

Parent and Student Handbook

2025 - 2026



Christ the Teacher CATHOLIC SCHOOL

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

School Office Phone: 509-575-5604



Dear Parents and Guardians,

Welcome to a new and exciting school year at Christ the Teacher Catholic School! As we embark on this journey together, I want to take a moment to emphasize the core values that define our community: **Faith, Academic Excellence, and Service to others.**

At CTCS, we hold ourselves to the highest standards in nurturing not only the minds but also the hearts of our students. Our commitment to **Faith** is woven into every aspect of our school life, guiding our actions and decisions. We believe that a strong spiritual foundation is essential for the holistic development of our children.

Academically, we strive for excellence through a **hands-on, project-based, competency-based learning approach**. This method allows us to meet the unique needs of each student, providing personalized support while also challenging them to reach their full potential. Our goal is to inspire a love for learning and to equip our students with the skills they need to succeed in an ever-changing world.

Service to others is a cornerstone of our philosophy. We encourage our students to look beyond themselves and to make a positive impact on their communities. Through various service projects and initiatives, we aim to instill a sense of responsibility and compassion in our students.

We also believe that a strong partnership between school and home is crucial for the success of our students. We encourage all families to be actively involved in the many activities and events we offer throughout the year. Your participation not only enriches our community but also sets a powerful example for our children.

Additionally, we are always looking for ways to expand our student offerings and provide more opportunities for exploration and growth. If you have a passion or expertise that you would like to share, we invite you to help us by teaching an exploration class or leading a club. Your involvement can make a significant difference in the lives of our students.

Thank you for entrusting us with the education and development of your children. Together, we can achieve remarkable things and create a nurturing environment where every student can thrive.

Peace be with you,

Merrilou

Merrilou Harrison, Principal

509-575-5604

mharrison@ctcsyakima.org



Estimados Padres y Tutores,

¡Bienvenidos a un nuevo y emocionante año escolar en Christ the Teacher Catholic School! Al embarcarnos juntos en este viaje, quiero tomar un momento para enfatizar los valores fundamentales que definen nuestra comunidad: Fe, Excelencia Académica y Servicio a los demás.

En CTCS, nos mantenemos a los más altos estándares en la formación no solo de las mentes, sino también de los corazones de nuestros estudiantes. Nuestro compromiso con la Fe está entrelazado en cada aspecto de nuestra vida escolar, guiando nuestras acciones y decisiones. Creemos que una sólida base espiritual es esencial para el desarrollo integral de nuestros niños.

Académicamente, nos esforzamos por la excelencia a través de un enfoque de aprendizaje práctico, basado en proyectos y competencias. Este método nos permite satisfacer las necesidades únicas de cada estudiante, brindando apoyo personalizado mientras también los desafiamos a alcanzar su máximo potencial. Nuestro objetivo es inspirar el amor por el aprendizaje y equipar a nuestros estudiantes con las habilidades que necesitan para tener éxito en un mundo en constante cambio.

El servicio a los demás es una piedra angular de nuestra filosofía. Animamos a nuestros estudiantes a mirar más allá de sí mismos y a tener un impacto positivo en sus comunidades. A través de varios proyectos e iniciativas de servicio, buscamos inculcar un sentido de responsabilidad y compasión en nuestros estudiantes.

También creemos que una fuerte asociación entre la escuela y el hogar es crucial para el éxito de nuestros estudiantes. Animamos a todas las familias a participar activamente en las muchas actividades y eventos que ofrecemos a lo largo del año. Su participación no solo enriquece nuestra comunidad, sino que también establece un poderoso ejemplo para nuestros hijos.

Además, siempre estamos buscando formas de expandir nuestras ofertas estudiantiles y proporcionar más oportunidades para la exploración y el crecimiento. Si tiene una pasión o experiencia que le gustaría compartir, lo invitamos a ayudarnos enseñando una clase de exploración o liderando un club. Su participación puede hacer una diferencia significativa en la vida de nuestros estudiantes.

Gracias por confiarnos la educación y el desarrollo de sus hijos. Juntos, podemos lograr grandes cosas y crear un entorno acogedor donde cada estudiante pueda prosperar.

Peace be with you,

Merrilou

Merrilou Harrison, Principal

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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.

VISION

Christ the Teacher Catholic School is committed to all students achieving excellence in faith, academics, and service.

- By following the example of Christ
- By knowing the teachings of the Catholic church
- By sharing the good news of Christ
- By working at our highest potential
- By modeling critical thinking and problem solving
- By reflecting on our own learning
- By expressing ourselves through oral, written, and artistic communication
- By sharing our unique gifts with others as Christ asks of us
- By promoting social justice
- By striving to live a virtuous life
- By actively taking part in school, local, and global community projects.

VALUES/VIRTUES

Virtue is a habitual and firm disposition to do good. The goal of a virtuous life is become like God:

- **Faith:** we believe in God and believe all that he has revealed to us, and that Holy Church proposes for our belief
- **Hope:** we desire, and with steadfast trust await from God, eternal life, and the graces to merit it
- **Charity:** we love God above all things and our neighbor as ourselves for love of God. Charity, the form of all the virtues, “binds everything together in perfect harmony” (Col. 3:14)
- **Temperance:** moderates the attraction of the pleasures of the senses and provides balance in the use of created goods (*moderation and restraint in our desire for created goods*)
- **Prudence:** possesses the practical reason to discern, in every circumstance, our true good and to choose the right means for achieving it. (*clear thinking and reasoning*)
- **Fortitude:** ensures firmness in difficulties and constancy in the pursuit of good (*courage, extraordinary bravery, and the ability to accomplish difficult tasks for the greater good*)
- **Justice:** consists in the firm and constant will to give God and neighbor their due (*dignity, relationships. Public/private = same treatment*)

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.

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 remarkable 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.

St. John Henry Newman argued, Catholic education is simply true education. Catholic education is found where parents and teachers are focused, primarily, on leading young people to Christ. Please pray, through St. John Henry Newman's intercession, for all parents, and teachers to renew faithful Catholic education.

ACCREDITATION

Christ the Teacher Catholic School is a WCEA Accredited School as of June of 2021. We received a full Accreditation. We will be working on our self-study for accreditation review and renewal in the 2025-2026 school year.

HISTORY

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 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 eighth grade academics and has a strong emphasis on spiritual growth, academic excellence, along with teaching and encouraging students and families to serve their community.

ACADEMIC

A. Academic Integrity

It is expected that all students will keep 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 serious behavioral infraction and may be subject to the proper 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-8 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 that they are approaching 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.
 - **NA**—Not Assessed-- The standard was not addressed this quarter, or the student was not enrolled long enough to accurately assess it.

C. Priest / Principal Honor of Benchmark Achievement

To be recognized for students' academic achievements they must have turned in ALL work and must have as a minimum, evidence of growth in the standards covered in 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 Catholic Standards)
- Mathematics
- Language Arts
- Social Studies/History
- Science
- Physical Education/Health
- Art
- Music – Choir
- Spanish
- Integration of technology 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 decided before the new school year begins. 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 work hard to place the student where they will find the most success. Class lists are published in Mid-August. Lists are final unless unusual circumstances require a change approved by the principal.

F. Homework Guidelines

Homework may be given at all grade levels. The purpose of homework is to offer 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.

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 found 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. iPads are used as educational tools only. Students are closely monitored as to time spent on the iPad as well as how it is being used.

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.

ADMISSION AND WITHDRAWAL

A. Admission Policy

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

1. Current CTCS families. A current family is one 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 earlier 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 given 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 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 sent to the student's next school.
- **Permanent record cards** are kept at the school. A copy of this record is sent 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.**

FINANCES

A. Tuition

Christ the Teacher Catholic School services are financed through tuition and fees, fund-raising and contributions from various individuals and entities. Payments **MUST** be made promptly.

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 card

B. Payment Options

Plan A	One annual payment:	Due on or before June 30 th .
Plan B	9-month payment:	Due September through May using FACTS.
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, and D 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 increase 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. An exit meeting is then scheduled with the Holy Family Pastor, the Principal, and the Parents. Educational issues as well as financial issues will be addressed. During that meeting, financial obligations will be decided.

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.

Percentage of Tuition Charged per week of enrollment per semester:

- One week (20%)
- Two weeks (35%)
- Three weeks (50%)
- Four weeks (70%)
- Five weeks (90%)
- Six weeks (100%)

After the sixth week of the semester, there is no refund available.

The date of termination will be the Friday of the week during which the office receives written notification from the Holy Family Pastor and Principal 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 Scholarship Guidelines

Christ the Teacher Catholic School is committed to providing quality Catholic education to all who wish to attend. Tuition scholarships are available.

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

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, Wednesday, Thursday, and Friday. Students are dismissed on Tuesday at 1:30 pm. Any students not picked up or who will be attending BASE after school will be checked in at 3:15pm (1:45 pm on Tuesday).

After-School Enrichment begins 15 minutes after school dismissal and goes on until 5:30 PM. Families are charged \$7/hour in 15-minute-increments starting at 3:15 PM.

A. Daily Schedule- subject to change

7:00 – 7:45	BASE Drop Off
7:50 - 8:00	Drop off and students report to assigned classroom.
8:00	Class Begins
3:00	Dismissal Monday, Wednesday, Thursday, Friday
1:30	Dismissal Tuesday
3:15-5:30	BASE afterschool program (1:45 on Tuesday)

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 (ebohorquez@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. *These absences will be counted as unexcused.*

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 and parent's responsibility to communicate about missing assignments. It is the parents' and students' responsibility to cover concepts and skills taught while the student is 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 affects 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 go with 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 the parent-principal conference and a plan will be created to curb the tardiness of the students.
- For each six tardies a month it will be equal to and recorded as one unexcused 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 school office will be closed during Mass and any student not arriving at Mass with their class will be counted as tardy.**
- **Do not drop off any students at the church if they are tardy unless you are attending Mass with your child.**

D. Appointments During School Hours

Please arrange 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 students' departure ahead of time and reduces the disruption to class time.

BEHAVIOR EXPECTATIONS

General Rules of Conduct

1. Behavior

In keeping with Christ the Teachers Catholic Schools' goal of creating a Christian, virtue-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. Cell phones are a disruption to the educational success of students. **No cell phones are allowed at school.**
- b. If a student must bring a cell phone to school, the parent must present a letter to the principal telling the reason that the cell phone is critical. Students are allowed to use the office phone to contact parents.
- c. Cell phones that are brought to school will be confiscated and held in the office for the parent to pick up.

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. If brought from home, items will be confiscated, and the parents will be contacted for pick-up of items.

4. Search and Seizure

- a. Lockers, desks, backpacks, 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. 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:

3. Students must stay within the fenced area.
4. Once the whistle is blown, all play must stop, and students return the play equipment to the containers and line up.
5. Students must check in with a recess adult to use the bathroom.
6. 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 proper 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 remind the student of proper behavior. If an inappropriate activity persists, the teacher and the office personnel will help the student understand the expected behavior, devise a plan for that student, or the student may be relieved of playground privileges for a set amount of time.

A. *Fighting*

Physically fighting or hurting another student is a disrespectful and violent attempt to solve problems and will not be tolerated. Students will at once be sent home when they engage 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.

B. *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.

1. *Daily: teachers manage discipline issues as they arise in their own classroom.*

Parents are not notified of every minor infraction. If a particular situation calls for 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.

2. *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.

3. *Teacher-Student-Principal Conference*

The teacher, student, and principal meet to discuss the earlier and current problems. A plan of action is completed.

4. *Student-Principal-Parent Conference* (Teacher may also be present)

Students, Principal, and parents meet to discuss the earlier and current problems. A plan of action may be written, and parents may be asked to sign a form showing their support for the plan and actions.

Students and parents are informed of suspension or expulsion if misbehavior continues.

1. *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.

2. 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 showing 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.

Expulsion

Parents are notified by phone, and the student is dismissed that day.

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

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

Additional Information:

- Any student whose behavior outside the school day detrimentally affects 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.

C. The Appeal Process

When a student and/or his/her family uses 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.

D. 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 areas 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 an expulsion from the school if a firearm is involved and may result in an expulsion if any other dangerous weapon is involved. A proper school authority shall notify law enforcement and the student's parent or guardian regarding an allegation or indication of such violation.

E. Alcohol and Other Drug Use

The use or possession by students of illegal substances, including but not limited to tobacco, drugs, alcohol, and diverse 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.

Uniform Policy and Dress Code

PURPOSE

CTCS students are required to adhere to the dress code. A firm dress code teaches students to dress appropriately and to take pride in their appearance. It enables students to create an identity for their school in the community; a sense of belonging and lessens the burden of peer pressure. A dress code is known to reduce distraction, sharpen focus on schoolwork, and make the classroom a more serious environment, which lets students perform better academically.

CTCS students are encouraged to express themselves academically, socially, spiritually, and emotionally. Self-expression should not be done with clothing, but through a student's words, actions, and interactions with others.

Students must meet the dress code during the school day and dismissal.

DRESS CODE POLICY

Clothing Rules: Neatness, modesty, and good taste must be observed. All clothing must be the correct size for the student, in good repair, and clean. Underclothing must not be visible. Approved CTCS colors are navy blue, white, red and navy/red classic plaid. Middle school only may wear khaki pants or skirts. Refer to Lands' End brand for examples of the correct shades. The CTCS logo is optional on all shirts.

During Mass, Liturgy Services, or special events in the church, students should wear their best dress code policy items in a respectful manner and all shirts must be tucked in.

DRESS CODE SPECIFICS

Category	Grade	Girls	Boys
Accessories	All	Scarves are considered outerwear and must be removed while in the classroom.	Scarves are considered outerwear and must be removed while in the classroom.
Belts	All	Black, brown, tan (Khaki) and navy blue, leather, or canvas belts are allowed.	Black, brown, tan (Khaki) and navy blue, leather, or canvas belts are allowed.
Bows and Headbands	All	Bows must not exceed three inches in length or width, and project no more than one inch above the hairline. Headbands must be plain with no adornments (large bow, cat ears) and project no more than one inch above the hairline	NA
Coats, Jackets, and Hooded Sweatshirts	All	May be worn during transitions between classes or outside only. School logo sweatshirts only are allowed to be worn in the classroom with the hood down. All other hoodies must be removed while in the classroom.	May be worn during transitions between classes or outside only. School logo sweatshirts only are allowed to be worn in the classroom with the hood down. All other hoodies must be removed while in the classroom.
Dresses	All	Navy blue polo dresses are allowed. They must be no shorter than 3 inches above the knee. Solid navy blue, black, or white bike shorts, tights, or leggings must be worn under	NA

		<p>dressess unless shorts are built in.</p>	
Hair	All	<p>Hair must be neat and conservative. Students' hair shall be a natural color.</p> <p>Girls' hair shall always be out of the face and eyes.</p> <p>Designs cut into hair are prohibited.</p>	<p>Hair must be neat and conservative. Students' hair shall be a natural color.</p> <p>Boys' hair shall be off the collar, off the ears, and above their eyebrows.</p> <p>Designs cut into hair are prohibited.</p>
Jewelry	All	<p>Small post earrings in ears only.</p> <p>Loop or dangling type earrings are prohibited.</p> <p>Rings, necklaces and/or bracelets may be worn in moderation.</p> <p>Tattoos of all kinds (temporary and permanent) are prohibited</p>	<p>Earrings are prohibited during school and at school events. Rings, necklaces and/or bracelets may be worn in moderation.</p> <p>Tattoos of all kinds (temporary and permanent) are prohibited.</p>
Makeup	K – 5 th	<p>Makeup is not allowed</p> <p>Fake nails or acrylic nails are not allowed.</p>	NA
Makeup	6 th – 8 th	<p>Makeup is allowed but not encouraged. It must be lightly applied and natural looking.</p> <p>Fake nails or acrylic nails are not allowed</p>	NA
Pants	K – 5 th	<p>Navy blue cotton twill</p> <p>Loops, cargo pockets, or exterior pockets on pant legs are prohibited</p> <p>Hem shall not be lower than the top of the sole of the shoe</p> <p>Shall be worn at the waist.</p> <p>Be free of designs and logos.</p> <p>Be neat and without holes, fringes, tears, or frays.</p> <p>Be the correct size for student (not too tight or loose)</p>	<p>Navy blue cotton twill</p> <p>Loops, cargo pockets, or exterior pockets on pant legs are prohibited</p> <p>Hem shall not be lower than the top of the sole of the shoe</p> <p>Shall be worn at the waist.</p> <p>Be free of designs and logos.</p> <p>Be neat and without holes, fringes, tears, or frays.</p> <p>Be the correct size for student (not too tight or loose)</p>
Pants	6 th – 8 th	<p>Navy blue or Khaki cotton twill</p> <p>Loops, cargo pockets, or exterior pockets on pant legs are prohibited</p>	<p>Navy blue or Khaki cotton twill</p> <p>Loops, cargo pockets, or exterior pockets on pant legs are prohibited</p>

		<p>Hem shall not be lower than the top of the sole of the shoe Must be worn at the waist. Must be free of designs and logos. Must be neat and without holes, fringes, tears, or frays. Must be the correct size for student (not too tight or loose) Denim, skinny jeans, and leggings cannot be worn as dress code pants.</p>	<p>Hem shall not be lower than the top of the sole of the shoe Must be worn at the waist. Must be free of designs and logos. Must be neat and without holes, fringes, tears, or frays. Must be the correct size for student (not too tight or loose) Denim, skinny jeans, and leggings cannot be worn as dress code pants.</p>
Shirts	All	<p>Solid white, red, or navy-blue collared button-up, polo, or turtleneck. Non-CTCS logos are allowed if smaller than a quarter. All shirts must have short or long sleeves. All shirts must be tucked in. The undershirts must be white.</p>	<p>Solid white, red, or navy-blue collared button-up, polo, or turtleneck. Non-CTCS logos are allowed if smaller than a quarter. All shirts must have short or long sleeves. All shirts must be tucked in. The undershirts must be white.</p>
Shoes	All	<p>Closed toe shoes with back are required. Straps do not count as the back of a shoe Shoes must fit and allow for active participation at recess and PE If rain or snow boots are worn to school, regular shoes must still be worn in the classroom. No heels higher than 1 inch allowed. Sandals, slippers, moccasins, and crocs are not allowed. Socks must always be worn Shoes must tie, buckle, Velcro, strap, or zip on and must be worn properly (tied, always zipped/buckled).</p>	<p>Closed toe shoes with back are required. Straps do not count as the back of a shoe Shoes must fit and allow for active participation at recess and PE If rain or snow boots are worn to school, regular shoes must still be worn in the classroom. No heels higher than 1 inch allowed. Sandals, slippers, moccasins, and crocs are not allowed. Socks must always be worn Shoes must tie, buckle, Velcro, strap, or zip on and must be worn properly (tied, always zipped/buckled).</p>
Shorts/Skorts	K – 5 th	<p>Navy Blue cotton twill walking shorts Loops, cargo pockets, or exterior pockets on pant legs are prohibited The hem shall be no more than 3 inches above the knee when standing.</p>	<p>Navy blue cotton twill walking shorts Loops, cargo pockets, or exterior pockets on pant legs are prohibited. The hem shall be no more than 3" above the top of the knee when standing.</p>

		White or navy shorts, tights or leggings must be worn underneath skirts or jumpers. Capris in navy blue	For the hem there shall be no more than 1 inch below the bottom of the knee.
Shorts / skorts	6 th – 8 th	Must be solid navy or khaki in color and be of cotton twill material. Shall be worn at the waist and be free of designs or logos The hem is no more than 3 inches above the top of the knee when standing. Shall be the correct size for student	Must be solid navy or khaki in color and be of cotton twill material. Shall be worn at the waist and be free of designs or logos The hem is no more than 3 inches above the top of the knee when standing and no more than 1 inch below the knee. Shall be the correct size for student
Socks, Tights, and Leggings	All	Socks, leggings, or tights must be worn Navy blue, black, or white socks, tights or leggings are acceptable Colored patterns are not acceptable Leggings may be worn as tights. Socks must be worn under pants and not with pants tucked into socks.	Socks must be worn Navy blue, black or white socks are acceptable Colored patterns are not acceptable Socks must be worn under pants and not with pants tucked into socks Socks will only be monitored if visible when the student is standing.
Sweaters, Vests, and Crew Neck Sweatshirts	K – 5 th	Solid white, red, or navy in color Button down the front or pull over A tucked in, collared uniform shirt must be worn underneath School logos only	Solid white, red, or navy in color Button down the front or pull over A tucked in, collared uniform shirt must be worn underneath School logos only
Sweaters, Vests, and Crew Neck Sweatshirts	6 th – 8 th	Solid Navy blue, red or white Must be worn with a tucked in, uniform polo shirt May have short or long sleeve, shall be worn right side out May be pull-over, zip, or button front with no hood. Any logos shall be 1 inch square or less It must be the correct size for the student. May be worn indoors (classrooms, assemblies, church)	Solid Navy blue, red or white Must be worn with a tucked in, uniform polo shirt May have short or long sleeve, shall be worn right side out May be pull-over, zip, or button front with no hood. Any logos shall be 1 inch square or less It must be the correct size for the student. May be worn indoors (classrooms, assemblies, church)

FREE DRESS DAYS	All <i>These rules apply to all Free Dress Days, Spirit Week, and Theme Day Clothing</i>	<i>FREE DRESS Day occurs the Last Friday of the Month</i> Closed-toed shoes with a back are required. Excessively tight, excessively loose, saggy, or accessories are not allowed. Underclothes must not be visible. T-shirts may be worn, but they must fit and have appropriate messages and pictures on them There will be no cropped tops, tank tops, sleeveless t-shirts, or low-cut tops Jeans with holes/frays, cutoffs, spandex, bike shorts, track shorts, and yoga pants are not acceptable Leggings may only be worn with a dress or tunic-style shirt that must end no shorter than mid-thigh. Shorts must be walking shorts and follow the dress code guidelines for length and size Skirts and dresses must be no higher than three inches above the knee	<i>FREE DRESS Day occurs the Last Friday of the Month</i> Closed-toed shoes with a back are required. Excessively tight, excessively loose, saggy, or accessories are not allowed. Underclothes must not be visible. T-shirts may be worn, but they must fit and have appropriate messages and pictures on them. There will be no cropped tops, tank tops, sleeveless t-shirts, or low-cut tops. Jeans with holes/frays, cutoffs, spandex, bike shorts, track shorts, and yoga pants are not acceptable. Leggings may only be worn with a dress or tunic-style shirt that must end no shorter than mid-thigh. Shorts must be walking shorts and follow the dress code guidelines for length and size. Skirts and dresses must be no higher than three inches above the knee.
Dress Code Policy Enforcement	All	Teachers, Educational Assistants, and Administrators are responsible for enforcing the dress code.	
Dress Code Policy Consequences	All	Students out of compliance at drop-off are sent immediately to the office to call home or to the uniform closet to find appropriate clothing. If a student repeatedly violates the dress code policy they may lose their free dress day privileges. Continued violations of the dress code will be referred to the school administration for intervention. Note: Parents will be asked to bring the proper clothes to school if the student cannot find appropriate attire in the uniform exchange closet. The student will wait in the office until the violation is corrected or the school day ends.	

HEALTH CARE and SERVICES

Christ the Teacher Catholic School strives to keep 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 at once. The school keeps health histories and immunization records on file in the school office. These are completed during registration: please notify the office at once if there are any changes to your child's health throughout the school year.

A. Measures used when students or staff become sick:

CTCS has set up a place in the office that will allow 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 at once 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 at once.

WHEN SHOULD I KEEP MY CHILD HOME?

STUDENTS' 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 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. Student health care is the primary responsibility of parents. School personnel will cooperate with parents and with medical and dental providers and will comply with the Washington State Law in matters regarding student health.

D. Immunization

Each child must have a documented and complete immunization history to attend class. Immunizations must be current to attend. The principals are responsible for ensuring that the immunization program as defined and delineated in RCW 28A.210.080-900 is implemented in each school location. The principal will provide an advance copy of the school vaccination reports to the Diocesan Vice-Chancellor prior to their being sent to the Office of Superintendent of Public Instruction and the Washington State Department of Health. This will be done by October 1st of each year.

Personal or philosophical exemptions are no longer allowed under Washington State Law for the Measles, Mumps, and Rubella vaccine (MMR). Additionally, tied to the Catholic Church's teachings uplifting the "common good," the Diocese of Yakima will not allow exemptions based on religious affiliation, personal or philosophical reasons for any of the eleven required childhood vaccines:

- Chickenpox (Varicella)
- Diphtheria
- German measles (Rubella)
- Hemophilus influenzae type b (Hib)*
- Hepatitis B
- Pertussis
- Pneumococcus*
- Tetanus
- Measles
- Mumps
- Polio (Poliomyelitis)

** Required for children under 5 years of age*

All students attending Yakima Diocesan schools must provide a proof of vaccination or have a measurable schedule consistent with ACIP guidelines for timing of vaccination in place prior to enrollment. This applies to all the immunizations listed above.

Should a student apply to be enrolled with a medical exemption as defined by law in the Washington State RCW, the application and associated medical information will be forwarded to the Vice-Chancellor of the Diocese of Yakima for review. Medical exemptions require a medical diagnosis that the Diocese of Yakima and its medical personnel can review. A note from a physician is not sufficient. In the circumstance where a medical exemption is granted by the Diocese of Yakima, additional requirements will be placed upon the medically exempt, or partially vaccinated student would a local disease outbreak occur. For example, the student might be required to stay home and learn remotely during, and immediately after, the outbreak.

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 go with the medication. However, the school will not be responsible for detecting any such side effects. In addition, it is the parent or guardians' responsibility to keep an adequate supply of medication at school.

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 open is the front gate by the office and it 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 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 allowed 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 office door. All visitors must sign in and wear a visitor’s badge.

F. 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 about 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 deciding when, if ever, the child can be released to the non-custodial parent.

G. 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 using 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 eighth grade take part in the “Virtus” program mandated by the Diocese of Yakima.

H. 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.

I. 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.

J. Statement

Catholic Schools provide a privileged space to experience an educational environment anchored in the Catholic Faith's morals, values and teachings. While respecting the dignity of all students and parents, the school will be upholding a Christian anthropology and a human identity based --- not on orientation or sexual preference – but on male and female. This would include (but not be limited to) names as well as pronouns that align to the biological sex of the person at birth. Bathrooms, locker rooms and other related spaces will be sex specific insuring a safe environment for both women and men. (Policy section 2.5(C))

Section 3.7(C): Students will be offered Safe Environment training annually by the School with the preferred curriculum being VIRTUS. If a Parent chooses to have their child opt out of this training, the request must be in writing, and training material will be sent home with the student for the Parents' reference and possible use.

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 who are dropped off before 7:45 am must go directly to the Gym.
- Preschool students must be walked in and signed in by a parent/guardian.
- When crossing the parking lot, you **MUST** use the crosswalk.

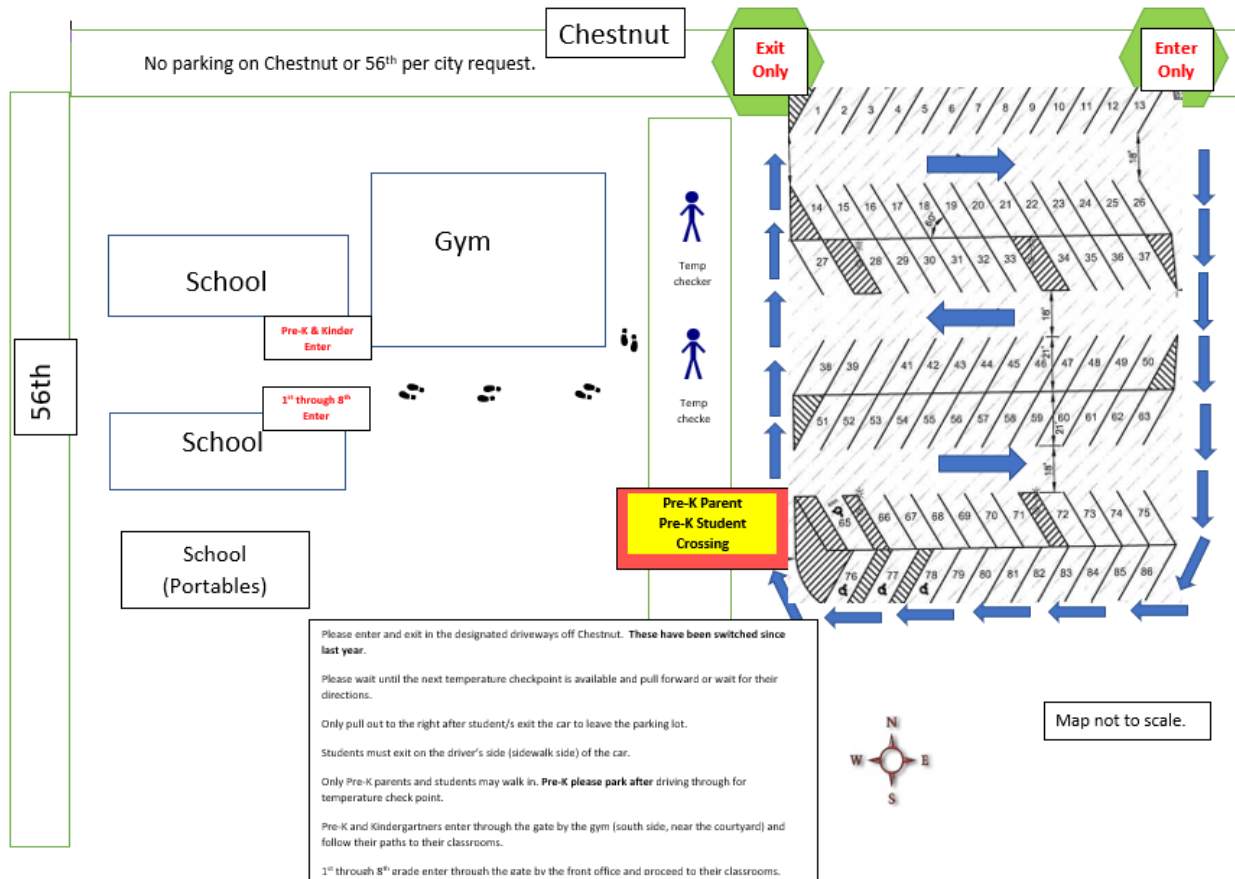
Afternoon Pick Up:

- All students will be taken 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 along the pickup line.

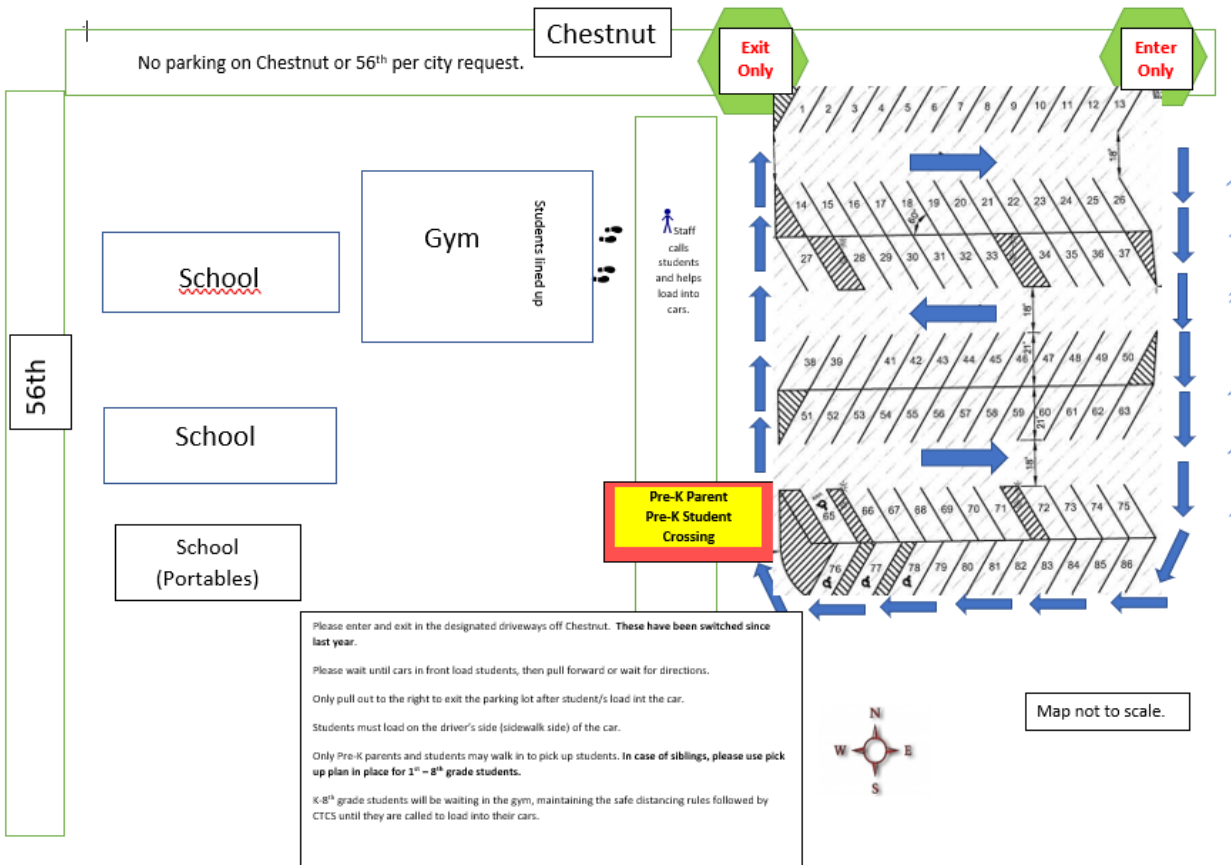
Students must be picked up by 3:15 pm or will automatically be taken to BASE. BASE charges by 15 minutes (\$7.00 for the hour / 1.75 per 15 minutes)

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 Drop Off Plan



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



PARENTAL INVOLVEMENT

A. Room Parents

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

B. Advisory Commission for Education

Christ the Teacher Catholic School is a ministry of Holy Family Parish, a part of the Diocese of Yakima. Advisory Commission for Education (ACE) is an advisory commission to the Holy Family Pastor and CTCS Principal. Membership to the Commission shall be by appointment from the parish Pastor after consultation with the Parish Pastoral Council and the School Principal. The ACE 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 Pastor establishes the ACE 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 ACE is consulted by the Pastor are:

- Planning
- Policy Development
- Public Relations & Marketing
- Curriculum
- Finance
- Choice 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. *Strengthening 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 take part in church events and activities.

D. Classroom

Parents are always a welcome addition to our classrooms. The only thing that we ask you is that all classroom visits must be pre-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, needed clothes or ipad.

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 dander 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 school office that we have your correct and current email address.
3. Each classroom teacher uses Class Dojo to communicate with parents.

Family Initiated Communication

1. Please communicate with teachers by school telephone, Class Dojo, or by e-mail. If calling during school hours, plan to leave a message so that the teacher is not disrupted in their teaching.
2. Please do not call teachers at home. If there is essential information that is time bound use Class Dojo.
3. Questions or concerns about 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. Required Parent Volunteer Hours

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. Required: Parent Hours (30 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 receive credit for donated hours.

All families have until the last week of school to complete their total hour requirements. All unfulfilled hours, a charge will be posted to FACTS accounts at the end of June. The unfulfilled hours will be charged at \$50.00 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.

2. 365 Raffle Required

- a. Each family **is required to** sell a minimum of 6 books Kinder- 8th grade. 3 books for Pre-K.
- b. Once you have sold your allotted books you then may check out more books.
- c. If not all 6 books are sold, an additional \$500 will be charged the FACTS account.
- d. 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.
- e. 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 taking part in the raffle are 18 years of age or older.
- f. 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 in their January Tuition Statement.
- g. The fee/billing is non-refundable, even if the tickets are returned in January, the tickets are not entered into the drawing.
- h. Lost or stolen tickets must be reported at once 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-eighth grade families **are required to help with one shift or will be charged a \$500.00 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-eighth grade 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. Parents, Grandparents, and siblings over the age of sixteen are eligible to work to earn Parent Hours. **Failure to work will result in a \$500 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 go on the class field trip.
3. All drivers for the field trip must have taken the online safety class and received a certificate of completion before the day of the event.
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.

STUDENT SERVICES

A. Media Support

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

B. Standardizing Testing

Christ the Teacher Catholic School participates in Measure of Academic Progress (MAPS) testing. The 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.

C. Extended Care

1. Morning coverage is offered 7:00 am – 7:50 am Monday - Friday
2. Afternoon BASE hours are 3:15pm-5:30 pm (Monday, Wednesday, Thursday, Friday).
3. Afternoon BASE hours are 1:45 pm – 5:30 pm (Tuesday) 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:

- After school BASE care is \$7.00 per hour beginning at 3:15pm.
- The late pick-up beyond 5:30pm is \$7.00 per minute. After 3 late pick-up charges, families will be charged \$10.00 per minute.

STUDENT ACTIVITIES

A. Extracurricular Activities

All programs are available with the direction of a volunteer. These activities vary from year to year.

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, grade check of less than a C in any class, 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 weekly Mass, at All School Mass, and at special liturgies or funeral services as needed.

INTERNET USE TERMS AND CONDITIONS

A. 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. Each iPad is only to be taken home when there is specific homework assigned by the teacher that could not be

accomplished within class time. The teacher will tell the students when they should take their iPad home.

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 at once to a teacher.
3. Not maliciously using 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 technology.
8. Use technology for school-related purposes only and not for things like games, group chats, or other non-academic uses.
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 goals 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 proper 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 social media 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 show a security problem with Internet access, you must notify the office. Do not show 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 a different 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 buying 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 affects 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.

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 about 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 followed:

- 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 is not in compliance after two days, 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 2

PARENT AND STUDENT HANDBOOK CONTRACT

We have read a copy of the 2025 - 2026 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 understand that this form MUST be returned by September 2 with the required signatures.

Parent Name (Please Print)

Signature

Parent Name (Please Print)

Signature

Student(s) Name(s)

Grade

Signature
