



***Christ the Teacher***  
CATHOLIC SCHOOL

## Parent and Student Handbook

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## **I. GENERAL INFORMATION**

### **A. Principal's Letter**

*Dear Christ the Teacher Catholic School Families,*

*Welcome to the 2018-2019 school year at Christ the Teacher Catholic School. We are excited to see what the 2nd year here at our new Holy Family Campus brings with it. The Family Handbook is meant to be a source of information about the expectations we have for here at CTCS. It covers academic, social behaviors, uniform and dress code policy, attendance and much more. Parents, faculty and students should have a good understanding of CTCS expectations, which will provide a safe and effective learning environment for all.*

***Alone we can do so little, together we can do so much. -Helen Keller***

*At Christ the Teacher Catholic School, our caring, dedicated staff believes in each child and is committed to teaching them to find their talents and gifts. As we prepare our children for their future, we thank you for your continued support and welcome you to Christ the Teacher Catholic School.*

*May God bless you this school year,*

*Heather Remillard*

*Christ the Teacher Catholic School, Principal*

**Faculty and Staff 2018-2019 School Year**

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

*Heather Remillard, Principal*

*Ron Richter, Vice Principal, Middle School Science*

*Jennifer Stadler, Secretary*

*Jessica Stout, Pre-School 2-3 years old*

*Tracy Chavez, Pre-School 3 years old*

*Sandra Wellner, Pre-school 4-5 years old*

*Amy Bryant, Kindergarten*

*Kelley Orteg, Kindergarten*

*Georgia Arnautou, 1st Grade*

*Debra Wilson, 2nd Grade*

*Elena Sullivan, 3rd Grade*

*Michael Mackey, 4th Grade*

*Dorothy Shu, 5th Grade*

*Jill James, Middle School Language Arts*

*Carrie Osorio, K-8th Grade Spanish*

*Donna Matheson, Middle School Math*

*Jennifer Endicott, Middle School Health, Physical Education*

*Jenessa Markland, Drama, Middle School History, Yearbook*

*Sandy Bennett, Middle School Religion, Music, Art*

*Alex Pualani, Band and Orchestra*

*Tanya Bradley, Parapro*

*Jacquie Weaver, Parapro*

*Jasmine Thompson, Cafeteria, Parapro, BASE*

*Gayla Games, BASE*

## **B. Christ the Teacher Catholic School Mission and Philosophy Statements**

### *Mission*

*Christ the Teacher Catholic School is dedicated to academic excellence while nurturing faith and integrity in a Catholic community.*

## **C. Accreditation**

*Christ the Teacher Catholic School will be visited in the Spring of 2020 by the Accreditation Visiting Team and will be spending the next few years preparing our self-study.*

## **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 lead by Father Cesar Vega. 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*

## **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 outlines 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 believe that they are able and willing to respond to those expectations.*

### **B. Grading**

*The performance scale for all grades, K-8 are as follows:*

*Kindergarten through 3rd Grade:*

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

*3 – Meeting Expectations – Student meets grade level expectations. Student shows proficient understanding and demonstrates appropriate skills.*

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

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

*As a school, our academic standards are high. If your child is meeting our grade level expectations, their performance score will be a “3”. If they are approaching grade level expectations, their score will be a “2”.*

*4th and 5th Grade:*

*A – 90%-100%*

*B – 80%-89%*

*C – 70%-79%*

*D – 60%-69%*

*Middle School, 6th – 8th Grade:*

*A+ = 100%*

*C+ = 77-79 %*

*A = 94-99 %*

*C = 74-76 %*

*A- = 90-93%*

*C- = 70-73 %*

*B+ = 87-89 %*

*D+ = 67-69 %*

*B = 84-86 %*

*D = 64-66 %*

*B- = 80-83 %*

*D- = 60-63 %*

*Beginning in 5th grade, all classes assigned a grade will be included into the Grade Point Average. In computing GPA, some classes (PE/Health, Art, Music, and Spanish) are combined into a single grade and added to the grades given for Reading, Religion, Language Arts, Science, Math, and Social Studies. All grades below 60% are failing grades.*

### **C. Academic Honor Roll (4th – 8th Grade)**

*In honor of those students who strive for high academic performance, Christ the Teacher Catholic School has a tiered system of recognition.*

<i>Principal List (6th-8th Grade ONLY)</i>	<i>Students with 100% in every class.</i>
<i>1st Honors (4th-8th Grade)</i>	<i>Students with 3.5 - 3.99 and no grade lower than a B-.</i>
<i>2nd Honors (4th-8th Grade)</i>	<i>Students with 3.0 - 3.49 and no grade lower than a B-.</i>

### **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*

*Library*

*Computer Skills, Integration of technology into other areas of the curriculum*

*Spanish*

*Parents are the primary educators in the faith formation of their children. The role of the school is to support families in this very 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 not request a specific teacher, but may provide a written statement of what they see as the specific needs of their student. This letter must be presented to the principal by June 1. Class lists are published the Friday before school starts. Lists are final unless unusual circumstances require a change approved by the principal.*

### **F. Homework Guidelines**

*Homework is given in all grade levels. The purpose of homework is to provide the opportunity for academic reinforcement and to foster good study habits.*

*If a student is having consistent difficulty with homework, the issues should first be taken up with the teacher. 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 in June; they are also available in the school office and webpage. Some supplies may need to be replenished throughout the year.*

*Middle School 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 parent/s will be billed for the cost of the replacement.*

## **III. ADMISSION AND WITHDRAWAL**

### **A. Admissions Policy**

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

*Current CTCS families. A current CTCS is a family who has a student currently enrolled at the school. Siblings of currently enrolled students have first priority of acceptance.*

### **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**

*Registration materials – available for current families in February*

*Complete registration forms and fee – due in the school office in February*

*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.*

*Promissory notes and non-refundable registration fee must be turned returned in order for your child to be registered.*

### **D. Statement of Nondiscrimination**

*Christ the Teacher Catholic School admits students of any religion (open to all faiths), race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all the schools. Christ the Teacher Catholic School does not discriminate based on religion, 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's 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 of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.*

*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 the majority of 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 July 1 of the school year*

*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 does charge a monthly late fee on all accounts when payments are late. Charges will continue to accrue until all fees are paid in full.*

*If a family has an unforeseen financial situation arise which will cause a payment to be late, the principal or 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.*

##### **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 filled out on FACTS. Applicants will be notified by mail and e-mail of tuition assistance awarded.*

#### **E. 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 parent that the students is terminating enrollment.*

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

#### **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.*

#### **A. Daily Schedule- subject to change**

<i>7:00-7:50am</i>	<i>BASE</i>
<i>7:50-8:00am</i>	<i>Students head to class</i>
<i>8:00am</i>	<i>Class Begins</i>
<i>3:00pm</i>	<i>Class Ends (2:00pm on Monday)</i>
<i>5:30pm</i>	<i>BASE Ends</i>

*ARRIVAL/DISMISSAL: 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 (Tuesday-Friday) and 2:00 pm (Monday). Children who have not been picked by 3:30 pm (2:30 on Mondays) will be charged \$3.50 per hour, with a \$3.00 minimum fee.*

## **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. Illness should be the reason for nearly all absences.*

*The absence of students from school during the school year for family vacations, travel, or other reasons not related to school functions, is not recommended.*

*Parents need to 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. TEACHERS MAY CHOOSE TO NOT HAND OUT WORK PRIOR TO THE VACATION. Upon return, it is the students, parent 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 reason other than illness maybe reflected in a student's learning and grades.*

*Reporting an absence:*

*It is the responsibility of the parent or guardian to call the school office or email Jennifer Stadler at [jstadler@ctcsyakima.org](mailto:jstadler@ctcsyakima.org) at the start of the school day to report an absence. Upon the student's return, their parent must send a note explaining the reason for the absence.*

## **C. Tardiness**

*It is important your child arrives to 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 to get a late slip and sign them in. 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 a parent-principal conference.*

*Students who are excessively tardy will be held in the main office until the next subject change to minimize disruption to other students.*

*Teachers and the school office should be notified, in advance, when a student is going to be late to school due to an appointment.*

*Attendance at Mass is an important part of our religion program. Tardiness or absence from Mass will affect the student's religion grade. Consult teachers' individual requirement for more details.*

#### **D. Appointments During School Hours**

*Please arrange for appointment outside of school hours whenever possible. If a student must leave during the day a phone call 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**

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

- *Follow directions respectfully*
- *Display courtesy at all times on the playground: follow the playground rules*
- *Maintain acceptable classroom behavior*
- *Complete assignments on time and submit them in an acceptance form*
- *Show reverence during prayer and liturgical celebrations*
- *Adhere to uniform policy and dress code*
- *No gum chewing*
- *Any act which could result in damage, injury, or disruption of the educational process will not be tolerated.*

#### **Cell Phones**

*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. (7:00am – 2:15pm, Monday's and 7:00am – 3:15pm, Tuesday-Friday)*

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

*Laser pointers, illegal substances, firearms or potential weapons, hand-held games or non-issued electronic devices.*

*Toys and stuffed animals from home, unless directed by the teacher*

*If brought from home items will be confiscated and the parent will be contacted for pick up of items.*

#### **Search and Seizure**

*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.*

#### **Transition time etiquette**

*Individuals need to be respectful of classes in session when walking by*

*Students and staff greet one another positively and politely*

### ***Cafeteria/Recess Expectations***

*During recess and lunch adult supervision is mandated. The rules and expectations of behavior in both the cafeteria and at recess are expected to be followed and students and adults are held accountable to.*

### ***Cafeteria Expectations***

*Sit at your table, talking quietly. You may not trade or share food with other students due to the possible presence of allergies and potential of spread of illness.*

*Order extra milk or hot lunch in the morning in your classroom*

*To be excused from the table:*

*Collect all trash on and under your seating area*

*Sweep under your table and chair and wipe your area*

*Sit quietly at your table and wait to be excused*

*Wait for the adult to dismiss your class to line up*

### ***Recess Expectations***

*Students must stay within the fenced area*

*Once the whistle is blown, all play must stop and students return the play equipment to the containers and line up*

*Students must check in with a recess adult to use the bathroom, go to the library or to a classroom*

### ***Recess Expectations-Appropriate Games and Use of Play Equipment***

*Tag is limited to ONLY the field, NOT the play structure or barked area*

*Slides are to be used in the appropriate direction (down only). Only one person sliding at a time.*

*No standing on, walking or jumping from bars*

*Touch football is allowed: NO TACKLING*

*No hanging on the fences*

*No building of piles of bark*

*No throwing snowballs or whitewashing*

*No balls other toys on play structure*

*Respect each other's personal space*

*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 and 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.*

*On a daily basis, 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)**

*Student, Principal and parents meet to discuss the previous and current problems. A plan of action may be written and parents may be asked to sign 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. Parent 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 generally follows a defined order of events, unless the offense is so serious it necessitates immediate probation or expulsion:*

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

***Additional Information:***

*Any student whose behavior outside the school day detrimentally impacts the school, its program's 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.*

### **F. Uniform Policy and Dress Code**

*The physical appearance of students should reflect the standards of excellence expected of student at Christ the Teacher Catholic School. These rules of dress help foster a positive school environment. Student's 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 Administrator.*

- 1. School Uniforms: Pre-Kinder through 5<sup>th</sup> grade-navy blue shorts/pants, navy/red plaid jumper, navy jumper, navy skort or navy skirt. Red, white or navy polos. 6<sup>th</sup> through 8<sup>th</sup> grade-navy*

*short/pants or khaki shorts/pants. Navy/khaki/red plaid jumper, skort or skirt. Red, white or navy polos. School polo logos also allowed.*

2. *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 sweaters without hoods. NO LOGOS, other colors, or brand names may be on worn. Other types of coats, jackets, and sweatshirts may be worn outside as needed, but may NOT be worn in the classroom.*
3. *All clothing must be the correct size and fit properly. 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. Shirts and blouses must be worn tucked in at the waist at all times. Clothing and shoes must be neat, clean and in good repair.*
4. *Only the shoes described below are allowed:*
  - *Shoes must be matching, have a back and have no more than a 1" heel.*
  - *Dress boots are allowed.*
  - *Snow boots are allowed outside only during inclement weather.*
5. *Socks must be red, white, navy or neutral color. Tights or knee-high socks may be worn in the same colors. Leggings may be worn under skirts, dresses, or skorts.*
6. *No hats, bandanas or scarves may be worn during the school day.*
7. *General Appearance:*
  - *Overall appearance should be clean, neat, modest and simple.*
  - *T-shirts worn under uniform shirts must be white in color with no writing.*
  - *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.*
  - *Make-up is NOT allowed*
  - *Fingernails may be painted.*
  - *Hair must be conservative, neat, tidy and must be the students NATURAL color. No razor cuts or Mohawks. Must be worn out of the eyes, above the eyebrow. Boys hair must be above shirt collar, above the eyebrows, and above the ears. Boys are always expected to have proper hair length.*
  - *No writing on hands or body.*
8. *Physical Education Uniform for grades 4,5,6,7 and 8.*
  - *P.E. uniform REQUIRED for students in grades 4,5,6,7, and 8.*
  - *P.E. t-shirts, sports shorts, tennis shoes and athletic socks must be worn.*
9. *Non-Uniform Days/Dress Code: Free dress is a privilege and will be treated as such. Violation of dress code will be documented. Repeated offenders risk losing one or more free dress days after communication with parents has been made. Absolutely, NO offensive messages or pictures will be tolerated.*
  - *Socks/Shoes-same guidelines as uniform days.*
  - *Shirts-no tank tops, mid drift, see through, tight tops. Pictures, logos, must be appropriate.*
  - *Pants/shorts/skirts- Nothing shorter than 4" above the knee. Must not be too tight or revealing. No low-cut pants or yoga pants allowed.*

- Sweatshirts, sweaters, coats, jackets/hoods/hats are not allowed inside.
- 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. 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?**

<i>STUDENT’S SYPMPTOMS/DIAGNOSED ILLNESS:</i>	<i>STUDENT MAY RETURN TO SCHOOL WHEN:</i>
<i>Fever greater than 99 degrees</i>	<i>Temperature below 99 degrees for a minimum of 24 hours WITHOUT use of fever-reducing medications</i>
<i>Rash or rash with fever-new or sudden onset</i>	<i>Rash disappears</i>
<i>Brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body.</i>	<i>Discharge must be gone or student must have been on antibiotics for 48 hours</i>
<i>Vomiting</i>	<i>Symptom-free for 24 hours</i>
<i>Diarrhea: 3 loose or water stools per day</i>	<i>Symptom-free for 24 hours</i>
<i>Cough, deep, barking, congested, or producing colored mucous.</i>	<i>Symptom-free or student must have been on antibiotics for 48 hours</i>
<i>Strep throat diagnosed by Doctor</i>	<i>Must have been on antibiotics for 24 hours.</i>

**B. 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.

**C. Immunization**

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

#### **D. 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 doctors 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 guardian's responsibility to maintain an adequate supply of medication at school.*

### **VIII. 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 wear an identification badge at all times.*

*Security cameras are in place with monitoring in the office. The office personnel can see all locations where cameras are positioned.*

*Emergency drills of different 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 Closing**

*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, generally, follows the Yakima School District. Any deviation from the Yakima School District will be announced on local stations. The safety of students is paramount.*

*BASE Care: If school starts late, BASE runs two hours late. No students may be dropped off any earlier than BASE opening.*

### **C. Student Transportation**

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

*Students may not be on campus, unless accompanied by an adult, before the BASE teachers arrive at 7 am. Preschool students must be walked in and signed in by a parent/guardian, Kindergarten through 8th grade may be dropped off in the drop off lane. When crossing in the parking lot, you MUST use the crosswalk.*

*All students will be brought to the dismissal area by 3:00 pm (2:00 pm on Monday). Walkers will be directed to a gathering place where they will meet a staff member to supervise their departure. Students staying for after-school activities will be directed to another gathering place to meet the supervisor of BASE. All other students will remain in line with their teacher until their ride has arrived. If you park in the parking lot, please come walk through the crosswalk to pick up your students.*

*Students who have not been picked up by 3:15 pm (2:15 pm on Monday) will be signed into BASE and will need to be picked up from there.*

### **D. Fire/Lockdown Policy**

*In the event that 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 closely 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 firmly 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, unwelcomed or hostile environment at school or during school/parish events.*

### **J. Volunteers**

*Background checks are required for 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. We utilize VIRTUS, a required Safe Environment training mandated by the Diocese of Yakima for volunteers and parents working with children and vulnerable adults.*

### **X. 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. School Advisory Commission**

*Christ the Teacher Catholic School is a ministry of Holy Family Parish, a part of the Diocese of Yakima. The policy of the Diocese states that this commission is formed to “advise and support the pastor and principal in the formation of a strategic plan for the school and to recommend school policies within the context of parish priorities and goals.” Commission responsibilities include establishing a mission statement for the school, developing long range goals for the school, developing means to finance the school) including tuition structures, financial development, and fundraising), promoting communication and public relations, and evaluating the school’s goals and plans.*

### **C. Parent Development Organization (PDO)**

*Every Christ the Teacher Catholic School parent or guardian is a member of the Parent Development Organization. The goal of the PDO is to support and enrich the school experience through communication and a strong sense of community. All are welcome to attend monthly meeting.*

*The PDO is responsible for development and oversight of all fundraising events/ campaigns held at CTCS. PDO oversees fundraisers from planning stages, to implementation, to conclusion and final accounting. PDO makes policies regarding the control of all fundraising events, finds chairperson for those events when necessary, and reports the status and results of fundraising efforts to the School Advisory Commission and school administration.*

### **D. Classroom**

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

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

*Any food item or treat brought to share with classmates must include enough for all children in the classroom. It is not appropriate to bring individual gifts to school for another student.*

### **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*

*All pertinent general school information will be posted on the school website.*

*Parents are responsible for knowing the information disseminated in the emailed newsletter. They will be sent by the main office every Monday, and more as needed.*

### *Family Initiated Communication*

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

*Parents do not call teachers at home unless explicit permission has been given by the teacher.*

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

## **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 to our time, talent and treasure. Each family makes a commitment to this program by signing the Tuition Contract each year.*

### *Volunteer Hours (20 hours)*

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

*Families that complete their total hour requirements can donate extra hours to help others meet their total hour requirement. The family to receive donated hours must have 75% of their total hour requirement completed before they may receive credit for donated hours.*

*All families have until the last day of school to complete their total hour requirements. An unfulfilled hours charge will be posted to FACTS accounts after the last day of school. The unfulfilled hours will be charged at \$35.00 per hour. No credit and/or adjustments shall be made after June 15th.*

### *365 Raffle*

*Each family is required to sell a minimum of 6 books (Kinder-8th grade) and 3 books (Pre-School) once you have sold your allotted books, you may then check out more books. Per Washington State Gambling Commission requirements: ALL 365-DAY RAFFLE TICKETS MUST BE RETURNED THE LAST DAY OF SCHOOL PRIOR TO CHRISTMAS BREAK EACH YEAR. Tickets may not be turned in after that date. The Washington State Gambling Commission requires, as a matter of law that all raffle tickets must be accounted for before the raffle is scheduled to begin, and that all those are participating in the raffle are 18 years of age or older. To ensure the return of all raffle tickets, any family who does not return their tickets before the above-mentioned date, will be billed for those tickets on their January Tuition Statement. The fee/billing is non-refundable, even if the tickets are returned in January, the tickets are not entered the drawing. Lost or stolen tickets must be reported immediately so the proper paperwork may be completed for the school records.*

### Elephant Ear Booth

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

### Mardi Gras

Mardi Gras is another one of the school's major fundraisers and families are asked to help with one shift. Families, friends, alumni, parishioners and community member are encouraged to attend. A live and silent auction, dinner and dance make up the event.

## **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. Chaperones/drivers will not bring any siblings or guest children with them.
4. Chaperones/drivers are responsible for the care of the children assigned to them.
5. Chaperones/drivers may not make any intermediary stops to or from a field trip.

## **J. Handing 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.

## **X. STUDENT SERVICES**

### **A. Hot Lunch Program**

A nutritious hot lunch is served Monday through Friday. The cost is \$3.25 for children and milk is included in the lunch but single milks may be purchased for \$.50.

Each child is assigned an individual lunch account. Meals purchased are tracked and charged in the School Bucks lunch system. Lunch payments are accepted in the school office or can be prepaid on the students School Bucks account, via <https://www.mySchoolBucks.com> and accounts must be kept at a positive balance for the student to purchase their meal.

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

### **B. Media Support**

*Christ the Teacher Catholic School has 1:1 iPads in 7th and 8th grade, a Computer on Wheels cart that is used for all students in Kindergarten through 6th grade. WiFi 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. This occurs in the fall, winter and spring. Dynamic Indicator Basic Early Literacy Skills (DIBELS). This occurs in the fall, winter and spring.*

### **D. Extended Care BASE**

*Morning hours 7:00am-7:50am. Afternoon hours are 3:15pm-5:30pm (Tuesday-Friday) 2:15pm-5:30pm (Monday). On some half days BASE is open but not all, please watch the weekly newsletter for information about those days. BASE is offered only on days when school is in session and is available for Christ the Teacher Catholic School students only K-8.*

*Fees:*

*AM care is free*

*PM care is \$3.00 per day minimum OR \$100 per month unlimited, payment due by end of previous month.*

*Late pick-up beyond 5:30pm is \$2.00 per minute. After 3 late pick-up charges, families will be charged \$5.00 per minute.*

## **XI. 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 Coding Club, Drama Club and Yearbook Club.*

*Middle School Sports:*

*Volleyball*

*Girls and Boys Basketball*

*Girls and Boys Track*

*Baseball*

*A student may not play if they have ineligibility because of grades, missed school or are suspended.*

## **B. Altar Servers**

*Catholic boys and girls in grades 4 through 8 may train to be altar servers. The training take place throughout each year. The expectation is that servers may be assigned to serve at Mass on the weekend as well as during the week and at special liturgies or funeral services as needed.*

## **XII. INTERNET USE TERMS AND CONDITIONS**

### **A. Computer on Wheels Lab**

*Christ the Teacher Catholic School is very proud of its Computer on Wheels (COW) and the use of technology woven throughout the curriculum. The computers have an internet connection and parents and students sign an "Permission Use" agreement each year stating that they will adhere to the computer use guidelines and only use appropriate and approved web sites while online at school.*

### **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. The 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 generally accepted rules of network etiquette. These include, but are not limited to, the following:*
    - i. *Be polite. Do not write or send abusive messages to others.*
    - ii. *Use appropriate language.*
    - iii. *Do not reveal personal addresses or phone numbers or that of other students or colleagues.*
    - iv. *Do not use the network in such a way that you would disrupt the use of the network by other users.*
    - v. *Students will not respond to unsolicited online contact.*
    - vi. *Students are not allowed to access Facebook or any other account at school.*
    - vii. *Students are prohibited from purchasing goods and services via the Internet.*

4. *Security on any computer system is 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 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 will result in cancellation of user privileges. Vandalism is defined as any malicious attempts 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.*
6. *Inappropriate Use of Technology Outside of School*
  - a. *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, it's 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.*

**XVI. PARENT AND STUDENT HANDBOOK CONTRACT**

*We have read a copy of the 2018-2019 PARENT AND STUDENT HANDBOOK. We understand that it sets forth a number of school policies, rules, standards, guidelines and procedures that my child/children and I are responsible for reading, knowing and following. We understand our responsibility is to conduct ourselves, whether inside or outside school, in a manner that brings credit to the Church and School. Failure to do so may result in removal from the school community.*

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

\_\_\_\_\_  
*Parent Name (Please Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Parent Name (Please Print)*

\_\_\_\_\_  
*Signature*

*Student(s) Name(s)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Grade*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Signature*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_