

Parent and Student Handbook
2023-2024



Christ the Teacher
CATHOLIC SCHOOL

School Office Hours: 7:30 am – 4:00 pm

School Office Phone: 509-575-5604

TABLE OF CONTENTS

I. GENERAL INFORMATION

- A. Principal's Letter
- B. Christ the Teacher Catholic School Mission and Philosophy Statement
- C. Accreditation
- D. History of Christ the Teacher Catholic School
- E. Faculty & Staff 2023-2024

II. ACADEMIC INFORMATION

- A. Academic Integrity
- B. Grading
- C. Academic Honor Roll
- D. Curriculum
- E. Class Placement Policy
- F. Homework Guidelines
- G. Supplies and Textbooks

III. ADMISSIONS AND WITHDRAWAL

- A. Admissions Policy
- B. Placement
- C. Registration Process
- D. Statement of Nondiscrimination
- E. Transcripts and School Records

IV. FINANCES

- A. Tuition
- B. Payment Options
- C. NSF Checks
- D. Tuition Assistance Guidelines

V. ATTENDANCE

- A. Daily Schedule
- B. Absences
- C. Tardiness
- D. Appointments during School Hours

VI. BEHAVIOR EXPECTATIONS

- A. General Rules of Conduct
- B. Fighting
- C. Disciplinary Action for Serious Behavioral Problems/Due Process
- D. The Appeal Process
- E. Possession of Firearms or Dangerous Weapons
- F. Alcohol and Other Drug Use
- G. Uniform Policy and Dress Code

VII. HEALTH SERVICES

- A. Illness
- B. Communicable Diseases/Conditions
- C. Health Screening
- D. Immunization
- E. Medication

VIII. SAFETY

- A. School Safety Procedure
- B. Emergency Closing
- C. Asbestos Notification
- D. Fire/Lockdown Policy
- E. Visitors to the School
- F. Family Directory Information
- G. Custodial/Non-Custodial Parent and/or Guardian Policies
- H. Abuse
- I. Policy on Harassment/Bullying
- J. Volunteers

IX. PARENTAL INVOLVEMENT

- A. Room Parents
- B. Executive School Commission (ESC)
- C. Associate Parent Body (APB)
- D. Classroom
- E. School/Home Relationship
- F. Communication
- G. Involvement through Stewardship
- H. Field Trips
- I. Handing Out Party Invitations at School

X. STUDENT TRANSPORTATION

- A. Enter/Exit parking lot.
- B. Morning Drop off.
- C. Afternoon Pick up.
- D. Map of Drop off.
- E. Map of Pick up.

XI. STUDENT SERVICES

- A. Hot Lunch Program
- B. Media Support
- C. Standardized Testing
- D. Extended Care

XII. STUDENT ACTIVITIES

- A. Extracurricular Activities
- B. Altar Servers

XIII. INTERNET USE TERMS AND CONDITIONS

- A. Laptops
- B. Internet Use

XIV. PURPOSE OF HANDBOOK AND RIGHT TO AMEND

- A. Addendum A

XV. PARENT AND STUDENT HANDBOOK CONTRACT

I. GENERAL INFORMATION

A. Principal's Letter

Dear Christ the Teacher Catholic School Families,

As we begin the 2023-2024 school year, we are praying that God guides our decisions and future vision for the school. You are critical in our planning. It is also critical that your student(s) be on a trajectory of success – both academically and spiritually.

We have hired some excellent new teachers and welcome back some other great teachers. It is important that we all do everything we can to ensure that our children grow to be excellent people in the world and are prepared to be exceptional people in the work world. We need to be looking at the world of work and design our time with our children to be productive for their success. It may take us to look at schooling in a vastly different light and in a way that is different than we experienced in school. To make sure we are designing an education like that, we need your input and participation.

This handbook is focused on how your child can be a productive part of this community. Many of the requirements from our school teach children skills they will need to be successful not only in school but in the world of work. Your encouragement and support are part of the equation for success.

Please read the following handbook carefully so that you and your children can understand what is expected and what that may look like each day of school. If you have any questions, please feel free to contact me.

Peace be with you,

Merrilou Harrison, Principal

509-575-5604

mharrison@ctcsyakima.org



B. Christ the Teacher Catholic School Mission and Philosophy Statements

Mission

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.

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, emotional, and academic growth of CTCS students. It is our aim to develop responsible citizens who serve their community like Christ. We liken this process to the growth of the mustard seed, from **root to branches**; our responsibility being 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 it is our mission to **strengthen their academic core**. It is our responsibility to meet each student where they are and help them realize their greatest potential. We do this through adhering to the Washington State Standards and using best teaching practices to differentiate for all students. We seek to prepare our students to successfully meet the challenges of our global community by striving to enhance their capabilities to critically think and problem solve, reflect on their own 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, 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 of the power of the tiny mustard seed. When planted and nourished, the seed is allowed to grow roots, eventually becoming a mighty tree whose

branches shelter others (Matthew 13:31-32). Similarly, Christ taught that faith the size of a mustard seed can accomplish great things (Matthew 17:20). Our belief is that working collaboratively with families and Holy Family parish, CTCS will provide spiritual, academic, and compassionate growth that that will enable our students to flourish. Like the mustard seed, CTCS is cultivating students and planting seeds in the valley of Yakima, committed to growing students in faith, academics, and service.

C. Accreditation

Christ the Teacher Catholic School is a WCEA Accredited School as of June of 2021. We received a full Accreditation.

D. History of Christ the Teacher Catholic School

Christ the Teacher Catholic School opened its doors in August of 2017 on the corner of 56th and Chestnut in Yakima, Washington. Previously the school was known as St. Paul Cathedral School located at 12th and Chestnut in downtown Yakima, which had 105 years of rich academic history. Christ the Teacher Catholic School is an active part of the Holy Family Parish. The school provides Pre-kindergarten through 8th grade academics and has a strong emphasis on academic excellence along with teaching students and families to fill the role of stewardship throughout their community.

FACULTY AND STAFF 2023-2024 SCHOOL YEAR

Principal: Merrilou Harrison

School Pastor: Father Michael Kelly

Office Manager: Elizabeth Armenta

Bookkeeper: Karen Johnson

Assessment/Intervention: Sara Mortimer

Maintenance / Custodian: Melecio Castro, Aracely Campos

Teachers

Preschool: Sandra Wellner, Stephanie Boyd

Kindergarten: Sydney Snyder, Brenda Jimenez

First Grade: Makena Fischer, Patricia Baker

Second Grade: Debra Wilson, Elyse Endicott, Allison Pfaff

Third Grade: Misty Gaspaire, Deborah Sandlin

Fourth Grade: Tessa Klebaum, Katlyn Schell

Fifth Grade: Madeline Lemerande

K-5 Religion: Jacque Weaver

Academic Tutor/Special Education: Heather Michels

K – 8:

Art/Music: Sandy Bennett

Science / STEM: Pat Ulery

Middle School:

Religion: Sandy Bennett

Language Arts: Jill James

Math: Tim Briffett

Social Studies/History: Marcus Kieltyka

Educational Assistants:

Tanya Bradley, Letty Jaramillo, Teryn May, Andrew Maiocco, Jacque Weaver

II. Academic Information

A. Academic Integrity

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

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

The mission statement of Christ the Teacher Catholic School states that we prepare our students for "academic excellence while nurturing faith and integrity." We set high performance expectations for our students in the belief that they are able and willing to respond to those expectations.

B. Grading

- **The performance scale for all grades, K-5 are as follows:**
 - **4** – Exceeds Standard – The student consistently demonstrates an understanding and application of skills and concepts beyond the grade level standard.
 - **3** – At Standard – The student can consistently demonstrate mastery of the grade level standard. Evidence shows the ability to apply concepts in a variety of contexts.
 - **2** – Approaching Standard – The student can demonstrate partial understanding of the grade level standard. Student produces evidence that may often contain errors.
 - **1** – Not at Standard – The student has not made sufficient progress towards mastering the grade level standard.
 - **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.

Middle School – will continue with A,B,C, letter grades until later in the year

C. Academic Honor Roll (5th – 8th Grade)

The academic honor roll recognition program is recognized quarterly. To be recognized for students' academic achievements they must have turned in ALL work and must have a 3 or higher in the standards covered that quarter.

D. Curriculum

The curriculum at Christ the Teacher Catholic School is based on the Diocese of Yakima. This curriculum is cross-referenced with Washington State Standards.

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 further study includes the following subjects:

- Religion (including the Safe Environment Program and We Believe Religion Curriculum tied to National Standards)
- Mathematics
- Language Arts
- Social Studies/History
- Science
- Physical Education/Health
- Art
- Music – Choir, Band, Orchestra
- Integration of technology into all areas of the curriculum
- Integration of Spanish into all areas of the curriculum

Parents are the primary educators in the faith formation of their children. The role of the school is to support families in this critical aspect of parenting. Since children closely follow the example of their parents, families are encouraged to be active participants in their faith community by regular attendance at Mass and by sharing their time, talents, and treasures with their community.

E. Class Placement Policy

Class placement is determined after the conclusion of school in June. Parents may request a specific teacher by providing a written statement of what they see as the specific needs of their student. Realizing that for many reasons the request may not be met, CTCS staff works hard to place the student where they will find the most success. Class lists are published Mid-August. Lists are final unless unusual circumstances require a change approved by the principal.

F. Homework Guidelines

Homework may be given in all grade levels. The purpose of homework is to provide the opportunity for academic reinforcement. Preparation for assessments / tests within the classroom is the responsibility of each child. The teacher will provide guidance as to how to best prepare for each test.

If a student is having consistent difficulty with assigned homework, the issue should be brought to the teacher's attention. The teacher and parent should work together to find a way to meet the student's need. Individual teachers/grade levels will set their policy for accepting and grading late homework.

G. Supplies, Textbooks, and iPads

Students are responsible for obtaining and maintaining their own basic school supplies. A supply list is sent out to all registered families and is located on the CTCS website. They are also available in the school office. 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 it at the end of the school year, the parents will be billed for the cost of the replacement.

III. ADMISSION AND WITHDRAWAL

A. Admission Policy

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

1. Current CTCS families. A current CTCS is a family who has a student currently enrolled at the school. Siblings of currently enrolled students have priority of acceptance.
2. All others

B. 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.

Students will be placed in the proper grade according to their successful completion of the previous grade level work.

C. Registration Process

1. Registration materials – available for current families in February
2. Complete registration forms and fee – due in the school office in February
3. After the specified February deadline, registration is open on a first-come, first-serve basis to waitlisted families, current families who did not meet the February deadline and any new family seeking enrollment.
4. Promissory notes and **non-refundable registration fee** must be turned in for your child to be registered.

D. Statement of Nondiscrimination

Christ the Teacher Catholic School admits students of any race, color, national, religious, or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to all the schools. Christ the Teacher Catholic School does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policy, athletics, and other school-administered programs.

E. Transcripts and School Records

Educational records are the property of the school. To see your student records please make an appointment at the school office. The principal or his/her delegate must be present while the file is being read.

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

A certified copy of the custody section of any restraining order, parenting plan, custody decree, divorce decree or other court order, which in any manner whatsoever, pertains to children enrolled in this school, and the most recent amendment or modifications thereof, if any, must be filed in the student's official file. 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. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

- **Health cards and records of immunizations** are kept in the school office. Original health records are forwarded to the student's next school.
- **Permanent record cards** are kept at the school. A copy of this record is forwarded at the time of transfer to a new school.
- **Sacramental records** are kept in the student's official file to document the Sacraments of Baptism, First Holy Communion and Reconciliation.

- **Attendance records** are kept on each student. Total days absent and tardy are kept on file.
- **Transfers of records** are made at the time of an authorized request from the receiving school. All records are mailed directly to that school. **All tuition and other fees must be paid in full prior to the transfer of documents.**

IV. FINANCES

A. Tuition

Christ the Teacher Catholic School services are financed through tuition and fees, fund-raising and contributions from various individuals and entities. Since most of the support 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

B. Payment Options

Plan A One annual payment:	Due on or before June 30 th .
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 and C must use the FACTS tuition management plan. All tuition paid through FACTS will be deducted from the checking or savings account. 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 which will cause a payment to be late, the principal or finance individual must be contacted before the due date to make acceptable payment arrangements. If the account becomes 60 days past due and you do not make satisfactory arrangements with the principal or finance individual, your child(ren) will be excluded from school.

Withdrawal Process:

To withdraw a student from Christ the Teacher Catholic School, the parent informs the principal, in writing, of the family's intent to leave the school.

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 (Percentage 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 office receives written notification from the parents that the students is terminating enrollment.

Withdrawal of a student does not automatically release a parent from financial obligations.

C. NSF Checks

Any checks returned for non-sufficient funds will result in a \$35 service fee.

D. 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.

Since limited funds are available for tuition assistance, it is imperative that application for financial assistance be made when the date is published. Applications for assistance must be filled out on FACTS. Applicants will be notified by mail and e-mail of tuition assistance awarded.

V. ATTENDANCE

No student may leave the school grounds during school hours without being signed out of the school office.

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.

Students are to be in class ready to learn at 8:00 am. If students arrive after 8:00 am they need to check in at the office. The students are dismissed at 3:00 pm Monday-Thursday. Any students not picked or who will be attending BASE afterschool will be checked in at 3:15pm (2:15 pm on Friday).

After-School Enrichment begins 15-minutes after school dismissal and goes on until 5:30 PM. Families are charged at \$5/hour in 15-minute-increments starting at 3:15 PM.

A. Daily Schedule- subject to change

7:00 – 7:45	BASE Drop Off
7:45-8:00	Drop off and students report to assigned classroom.
8:00	Class Begins
3:00	Dismissal Monday-Thursday
2:00	Dismissal Friday
3:15-5:30	BASE afterschool program (2:15 on Friday)

B. Absences

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.

It is the responsibility of the parent or guardian to call the school office (575-5604) or email the school office (earmenta@ctcsyakima.org) at the start of the school day to report an absence. Upon the student's return, the parents must send a note explaining the reason for the absence.

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.

Parents MUST fill out a pre-arranged absence form and return it to the school office to notify the school of any vacations and the dates the students will be absent. Individual teachers decide if or what homework to be assigned during the absence.

Upon return, it is the student's, parent's, and teacher's responsibility to communicate regarding missing assignments. It is the parents' 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 actual teaching of concepts in class. Excessive absences for reasons other than illness may be reflected in a student's learning and grades.

C. Tardiness

It is important your child arrives at school on time every day. Both students and parents are responsible for this expectation. If a student is tardy, it impacts the education process, disrupts the classroom, and interrupts the learning of all students.

- A student is considered tardy when not in the classroom in the "ready to learn mode" by 8:00 am. Walking into class at 8:00 am is considered tardy.

- When a student is late for school, the parent (or adult who drops off the student at the school) must accompany the student to the office. This must take place before the student is allowed into the classroom.
- Tardies are considered excessive when the student has been tardy three (3) times in a one-month period.
- Excessive tardiness will result in parent-principal conference and a plan will be created to curb the tardiness of the students.
- For each 6 tardies a month it will be equal to and recorded as one absence that month.
- Teachers and the school office should be notified, in advance, when a student is going to be late for school due to an appointment.
- Attendance at Mass is an important part of our religion program. Students must be at school on time on Mass days. It is important for them to arrive at Mass with their class. The main office will be closed during Mass and any student not arriving at Mass with their class will be counted as tardy.

D. Appointments During School Hours

Please arrange for appointments outside of school hours whenever possible. If a student must leave during the day a phone call to the school office needs to be made the morning of the appointment. This allows the school to be aware of the student's departure ahead of time and reduces the disruption to class time.

VI. BEHAVIOR EXPECTATIONS

A. General Rules of Conduct

1. Behavior

In keeping with Christ the Teachers Catholic Schools' goal of creating a Christian, value-oriented learning environment, the following are the behavior expectations for each student:

- a. Follow directions respectfully.
- b. Speak and treat all others with respect. No bullying or "trash" talking will be allowed.
- c. Display courtesy always on the playground: follow the playground rules.
- d. Maintain acceptable classroom behavior.
- e. Complete assignments on time and submit them in an acceptable form.
- f. Show reverence during prayer and liturgical celebrations.
- g. Adhere to uniform policy and dress code.
- h. No Gum Chewing
- i. Any act which could result in damage, injury, or disruption of the educational process will not be tolerated.

2. Cell Phones
 - a. If a student must bring a cell phone to school the phone **MUST** be turned off during school hours and during, before, and after school times.
(7:40am – 3:15pm, Monday-Friday)
3. Students may not bring to school:
 - a. Laser pointers, illegal substances, firearms or potential weapons, hand-held games, or non-issued electronic devices.
 - b. Toys and stuffed animals from home, unless directed by the teacher.
 - c. If brought from home, items will be confiscated, and the parent will be contacted for pick-up of items.
4. Search and Seizure
 - a. Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and staff.
5. Transition time etiquette
 - a. Individuals need to be respectful of classes in session when walking by other classrooms.
 - b. Students and staff greet one another positively and politely.
6. Lunch/Recess Expectations

During recess and lunch adult supervision is mandated. The rules and expectations of behavior while eating lunch and at recess are expected to be followed.

Lunch:

1. Sit at your desk, talking quietly. You **may not** trade or share food with other students due to the possible presence of allergies and potential for the spread of illness.
2. Order extra milk or hot lunch in the morning in your classroom – not during lunch or trading with others.
3. To be excused from the table:
 - a. Collect all trash on and under your seating area.
 - b. Sweep under your table and chair and wipe your area.
 - c. Sit quietly at your table and wait to be excused.
 - d. Wait for the adult to dismiss your class to line up.

Recess Expectations:

4. Students must stay within the fenced area.
5. Once the whistle is blown, all play must stop, and students return the play equipment to the containers and line up.
6. Students must check in with a recess adult to use the bathroom.

7. Respectful and kind words are used on the playground and in the classroom.

Appropriate Games and Use of Play Equipment

- a. Tag is limited to ONLY the field, NOT the play structure or barked area.
- b. Slides are to be used in the appropriate direction (down only). Only one person sliding at a time.
- c. No standing on, walking or jumping from bars.
- d. Touch football is allowed: NO TACKLING
- e. No hanging on the fences
- f. No building of piles of bark
- g. No throwing snowballs or whitewashing
- h. No balls or other toys on play structure
- i. Respect each other's personal space
- j. Absolutely no hitting of any kind is tolerated.

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.

B. Fighting

Physically fighting or hurting another student is a disrespectful and violent attempt to solve problems and will not be tolerated. Students will immediately be sent home when they are involved in fighting or when their deliberate choice of behavior results in harm or injury to another student. They will not return to school until a parent-student conference is held with the principal.

C. Disciplinary Action for Serious Behavioral Problems/Due Process

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 restricted recess time or reflection time in the office.

OR: Teacher-Student Conference

Teacher and student meet to discuss the problem and complete a plan of action. A copy is sent to the principal and a copy sent home with the student for parent signature.

OR: Teacher-Student-Principal Conference

Teacher, student, and principal meet to discuss the previous and current problems. A plan of action is completed.

OR: Student-Principal-Parent Conference (Teacher may also be present)

Students, 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 of the plan and actions. Students and parents are informed of possible suspension or expulsion if misbehavior continues.

OR: 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. A conference is required between principal, parent and student before student is allowed to return to school.

OR: Long-term Suspension

Continued non-compliance will result in suspension for no less than 3 school days. Parents will be notified, and a conference is required between principal, parent and student before student is allowed to return to school. Parents will sign a plan of action indicating their support.

Homework Policy for Long and Short-Term 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 policy.
- Students must take all books home with them upon suspension and may get assignments from another student.
- Days to turn in work=number of school days out plus one extra.
- Student and Parent need to check Option C for missing work and with teacher upon return.

OR: Expulsion

Parent is notified by phone and student is dismissed that day.

The Disciplinary process follows a defined order of events, unless the offense is so serious it necessitates immediate probation or expulsion:

- | | |
|-----------------------|--------------|
| 1. Conference | 3. Probation |
| 2. Parent Involvement | 4. Expulsion |

Additional Information:

- Any student whose behavior outside the school day detrimentally impacts the school, its programs or reputation, or its students, will be subject to the discipline code of the school as shown above.
- This behavior includes inappropriate use of technology. “Inappropriate use” includes harassment, use of school name, offensive remarks directed to or about individual staff or students, and/or offensive language not in keeping with our Christian values.

D. The Appeal Process

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

- The steps of Due Process (above) are observed.
- The appeal request must be made within two weeks of disciplinary action.
- The appeal request must be submitted in writing and must be delivered to the principal.
- The principal and an appeal committee, appointed by the principal will be called to hear the appeal presented by the student and/or family.
- The decision of the appeals committee is usually final. Only the pastor may overturn the decision.
- The decision of the pastor is final.

E. Possession of Firearms or Dangerous Weapons

It is unlawful for any person to carry onto public or private elementary or secondary school premises, school provided transportation, or area of facilities while being used exclusively by public or private schools, any firearm or dangerous weapon.

Any violation of this by an elementary or secondary school student shall result in expulsion from the school if a firearm is involved and may result in expulsion if any other dangerous weapon is involved. An appropriate school authority shall notify law enforcement and the student’s parent or guardian regarding an allegation or indication of such violation.

F. Alcohol and Other Drug Use

The use or possession by students of illegal substances, including but not limited to tobacco, drugs, alcohol, and various types of inhalants, on school premises or at school-sponsored activities is prohibited and is grounds for disciplinary action up to and including expulsion.

The selling and/or distributing of alcohol and/or illegal substances by students at school, near the school, during the school day or at any school-sponsored activity is an offense of the most serious nature and results in dismissal from Christ the Teacher Catholic School.

G. Uniform Policy and Dress 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. It is the school's responsibility to help students become successful here at school as well as prepare them for higher education and the world of work. Taking pride in their own appearance sets a standard for success in life.

Students not meeting the uniform requirements on any given day will be issued a "Uniform Reminder Notice" that will be sent home to the parent 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 will result in a parent/teacher/principal conference and possible disciplinary action. Any interpretation of the guidelines is at the discretion of the Administration.

1. General Appearance:

- a. Overall appearance should be clean, neat, modest, and simple.
- b. T-shirts worn under uniform shirts must be white in color with no writing.
- c. Jewelry: All jewelry should be modest and simple. Girls may wear small earrings only. Necklaces, rings, and bracelets may be worn in moderation. Boys may not wear earrings.
- d. Natural make-up is allowed, and fingernails may be painted.
- e. No writing on hands or body.
- f. In the classroom, students may wear the Christ the Teacher Catholic School sweatshirt. Middle School students may wear their Christ the Teacher Catholic School sweatshirts, and blue, red, or white crewneck sweaters or sweatshirts without hoods.
- g. NO LOGOS, other colors, or brand names may be worn.
- h. Other types of coats, jackets, and sweatshirts may be worn outside as needed, but may NOT be worn in the classroom.
- i. All clothing must be the correct size and fit properly.

- j. Skirts, dresses, skorts, and shorts should be no more than 4" above the knee. If the uniform pieces become more than 4" above the knee when kneeling the item must be lengthened or replaced.
- k. Shirts and blouses must be worn always tucked in at the waist. Clothing and shoes must be neat, clean and in good repair.

2. Pre-K through 5th grade Uniform:

- a. Polo style shirts in red, white, navy or button up white shirts/blouse. If layering, the color of the shirt under must be red, white, or navy.
- b. Pants must be navy, twill, or corduroy material (NO elastic around the ankles). Girls may wear jumper style dresses or skorts in navy blue that must be no more than 4" above the knee.

3. Middle School Uniform (6th-8th grade)

- a. Polo style shirts in red, white, navy or button up white shirts/blouse. If layering, the color of the shirt under must be red, white, or navy.
- b. Pants can be navy or khaki colored (No elastic around the ankles). Girls may wear jumper style dresses or skorts in navy or khaki that is no more than 4" above the knee.

4. Hair:

- a. Shall be neat and conservative.
- b. Students' hair shall be a natural color.
- c. Bangs shall be above the eyebrows and out of students' eyes.
- d. Boys' hair shall be off the collar, off the ears, and above the Eyebrows.
- e. Girls' hair shall be always out of the face and eyes.
- f. Designs cut into hair are prohibited.

5. Shoes - Only the shoes described below are allowed:

- a. Shoes must be matching, have a back and have no more than a 1" heel.
- b. Dress boots are allowed.
- c. Snow boots are allowed outside only during inclement weather.

6. Socks:

- a. Must be red, white, navy, or neutral color.
- b. Tights or knee-high socks may be worn in the same colors.
- c. Leggings may be worn under skirts, dresses, or skorts.

7. **Hats:**
 - a. No hats, bandanas or scarves may be worn during the school day.

8. **Physical Education Uniform for grades 6,7 and 8**
 - a. P.E. uniform REQUIRED for students in grades 6,7, and 8.
 - b. P.E. T-shirts, sports shorts, tennis shoes and athletic socks must be worn.

9. **Free Dress/Non-Uniform Days Dress Code:** Free dress is a privilege and will be treated as such.
 - a. Free dress day occurs as announced or earned.
 - b. Students may wear clothing other than their school uniform.
 - c. Girls may wear Yoga pants or leggings with a dress, skirt, or a tunic style shirt that reaches their fingertips when standing.
 - d. Jeans and shorts must be free of holes, patches, or frays.
 - e. T-shirts, sweatshirts, or sweaters may be any color.
 - f. Shirts – no tank tops, midriff, or tight tops. Sheer clothing is prohibited.
 - g. Logos, writing, and pictures must be appropriate.
 - h. Skirt or dress hems must be no more than 4” above the knee – shorts, tights, or leggings must be worn underneath.
 - i. Sweatpants are not permitted on free dress days.
 - j. Socks/Shoes-same guidelines as uniform days.
 - k. Sweatshirts, sweaters, coats, jackets-Hoods/hats are not allowed inside.
 - l. Hair-same guidelines as uniform days.

VII. HEALTH SERVICES

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 office immediately if there are any changes to your child’s health condition throughout the school year.

A. Measures used when student or staff become sick:

CTCS has established a place in the office that will allow for the students to be monitored but isolated when they become sick.

CTCS will disinfect and clean the area once the student/staff member leaves campus.

CTCS will ensure that parents/guardians understand they are obligated to pick up a child immediately if called because they are sick or are showing symptoms of being sick.

B. Communicable Diseases/Conditions

PLEASE DO NOT SEND AN ILL CHILD TO SCHOOL. There could be some serious health problems for your child and other students. If your child is ill or his/her fever is higher than 103 degrees, you should contact your health care provider for advice.

Some students have medical conditions that can become life threatening when exposed to: measles, strep, chicken pox/shingles, fifth disease, Rubella, and hepatitis. If your child is diagnosed during the school year with any of these diseases, please call the school office immediately.

WHEN SHOULD I KEEP MY CHILD HOME?

STUDENT'S SYMPTOMS/DIAGNOSED ILLNESS:	STUDENT MAY RETURN TO SCHOOL WHEN:
Fever greater than 99 degrees	Temperature below 99 degrees for a minimum of 24 hours WITHOUT use of fever-reducing medications
Rash or rash with fever-new or sudden onset	Rash disappears
Brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body.	Discharge must be gone, or student must have been on antibiotics for 48 hours
Vomiting	Symptom-free for 24 hours
Diarrhea: three loose or water stools per day	Symptom-free for 24 hours
Cough, deep, barking, congested, or producing colored mucous.	Symptom-free or student must have been on antibiotics for 48 hours
Strep throat diagnosed by doctor	Must have been on antibiotics for 24 hours.

C. Health Screening

The school conducts a general health screening in the fall to check students' hearing and vision. Any concerns found will be communicated to parents.

D. Immunization

Each child must have a documented and complete immunization history to attend class. Immunizations must be current to attend.

E. Medication

By law, students are not allowed to carry any medication, either prescription or over the counter preparations, with them at any time (this includes cough drops, aspirin, or any pain or fever reducing medication). No medication can be administered by school personnel

without the written permission of the prescribing physician. This includes all medication whether prescription or over the counter drugs. Forms are on the school website and in registration packets.

Students who need to take prescribed medications are to take these medications at home if possible. If the dosage requires that the medication be taken during the day, a written current unexpired request from a licensed physician for administration of the medication, detailing the dosage, time, with or without food, and duration of treatment, must be submitted. A parent or legal guardian must also complete a current written request for the school to administer the medication. The medication must be in the original container, properly labeled, and list the prescribing doctor's name and phone number. A list of any side effects that the school faculty and staff need to be watchful for must accompany the medication. However, the school will not be responsible for the detecting any such side effects. In addition, it is the parent or guardians' responsibility to maintain an adequate supply of medication at school.

XIII. SAFETY

A. School Safety Procedures

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 am to 2:50 pm during the school week. Anyone entering the school during the day must come through the front office.
- All visitors must come in through the school office, sign in, wear a temporary badge, and sign out when leaving.
- All staff must always wear an identification badge.
- Security cameras are in place for monitoring in the office. The office personnel can see all locations where cameras are positioned.
- Emergency drills of various kinds are practiced monthly.

All the rules/procedures will not help unless they are followed. Our primary focus is on our students. We need your help to keep them safe.

B. Emergency Closure

When inclement weather or some other emergency makes it necessary to close school or to open at a later hour than usual, information may be obtained by listening/watching the local television stations or posting on Facebook. Christ the Teacher Catholic School, as a rule, follows the West Valley School District. Any deviation from the West Valley School District will be announced on local stations, social media, and Option C text alerts. The safety of students is paramount.

C. Asbestos Notification

Asbestos checks are done yearly.

D. Fire/Lockdown Policy

If a lockdown is necessary, the following procedures will be implemented:

- Doors will be locked.
- Drapes/blinds will be closed.
- NO ONE will be permitted to enter or leave the building until an “all clear” signal is given.
- School will stay locked down until police give the school permission to reopen.

E. Visitors to the school

All visitors and parent volunteers must check in and out at the front office during the school operating hours. During school hours, all exterior doors except the main entrance are locked. Please enter the school through the main office door. All visitors must sign in and wear a visitor’s badge.

F. Family Directory Information

Christ the Teacher Catholic School publishes an annual directory. It is intended to assist parents in staying actively involved with their child’s schooling and school friends, as well as to simplify contacting other parents. It includes the names, address, phone number and students grade level for every family in the school. Parents who do not want their phone number listed in the directory should indicate this request in writing in their registration packet.

G. Custodial/Non-Custodial Parent and/or Guardian Policies

In the absence of a court order to the contrary, Christ the Teacher Catholic School will provide the non-custodial parent (when requested) with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order, and official documentation of the custody order. We ask that all divorced families furnish the school with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

H. Abuse

If any educator has reasonable cause to believe that a student has suffered from child abuse, Washington State law requires the educator to report this to the Children’s Protective Services. The purpose of utilizing the protective social services is to prevent further abuse, to safeguard

and enhance the welfare of the student, and to preserve family life when consistent with the protection of the student.

Students in Kindergarten through 8th grade participate in the “Virtus” program mandated by the Diocese of Yakima.

I. Policy on Harassment/Bullying

Christ the Teacher Catholic School believes that all students, staff, and faculty must have the right to work in an environment free from intimidation, bullying, and harassment because of sex, race, color, religion, handicap, national origin, new-student status, or physical attributes. The school prohibits all harassment and bullying, whatever the reason.

Students should report any type of harassment to his/her teacher or any other staff member. All complaints brought to the principal’s attention will be promptly and fairly investigated. Appropriate disciplinary action will be taken if harassment is found to have occurred. No one will be retaliated against for reporting questionable conduct.

Conduct is viewed as harassment when it affects or interferes with a person’s right to dignity, respect, positive school performance, or when it creates an intimidating, unwelcome or hostile environment at school or during school/parish events.

J. Volunteers

Safe environment and background checks are required of all volunteers who drive students on field trips, handle money or work alone with minors. Please contact the school office for this form at least one week in advance of your volunteer opportunity.

IX. STUDENT TRANSPORTATION

Please be aware of the entrance and exit signs so that all traffic is going the same way.

Morning Drop Off:

- Students may not be on campus before 7:00 am.
- All students dropped off before 7:40 am must go directly to the Gym.
- Preschool students must be walked in and signed in by a parent/guardian.
- When crossing in the parking lot, you MUST use the crosswalk.

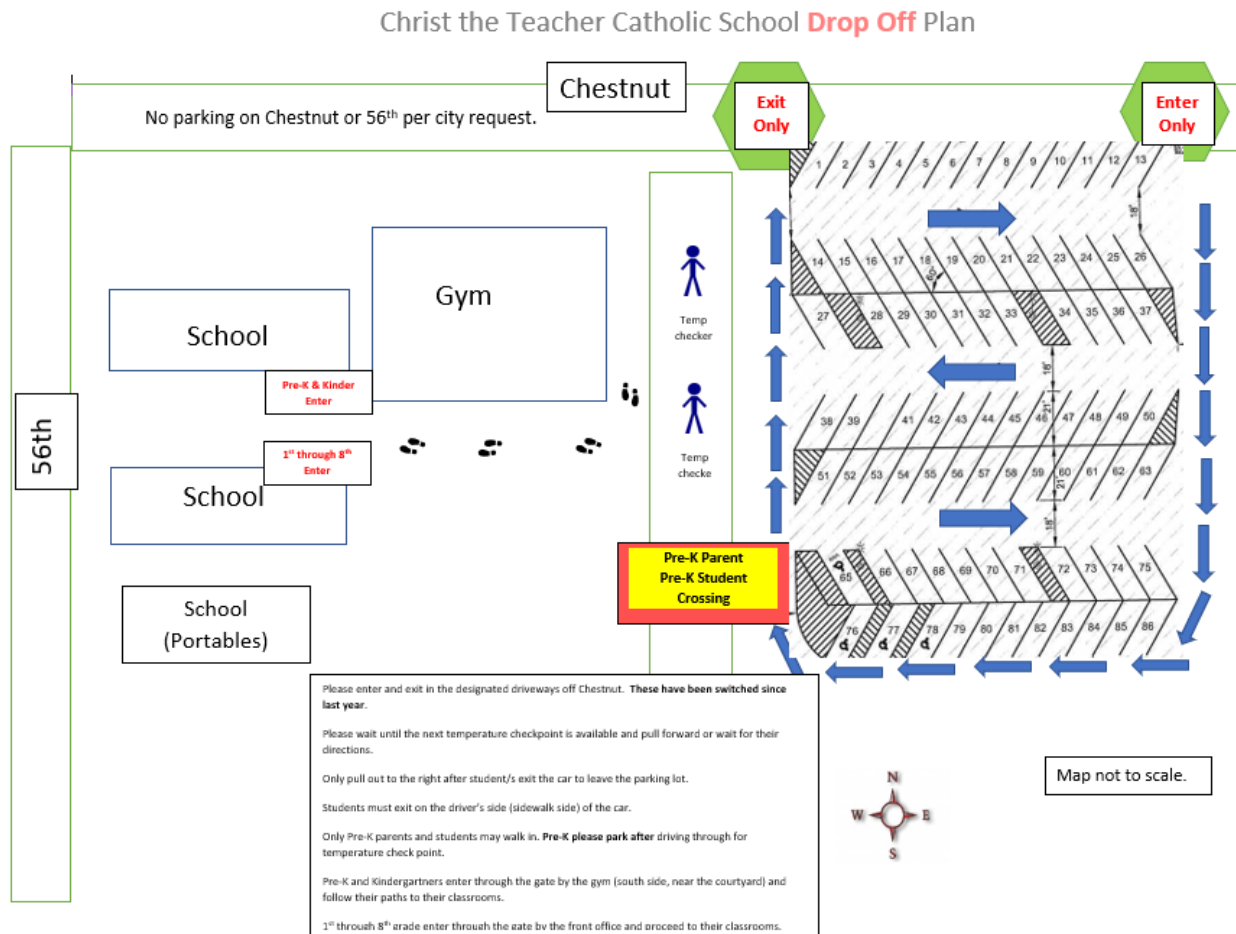
Afternoon Pick Up:

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

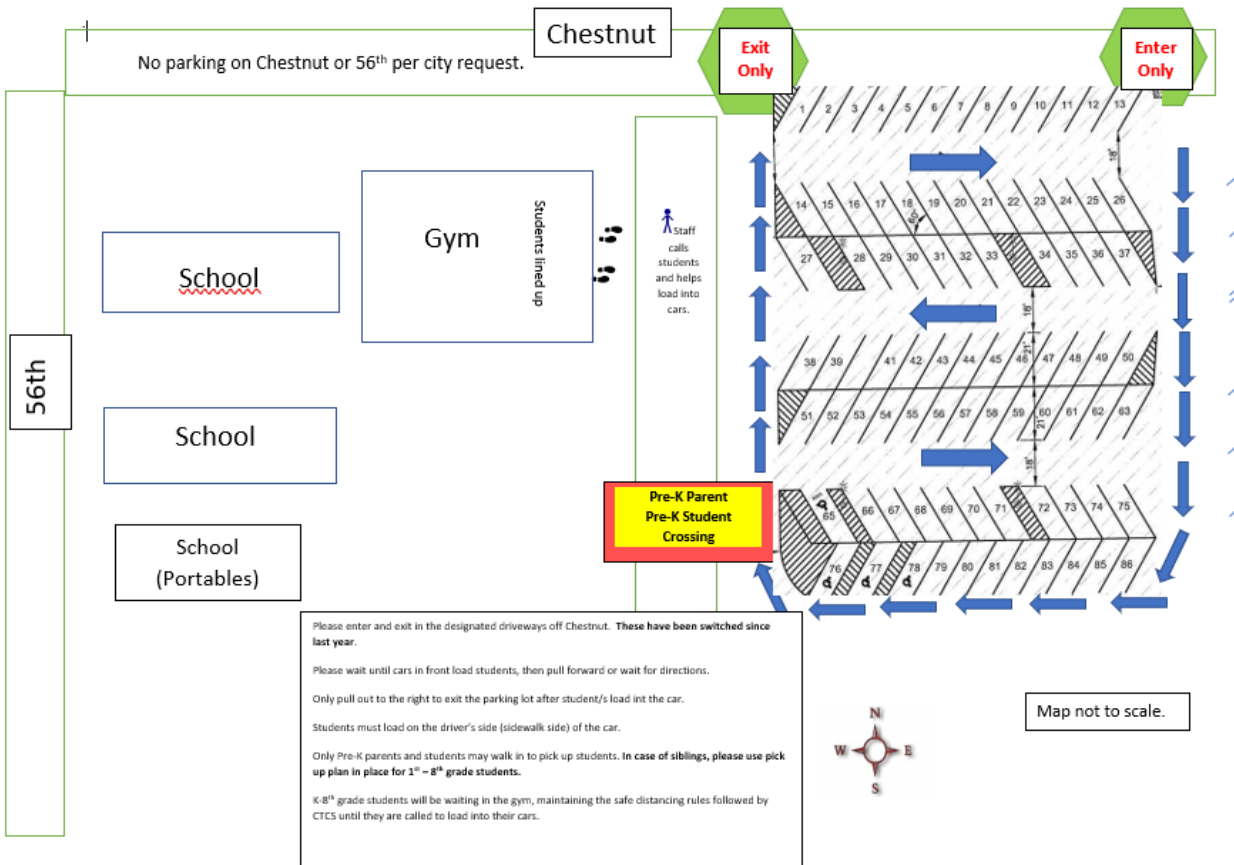
- Individuals picking up K-8th grade students must remain in their vehicle while their child is brought to them.
- Be aware of other cars and be patient when driving through the pickup line.

Students must be picked up by 3:15 pm or will be taken to BASE.

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



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



XI. PARENTAL INVOLVEMENT

A. Room Parents

One or two parents from each classroom are available primarily to assist the teacher throughout the school year as “room parent.” They facilitate classroom to parent communication, coordinate special class functions and assist with activities.

B. Executive School Board (ESB)

Christ the Teacher Catholic School is a ministry of Holy Family Parish, a part of 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. At the Pastor’s sole approval, this membership term can be extended for as many as two 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 & Marketing
- Curriculum
- Finance
- Selection of Principal under Diocesan Policy Guidelines

C. Associate Parent Body (APB)

WHAT IS APB?

Every Christ the Teacher Catholic School (CTCS) parent or guardian is a member of the Associated Parent Body (APB), including the School Pastor and Principal. APB consists of five parts: Executive Board, Fundraising, Social Committee, Religious Committee, and Sunshine Committee. The Executive Board and Committee Chairs will be determined at the end of the school year (May) for the following school year and voted upon at the May APB Meeting.

MISSION

Our mission is to support Christ the Teacher Catholic School by administering volunteer programs, promoting the spiritual, educational, physical, and cultural welfare of the student body. Christ the Teacher fosters close relationships between home and school, raise funds for school projects, and provide parent education on faith and education-related topics. We coordinate extracurricular activities that enhance students' academic and spiritual growth and foster positive relationships among parents, students, faculty, and administration. We strive to collaborate with the school community to provide an extraordinary Catholic education that nurtures the whole person and fosters a lifelong commitment to service and faith.

GOALS

1. Recruit and organize volunteers: The first objective should be to recruit and organize parent volunteers for various school activities and events. This can include classroom activities, school-wide events, fundraisers, and other initiatives that benefit the school and the students.
2. Strengthen parent-teacher relationships: The Parents' Association should work to develop strong and positive relationships between parents and teachers. By encouraging communication, collaboration, and cooperation, the association can support the school's educational mission and enhance the students' academic and spiritual growth.
3. Plan and coordinate events: The association should collaborate closely with the principal and school staff to plan and coordinate various educational, social, and fundraising

events. This can include academic competitions, cultural festivals, social events, and other activities that promote a sense of community and school spirit.

4. Attend and support CTCS events: The Parents' Association should attend and support all CTCS events, including sports games, performances, and other activities. By showing up and being involved, the association can demonstrate its commitment to the school and its mission.
5. Promote Catholic values and traditions: The association should strive to promote Catholic values and traditions throughout the school community. This can include sponsoring faith-based activities, supporting religious education programs, and encouraging parents and students to participate in church events and activities.

D. Classroom

Parents are always a welcome addition to our classrooms. The only thing that we ask from you is that all classroom visits must be arranged with the teacher in advance. Classroom disruptions are kept to a minimum and learning time to a maximum if we know and can plan on your help.

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. The only items that will be delivered to the student during the school day are a forgotten lunch, PE clothes or instruments.

Pets/animals brought to the classroom for a special visit will be at the discretion of the teacher. Pre-approval must be given by the teacher. Be aware that some of our students may be allergic to animal hair so preapproval is a MUST.

E. School/Home Relationship

Catholic parents of Catholic schools serve as the primary educators and faith formation leaders for their children and are expected to participate actively in the life of the parish by attending Mass, contributing financially to the support of the parish appropriate to their resources, and conscientiously develop a sense of Catholic community among the students, parents, faculty, and parish.

F. Communication

School Initiated Communication

1. All pertinent general school information will be posted on the school website.
2. E-mails will be sent via Option C when going to all the parents. Please check with the main office that we have your correct and current email address.

Family Initiated Communication

1. Please communicate with teachers by school telephone or by e-mail.

2. Please do not call teachers at home unless explicit permission has been given by the teacher.
3. Questions or concerns regarding Christ the Teacher Catholic School should be taken to the proper person according to the following sequence:
 - a. The teacher should be contacted first if the problem pertains to the classroom or teacher.
 - b. 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.

G. 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 (25 hours) Kinder-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 one volunteer hour. Parents, Grandparents, and siblings over the age of sixteen 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 week of school to complete their total hour requirements. All unfulfilled hours charge 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 15th. 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

- a. Each family is required to sell a minimum of 6 books (Pre-Kinder through 8th grade).
- b. Once you have sold your allotted books you then may check out more books.
- c. 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.

- d. 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 are participating in the raffle are 18 years of age or older.
 - e. 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.
 - f. The fee/billing is non-refundable, even if the tickets are returned in January, the tickets are not entered into the drawing.
 - g. 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 Kinder-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 Kinder-8th family is required to work three shifts at the Central Washington State Fair Elephant Ear Booth. Pre-school families are required to work one 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.

H. Field Trips

1. A student must have a signed permission form to go on any field trip. A faxed copy will be accepted. Telephone/verbal permission will not be accepted.
2. Children not enrolled in the school will not accompany the class field trip.
3. All drivers for the field trip must have previously taken the online safety class and received a certificate of completion.
4. Chaperones/drivers will not bring any siblings or guest children with them.
5. Chaperones/drivers are responsible for the care of the children assigned to them.
6. Chaperones/drivers may not make any intermediary stops to or from a field trip.

I. Handling out Party Invitations at School

Students can hand out party invitations at school only if they include ALL students in the class, or if an invitation is handed out to all the girls OR all the boys in the classroom.

XI. STUDENT SERVICES

A. Hot Lunch Program

We order Hot Lunches through the West Valley School District. Hot lunches must be ordered by 8:15 in the morning.

Each hot lunch costs \$6.00 per lunch. This lunch will be charged on your FACTS site to be paid by the parents. Please do not send cash with the child.

Parents are welcome to join students for lunch. We ask all guests to call the office by 8:15am to order a lunch for that day.

B. Media Support

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

C. Standardizing Testing

Christ the Teacher Catholic School participates in Measure of Academic Progress (MAPS) testing and Dynamic Indicator Basic Early Literacy Skills (Acadience). Both assessments occur in the fall, winter, and spring. Results are shared with the parents and used in ensuring that our students get all the support they may need.

D. Extended Care

1. Morning coverage is offered 7:00 am – 7:45 am Monday - Friday
2. Afternoon BASE hours are 3:15pm-5:30 pm (Monday - Thursday).
3. Afternoon BASE hours are 2:15 pm – 5:30 pm (Friday) unless otherwise notified.
4. BASE is offered only on days when school is in session and is available for Christ the Teacher Catholic School students K-8.
5. There is no BASE program on school days that are half days (1/2 school days).

BASE Fees:

- Afterschool BASE care is \$5.00 per hour beginning at 3:15pm. If your child(ren) is checked into BASE, you will be charged a minimum of \$5.00 per child.
- Late pick-up beyond 5:30pm is \$5.00 per minute. After 3 late pick-up charges, families will be charged \$10.00 per minute.

XII. STUDENT ACTIVITIES

A. Extracurricular Activities

All programs are available with the direction of a volunteer.

These activities vary from year to year. A few of the recent extracurricular activities have been: Bricks4 kidz, Kids Code Club, and Drama Club.

- **There will be a Spanish Club offered from 3:30 pm to 4:30 pm Monday, Wednesday, and Friday for Middle School Students.** Look for the announcement as to the date it will start.

1. Middle School Sports:
 - a. Cross Country
 - b. Volleyball
 - c. Girls and Boys Basketball
 - d. Girls and Boys Track
 - e. Baseball

A student may not play if they have ineligibility because of missing work, missed school or suspension.

B. 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 at weekly All School Mass and at special liturgies or funeral services as needed.

XIII. INTERNET USE TERMS AND CONDITIONS

A. Computer on Wheels (COW) Cart & K-8th Grade iPads.

Christ the Teacher Catholic School is proud of our iPad program for K-8th graders. Utilizing these devices is key as technology plays a significant role throughout large parts of our curriculum. As a part of agreeing and adhering to this handbook, all students agree to the technology use guidelines and expectations below.

Technology Use Guidelines & Expectations: Teachers will go over these expectations in detail, but students are expected to:

1. While carrying, always hold their technology with two hands.
2. Report any issues with their technology immediately to a teacher.
3. Not maliciously use the technology to harm themselves or anyone else.

4. Not carelessly handle their technology in a way that could physically damage the device.
5. Return their technology to its correct storage location upon completion of use.
6. Use only the technology hardware assigned to them and not someone else's.
7. Do not handle food and/or drink of any kind around the technology.
8. Use the technology for school-related purposes only and not for things like games.
9. Only access school appropriate and approved websites.
10. Save work onto another device such as a USB device or cloud service.

B. Internet Use

The Permission Use Policy for the internet and any other Internet-related policy and procedures will remain on file. This and other related documents are available for review by all parents, guardians, school employees, and other community members.

1. Permission Use
 - a. 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 the 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. Internet resources may not be used to infringe on copyright or to plagiarize material.
2. Privileges
 - a. The Internet at Christ the Teacher Catholic School is a privilege, not a right, and inappropriate use will result in a student not being allowed to use those privileges.
3. Etiquette
 - a. All are expected to abide by the accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not write or send abusive messages to others.
 - Use appropriate language.
 - Do not reveal personal addresses or phone numbers or those 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.
 - Students will not respond to unsolicited online contact.
 - Students are not allowed to access Facebook or any other account at school.

4. 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 the Internet access, you must notify the office. 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 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.

5. Vandalism

Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy 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.

6. Inappropriate Use of Technology Outside of School

Christ the Teacher Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours when the behavior detrimentally impacts the school, its program's reputation, or its students. Thus, inappropriate use of technology (for example, on a home computer) 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.

XIV. 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 policies 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.

Addendum A:

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.

Please see the form below. Sign and return the form by September 8, 2023

XV. PARENT AND STUDENT HANDBOOK CONTRACT

We have read a copy of the 2023-2024 PARENT AND STUDENT 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 September 8, 2023, with the required signatures.

Parent Name (Please Print)

Signature

Parent Name (Please Print)

Signature

Student(s) Name(s)

Grade

Signature
