



**Christ the Teacher**  
CATHOLIC SCHOOL

# ***FAMILY HANDBOOK***

2022 - 2023

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“...and when he was twelve years old...after three days (Mary and Joseph) found (Jesus) in the temple, sitting amidst the teachers, listening to them and asking them questions, and all who heard him were astounded at his understanding and his answers.” – *Luke 2:42a,46-52*

*The 2022-2023 CTCS Family Handbook has been approved by the Executive School Board and Father César Vega.*



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## 1 - General Information

### 1.1 - Letter from the Principal


Dear Parents and Students,

Welcome to Christ the Teacher Catholic School! In choosing CTCS, you have demonstrated a commitment to the values and philosophy of Catholic education. The Family Handbook reflects the policies of Christ the Teacher Catholic School for the 2022-2023 school year.

The Christ the Teacher Catholic School Family Handbook is available online, and hard copies are available in the main office at the school. All school families must read this document and have a current signed handbook agreement form on file. By signing this agreement, you and your student(s) agree to partner with CTCS and abide by the policies of Christ the Teacher Catholic School during the 2022-2023 school year.

Saint John Baptist de La Salle, Patron Saint of Teachers, said, "To be entrusted with the teaching of the young is a great gift and grace of God." I couldn't agree more. Catholic education is a transformative gift for our families, and leading our school is a responsibility I do not take lightly. However, while we pray your lives are changed here at CTCS through the gift of Catholic education, YOU are the gift. Your presence, talents, and sacrifices are a gift to all of us who are privileged to serve here at Christ the Teacher. Thank you for entrusting us to provide a Catholic education to help your family grow in faith, academics, and service.

Humbly Yours in Christ,



Cody Lamb

[clamb@ctcsyakima.org](mailto:clamb@ctcsyakima.org)

## 1.2 - Mission Statements

### *Diocese of Yakima & Office for Catholic Schools*

The Parishes and Catholic Schools of the Diocese of Yakima exist to provide an equal measure of 1) the experience of the living Lord and witness to his Gospel message; 2) the internalization of self-discipline, mutual respect, personal morality, and social justice, as taught by the Catholic Church; and 3) the environment for academic excellence.

### *Holy Family Parish*

"It is our task to be the best companions of each other on this faith journey wherever we meet." Fr. César, Mission for Holy Family Parish, Pentecost 2010.

### *Christ the Teacher Catholic School*

Christ the Teacher Catholic School is a faith-filled school, partnering with families and the community to nurture all students in the development of Catholic Identity, high academic achievement, and responsible citizenship through service to others.

## 1.3 - Christ the Teacher Catholic School Philosophy

At Christ the Teacher Catholic School, we believe that it is our responsibility to create a faith-filled environment committed to the growth and development of the whole child, with the belief that all students are blessed with the ability to learn, and it is our responsibility to nurture and develop that potential. We partner with parents in the spiritual, academic, social, emotional, physical, and moral growth of CTCS students. We aim to create responsible citizens who serve their community like Christ. We liken this process to the development of the mustard seed, from **root to branches**; our responsibility is to nourish the roots, strengthen the core, and extend the branches of each child.

We believe it is our responsibility to see each CTCS student become firmly **rooted in the Catholic faith**. Acknowledging and respecting the various faith traditions of our school community, we seek to help our students follow the example, share the Good News of Christ, and know the teachings of the Catholic Church. We do this by attending mass, monthly rosary, diocesan-approved religion curriculum, community outreach, daily prayers, and scripture readings.

We believe that all our students are blessed with the ability to learn, and our mission is to **strengthen their academic core**. Our responsibility is to meet each student where they are and help them realize their potential. We do this by adhering to the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS), Washington State's Learning Standards, and best teaching practices to differentiate all students. We seek to prepare our students to successfully meet the challenges of our global community by striving to enhance their capabilities to think critically, solve problems, reflect on their

learning, and express their thoughts and ideas through oral, written, and artistic communication.

We believe through opportunities gained at CTCS, our students will serve their communities by **branching out** to share their unique gifts with others, promote social justice within and throughout the community, and actively participate in service projects at the school, local, national, and global levels. Our primary goal is to foster students who are responsible citizens who serve their community like Christ.

In the Gospel of Matthew, Christ taught the power of the tiny mustard seed. When planted and nourished, the seed grows roots and eventually becomes a mighty tree whose branches shelter others (*Matthew 13:31-32*). Similarly, Christ taught that faith the size of a mustard seed can accomplish remarkable things (*Matthew 17:20*). We believe that working collaboratively with families and Holy Family Parish, CTCS will provide the spiritual, academic, and compassionate growth that will enable our students to flourish. Like the mustard seed, CTCS is cultivating students and planting seeds in the Yakima Valley, committed to growing students in faith, academics, and service.

#### **1.4 - Accreditation**

Christ the Teacher Catholic School spent the 2018-2019, 2019-2020 & 2020-2021 (*due to pandemic*) school years participating in a Self-Study as part of the Western Catholic Educational Association (WCEA) accreditation process. An accreditation visiting team assessed the school in the spring of 2021. The team gave the school a full accreditation term of six years.

#### **1.5 - History of Christ the Teacher Catholic School**

Christ the Teacher Catholic School opened its doors in August of 2017 on the corner of 56<sup>th</sup> Ave. and Chestnut in Yakima, Washington. Previously the school was known as St. Paul Cathedral School, located at 12th Ave. and Chestnut in downtown Yakima, which, since opening in 1914, had a rich Catholic and academic heritage. Christ the Teacher Catholic School is an active part of the Holy Family Parish led by Father César Vega, parish and school pastor. The school provides a holistic education for students in pre-kindergarten through eighth grade. It strongly emphasizes academic excellence and instructs students and families to be servant leaders throughout their community.

#### **1.6 – Christ the Teacher Catholic School Community Covenant**

The Christ the Teacher Catholic School community strives to be a covenant community. The teachers and staff at CTCS are committed to working in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community. Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and challenging times, we commit to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

### **1.7 - Christ the Teacher Catholic School Teacher's Covenant**

Each teacher at Christ the Teacher Catholic School accepts the responsibility of cooperating with parents in their children's spiritual, emotional, intellectual, and moral education. Each teacher further commits that their mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Christ the Teacher Catholic School agree to:

- be a Christian role model and maintain an atmosphere that ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship.
- provide appropriate and challenging academic instruction.
- embrace the diversity of their students and build bridges between all cultures.
- set clear standards for behavior and be fair and consistent in discipline.

### **1.8 - Christ the Teacher Catholic School Parent's Covenant**

As the primary educators of their children, parents understand that they teach their children best by the example of reverence, responsibility, and respect. Parents chose Christ the Teacher Catholic School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their conduct and the example they set for their child can impact whether their child is allowed to remain enrolled at Christ the Teacher Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children if they are Catholic.
- promote respectful behavior in their child by setting a good example in their speech and behavior.
- show respect for the school personnel, volunteers, and visitors and teach their children to do the same.
- practice confidentiality and use appropriate communication to solve differences peacefully.
- follow the policies and procedures of the Christ the Teacher Catholic School Family Handbook.
- accept and embrace the diversity at Christ the Teacher Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume, smoke, or vape tobacco and prescribed or non-prescribed cannabis products on school grounds, school transportation, and at school activities and events.



## 1.9 – Christ the Teacher Catholic School Student’s Covenant

Christ the Teacher Catholic School aims to educate the whole child: spiritually, academically, socially, emotionally, physically, and morally. For this to be accomplished, students must take ownership of their own educational process. Therefore, students will:

- **wake up early and help with the family’s morning routine so they can arrive at school on time.**
  - *“The slack hand impoverishes, but the busy hand brings riches.” -Proverbs 10:4*
- **study to learn and gain knowledge and ask questions if they don’t understand.**
  - *“After three days (Mary and Joseph) found (Jesus) in the temple, sitting in the midst of the teachers, listening to them and asking them questions, and all who heard him were astounded at his understanding and his answers.” -Luke 2:46-47*
- **train hard, exercise, and eat right to be strong, fast, and healthy.**
  - *“Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God, and that you are not your own? For you have been purchased at a price. Therefore, glorify God in your body.” -1 Corinthians 6:19-20*
- **treat people with respect and help other people whenever possible.**
  - *“Do to others whatever you would have them do to you. This is the law and the prophets.” -Matthew 7:12*
- **stand up to bullies and protect the weak.**
  - *“Defend the lowly and fatherless; render justice to the afflicted and needy. Rescue the lowly and poor; deliver them from the hand of the wicked.” -Psalms 82:4*
- **take care of their things, keep them neat, and always be prepared and ready.**
  - *“The LORD God then took the man and settled him in the garden of Eden, to cultivate and care for it.” -Genesis 2:14*
- **stay humble.**
  - *“For everyone who exalts himself will be humbled, but the one who humbles himself will be exalted.” -Luke 14:11*
- **work hard and always do their best.**
  - *“I have the strength for everything through him who empowers me.” -Philippians 4:13*
- **follow the rules of their family, teachers, and school.**
  - *“Obey your leaders and defer to them, for they keep watch over you and will have to give an account, that they may fulfill their task with joy and not with sorrow, for that would be of no advantage to you.” -Hebrews 13:17*

## 1.10 - Faculty and Staff Directory

An updated faculty and staff directory is available on the school's website.

### **1.11 - School Hours**

- 8:00 AM – 3:00 PM; 2:00 PM on Fridays (to accommodate weekly faculty/staff meetings)
- Drop Off: 7:00 AM until 8:00 AM; First “Bell” at 8:00 AM
- Classrooms Open for Students at 7:45 AM
- Pick Up: 3:00 PM until 3:15 PM
- After-School Enrichment begins 15-minutes after school dismissal and goes until 5:00 PM. Families are charged at \$5/hour in 15-minute-increments starting at 3:15 PM.
- School Office Hours: 7:30 AM – 4:00 PM

### **1.12 – Option C**

Christ the Teacher Catholic School utilizes Option C as both the school’s School Information System (SIS), Learning Management System (LMS), and Parent Alert System (PAS). Option C works exclusively with Catholic Dioceses and Catholic schools to teach and reinforce the faith using state-of-the-art technology.

## **2 - Academic Policies**

Christ the Teacher Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at CTCS meets Diocesan requirements for textbooks, materials, and time allotments for subject areas. CTCS’s curriculum is cross-referenced with National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS), Next Generation Science Standards, and Washington State's Essential Learning Requirements to meet or exceed current national and state standards. Christ the Teacher Catholic School is fully accredited by the Western Catholic Educational Association (WCEA). The school office has a copy of the accreditation study and report.

### **2.1 – Academic Integrity**

It is expected that all students will maintain a high degree of academic integrity in their schoolwork performance. Academic dishonesty is defined as, but is not limited to, cheating, plagiarism, and copying of or doing another person's homework assignments.

A student violating this policy is considered to have committed a severe behavioral fraction and may be subject to the appropriate disciplinary action outlined in this handbook. The student may also receive a failing grade on that exam or assignment.

### **2.2 - Curriculum**

The curriculum at Christ the Teacher Catholic School is based on the Diocese of Yakima. The guidelines are consistent with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS) and State of Washington learning requirements. We strive to offer a program that uses many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. The Diocese approves all textbooks.

## 2.3 - Instruction

The instructional program at Christ the Teacher Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text, and evidence-based questions and answers, teacher-directed questions and answers, high-level questioning, discussion, and observing.

## 2.4 - Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Christ the Teacher Catholic School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents and the implementation of school policies and programs, which are just. Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to participate actively in their respective faith communities by regularly attending Mass and sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. School Mass on Tuesdays and Thursdays are not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and attend religion classes assessed as academic subjects. Non-Catholic students shall be considered integral members of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of their religious convictions.
2. Non-Catholic students must be present for Mass and other religious services during the school day. They are not required to actively participate in such services but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.
3. Non-Catholic students, like other students, must participate in service-learning projects and student service hours sponsored by the school.

**Religion Class** - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Diocese of Yakima and the United States Conference of Catholic Bishops (USCCB).

**Sacrament of Penance** - Opportunities to receive the Sacrament of Penance are available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

**Community Service** - Each student and class participate in Christian service activities throughout the year.

**Mass** - Christ the Teacher Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers twice weekly to celebrate the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - To foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are encouraged to use these and other opportunities to ask forgiveness, give thanks, praise, and recall God's blessings. Monthly student-led prayer services are conducted, and seasonal religious celebrations and rituals are held.

## **2.5 - Academic Subjects**

Christ the Teacher Catholic School provides a supportive educational environment in which students and faculty work together in the spirit of Christian focus. A strong curriculum that serves as a foundation for the further study includes the following subjects:

***English Language Arts*** - The English/language arts curriculum is aligned with the state standards for all grade levels. Students are taught various skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

***Mathematics*** - The math curriculum is aligned with the state standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in accelerated math classes if appropriate. The math program also emphasizes basic math facts and hands-on activities.

***Social Studies/History*** - PreK through 3rd-grade students learn about communities, geography, and map skills in social studies. In 4th and 7th grade, the focus is Washington State history. In 5th and 8th grade, the focus is United States history and geography. In 6th grade, the focus is world geography and world history.

***Science*** - Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life, and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

***Music*** - In music, students are given a multitude of opportunities to sing & play instruments in all grades. Music classes range from singing songs to playing various instruments such as ukulele, xylophones, drums, boom whackers, tone chimes, and various rhythm instruments. Students learn songs based on holidays/seasons, such as Veteran's Day, Christmas, MLK Jr. songs, St. Patrick's Day, and others. Students may get to perform concerts for Veteran's Day and Christmas every year. Numerous skill sets are taught to students; vocal skills, rhythmic skills and notation, rudimentary music theory, harmony, ear-training, and developing their understanding and appreciation for various styles/genres of music.

NEW for 2022-2023, *Band* and *Orchestra (Strings)* will be offered for 4<sup>th</sup>-8<sup>th</sup> grade. It will be an elective during the school day. Students will be pulled out of their regularly scheduled classes to participate in Band and Orchestra. Orchestra will take place Mondays and Wednesdays for 45 minutes before lunch. Band will take place Tuesdays and Thursdays for 45 minutes before lunch. Parent permission, as well as solid academic and behavioral performance, are required to continue participating in Band and Orchestra.

***Health and Physical Education*** – Health and Physical education is aligned with the state standards. Students work on health, coordination, movement, and physical activities. The curriculum also includes team-based activities.

***Art*** - Art instruction takes place in K through 8th grade. Students become familiar with various mediums and gain vocabulary to discuss the visual arts. Kindergarten-3rd grade students are introduced to the elements of art and explore materials for creation, including watercolor, clay, acrylic/washable paint, print, collage, and oil pastel. In 4th and 5th grades, students work on developing their technical skills, while in 6-8th grades there is a focus on self-expression.

***Spanish*** - Spanish instruction takes place in K through 8th grade. In Spanish, students are introduced to the basics of vocabulary, grammar, and conversation around various topics. In Kindergarten through 2nd grade, students focus on describing the world around them. The middle grades, 3rd-5th grades, begin describing others in their local and global community. Students in middle school (6th-8th grades) dive into more complex grammatical structures and are introduced to speaking, writing, and reading in all the major time frames (present, past, and future). Students who participate in a Spanish class from Kindergarten through 8th grade will enter high school with a firm foundation of the basics of the Spanish language, easing them into a high school Spanish program or preparing them for learning other world languages.

***Technology*** – CTCS is a 1:1 iPad school and a Microsoft school, where students and teachers have access to Microsoft Office 365. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an integral part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at their own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at Christ the Teacher Catholic School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for using all Christ the Teacher Catholic School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parents. Internet access is available to students for educational purposes only. CTCS staff have taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

**Personal Safety**– Christ the Teacher Catholic School uses VIRTUS, a Diocesan required safe environment training program, in K through 8th grade.

## 2.6 - Assessment

Christ the Teacher Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally (formative) through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill.

Students are also assessed through formal (summative) assessments, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year. Students in grades K through 8 take the Measures of Academic Progress (MAP) standardized tests in the fall, winter, and spring. Students in grades K through 5 take the Acadience Reading Test in the fall, winter, and spring. The data the school collects from these tests and classroom assessments are then disaggregated and is used to help inform instruction and curriculum.

## 2.7 - Grading

The performance scale [Standards-Based Grading] for grades K-5, is as follows:

4 – Exceeding Expectations – The student consistently exceeds grade-level expectations in performance. The student shows initiative, challenges himself/herself beyond expected outcomes, and demonstrates an exceptional level of understanding.

3 – Meeting Expectations – The student consistently meets grade-level expectations. The student shows proficient understanding and demonstrates appropriate skills.

2 – Approaching Expectations – The student has a basic understanding and partially meets grade-level expectations. A student receiving a two is beginning to show understanding of concepts and developing skills.

1 – Below Expectations – The student has minimal understanding and does not meet grade level expectations. A student receiving a one is not sufficiently grasping the necessary concepts and skills.

NE – No Evidence – The student has not submitted enough work for this standard to be accurately assessed on it.

NA – Not Assessed – The standard was not addressed this quarter, or the student was not enrolled long enough to accurately assess it.

The grade point percentages [traditional, letter-based grading; weighted category grading] for grades 6-8 are as follows:

97 - 100 = A+	77 - 79.9 = C+
94 - 96.9 = A	74 - 76.9 = C
90 - 93.9 = A-	70 - 73.9 = C-
87 - 89.9 = B+	67 - 69.9 = D+
84 - 86.9 = B	64 - 66.9 = D
80 - 83.9 = B-	60 - 63.9 = D-

Beginning in grade 6, all classes assigned a grade will be included in the Grade Point Average (GPA). In computing GPA, some classes (Health & PE, Art, Music, and Spanish) are combined into a single grade and added to the grades given for Reading, Religion, English, Science, Math, and Social Studies. All grades below 60% are failing grades.

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

### **2.8 - Academic Honor Roll**

Christ the Teacher Catholic School recognizes students who achieve honors in academic, athletic, performing arts, service, and leadership activities. Recognition for academic excellence is made each semester through the publication of the Honor Roll and the awarding of certificates at an Honor Roll Assembly.

### **2.9 - Field Trips**

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. All students must bring the required permission slip form in advance of the field trip day. Phone calls will not be accepted in place of the written form.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. Bus transportation is the preferred method to be used for any field trip. School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington State law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old.
2. The driver must successfully complete Safe Environment/VIRTUS training.
3. The driver must have a background check and show no felony, DUI, or reckless driving convictions.
4. The vehicle must be insured by the driver for the minimum limits required by the Diocese's insurance company.

### **2.10 - Educational Support Team (EST)**

The Educational Support Team (EST) is comprised of teachers and administrators of Christ the Teacher Catholic School who take collective responsibility for student learning and well-being. This team meets to facilitate discussion about each child's unique learning situation and to assist the classroom teacher. The team approach offers consistent documentation from year to year and encourages communication among teachers and parents.

### **2.11 - Class Placement Policy**

Class placement is determined in the final weeks of the school year and sometimes after the conclusion of school in June. Classroom teachers lead the process for their current set of students, setting class lists for the next school year. Parents may not request a specific teacher but may

provide a written statement of what they see as the specific needs of their students. This letter must be presented to the principal by June 1. Class lists are published the Friday before school starts. Lists are final unless unusual circumstances require a change approved by the principal.

### **2.12 - Homework Guidelines**

The Christ the Teacher Catholic School faculty is committed to assigning homework that is authentic, engaging, meaningful, and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

#### *Homework Notes*

1. Students in Kindergarten through 8th grade will receive age-appropriate homework. Teachers will provide instructions to parents in the younger grades and will work directly with students in upper grades.
2. As age-appropriate, students will be responsible for writing down their homework for each class.
3. If a student consistently spends more time than is recommended by the teacher in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
4. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
5. Individual teachers/grade levels will set their policy and expectations for accepting and grading late homework.

### **2.13 - Make-Up Work**

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

### **2.14 - Progress Reports**

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports may be sent home to struggling students. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

### **2.15 - Report Cards**

Report cards are issued at the end of each quarter. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's



progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

#### **2.16 - Parent-Teacher-Student Conferences**

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the fall and spring. Optional conferences may be held throughout the school year. The purpose of these conferences is to provide an up-to-date and personal evaluation of the student's work and progress and to discuss with parents the ways to assist their children. Conferences also give parents the opportunity to ask questions and to become informed of school activities. The conferences for all grades are student-centered; each student is an active participant, and all students are expected to attend.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

#### **2.17 - Retention**

If the teacher feels that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by March. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (grades 6-8) does not pass two out of four quarters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Christ the Teacher Catholic School. In all cases, the final decision rests with the principal.

#### **2.18 - Academic Probation**

Probation may occur if a student is not meeting the academic requirements of his/her grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from Christ the Teacher Catholic School.

#### **2.19 - Academic Promotion**

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student are the sole responsibility of the principal.

#### **2.20 - Academic Trial Period**

All students who are newly enrolled in grades Pre-Kindergarten through 8th at Christ the Teacher Catholic School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

## 2.21 - School Supplies/iPads/Textbooks

Students are responsible for obtaining and maintaining their own basic school supplies. A supply list is sent out to all registered families in June; they are also available in the school office and online.

Some supplies may need to be replenished throughout the year.

All K-8 students are assigned an iPad and must follow the iPad student manual and signed agreement.

If a student damages a book or iPad and the book or iPad is still usable, a damage fee will be assessed. If a student destroys or defaces a book or iPad or does not return a book at the end of the year, the family will be billed for the cost of the replacement.

## 3 - Behavior Expectations and Discipline

We are committed to the development of a Christian community wherein all members, adults, and children, are encouraged and supported in their growth toward fullness in the person of Christ. To make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth.

New for the 2022-2023 school year, Christ the Teacher Catholic School will begin adopting the Virtue-Based Restorative Discipline (VBRD) program. Developed by Lynne Lang, Director of School Climate for the Archdiocese of St. Louis and author of *Virtue-Based Restorative Discipline: Comprehensive Guide – A Catholic Response to Bullying Behavior*, the VBRD program “offers teachers, parents, students, and schools a way to cultivate virtue while repairing harm from bullying and other hurtful behaviors.”

The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church: “The goal of a virtuous life is to become like God.” (CCC 1803).

### 3.1 - Basic School-Wide Rules

- Students are always to respectfully comply with every faculty and staff directives.
- Students are to use an appropriate voice when speaking.
- Students are to keep their hands, feet, and other body parts to themselves.
- Students are to speak respectfully to others (no profanity or name-calling).
- Students are to display an attitude of love and concern for others.
- Students are to show respect for those in authority: principal, clergy, teacher, school staff, chaperones, and volunteers.
- Students are always to display playground courtesy: play properly with equipment, keep all balls on the playground, and follow the playground rules.
- Students are to tell the truth.
- Students are to maintain acceptable classroom behavior.
- Students are to show reverence during prayer and liturgical celebrations.
- Students are to adhere to the dress code.

- Students are to refrain from chewing gum anywhere on the school property.
- Students are to refrain from public displays of affection.
- Students are to refrain from any act which could result in damage, injury, or disruption of the educational process.

### **Christ's Golden Rule**

"Do to others as you would have them do to you." – *Luke 6:31*

### **Principal Lamb's Three Rules**

1. Do what is right.
2. Do your best.
3. Show others you care.

### **Students may not bring to school:**

- Laser pointers, illegal substances, firearms, or any potential weapons, fireworks, hand-held games, iPods, or any electronic devices. Cell phones brought to school must be turned in to the teacher upon arrival.
- Toys, playground equipment, or stuffed animals from home, unless directed by the teacher.
- Anything that disrupts the educational process.
- If discovered, these items will be taken away and the parent will be contacted.

### **3.2 - Discipline Regulations**

The rules of a school, governing all conduct and discipline, are in place to ensure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. The conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

### **3.3 - Behavioral Contracts**

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

### **3.4 – After School Detention**

After-school detention will be held Thursday from 3:15 PM – 4:00 PM for 4<sup>th</sup> through 8<sup>th</sup>-grade students. Parents will receive a detention notice which must be signed and returned the next day. Pick-up will be at the front office.

### **3.5 - Disciplinary Action for Serious Behavioral Problems**

Serious behavioral problems are defined as repeated interruption of the educational process, behavior that could result in injury to students, property, or others, or any action that is a flagrant violation of school rules.

**Daily, teachers handle discipline issues as they arise in their own classroom.** Parents are not notified of every minor infraction. If a particular situation warrants more immediate attention, one of the following actions will occur:

**Behavioral consequences** could occur during the school day in the form of restriction from free time or possibly service around school. After-school detention is also a possible consequence. Parents will be notified when detention will be served.

**Teacher - Student Conference** during which teacher and student meet to discuss the problem and a plan of action.

**Teacher - Student - Principal Conference or Student - Principal Conference** during which teacher, student, and principal meet to discuss the previous and current problems of the student and principal meet to discuss a plan of action.

**Teacher-Student-Parent Conference** during which teacher, parent, and student meet to discuss the problem and a plan of action.

**Student - Principal - Parent Conference** in which teachers may be present and during which student, principal, and parents meet to discuss the previous and current problems. A plan of action may be written, and parents may be asked to sign a form indicating their support for a plan of action. Students and parents are informed of possible suspension and expulsion if chronic misbehavior continues.

### **3.6 - In-School Suspension**

If serious behavior occurs, parents will be called, and the student may be removed from his/her classroom for a period. The student will be supervised in another place in the school and will be given appropriate assignments to complete.

### **3.7 - Short-term Suspension**

If serious behavior occurs parents will be called, and the student may be sent home that day and may be asked to remain there for the following day. Counseling or assessment (at the parent's expense) may be recommended by the principal. A conference is required between the principal, parent(s), and student and the principal or teacher may request to speak with a counselor or specialist before the student can return to school.

### **3.8 - Long-term Suspension**

Continued non-compliance or serious misbehavior will result in suspension for no less than 3 school days. Parents will be notified by phone and/or in writing. Counseling or assessment, at the parent's expense, may be recommended/required by the principal. A conference is required between the principal, parent(s), and student before the student can return to school. The principal or teacher may request to speak with a counselor or specialist before the student can return to school. Parents will sign a plan of action indicating their understanding and/or support. Upon return, the student will complete a probationary period of 30 school days. A letter outlining the conditions of the probation will be given to parents.

#### *Homework Policy for Long, Short-Term or In-School Suspension*

- *All assignments due during the suspension must be made up and will be marked late*

*and graded according to the individual teacher's late homework expectations.*

- *Students must take all books home with them upon suspension and may get assignments from their teacher.*
- *Days to turn in work = number of school days out plus one extra day.*
- *Upon return, teachers will provide a complete list of assignments missed.*

### **3.9 - Expulsion**

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for the appeal process is outlined below.

### **3.10 - Due Process**

The principal has the right, if necessary, to exclude a student from all school activities during the time of the due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Christ the Teacher Catholic School is final. If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastor or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

### **3.11 - Harassment/Bullying**

Christ the Teacher Catholic School, as part of the greater Diocese of Yakima, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Christ the Teacher Catholic School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Christ the Teacher Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Christ the Teacher Catholic School will review and investigate such matters in a professional and timely manner.

- Christ the Teacher Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
- Christ the Teacher School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

### 3.12 - Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

### 3.13 - Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school
- And that creates an intimidating, hostile or offensive school environment.

### 3.14 - Descriptive Terms

Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes, or slurs; belligerent or threatening words between individuals; offensive, negative remarks.

Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.

Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning, or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images, and memes, and both body and facial gestures.

Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

### 3.15 - Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period.**

There are four types of bullying:

- Verbal bullying involves saying or writing mean things.
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
- Physical bullying involves hurting a person's body or possessions.
- Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, apps, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated.

Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

### 3.16 - Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

**Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, may be suspended, or expelled and the police may be notified.**

### 3.17 - Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying.

Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### 3.18 - Violent Behaviors

Christ the Teacher Catholic School strives to maintain a safe, respectful, Christian environment.

Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major

offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

**Aggressive or Reckless Behavior** - Aggressive or reckless behavior that jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

### **3.19 - Alcohol and Drug Policy**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Christ the Teacher Catholic School while they are in school, on and off school grounds, or at school-sponsored events.

- The selling, possession, distribution of, and/or social media or other references to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. To return to school students will be required to state where and how they obtained the drug or alcohol.
- Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. To return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

### **3.20 - Assault or Intentionally Causing Physical Injury**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

### **3.21 - Criminal or Gang-like Activity**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. A criminal



street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish-sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

### **3.22 - Cheating**

Christ the Teacher Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz, or any assignment, or forges a signature on any test, note, or report, the person cheating may receive a failing grade on the test or assignment, and any person facilitating the cheating may also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence may also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

- Leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
- Writing answers on desktops, clothing, or on hands, legs, arms, and other parts of the body
- Using hand signals
- Looking at another's test paper
- Copying another student's assignment and/or homework
- Talking with another student during a test period
- Writing down answers copied from others when tests are handed in
- Talking with students from previous class periods to get test information
- Using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz, or test
- Handing in a paper for credit that has already been graded in another class, without the approval of the teacher

### **3.23 - Disturbances**

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

### **3.24 - False Fire Alarms and Fire**

Any student involved in activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine.

**Arson is a felony.** Any student who sets a fire on school premises may be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior may be

suspended or expelled.

### **3.25 - Forgery**

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent's signature is required may result in disciplinary action.

### **3.26 - Gambling**

Students gambling on school/parish grounds is not allowed.

### **3.27 - Hazing**

Hazing in any form or of any type is not allowed at Christ the Teacher Catholic School and can result in suspension or expulsion from school.

### **3.28 - Insubordination**

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

### **3.29 - Leaving Assigned Area without Permission**

Any Christ the Teacher Catholic School student who leaves his/her classroom or any other area to which the student is assigned will be subject to disciplinary consequences.

### **3.30 - Leaving School Grounds without Permission**

Any Christ the Teacher Catholic School student who leaves the school grounds without permission from the school is subject to receive a suspension or expulsion for his or her actions.

### **3.31 - Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online.

Research conducted via the Internet should be appropriately cited, giving credit to the original author. Students who use plagiarized material are subject to a reduction in grades and disciplinary consequences.

### **3.32 - Profanity**

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

### **3.33 - Respect for Property**

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

### 3.34 - Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing, and other similar conduct by students will not be tolerated on the school/parish premises or at school-sponsored activities, or on school transportation. Students caught smoking may receive a suspension and or expulsion for their actions.

### 3.35 - Theft

Any student involved in theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with a possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

### 3.36 - Searching Student Belongings

Christ the Teacher Catholic School has the right to search anything that a student brings onto the school campus (including cell phones). In addition, the school has the right to search backpacks and/or lockers at any time.

### 3.37 - Weapons

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school-provided transportation, or in areas of facilities while being used for school purposes may result in expulsion. Police may be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate, or injure is treated as a dangerous weapon.

Likewise, a facsimile of any weapon used to threaten, intimidate, or coerce will be treated as a real weapon.

Any fireworks or explosives (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration may call the police first then parents or guardians will be called.

#### **WEAPON PROCEDURES**

- Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.

- Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student will be prohibited from coming onto school property while the principal's investigation is ongoing. The school will ask for a copy of the police report and, if available, the police report number will be noted in the Notice of Expulsion.
- The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
- If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is ineffect.
- In cases that result in expulsion, the student has the right to appeal. The information for the due process is outlined below.
- During the appeal process, the accused must honor the "no trespassing" order.
- As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
- These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

### **3.38 - Appeal Process for All Disciplinary Actions**

When a student and/or his/her family utilizes the appeal process, the procedure is as follows:

1. The appeal request must be made within two weeks of disciplinary action.
2. The appeal request must be submitted in writing and must be delivered to the office of the principal.
3. The principal and an appeals committee of faculty appointed by the principal will be called to hear the appeal presented by the student and/or family.
4. The decision of the appeals committee is usually final. Only the pastor may overturn the decision.
5. The decision of the pastor is final.

## **4 - Admissions and Enrollment Policies**

### **4.1 - General Information**

It is understood that Christ the Teacher Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered by the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains

enrolled, at the discretion of Christ the Teacher Catholic School. Christ the Teacher Catholic School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct that is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

#### **4.2 - Admissions Policies**

Enrollment in Christ the Teacher Catholic School will generally be allocated in the following order of priority:

- Current Christ the Teacher Catholic School Families. A current Christ the Teacher Catholic School family is a family who has a student currently enrolled at the school. Siblings of currently enrolled students have priority of acceptance.
- Active parishioners of Holy Family Parish who are new to the school.
- Active parishioners of other Catholic parishes in the local area.
- Active parishioners of a parish outside the local area who currently have children enrolled in a Catholic elementary school and are transferring to Holy Family Parish.
- All others.

As in all school policies, the final decision is made by the Principal and Pastoral leader of Christ the Teacher Catholic School.

An "active parishioner" is defined as a family that is registered at Holy Family Church, participates in weekly Mass, completes an annual stewardship card, contributes as pledged, and actively participates in church activities/ministries.

Christ the Teacher Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships.

Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.

#### **4.3 - Placement**

Students registering for kindergarten must be five years of age on or before August 31 of the year for which they are applying for admission. Students registering for first grade must be six years of age on or before August 31 of the year for which they are applying for admission. There are no exceptions to this requirement.

Students will be placed in the proper grade according to their successful completion of the previous grade-level work. For students applying for admission to grades first through eighth, acceptance will be dependent on previous academic records, behavior records, current teacher(s) recommendation(s), and interviews with both parent(s) and child. All new students, kindergarten through eighth grade, may be assessed prior to acceptance.

All new students are placed on probation for their first quarter at Christ the Teacher Catholic School.

A student may be asked to leave the school during the probationary period if either his/her

behavior or academic effort is unacceptable or if the school feels that it cannot meet the academic, behavioral, or emotional needs of the student.

Christ the Teacher Catholic School strives to limit enrollment to 24 or smaller students in each class though unique circumstances or staffing situations may require larger class sizes at times.

#### **4.4 - Application & Enrollment Process**

Application materials are available in February. All deadlines and dates are made available on our website.

Completed application form, fee, and supporting documents are required for admission. Once admission is offered, families will enroll their child(ren).

After the specified February deadline, enrollment is open on a first-come, first-served basis to wait-listed families, current families who did not meet the February deadline, and any new families seeking enrollment.

Promissory notes will be sent to enrolled families whose accounts are current. Non-refundable registration fee must be turned in to complete registration.

A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students upon registration.

#### **4.5 - Admission for Re-Registration**

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must re-enroll their students by the posted date in Jan/Feb. If a parent does not complete the re-enrollment process, the student may be removed from the class list for the next school year and their spot is open to families looking to come to CTCS.
2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded), and health/medical compliance. The registration fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

#### **4.6 - Statement of Nondiscrimination**

Christ the Teacher Catholic School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, sex, sexual orientation, color, national and ethnic origin, age, or disability in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate based on race, sex, sexual orientation, color, or national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under

some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

#### **4.7 - Students with Learning Differences**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Christ the Teacher Catholic School shall decide whether it can provide an appropriate education for that child considering the school's resources and staff/support capacity. Each child will be considered on an individual basis. Christ the Teacher Catholic School will consider:

- the severity and degree of the disability.
- the level of support needed from special services and any special equipment or related services the student may require.
- the school's resources, such as available support personnel, class size, and accessibility of school facilities.
- the accommodations, if any are necessary, and the school's ability to provide those accommodations.
- the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
- Any other considerations that may apply to the situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Christ the Teacher Catholic School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based on his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs.

Christ the Teacher Catholic School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Christ the Teacher Catholic School will not discriminate against otherwise qualified individuals based on disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Christ the Teacher Catholic School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, and consultation with the student's family.

**Phase 2: Assessment** – Comprehensive assessment through the local public school or through private and/or professional consultants.

**Phase 3: Planning and Placement** – Determining the most appropriate and affirming long-term

educational plan for the student. A modified plan would be created to match the needs of each individual student with ongoing communication and assessment.

#### **4.8 - Withdrawal of Students**

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Christ the Teacher Catholic School of the withdrawal via a note/email to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

#### **4.9 - Withdrawal Regarding Financial Matters**

Christ the Teacher Catholic School enters covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. For Christ the Teacher Catholic School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees.

A percentage of the semester tuition is charged for each week that the student was enrolled from the beginning of the semester through the week in which enrollment was terminated, according to the following schedule:

Week of Enrollment (% of Tuition Charged)

One (20%); Two (35%); Three (50%); Four (70%); Five (90%); Six (100%)

The date of termination will be the Friday of the week during which the principal receives written notification from the family that the student is terminating enrollment.

The withdrawal of a student does not automatically release a family from financial obligations.

Collection of tuition and other fees may be waived only in the following cases:

1. the family relocates their residence more than 30 miles from Christ the Teacher Catholic School
2. the student is dismissed from the school
3. the principal determines that the school cannot appropriately meet the academic, behavioral, or emotional needs of the student.
4. The registration fee is non-refundable under any circumstances.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

Any balance that remains unpaid for a year may be sent to a collection agency.

### **5 - Rights of the School and Relationships**

#### **5.1 - Principal Privilege**

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the Pastor and Executive School Board. Parents will be notified of any changes



in the handbook through the school newsletter.

### **5.2 - Respect for School Property**

Care of school property portrays a sense of pride and strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

### **5.3 - Search and Seizure**

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, cell phones, briefcases, purses, backpacks, clothing, and other items in a student's possession. The local police, using drug-detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **5.4 - Use of Student Information and Pictures**

The school reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or videos. Parents are asked to complete a Permissions Form to select their preference for use of photos taken during school activities. Families must also give permission to use classrooms and to access the internet and to be added to the school directory. Student names may be used in promoting student success (e.g., honor roll, student service, athletic success, etc.).

### **5.5 - Use of School/Parish Grounds**

Christ the Teacher Catholic School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

### **5.6 - School/Home Relationships**

Christ the Teacher Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Christ the Teacher Catholic School may require parents to withdraw their children and sever their relationship with the school.

## **6 - Financial Policies**

### **6.1 - General Information**

- Neither the subsidized nor the regular tuition rate fully covers the cost to educate a child at Christ the Teacher Catholic School.
- The Executive School Board, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
- All tuition contract/covenant obligations for the prior year must be paid in full to ensure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth-grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.
- Any check returned for non-sufficient funds will result in a \$35 service fee.

## 6.2 – Tuition Goals

- To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
- To foster a trusting, community relationship between the parish, the school, and the Catholic family.
- To generate funds so the school has a solid financial base that can more effectively improve programs and services.

## 6.3 - Christ the Teacher Catholic School Tuition Policies

Christ the Teacher Catholic School services are financed through tuition and fees, fundraising, and contributions from various benefactors (individuals and entities). Since most of the revenue is derived from tuition income, payments must be made in a timely manner.

Families who do not remit regularly scheduled tuition payments, as signed by the Promissory Note, will be considered delinquent and are subject to incurring late fees. Families with delinquent tuition balances may be subject to the following:

- A payment contract to ensure your child continues at CTCS
- Loss of eligibility for re-registration
- Withholdings of school records and/or report cards

## 6.4 – Tuition Payment Options

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to a well-managed school, the following policy applies to tuition payments.

Plan A: One annual payment – Due on or before June 30<sup>th</sup>

Plan B: 10-month payment – Due September through June using FACTS

Plan C: 12-month payment – Due July through June using FACTS

Payment Plans B & C must use the FACTS tuition management plan (unless other arrangements have been made with the CTCS Bookkeeper). All tuition paid through FACTS will be deducted from a checking or savings account. Families may also choose to have tuition charged to a credit card via FACTS. All fees associated with the use of a credit card for FACTS account payments are to be paid by the family. FACTS charges a monthly late fee on all accounts when payments are late. Charges will continue to accrue until all fees are paid in full.

If a family has an unforeseen financial situation arise which will cause a payment to be late, the principal or bookkeeper must be contacted before the due date to make acceptable payment arrangements. If the account becomes 90 days past due and you do not make satisfactory arrangements with the principal or bookkeeper, your child(ren) will be excluded from school.

## 6.5 – Divorced or Separated Parents

Christ the Teacher Catholic School typically requires one enrollment form and one tuition contract per family, signed by one parent. In a sole custody situation, the custodial parent will be expected to sign the contract and be legally responsible for making timely payment of all tuition and fees owed to the school. If the non-custodial parent signs the contract, he/she will be legally responsible for

making timely payments to the school for all tuition and fees. In the case of joint custody, parents may choose to have two separate tuition contracts which can be designated in FACTS. Christ the Teacher Catholic School will not be involved in disputes about how to divide the cost of the child's education. Reimbursement between parents and/or others will be left to the parents.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree and parenting plan with the school office at the time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

#### **6.6 - Promissory Notes**

- Each family signs a Promissory Note, agreeing to the rights and responsibilities each must promote the common good of the Christian community in accord with Catholic teachings, traditions, and tenets as directed by the principal and pastoral leader at Christ the Teacher Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements of the partnership between the school and each family. Questions or concerns about the promissory note should be addressed to the principal or the bookkeeper.
- The person who signs the Promissory Note is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract must occur in writing and have the approval of the principal.

#### **6.7 - Involvement through Stewardship**

Christ the Teacher Catholic School is part of the larger community of Holy Family Parish. As a parish community, we embrace stewardship in the form of contributing our time, talent, and treasure.

Each family makes a commitment to this program by signing the Tuition Contract each year.

##### **1. Parent Hours (20 hours) Kindergarten-8th Grade Families Only**

Parent hours are hours earned while working at any school-approved event. For every hour a volunteer works, their family will receive 1 volunteer hour. Parents, Grandparents, and siblings over the age of 16 are eligible to work to earn Parent Hours.

Families that complete their total hour requirements can donate extra hours to help others meet their total hour requirement. The family to receive donated hours must have 75% of their total hour requirement completed before they may receive credit for donated hours. All families have until the last day of school to complete their total hour requirements. All unfulfilled hours charged will be posted to FACTS accounts at the end of June. The unfulfilled hours will be charged at \$35.00 per hour. No credit and/or adjustments shall be made after June 15<sup>th</sup>. It is the parent's responsibility to record all Parent Hours by the last day of school. Parent Hours must be recorded using the work credit report located on the school's website.

##### **2. 365 Raffle**

Each family is required to sell a minimum of 6 books (Kindergarten-8<sup>th</sup> grade) and 3 books (Pre-School) once you have sold your allotted books you then may check out more books.

Per Washington State Gambling Commission requirements: ALL 365-DAY RAFFLE TICKETS MUST BE RETURNED THE LAST DAY OF SCHOOL PRIOR TO CHRISTMAS BREAK EACH YEAR. Tickets may not be turned in after that date. The Washington State Gambling Commission requires, as a matter of law that all raffle tickets must be accounted for before the raffle is scheduled to begin, and that all those participating in the raffle are 18 years of age or older. To ensure the return of all raffle tickets, any family who does not return their tickets before the above-mentioned date will be billed for those tickets on their January Tuition Statement. The fee/billing is non-refundable, even if the tickets are returned in January, the tickets are not entered into the drawing. Lost or stolen tickets must be reported immediately so the proper paperwork may be completed for the school records.

### **3. Mardi Gras**

Mardi Gras is one of the school's major fundraisers and Kindergarten-8th grade families are required to help with one shift or will be charged a \$300.00 penalty. Opportunities to complete the required shift will occur both prior to the event and during the event weekend. Families, friends, alumni, parishioners, and community members are encouraged to attend this celebration. A live and silent auction, dinner, and dance make up the event.

### **4. Elephant Ear Booth**

Each Kindergarten-8 family is required to work 3 shifts at the Central Washington State Fair Elephant Ear Booth. Pre-school families are required to work 1 shift. This is one of our school's largest fundraisers and your participation is essential to our success. If volunteers are unable to fulfill their obligation, it is their responsibility to find a substitute. Failure to work will result in a \$300 penalty/shift.

## **6.8 – Tuition Assistance Guidelines**

Christ the Teacher Catholic School is committed to providing quality Catholic education to all children who wish to attend. Tuition assistance is available to those families who qualify. Applications for tuition assistance must be completed through FACTS. Completing an application does not guarantee an assistance award. Since funds aren't endless for tuition assistance, it is imperative that applications for financial assistance be made when the date is published. Applicants will be notified of tuition assistance awarded.

*There are multiple forms of tuition assistance available to students at Christ the Teacher Catholic School. The first is from the Monsignor Ecker Foundation, a foundation named in honor of Monsignor John A. Ecker and his commitment to Catholic education at St. Paul Cathedral Catholic School and now, Christ the Teacher Catholic School. Another form of assistance comes from the generosity of the Central Washington Catholic Foundation and their Tuition Assistance Program (TAP). A third form is provided directly from Christ the Teacher Catholic School and generous Angel Donors who donate to the school, specifically to support financial assistance. All are need-based assistance programs. You may apply for all forms of aid by completing the FACTS Tuition Assistance Application.*

Once FACTS confirms completion, a decision on tuition assistance will be made by the Tuition

Assistance Committee. Assistance awards are based on financial need only. Each new school year, the applicant must reapply for tuition assistance. Any special circumstances will be handled confidentially by the principal and pastoral leader. The administration will determine the process and amount of tuition assistance based on specific criteria. Families will receive notification from the administration regarding their tuition assistance award. Tuition assistance awards are confidential and should only be discussed with the school administration.

Emergency Financial Aid: Life status changes occur, and Christ the Teacher Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## **7- School Policies**

### **7.1 – Daily Schedule**

School begins promptly at 8:00AM each day and dismisses at 3:00 on Monday, Tuesday, Wednesday, and Thursday. On Fridays, school is dismissed at 2:00PM to accommodate weekly faculty meetings. Children should not come to school before 7:00 AM since there is no supervision prior to that time. Children staying past 3:15 PM and not participating in after-school programs will be sent to the After School Enrichment program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

### **7.2 - Calendars**

The school year calendar is available on the school's website or directly at <https://www.calendarwiz.com/ctcsyakima> . Families, through CalendarWiz, can sync the school calendar to their devices through iCal; this data is synced in real-time and includes detailed notes on school events. School events will be updated in the weekly newsletter. The monthly calendar is also posted on the school's website. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is published, families will be notified via email and through the school's website.

### **7.3 - Attendance**

#### **Absences**

School hours are from 8:00 AM to 3:00 PM (2:00PM on Fridays). Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. It is the responsibility of the parent or guardian to call the school office (575-5604) or email Ms. Elizabeth Armenta, [earmenta@ctcsyakima.org](mailto:earmenta@ctcsyakima.org), at the start of the school day to report an absence. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

**Upon the student's return, his/her parent(s) must send a note explaining the reason for the absence.**

Daily attendance is an integral part of the educational experience at Christ the Teacher Catholic

School. The classroom instruction and interaction between students and teachers are extremely important and cannot be readily duplicated. **Illness should be the reason for nearly all absences.** The absence of students from school during the school year for family vacations, travel, or other reasons not related to school functions, is not recommended.

If a student is absent more than 10 days in a quarter, a parent conference will occur, and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

No student may leave the school grounds during school hours without the written authorization of the student's parent or guardian.

### **Tardies**

The school classrooms open at 7:45 AM and a student is considered tardy if he/she is not in his/her classroom at 8:00 AM. When a student is late for school, the parent (or adult who drops off the student at school) must accompany the student to the school office to get a late slip and sign them in. This must take place before the student can go into the classroom.

Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. Tardiness is considered excessive when the student has been tardy three (3) times in a one (1) month period or eight (8) times in a trimester. Excessive tardiness may result in a parent- principal conference. Students who are excessively tardy may be held in the main office until the next subject change to minimize disruption to other students.

**Teachers and the school office should be emailed in advance when a student is going to be late to school due to an appointment. Email your teacher directly or [earmenta@ctcsyakima.org](mailto:earmenta@ctcsyakima.org).**

Attendance at Tuesday and Thursday Mass are an important part of our religion program. Tardiness or absence from Mass may affect the student's religion grade. Consult teachers' individual requirements for more detail.

### **Appointments**

Please arrange for appointments outside of school hours whenever possible. If a student must leave during the day a note must be sent to the teacher in advance or on the morning of the appointment. This allows both teacher and student to be aware of the student's departure ahead of time and reduces the disruption to class time. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

### **Vacations**

Daily attendance is an integral part of the educational experience at Christ the Teacher Catholic School. The classroom interaction between students and teacher, as well as more formal instruction,

is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations and arrange trips during school breaks. Students are responsible for all work assigned during their absence. Nonetheless Parents need to send a letter to the teacher(s) to notify the school of any vacation and the dates the student will be absent. Teachers will not gather or hand out work prior to the vacation. Upon return, it is the student, parent, and teacher's responsibility to communicate regarding missed assignments. It is the parent's and student's responsibility to cover concepts and skills taught while the student was gone. Long-term projects are due on assigned dates or upon return. While homework can be made up, there is no replacement for the actual teaching of concepts in class. Excessive absences for reasons other than illness may be reflected in a student's learning and grades.

A student who misses 8 or more classes in one trimester in Art, PE, STEM, Music, and/or Spanish may not receive a grade from the class in question.

Parents, if you go out of town without your children, please inform the school office of the dates you will be gone and who will be supervising your children.

#### **7.4 - Lost and Found**

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

#### **7.5 – Educational Records**

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before the information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out/printed in the Family Directory will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

#### **7.6 – Transfer of Student Records**

If a parent is registering a child in another school, Christ the Teacher Catholic School will release the student's records upon receipt of a "Request for Records Form" from the school where the student

is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent must be discharged before records are forwarded.

### **Types of Records**

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file and recorded at the parish office where sacraments were first received.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Christ the Teacher Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school health office. Parents are asked to update this information each fall or when necessary, during the school year, to ensure the safety of their children.

### **7.7 – Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Christ the Teacher Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.



3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Christ the Teacher Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, Christ the Teacher Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Christ the Teacher Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605.

## **7.8 – Parents and Guardians**

### **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### **Divorced or Separated Parents**

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure.

Upon registration or change in status, the parent must file a court-certified copy of any restraining order, parenting plan, custody decree, divorce decree, residential schedule, or other court order with the school office at the time of registration or change in status. The paperwork must be certified by the Clerk of the Court of jurisdiction, the same court which made the parenting or custody determinations. The school will abide by the guidelines of each individual plan. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all

obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## **7.9 – Phones and Electronic Devices**

### **Cell Phones**

Students are discouraged from bringing cell phones to school. If necessary, upon arrival, students must turn the phones off and place them in a basket in their homerooms or at the main office. Cell phones may be retrieved at dismissal. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playgrounds, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### **7.10 - Office Phone Use**

The school office is open from 7:30 AM to 4:00 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### **7.11 - Electronic Devices**

The use of electronic communication devices (excluding the school-issued iPad) during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, iPods, Gameboys, and other hand-held games or music devices.

The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features, including the school-issued iPad, on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as and treated as cheating.

## **8 - Appearance Code**

The physical appearance of students should reflect the standards of excellence expected of students at Christ the Teacher Catholic School. These rules of dress help foster a positive school environment. The dress code will be implemented from the first day of school. Students not meeting the uniform requirements on any given day will be issued a "Uniform Reminder Notice" that will be sent home to parents and a copy will be given to the principal. Notice to the parents will be required to be signed and returned the next school day. Repeated uniform violations may result in a parent/teacher/principal conference and possible disciplinary action.

Any interpretation of the guidelines is at the discretion of the Administration.

### **8.1 - Uniform Expectations**

Parents are expected to help children keep the school uniform code. At Christ the Teacher Catholic School we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure, and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

### **8.2 – General Appearance Code Rules**

All clothing must . . .

- Be the correct size
- Fit properly
- Be neat, clean, and in good repair
- Under clothes should not be visible.
- No writing on hands or body.

### **8.3 - Shirts**

- Polo style shirts in red, white, or navy.
- Button up shirts or blouses in white.
- All shirts worn under uniform shirts must be white with no writing.
- All shirts must have short or long sleeves; no cut off shirts.

### **8.4 - Sweatshirts and Jackets**

- All students may wear a CTCS sweatshirt in the classroom.
- Other types of coats, jackets, and sweatshirts may be worn outside as needed, but not worn in the classroom.

### 8.5 - Bottoms

- Pants and shorts must be navy, twill, or corduroy material.
- Middle School: Pants and shorts can be navy or khaki.
- Loops, cargo pockets, or exterior pockets on pant legs are prohibited.
- Girls may wear jumper-style dresses or skorts in navy blue but must be no more than 3" above the knee.

### 8.6 - Socks and Footwear

- Socks must be red, white, navy, or neutral color. Both socks must be same color.
- Leggings may be worn under skirts, dresses, or skorts.

All shoes must . . .

- Be matching
- Have a back
- Have no more than a 1" heel.

\* Dress boots are allowed.

\* Snow boots are allowed outside only during inclement weather.

### 8.7 - Hair

- A student's hairstyle should be conservative and not detract from but enrich the Christ the Teacher Catholic School learning environment.
- Hair should not be distracting.
- A student's hair must be regularly maintained, neat, and clean in appearance.
- A student's hair must be worn out of the eyes.
- Students' must maintain natural hair color. Please do not color or highlight students' hair during the school year!
- Exaggerated styles (e.g., razor cuts, designs, mohawks, excessive use of gels/spray) are not permitted.

### 8.8 - Hats

- Hats may be worn outside. Hats, sunglasses, or any other headgear (scarves, hoods), should be removed once inside.

### 8.9 - Jewelry & Adornments

- Girls may wear small post earrings in ears only; loop or dangling-type earrings are prohibited.
- Boys may not wear earrings.
- Rings, necklaces, and/or bracelets may be worn in moderation.
- Visible tattoos are not permitted.

### 8.10 - Makeup

- Natural makeup is allowed.
- Girls may paint their nails.
- Fake nails or acrylic nails are not allowed.

### **8.11 - PE Uniform**

K-5 = Same as the daily uniform.

6-8 = Students must change clothes for PE class and return to regular attire. Students may wear any CTCS t-shirt/sweatshirt. Tank tops are not permitted. Students may wear appropriate athletic shorts or sweatpants. Black athletic shorts/sweatpants are recommended. Spandex-style shorts, uniform shorts, yoga pants/tight-fitting pants are not permitted for PE. Students must wear tennis shoes or sport shoes.

### **8.12 - Non-Uniform Days**

#### **CTCS Spirit Fridays**

New for the 2022-2023 school year, the appearance code on Fridays is slightly modified to support CTCS Spirit Fridays. ALL regular policies regarding appearance and school attire are the same EXCEPT:

- Students may wear any style of shirt so long as it is a "Christ the Teacher Catholic School" shirt and includes CTCS logos/branding. Shirts purchased on the school's Sideline Store with BSN are acceptable. However, shirts must still be modest, neat, clean, and in good repair.

#### **"Fun Dress Days"**

On special occasions and with ample notice, "Fun Dress Days" may be awarded to students, classes, grades, and the entire school. "Fun Dress Days" are opportunities to come to school in a more relaxed dress code. However, there are still regulations:

- Shirts do not have to have a collar or be a certain color. Sweatshirts are also permitted. Any shirt/sweatshirt with words or logos must appropriately recognize Christian values and be respectful to all students. This is not the opportunity for political statements. Tank tops, muscle shirts, midriff-bearing shirts, sheer clothing, and tight tops are still not permitted.
- Jeans, shorts/skirts (no higher than 3" above the knee), athletic shorts, and sweatpants are permitted but must be free of holes, patches, and frays. Tight-fitting bottoms and yoga pants are still not permitted.
- Students may wear any style of sock so long as they are matching, appropriate/non-offensive.
- All other categories (jackets, footwear, hair, hats, jewelry/adornments, makeup) of the appearance code remain unchanged on "Fun Dress Days".

Interpretation of the appearance code is under the discretion of the administration. If you have questions about the appropriateness of a clothing item or any condition of the appearance code, please contact Mr. Lamb. It's suggested families do this before removing tags from clothing and wearing it. This also pertains to hair styling, nails, tattoos, makeup, etc.

## **9 - Communication**

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Christ the Teacher Catholic School. All pertinent general school information will be posted on the school website.

Correspondence from the school is delivered to families in several ways including but not limited to email and telephone. Important information such as weekly school and classroom newsletters and other materials may be sent via email to every family each week on Monday in the emailed weekly newsletter. **To be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive.** On occasion, communication will be sent home with students.

### **9.1 – with Principal**

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. For the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

Questions or concerns regarding Christ the Teacher Catholic School should be taken to the proper person according to the following sequence: The teacher should be contacted first if the problem pertains to the classroom or teacher. If the problem has not been resolved after discussing it with the teacher, or if the problem pertains to general school policy, the principal should be contacted.

### **9.2 – with Faculty**

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

### **9.3 - Electronic**

Whether occurring within or outside of Christ the Teacher Catholic School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

#### **9.4 - Directory**

The Christ the Teacher Catholic School school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The Christ the Teacher Catholic School school directory is intended solely for the use of Christ the Teacher Catholic School families and employees to strengthen their mutual support and the education of CTCS students, and any other use of the information in this directory is strictly forbidden.

#### **9.5 – Social Media**

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Christ the Teacher Catholic School students and their parents must adhere to and sign the Christ the Teacher Catholic School Internet Use Terms and Conditions form.

### **10 - Healthcare**

Christ the Teacher Catholic School strives to maintain a healthy environment, and sick and injured students are attended to immediately. If a child is too sick to stay in the classroom, they must be picked up immediately. The school keeps health histories and immunization records on file in the school office. These are completed during registration. Please notify the school office immediately if there are any changes to your child's health condition throughout the school year.

#### **10.1 - Health Aid Area**

A Health Aid area is in the school office. This area is staffed by school staff and volunteers who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

#### **10.2 - Medication**

Christ the Teacher Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Christ the Teacher Catholic School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy.

Only a designated and trained staff member(s) will administer medication.

Students at Christ the Teacher Catholic School are not permitted to have either prescription or non-prescription medication (including cough drops) in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency.

Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed, and current permission from parent or guardian, and identification of staff members who may administer the medication.

- An emergency allergy self-injector (i.e., an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e., an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
- Students needing to use an inhaler may always carry one on their person once approved by school administration and documented in the student's medication file.
- Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

### **10.3 – Counseling and Referrals**

School support counseling is available through various local agencies such as Catholic Charities. Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some needs or concerns. It is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or an administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the school office.

### **10.4 – Reporting Suspected Sexual or Physical Abuse or Neglect**

School personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report the incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363- 4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists.



Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Diocesan employee, or volunteer is also urged to call the Diocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

"Reasonable cause" means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

### **10.5 – Immunizations**

Prior to attending a Catholic preschool through high school in the Diocese of Yakima, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in the Diocese of Yakima shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The schedule can be found [here](#): The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA.) authorized to practice in the State of Washington, including the physician's license number.

## **11 – Emergencies and Crisis Procedures**

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, ESD 105, and local fire/police department, Christ the Teacher Catholic School has formulated an ongoing working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

When inclement weather or some other emergency makes it necessary to close school or to open with a late start, information may be obtained by listening/watching the local television stations, social media, and Option C text alerts. Christ the Teacher Catholic School partners with St. Joseph/Marquette Catholic and La Salle High School in trying to coordinate late-starts and/or closings. However, since CTCS is in West Valley School District and has typically the same travel conditions as West Valley, CTCS will try and follow West Valley School District.

Your help in providing and completing accurate information on the emergency forms is essential in ensuring an immediate and successful response.

Extended Care: If school is canceled or starts late, morning extended care will be canceled. If school closes early, extended care will also close early.

Due to recent experiences caused by diseases, individual classes or the whole school may be shut down at any time under the direction of the Yakima Health District, the pastor, and/or the principal.

### **11.1 – Emergency Form**

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is especially IMPORTANT that the school be able to reach at least easily and quickly one parent or specified responsible person

during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

### **11.2 – General Emergencies**

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

### **11.3 – Student Illnesses**

Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school front office or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.

### **11.4 – First Aid, Accidents, Injuries, Reporting**

The principal and school office staff will be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately, and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head, or colliding hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student observed or reported symptoms, will be removed from activities, and observed until an evaluation can be completed by a medical provider.

Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.

Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form within 24 hours.

### **11.5 – Medications**

School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

### **11.6 – Head Lice**

Special additional procedures for lice outbreaks:

- If lice or nits are discovered on a student, the parent will be called immediately to pick up the child and treat the condition.
- The child must be lice-free before returning to school.

- The parent must accompany the child to school for a recheck before the child will be admitted back into class.

### **11.7 - Evacuation & Lockdown Drills**

Signs are posted in each classroom or school area to indicate the proper evacuation route for that classroom or area. Students are to follow the directions indicated on these signs and the directives of the faculty or staff. Silence is to be observed during the entire time of the drill or emergency. All windows and doors are to be closed when the building is evacuated. During a lockdown, all students and staff will remain in their secured building and classroom.

In the case of an emergency evacuation, students and staff will locate to an emergency holding area. Parents will be directed to meet at a designated holding area until notified that students can be picked up. Detailed plans are maintained with the school administration and local law enforcement. They are not revealed or made public to prevent a potential trap situation. Please do not attempt to come to the school as emergency vehicles need easy access to the school. Announcements of emergency evacuations and updates will be made primarily through Option C.

## **12 - Safety at School**

Christ the Teacher Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Christ the Teacher Catholic School.

### **12.1 – General School Safety Guidelines**

Our safety procedures currently include the following:

- The campus is completely fenced. All exterior gates are locked, and the only gate opened is the front gate by the office and is closed from 8:00 AM to 3:00 PM during the school week. Anyone entering the school during the day must come through the front office.
- All visitors who come in through the school office sign in, wear a temporary badge and sign out when leaving.
- Faculty and staff must always wear an identification badge.
- Security cameras are in place with monitoring in the office. Office personnel can see all locations where cameras are positioned.
- Emergency drills are practiced monthly in partnership with ESD 105's School Safety Operations and Coordination Center (SSOCC).

### **12.2 – Student Transportation**

#### **Drop Off/Pick Up of Students**

Students may not be on campus, unless accompanied by an adult, before 7:00 AM.

Preschool families must park and walk their students to their classrooms. When crossing in the parking lot, you must use the crosswalk.

All students will be brought to the gym for dismissal at 3:00 PM. Walkers will be dismissed at 3:15 PM and will meet a staff member to supervise their departure.

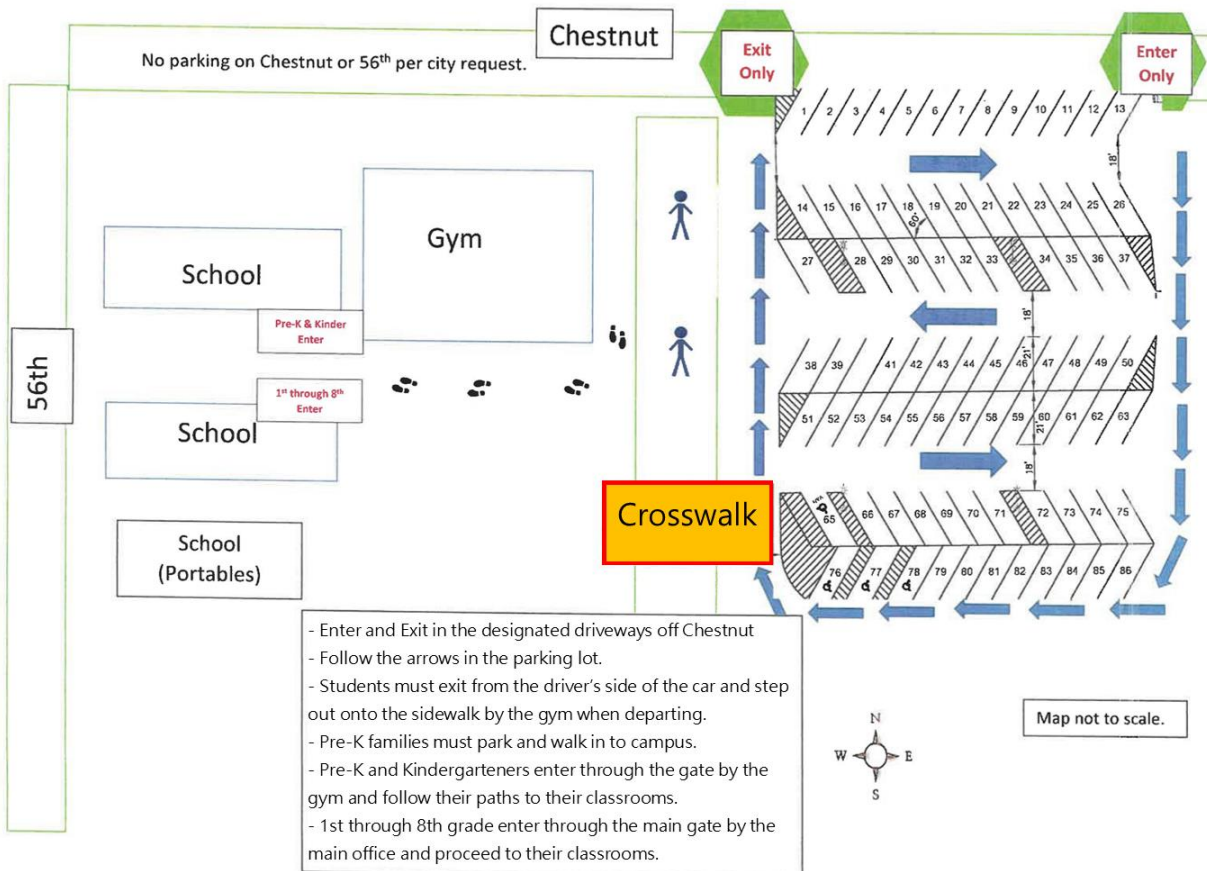
Students must be picked up by 3:15 PM or will be taken to After School Enrichment.

Students may not be picked up in the Rose-Mary Terrace parking or driveway. All students must be picked up in the school parking lot.

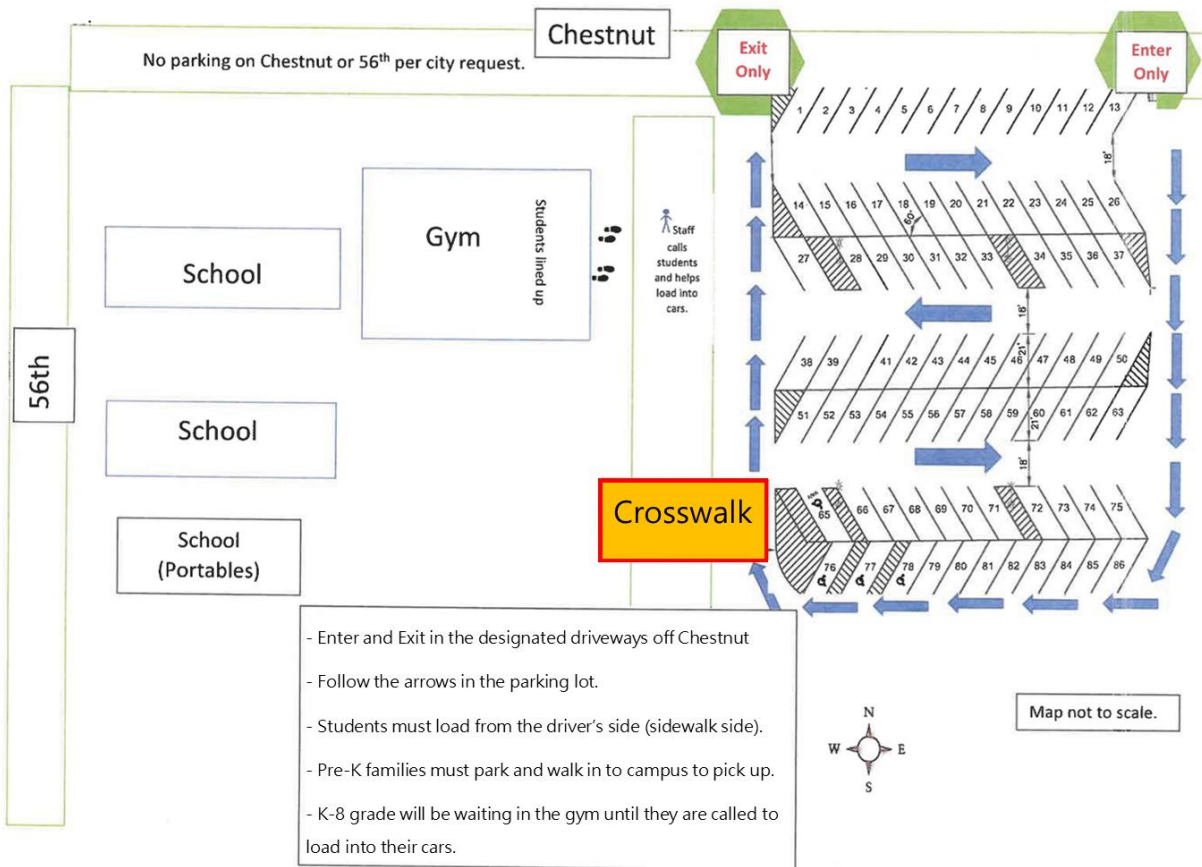
During this high-traffic time and for the safety of our students, we request that you do not use your cell phones while driving on campus.

The safe arrival and departure of more than 230 children depend on having an effective plan that everyone follows. Please partner with us by following these expectations for the safety of everyone.

### Christ the Teacher Catholic School **Drop Off Plan**



## Christ the Teacher Catholic School **Pick Up Plan**



### 12.3- Bicycles/Skateboards/Scooters/Rollerblades

Bicycles may be ridden to school, but students must follow all school and local rules regarding helmets and rider conduct. Skateboards, scooters, and rollerblades may not be used as modes of transportation.

### 12.4 – Pedestrian Safety

Students walking home are required to line up with the teacher on duty before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

### 12.5 – Touching Safety

Protecting God's Children™ program by Virtus is provided and required by the Diocese of Yakima and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers to all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. This is a mandated program from the Diocese; however, if you would choose to have your child opt out of the program, you must sign the Touching Safety Opt Out Form™, available from the classroom teacher.

### **12.6 – Financial Safety**

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

### **12.7 – Asbestos Notification**

Asbestos checks are conducted annually as required by the Diocese of Yakima. Contact the school office for the reports.

### **13 – Extended Care**

Christ the Teacher Catholic School offers an after-school program, referred to as After School Enrichment.

The primary focus of Christ the Teacher Catholic School After School Enrichment is to provide quality onsite supervised care for Christ the Teacher Catholic School. This is not a program intended for extensive activities, but a place where students can be safely supervised.

Students are supervised by Christ the Teacher Catholic School staff that are employees of CTCS.

There is a separate charge for students attending the After School Enrichment program.

### **14 – Lunch Program**

Unfortunately, due to the prior precedent during the pandemic of students eating in their classrooms and to school growth, CTCS no longer has a cafeteria. Students will eat lunch in their classroom with their teacher. If allowed by the teacher, students/classes may eat outside. To begin the 2022-2023 school year, CTCS will not be offering a hot lunch program. However, efforts are currently being made to accommodate some sort of a “hot lunch program” during the year. A change for the 2022-2023 school year will include allowing students access to microwaves. However, it is up to the teacher whether to allow the use of a microwave. Be mindful that there is limited microwave access for an entire class. Families are strongly encouraged to bring a cold lunch from home that does not require heating.

Parents and guests are welcome to join students for lunch. However, just as with all volunteers interacting with students, they need to have met the following criteria.

- take the VIRTUS Safe Environment training mandated by the Diocese of Yakima (training offered through Mr. Lamb)
- complete a background check (form in office)
- show evidence of full vaccination against COVID-19 (form in office)

Volunteers and parents planning to eat with their students should make sure they are up to date with requirements at least two weeks in advance of their volunteer opportunity.

### **15 – Playground Behavior**

Below are the guidelines and expectations to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of

the guidelines may result in disciplinary action. The normal procedure for rule enforcement is for the adult to request appropriate behavior. If an inappropriate activity persists, the student may be relieved of playground privileges and/or assigned detention.

- All students will abide by the agreed-upon rules of the game they are playing.
- Only appropriate sports equipment may be thrown as part of the game.
- All sports equipment is the responsibility of the class to be carried inside the building.
- Permission from the adult on duty is required to be in the building during recess for the bathroom, health room, or office.
- Students are not to go into the classrooms without a teacher or assistant during break time.
- Respect for adults is to be demonstrated.
- Report all injuries to the playground supervisors immediately.
- Stay in fenced areas.
- Once the whistle is blown, all play stops, and students return to their appropriate areas to line up.
- Slides are to be used in the appropriate direction (down only). Only one person sliding at a time.
- No standing on, walking on, or jumping from bars.
- Inappropriate, vulgar, or profane language is not allowed on the playground.
- Spitting is not allowed.
- Keep hands and feet to yourself.
- Play-fighting, fighting, rough games, and contact sports are not allowed.
- The game of TAG, regardless of what it is called, is not recommended.
- Students may not throw rocks, sticks, pinecones, or any projectiles at any time.
- Touch football is allowed; tackle is not.
- Soccer may be played if regulation rules are followed.
- No hanging upside down from bars.
- No balls or jump ropes on the structures.
- Respect each other's personal space.
- Absolutely no hitting of any kind is tolerated.

## **16 – Release of Students**

### **16.1 – Release of Students to Another Adult**

If anyone other than a parent or guardian is sent to pick up students, Christ the Teacher Catholic School requires either written permission signed by the parents or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone, not on the emergency form. Christ the Teacher Catholic School will check the identification of anyone who is not the child's parent and who is picking up a child from school.

## **16.2 – Release of Students to Police**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police but to ensure that the child is being treated appropriately by the police.

## **17 – Parental Involvement**

It is expected that parents will become actively involved in their child's progression through Christ the Teacher Catholic School. It is our hope that this will include assisting with daily assignments for practice/drill sessions over the material, reinforcing the school homework policy, actively participating in APB, attending conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?
10. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

## **17.1 – Sacraments and Religious Education**

Christ the Teacher Catholic School offers sacramental prep for First Reconciliation and First Eucharist. Families are still expected to complete the sacramental process program with either Holy Family or their home parish.

Christ the Teacher Catholic School's Director of Faith and Formation will help coordinate with the school, parents, and the parishes with the sacraments.



Parent meetings for First Reconciliation and First Eucharist will be held throughout the year. Parental attendance is required for the child to receive these sacraments.

Religious education is a life-long process. Our intent is to help the CTCS students along the path toward future spiritual fulfillment, attaining knowledge of traditions of the Catholic Church, gaining confidence in their personal Christian beliefs, and being receptive to changes in the church.

### **17.2 – Visitors and Volunteers**

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a visitor badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building. Visitors and parent volunteers must check out at the front office and return their badges before leaving the school.

Classroom visits must be arranged with the teacher in advance. Classroom disruptions are kept to a minimum and learning time to a maximum.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

Visits to the school by other children are discouraged and rarely granted. The school program is set up to accommodate your child. Visits by children who are not participating in the school program require time from the staff and other students for the day they are visiting.

All visitors will enter the building through the main door of the school. Side doors are always locked, and students/staff are encouraged to keep these doors always closed and not to open them to anyone.

Volunteers will be permitted at Christ the Teacher Catholic School for 2022-2023. All volunteers and visitors must complete the following three steps to be allowed to volunteer at the school.

- take the VIRTUS Safe Environment training mandated by the Diocese of Yakima (training offered through Mr. Lamb)
- complete a background check (form in office)
- show evidence of full vaccination against COVID-19 (form in office)

Volunteers should make sure they are up to date with requirements at least two weeks in advance of their volunteer opportunity.

### **17.3 – Room Parents**

A parent from each K-5 classroom may be selected to assist the teacher throughout the school year as a "room parent." Room parents may facilitate classroom-to-parent communication, coordinate special class functions, and assist with activities.

### **17.4 – Birthday Treats/Invitations/Parties**

Treats for birthdays or special occasions may be accepted. Consider the following items prior to bringing treats to campus.

- Teacher approval and prior planning/coordinating (so that students with food allergies, dietary restrictions, etc. may be accounted for).

- Consideration of classroom students and food allergies, dietary restrictions, etc.
- "Store bought" items are preferred due to food allergies and dietary restrictions.

It is not appropriate to bring individual gifts to school for another student.

Any delivery will remain in the office until the end of the school day. No balloons, flowers, or gifts should be delivered to children at the school. If such items should arrive, the student will need to come to the front office after dismissal to pick them up.

Students cannot hand out party invitations at school. The only exceptions to this rule are if ALL students in the classroom are invited, or if invitations are given to all the girls OR all the boys in the classroom, otherwise please send your invitations by mail or email. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only Christ the Teacher Catholic School students are allowed at classroom parties.

#### **17.5 – School Pictures**

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture-taking day. No parent is required to pay for pictures unless they choose to order them.

#### **17.6 – Animals at School**

Parents must obtain prior approval from the student's teacher and from the principal before they can bring visiting animals to Christ the Teacher Catholic School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

#### **17.7 – Extracurricular Activities**

All extracurricular activities sponsored by the school or parish follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive to prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements. Student-athletes may not play in a game or practice on a day they have missed school or did not participate in PE.

Afterschool programs (Bricks4 Kidz, Kids Code Club, Drama Club, etc.) may be offered during the year.

Middle School sports are offered at CTCS through the Washington Interscholastic Activities Association (WIAA) and the Yakima Valley Gold League.

- Volleyball
- Cross Country
- Girls and Boys Basketball
- Girls and Boys Track
- Baseball

## 17.8 - Altar Servers

Catholic boys and girls in grades 4 through 8 may train to be altar servers. The training takes place throughout each year. The expectation is that servers may be assigned to serve at mass weekly, All Schools Mass, special liturgies, and/or funeral services as needed.

## 18 – Supporting Bodies

### 18.1 - Associated Parent Body (APB)

Every Christ the Teacher Catholic School parent or guardian is a member of the Associated Parent Body (APB), including the School Pastor and Principal. Christ the Teacher Catholic School Associated Parent Body consists of four parts: Social, Religious, Sunshine Committee, and Fundraising

The objectives of the APB:

- to administer parent volunteer programs within Christ the Teacher Catholic School
- to develop between parents and staff such united efforts as will promote the spiritual, educational, physical, and cultural welfare of the CTCS student body
- to bring into closer relationship the home and school so that parents and teachers may cooperate intelligently in the education of the child
- to work with the principal to establish and promote educational, social, and fundraising events for the benefit of the school and to coordinate such events
- attend and assist with CTCS events
- read and comply with the APB policies.

### 18.2 – Executive School Board (ESB)

Christ the Teacher Catholic School is a ministry of Holy Family Parish and the Diocese of Yakima. Membership to the Board shall be by appointment from the parish pastor after consultation with the Parish Pastoral Council and the School Principal. The ESB will consist of 5-8 Members at any time with each Member serving a 3-year term. As the Pastor's sole approval, this membership term can be extended for as many as 2 additional terms, serving a maximum of 9 years. The ESB is established by the Pastor to advise him and the principal in matters regarding the school. It is a consultative body as defined in the spirit of Canon 500.1 & .2 where (in this case) the Pastor is to *"convoke the . . . council, preside over it, and determine the questions to be treated by it,"* and *"is to hear it in affairs of greater importance . . ."* The areas in which the ESB is consulted by the Pastor are:

- planning
- policy development
- public relations and marketing
- curriculum
- finance
- selection of principal under Diocesan policy guidelines

## **19 – Internet and Technology Use Terms and Conditions**

### **19.1 - Instructional Media Support**

Christ the Teacher Catholic School has a 1:1 iPad program for all K-8 students. Students need to bring their iPad fully charged every day for school. Wi-Fi is also available in the classrooms and throughout school buildings for educational purposes.

Families must complete the iPad Program Acceptable Use Agreement before an iPad is issued.

### **19.2 - Computer on Wheels (COW) Cart & K-8 iPads**

Christ the Teacher Catholic School is very proud of its Computer on Wheels (COW) and iPads for K-8 graders. Utilizing these devices is an integral component of the school as technology plays an important role throughout large parts of our curriculum. As a part of agreeing and adhering to this handbook, all students are agreeing to the technology use guidelines and expectations below.

### **19.3 - Technology Use Guidelines & Expectations**

Teachers will go over these expectations in detail, but students are expected to:

- While carrying, always hold their technology with two hands.
- Report any issues with their technology immediately to a teacher.
- Not maliciously use the technology to harm themselves or anyone else.
- Not carelessly handle their technology in a way that could physically damage the device.
- Return their technology to its correct storage location upon completion of use.
- Use only the technology hardware assigned to them and not someone else's.
- Do not handle food and/or drink of any kind around the technology.
- Use the technology for school related purposes only and not for things like games.
- Only access school appropriate and approved websites.
- Save work onto another device such as a USB device or cloud service.

### **19.4 – Internet Use**

The acceptable use agreement for the Internet and any other Internet-related policy and procedures will remain on file with the school. This and other related documents are available for review by all parents, guardians, school employees, and other community members.

### **19.5 – Acceptable Use**

The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of Christ the Teacher Catholic School. The use of Internet resources may not be used in violation of any U.S., state, or local regulations. The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening materials. The Internet resources may not be used to infringe on copyright or to plagiarize material. Students are not allowed to check their home e-mail accounts or that of friends and family.

### **19.6 – Privileges**

The Internet at Christ the Teacher Catholic School is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in

this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Christ the Teacher Catholic School may request the system administrator to deny, revoke, or suspend specific user accounts.

### **19.7 - Etiquette**

All are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send unkind, abusive, or threatening messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not search out, print, or distribute pornography, obscene, or sexually explicit materials.
- Do not reveal personal addresses or phone numbers or that of other students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users. (e.g., downloading huge files during prime time).
- Students will not respond to unsolicited online contact.
- Students are not allowed to access their email, Facebook, or any account at school.

### **19.8 - Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on any Internet access, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

### **19.9 - Vandalism**

Vandalism will result in the cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, or any of the above-listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses. Students are prohibited from purchasing goods and services via the Internet. Students will not be allowed to subscribe to list servers or news groups.

### **19.10- Updating Your User Information**

You must notify Christ the Teacher Catholic School of any changes in your account information (address, etc.) The school will not be held liable for:

- Information stored on school hard drives or servers.
- Information retrieved through the school computer, networks, or online resources.
- Personal property used to access school computers, networks, or online resources.
- Unauthorized financial obligations resulting from the use of school corporation resources and accounts to access the Internet.

Christ the Teacher Catholic School students may not use the Internet without having a signed contract on file.

### **19.11 – Inappropriate Use of Technology Outside of School**

As previously stated in the Behavior Expectations section, Christ the Teacher Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours when that behavior detrimentally impacts the school, its program's reputation, or its students. Thus, inappropriate use of technology (for example, on a home computer, iPads, phones, etc.) may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, staff, or students, offensive communications, and safety threats.

## **20 - Communicable Disease Policy for Catholic Schools**

Christ the Teacher Catholic School follows the Diocese of Yakima's policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

### **20.1 – Acknowledgement of Risk of Covid-19 and Other Communicable Diseases**

Christ the Teacher Catholic School is committed to the health and well-being of our students, faculty/staff, volunteers, and others who are part of the CTCS school community. We acknowledge that the novel coronavirus ("COVID-19"), which has been declared a pandemic by the World Health Organization, poses significant health risks and has affected many aspects of life. It is possible that other communicable diseases could pose risks to Christ the Teacher Catholic School students and others in the CTCS community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, Christ the Teacher Catholic School is following recommendations and guidance issued by the county, state, and federal authorities, and agencies, including Yakima County Health Department, OSPI, and other Centers for Disease Control and Prevention. Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include but are not limited to, illness, and in some cases, death. Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases, and understand their associated risks. To prevent and reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

- Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state, and federal authorities, and agencies, including the Clark County Department of Health, the Centers for Disease Control and Prevention and the Washington Department of Health. Such recommendations include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering, and washing hands with soap and water for a minimum of 20 seconds regularly.
- Comply with all rules, guidelines and protocols adopted by Christ the Teacher Catholic School for reducing the spread of COVID-19 and other communicable diseases.
- Notify Christ the Teacher Catholic School within twenty-four (24) hours if the student (a) has been in contact with someone known or suspected to be infected by COVID-19 or any other

communicable disease; (b) has been diagnosed as being infected by COVID-19 or any other communicable disease; or (c) has been running a fever or exhibiting other symptoms as outlined by Yakima County Department of Health.

Students must stay at home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease or have tested positive for COVID-19 or any other communicable disease. Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, Christ the Teacher Catholic School will contact the student's parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

Christ the Teacher Catholic School will close its campus if Christ the Teacher Catholic School deems it necessary to protect students, faculty/staff, volunteers, and others who are part of the CTCS community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.

### **21 – Purpose of Handbook and Right to Amend**

This handbook is designed as a guide for school families; it is not a comprehensive compilation of all the expectations under which and by which the school operates.

This is an ongoing document, and the school administration makes all final decisions regarding the interpretation of this handbook. The administration also reserves the right to amend this handbook, and any changes to the handbook will be published for school families.

As a parent/student of Christ the Teacher Catholic School, I understand that I must follow the expectations in the CTCS Parent/Student handbook.

The following are the process that will be followed if anything within the parent/student handbook is not complied with:

- Communication in written form will be sent to the parents of any CTCS student, not in compliance.
- Families have two days to rectify the policy violation.
- If the student after two days is not in compliance, the student will be sent home until the violation is rectified.

By signing the parent/student handbook contract, I understand that as a parent/student of CTCS, I am obligated to comply with the policies and procedures put in place in the CTCS parent/student handbook.

# CTCS FAMILY HANDBOOK CONTRACT 2022-2023

We have read a copy of the 2022-2023 FAMILY HANDBOOK. We understand that it sets forth a few school policies, rules, standards, guidelines, and procedures that my child/children and I are responsible for reading, knowing, and following. We understand our responsibility is to conduct ourselves, whether inside or outside school, in a manner that brings credit to the Church and School. Failure to do so may result in removal from the school community.

I have reviewed the handbook with my child/children. I further understand that this form MUST be returned by the date stated below with the required signatures.

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Parent Name <i>(Print)</i>	Signature	Date
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Parent Name <i>(Print)</i>	Signature	Date
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Student(s) Name(s)	Grade	Signature(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____