected on Day 5 or later is negative, and
2. No fever for at least 24 hours without the use of fever-reducing medicine, and 3. Other symptoms are improving --or-- Isolation can end after Day 10 if no fever for at least 24 hours without the use of fever-reducing medicine. \*For symptomatic students and staff, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For asymptomatic students and staff, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected. \*\*The test must be an FDA-authorized viral test (e.g., PCR or Antigen test, including at-home tests). An antigen test is preferred for testing out of isolation.

If a student meets the criteria to leave isolation after Day 5, they must wear a highly protective mask around others, except when eating or drinking for 10 days after onset of symptoms or, if asymptomatic, after the first positive test.

It is imperative that as a community, we make a commitment to take care of ourselves and each other. Do not send your child to school if he or she is sick.

If your child is asked to quarantine because he or she has tested positive for Covid-19, your child's work will be available in Google Classroom. Zoom will not be offered throughout the school day. At the end of each day, the classroom teacher will offer a 15 minute Zoom check in to answer any questions your child might have about the assignments in Google Classroom.

**Exposure Management Plan:**

[http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf)

**SCHOOL CONTRACT 2022-2023**

**Use the link below to electronically submit the school contract:**

<https://forms.gle/kJfoaC2LCcNA2ozt5>

**TWO SERVICE HOURS WILL BE GIVEN IF RETURNED ELECTRONICALLY  
BY AUGUST 30, 2022**



**TRANSFIGURATION ELEMENTARY SCHOOL**

4020 Roxton Avenue  
Los Angeles, California 90008  
(323) 292-3011, 292-1852, 292-7066  
FAX (323) 292-1527  
*Established 1937*

