



CHRIST *the*
REDEEMER
Catholic School

Parent-Student Handbook 2021-22

GRADES
PRE-K - 8TH



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NOTE FROM THE PRINCIPAL

Welcome to Christ the Redeemer Catholic School! All policies, programs and explanations included in the Parent-Student Handbook are designed to help facilitate the development of our students as spiritually, academically, socially and psychologically well-rounded individuals. Through the success of our students comes the greatest reward - fulfillment and growth for each of our school staff members, and community as a whole.

Please review this entire handbook to gain a complete understanding of what is expected of students who attend Christ the Redeemer Catholic School.

Both the parent/guardian and the student will be asked to print and sign the Parent-Student Handbook Acknowledgment Form found at the back of this handbook. The form states that each member has read and understands the information contained in this handbook and agrees to abide by the school procedures, regulations and policies.

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given notification if changes are made.

The school has the right to withdraw student(s) for the student(s) parent(s)/guardian(s) failure to comply with any of the policies contained herein.

All interpretation and application of the rules and policies contained herein are at the sole and final discretion of the pastor and administration.

Success comes from working together. We thank you for your cooperation and efforts in working with us to make your child's Catholic school experience a positive one. With the Lord's guidance, we will find success for each of our students.

The Parent-Student Handbook Acknowledgment Form is due by Monday, Aug. 28, 2021. This is an electronic Google Form that can be found [HERE](#)

CHRIST THE REDEEMER CATHOLIC SCHOOL PHILOSOPHY

Christ the Redeemer Catholic School strives to be an expression of the teaching mission of the Church, passing on Christian hope and faith, deriving its philosophy from the Gospel and the teachings of the Catholic Church.

Students, staff, teachers and parents purposefully create a community infused with religious truths and Christian values where self-discipline, respect and responsibility are taught and lived.

Education is directed toward the whole child - spiritual, intellectual, moral, social and physical - in order to bring each child to full potential.

The school maintains high expectations and standards of academic excellence, where human knowledge and skills are valued for their own worth, but also are seen as deriving their most profound significance from God's plan for His creation.

Individual talents are developed and children are encouraged to use their gifts in service to God, neighbor and community.

CHRIST THE REDEEMER CATHOLIC SCHOOL PURPOSE STATEMENT

The purpose of Christ the Redeemer Catholic School is to foster academic excellence with a love of God and neighbor that inspires and challenges our children to become leaders who proclaim the Gospel of Jesus Christ in word and action.

ADMISSIONS

Non-Discrimination Policy

Catholic schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs and activities made available to the student body. They shall not discriminate on the basis of race, color, age or national origin in the administration of its admission, loan, athletic or scholarship programs.

New admissions to CtRCS will be based on the following priorities:

1. Students currently attending Christ the Redeemer Catholic School.
2. Siblings of students currently attending Christ the Redeemer Catholic School.
3. Students currently enrolled in the Genesis Early Childhood Program.
4. Participating Catholics of Christ the Redeemer Catholic Church, as verified by the pastor.
5. Children of employees of Christ the Redeemer Catholic Church and School .
6. Families who are registered members of other Catholic parishes.
7. Non-Catholic families who may wish to enroll a child or children.

Admissions Procedure

1. Parents/guardians will complete an application form online and include digital copies of a current report card and standardized test scores. A non-refundable application fee will be charged as part of the online submission.
 - Applicants for grades Pre-Kindergarten 3 – 1st grade must submit one recommendation to complete the application process. If the applicant has attended any type of school or daycare program, this recommendation should be filled out by his/her teacher. If this is the first time the applicant will be attending school, the recommendation should be filled out by the parent/guardian.
 - Applicants for grades 2nd - 5th should submit two teacher recommendations, which are also signed by the principal, to complete the application process.
 - Applicants for 6th - 8th grade should submit two teacher recommendations, one from a math teacher and one from an English language arts teacher, which will also be signed by the principal.
 - Student Age
 - i. A student entering Pre-Kindergarten 3 must be 3 years of age on or before Sept. 1.
 - ii. A student entering Pre-Kindergarten 4 must be 4 years of age on or before Sept. 1.
 - iii. A student entering Kindergarten must be 5 years of age on or before Sept. 1.

- iv. A student entering 1st grade must be 6 years of age on or before Sept. 1.
2. Upon receipt of the application form, application fee and recommendation(s), an academic evaluation will be administered.
3. The Admissions Committee makes the decision regarding acceptance of the new student.
4. *After receiving an acceptance letter, an online registration will need to be completed and the following must be uploaded in order to complete:*
 - Birth Certificate
 - Sacrament Documents (Baptism Certificate, Certificate of First Holy Communion, etc., if applicable)
 - Immunization Records
5. Upon acceptance, an online registration form is completed and a non-refundable registration fee is paid.

All new students are accepted on a probationary period that exists for nine weeks, during which time a decision is made whether or not the school can meet the needs of the child.

Students who are invited to return for the upcoming school year will register during the fall semester. Fees are to be paid at this time. No student shall be re-admitted who has an outstanding financial obligation to the school.

Student Withdrawals/Transfers

When a student is transferring to another school, parents should notify the principal and the registrar by emailing registrar@ctrschool.com. ***Please notify the school at least two weeks in advance of the transfer.*** All textbooks, library books, athletic equipment, and other school property should be returned to the teacher. Students have the option of paying off the residual value of their chromebooks and keeping them *or* leaving them with the school. Transcripts and other school records will be released to the child's new school only after all financial obligations have been met and all school property cited above has been returned. ***Failure or delay in returning supplies or finalization procedures may result in records not being sent in a timely fashion.***

FINANCIAL POLICIES

Methods of Payment

All tuition and fee payments will be processed through FACTS Tuition Management. Families are required to set up a FACTS tuition agreement each year at the time of registration. FACTS can be accessed via the [ParentsWeb](#) account. The link to this account can be found under the Parent Resources section of the school website.

Tuition and Fees

Please see the Christ the Redeemer School website at <https://ctrschool.com/tuition> for the most up to date information on tuition and fees.

Tuition Assistance

A tuition assistance program is available for students on the basis of family need. Families interested in this program are required to complete a financial aid application through the Archdiocese of Galveston-Houston and supply the necessary family information for consideration. After families receive notification of the awards, if any, given by the Archdiocese of Galveston-Houston, the CtR Tuition Assistance Committee will review requests for assistance and award grants to qualifying families from any tuition assistance funds available through parish resources. The Tuition Assistance Committee will consider the following factors:

- Family income and size
- Other undue burdens on the family's resources
- History of attendance at Christ the Redeemer Catholic Church
- Pastor input and evaluation

Assistance applications for the upcoming school year typically open in November or December of the preceding school year, with the first-round applications typically due in late January or early February. Additional information regarding assistance and the timeline can be found on the [CtRCS Tuition webpage](#). All financial information is held in strictest confidence.

Money in School

If a check is sent to the school for any reason, it should be put in an **envelope** with your child's **name** on it and the **purpose** of the check. The School Office will not accept cash or handle cash payments.

Any cash or coins sent with the students for book fairs, bake sales, or similar events should be sent in a sealed bag or envelope labeled with the student's **name** and **purpose**.

Withholding Report Cards (Archdiocesan Policy 3220.4)

Report cards and/or transcripts are not issued at the end of the school year until all financial obligations are met.

ATTENDANCE POLICIES

Daily attendance is the only effective way to assure continued academic progress for our students. Parents/guardians are expected to honor the published school [calendar](#).

School absences are defined as:

- Family emergency including death and or serious prolonged illness and
- Absence due to illness including dental and doctor appointments. documents

If it is absolutely necessary for parents to remove a child from classes for reasons other than family emergencies or illness, a written request should be submitted to the principal indicating the reason for the absence and the number of days the student will be absent. A student not physically present at school or participating in a school-sponsored field trip or activity is marked absent.

Regular school attendance is necessary for every student. The Archdiocese of Galveston-Houston uses the compulsory attendance laws for Texas schools as a guide. Students are required to be in attendance for at least 90 percent of the days classes are in session in order to receive credit for the class/course.

Excessive absences of 17 days or more in the school year may affect student promotion and/or re-enrollment for the following year.

Parents are required to contact the School Office by 9 a.m. on the day of an absence or in advance if known. Calls made by students are not acceptable. If a student's absence is not confirmed by 9 a.m., the School Office will attempt to contact the parent to verify the student's whereabouts.

When a pupil is absent from school for any reason, a written excuse signed by the parent or guardian stating why the child was absent, must be sent to the child's teacher. Please indicate the date(s) of absence(s), student's name and reason.

When a student's absence for illness exceeds three (3) cumulative days, a statement from a physician verifying the illness or condition requiring the student's extended absence from school is needed.

If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence to clarify the absence as one for which there are extenuating circumstances.

A student arriving at school after 10 a.m. or leaving before 1 p.m. is considered absent for a half day even if the reason is a medical appointment. Students must be in attendance a minimum of two (2) hours during the morning or afternoon to be considered in attendance for that portion of the day.

Students are expected to make up assignments and tests from absences. Students are given one day for each day absent to complete make-up work. In most cases, students are given make-up assignments upon their return to school. Class work or assignments may not be available prior to a planned absence. A student absent for three (3) or more days can have class work or homework picked up for completion. In order to receive homework on days that students are not present, parents need to email their teachers by 9 a.m. to request the work. Work should be ready for pick-up in the office by 3:15 p.m.

Doctor/Dental Appointments

Arranging doctor and dental appointments during the school day is strongly discouraged. Please make a sincere effort to have all doctors' appointments made after school. If this is impossible and a student must be dismissed early, a note is to be sent to the teacher. Parents should report to the School Office to sign the check-out book before the student is released. Parents will need to sign the student back in at the School Office before the student returns to class. All students will be required to bring a doctor's note if they miss any part of the school day. You are allowed 48 hours to submit a doctor's excuse to school.

Restricted Physical Activity

If for any reason a student is not able to participate in physical education class or recess for more than three (3) days, please send a doctor's note to the homeroom teacher. The note should explain the situation, the physical activities restricted and the approximate duration your child will not be able to participate in these activities.

Tardiness

A student is tardy if he/she arrives to school after 8 a.m. A parent/guardian must sign the student in at the front desk. The student will be given a tardy slip before being admitted to class.

Habitual tardiness seriously affects a student's school performance and disrupts the class they are entering. Tardies are recorded for each grading period on the report card. If necessary, parents will be contacted to discuss habitual tardiness and students may be subject to dismissal from school.

UNIFORMS

Formal uniforms are to be purchased from:

Mills Uniform Company
 9331 Katy Freeway, Suite B
 Houston, TX 77024
 713-464-3400 or millswear.com
 School code: 3362

Students should wear school uniforms every day, unless given special permission by the principal. Formal uniforms can be worn any day of the week, but are **required** on Mass days (typically once per week) and any other special occasions as designated by the principal. An optional casual uniform may be worn on other days of the week. The details of the formal and casual uniforms are below. It is very important to label every item of uniform clothing with the student's name.

Items in the second through fourth columns must be purchased through Mills Uniform Company.

* All items marked with an asterisk are required.

Girls

Purchase Online	millswear.com	millswear.com	millswear.com	ctrschool.com
Grade	Pre-K 3 - 2nd	3rd - 5th	6th - 8th	All grades
Formal Uniform				
Top	Peter Pan collared blouse*	White monogrammed oxford blouse (short or long sleeve)*	White monogrammed oxford blouse (short or long sleeve)*	
Bottom	Wine/khaki plaid jumper*	Wine/khaki plaid skort*	Wine/khaki plaid skort or skirt*	
Accessories	Fitted modesty shorts*		Fitted modesty shorts (if skirt option is chosen)*	
Outerwear	Black monogrammed sweater (button-down or v-neck)*	Black monogrammed sweater (button-down or v-neck)*	Black monogrammed sweater (button-down or v-neck)*	

Optional Casual Uniform				
Top	Black monogrammed polo	Black monogrammed polo	Black monogrammed polo	
	White monogrammed polo	White monogrammed polo	White monogrammed polo	
Bottom	Khaki skort	Khaki skort	Khaki skort	
	Khaki shorts	Khaki shorts	Khaki shorts	
	Khaki pants	Khaki pants	Khaki pants	
Outerwear	Black monogrammed jacket – fleece or nylon rain jacket	Black monogrammed jacket – fleece or nylon rain jacket	Black monogrammed jacket – fleece or nylon rain jacket	Black hoodie spirit sweatshirt

Boys

Purchase Online	millsweat.com	ctrschool.com
Grade	All grades	All grades
Formal Uniform		
Top	White monogrammed oxford shirt* (short or long sleeve)	
Bottom	Khaki pants*(Pre-K and K may wear the pull-on option)	
Accessories	Plaid tie*	
Outerwear	Black monogrammed sweater (button-down or v-neck)*	
Optional Casual Uniform		
Top	Black monogrammed polo or white monogrammed polo	
Bottom	Khaki shorts (Pre-K and K may wear the pull-on option)	
	Khaki pants (Pre-K and K may wear the pull-on option)	
Outerwear	Black monogrammed jacket – fleece or nylon rain jacket	Black hoodie spirit sweatshirt

Uniform Dress Code Rules

The uniform dress code is strictly enforced. Students will observe the uniform dress code rules at all times. Students in violation of the dress code will be politely and privately asked to correct the infraction if possible (ex. - tuck in shirt, take off jewelry, etc.). Teachers may also send home a uniform violation form. Depending on the violation, the student will be given a fair amount of time to correct. For haircuts and new uniform purchases, the school will typically allow the weekend for this to occur. If students fail to comply they may be sent to the principal. The principal reserves the right to have students call home immediately if the violation is ongoing or disrupts the learning process. Parents will be asked to bring proper uniform attire for the student to remain at school.

Spirit Shirt

Students will be able to purchase a Christ the Redeemer spirit shirt at the beginning of the school year. The students will also be issued a field trip/ theme shirt which they are required to wear on field trips. Students will have opportunities throughout the year to wear these on other non-uniform designated days.

Extra Clothes

All Preschool and Kindergarten students are required to keep a full set of clothes, including socks and underwear, at school. Preschool students **must** be potty trained.

Jewelry/Watches

Only one set of small, stud, pierced earrings at a time (girls only). A modest, religious medal or cross on a simple chain along with one small ring, and one watch are allowed. No beeping, chiming or smart (i.e. Apple, Fitbit, etc.) watches are permitted. The school will not be responsible for the loss, breakage, or theft of jewelry and/or other personal items. Students will be asked to remove jewelry not conforming to guidelines.

Cosmetics

No makeup or nail polish. No false nails. No cologne or perfume.

Body Markings & Piercings

No body piercings or tattoos (temporary or permanent). Students may not write on their bodies.

Hair

Hair must be neat, clean, natural color and well groomed at all times. No bleaching, tinting or highlights. Hairstyles that are deemed distracting to the educational environment are inappropriate.

Boys' hair length cannot cover the eyebrows or be longer than the collar of a fully buttoned shirt for Mass. Hair must be neatly trimmed, no ponytails and/or braids. Facial hair is not allowed.

Girls' hair must be controlled with barrettes, clips, etc. to keep it out of the face. Hair ribbons and bows must match the school uniform or made from uniform material. Monogramming in school colors is allowed (White/Black/Khaki/Crimson).

A parent/guardian not willing to remedy dress code infractions may be asked to withdraw.

Shirts/Blouses

All shirts/blouses must be neat, clean and tucked in allowing the waistband and/or belt to show. Shirts/blouses are to be correct size, not baggy. Students may wear a white cotton turtleneck or crew neck under their uniform shirt.

Skirts/Jumpers

Girls' jumpers and skirts must be neat, clean and the length must be no more than 2 inches above the knee. All girls are to wear modesty shorts under their skirts or jumpers at all times.

Shorts

Boys and girls shorts must be neat, clean and the length must be 2 inches above the knee or longer. Shorts are to be purchased from Mills Uniform only.

Belts

A black belt must be worn with pants/shorts that have belt loops. No distracting belt buckle allowed.

Shoes

Pre-K and Kindergarten are to wear only Velcro shoes. A matching pair of athletic (rubber-sole) shoes for boys and girls which are white, black, gray or a combination of the three is to be worn on casual days. Mass days require boys/girls to wear light tan boat shoes (e.g. Sperry's or a similar type). Girls can wear black/white saddle oxfords or black Mary Jane's on Mass day as well. Laces must be tied at all times. No lights, pumps, platform, boots, backless, open-toed, or wheels allowed on shoes. No prints or patterns. No neon colors are acceptable on the shoe or the shoe laces.

Socks/Tights

Solid white crew or ankle socks with no logos, lace or decorations are permitted. Solid black or white leggings or tights may be worn under the uniform shorts, skirts or

jumpers for warmth during cold weather. White or black knee high socks are permitted. Boys may wear white or black socks.

Jackets/Coats

Jackets or sweatshirts must be purchased through Mills Uniform Company and/or Christ the Redeemer Catholic School. On colder days, Christ the Redeemer Catholic School uniform outerwear must be the first layer of warmth. An additional jacket may be used over but not in place of uniform when at P.E. or recess.

Hats

No hats, caps or head coverings may be worn.

Scout Uniforms

Boy Scouts and Girl Scouts are permitted to wear their uniforms to school for meeting days. Dress code rules must be followed in relation to scout uniforms. The scout uniform shirt must have a collar. Scout uniforms may not be worn to school on Mass days.

P. E. Uniforms

Our 6th – 8th grade students are required to wear designated uniforms during P.E. class. The uniform consists of a T-shirt and shorts, which are available for purchase through Mills.

Spirit Wear Days

Students may wear any Christ the Redeemer sponsored shirt with regular uniform bottoms and uniform shoes on the Friday of each week, or on special designated days. The first Tuesday of every month (i.e. early dismissal day) will be a jeans day. Students may wear any Christ the Redeemer sponsored shirt with school appropriate jeans. Capri jeans and jean shorts are not allowed. Students may not wear baggy jeans, jeans with holes, or jeans that are too tight.

Free Dress Privileges

During the school year, special days may be designated as free dress days. Students are instructed as to what constitutes appropriate attire for these occasions. Certain types of apparel are inappropriate for school even on non-uniform dress days. Such clothing includes halters, shorts, skirts or dresses that are not school uniform length, shorts with fringe, spaghetti-strap tops or dresses, leggings, T-shirts with offensive slogans/symbols, backless shoes, and ragged clothing. Failure to dress appropriately will result in parents being notified to bring appropriate clothing for students to remain at school that day.

Students not abiding by the dress code may result in exclusion from the special activity/event that day or the possibility of losing future “free dress” privileges.

ACADEMIC POLICIES

Curriculum and Textbooks

The formal curriculum for Christ the Redeemer Catholic School is contained in the Archdiocese of Galveston-Houston Curriculum Guides and the Texas Essential Knowledge and Skills (*TEKS*). We integrate Christian values and authentic Catholic doctrine throughout our curriculum. A variety of supplementary materials in addition to basic textbooks are used to enrich and expand the curriculum.

Textbooks are distributed to students at the beginning of the school year. Students will be fined for damages beyond normal wear or be asked to pay the full replacement cost for books lost. Please review the [Technology Agreement](#) for our device policy.

School Supplies

In lieu of a supply list, all students will pay a supply fee. See the tuition page on the website. The school will purchase the necessary supplies on the student's behalf. In addition to this fee, students will be required to purchase "start-up" supplies which can be reused as applicable to the child's grade level. The start up supplies can be found on the school's website at <https://ctrschool.com/supplylists>

All students will need a backpack – no wheels please.

Class Assignments

It is the student's responsibility to keep up with class assignments.

- Students with absences are expected to make up any work missed.
- Any student entering the school later in the day will make up work missed.
- Students absent on the day of a test will be expected to take the test the first day of returning to school.
- Students will be given an allowance of one school day for each day the student was absent to make up assigned work.
- On the day of an absence, classwork/homework requests need to be called into the office by 9 a.m. to allow sufficient time for teachers to prepare. If a call is not made to the office by 9 a.m., the student will get the work from the teacher the following day or upon returning to school.

The purpose of these guidelines is to promote responsibility in our students.

Homework

Christ the Redeemer Catholic School believes that there is value in homework and that it is the student's responsibility. In addition to the academic value of completing homework, it is an opportunity to learn self-discipline, responsibility and time management.

Homework will usually reflect four general types or categories of activities as listed below:

1. Practice - helps students master specific skills and to reinforce materials presented in class.
2. Preparation - prepares students for upcoming lessons or assessments.
3. Extension - determines if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
4. Creativity - helps students integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete - several days to weeks.

The type of assignment and the time devoted to it are determined by the grade level and age of the pupil. Assignments may vary in length and there may be some evenings when no homework has been assigned and others when more is assigned. Some *general guidelines* for time are as follows:

All students, regardless of grade, should read (or be read to) for pleasure nightly. Students in Pre-K - 2nd grades should spend 15-20 minutes engaged in reading. Students in grades 3rd-8th should spend at least 20-30 minutes engaged in reading.

Pre-K - In addition to reading (or being read to) Pre-K students generally don't have homework.

Kindergarten - 2nd Grade - 15-20 minutes of homework in addition to nightly reading.

3rd - 5th Grade - 20-30 minutes of homework in addition to nightly reading.

6th - 8th Grade - 45 minutes - 1 hour of homework in addition to nightly reading.

Students should also review notes and new material daily to attain good grades. *Homework and studying are different tasks.*

Grading

Students in grades Pre-K-1st will receive Standards Based Grades on their report cards. Students in grades 2-8 will receive Numerical Grades in the Parent Portal. In grades 2-5, students will receive a hybrid report card, with numerical averages and standards based

grading for general skills. Students in grades 6-8 will receive numerical grades in the portal and on their report cards. Grades will be updated in the Parent Portal weekly for 1st-8th grade students. At the end of each week, please sign and acknowledge the Gradebook Acknowledgement Form in your child's black communication folder.

Extra Credit

Christ the Redeemer Catholic School does not offer extra credit assignments.

Major Subjects

Grades 1-5: Religion, Language Arts, Reading, Math, Science, Social Studies

Grades 6-8: Theology, Language Arts, Literature, Math, Science, Social Studies

Grading Code

A	93 - 100
B	85-92
C	77-84
D	70-76
F	69 and below

Evaluation Code

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Standards Based Grading Code

EL	Exceeds Grade Level Standards
M	Meets Grade Level Standards
P	Progressing Toward Grade Level Standards
BL	Below Grade Level Standards

Report Cards

Formal report cards are sent home electronically, on a quarterly basis, at the end of each nine-week grading period.

Pre-K - 1st grade: Standards Based Report Cards

Grades 2-5: Numerical and Standards Based Report Cards

Grades 6-8: Numerical Grade Report Cards

Report cards will be sent home electronically. Each quarter, please review the report card and then sign and return the Report Card Acknowledgement form in your child's black communication folder.

Report cards and records are withheld when financial responsibilities to the school have not been met. These include tuition, before and after care payments, lunch charges, library fines, payments for lost or damaged books, or non-compliance with the Technology Agreement.

Progress Reports

Progress reports will be issued at the midpoint of each quarter for students in grades 2-8 who have an average of 77 or below or behavioral issues. Progress reports will be emailed to parents.

Conferences

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. In the event that concerns continue, referrals for additional assistance and resources may be pursued through the school administration.

Formal Conferences

Parent-student-teacher conferences are held twice a year, during the first grading quarter (fall) and as needed during the third grading quarter (spring). At any point in time, the teacher or the parent may initiate a conference to discuss a student's academic or behavioral progress.

Informal Conferences

Discussions about your child's progress are welcome throughout the school year. However, teachers are not available to discuss issues during the regular school day without an appointment. Contact the school office to leave a message for the teacher or send a note with your child. Teachers will contact you within 24 hours of receiving the message. If you have not been contacted, please call the school office so we can assist with the communication between home and school.

Intervention Conferences

Parents of students who are experiencing academic, social and/or behavioral problems will be asked to conference with the team of teachers who work with the student daily. At this time, a School Intervention Plan will be completed to determine causes of the problems and recommendations made to resolve the problem.

Parental and Student Rights

Christ the Redeemer Catholic School shall respect parental and student rights to information and to confidentiality. The school shall:

1. Provide parents and students access to records directly related to the students (e.g. duplicate report card, permanent record card, health records).
2. Obtain written consent of parents before releasing personally identifiable information from student's records.

Non-Custodial Parent

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such documents must be in the school file. In case of joint custody, both parents should be equally informed of their child's progress.

Quarterly Honor Roll

Students in grades 4-8 will be eligible for honor roll each quarter. A child receiving two or more Ns or one U for conduct is not eligible to receive honor roll.

Silver Honor Roll goes to students in grades 4-8 who have all A averages for all subjects. For grades 4-5, students must earn all ELs and/or Ms in their enrichment classes.

Crimson Honor Roll goes to students in grades 4-8 who have earned As and no more than 2 Bs. For grades 4-5, students must earn all ELs and/or Ms in their enrichment classes.

Year-End Awards

An award ceremony is held at the end of the school year recognizing the following awards:

Crusader Kindness Award goes to one student in class who consistently exhibits kindness and compassion toward others. They live out the Catholic faith in a way that is evident in how they respect and treat others.

Inspired Learning Award goes to one student in class who consistently does well academically in all subjects. Their love of learning is inspiring and they are constantly pushing the class to the next level.

Crusader S.T.R.E.A.M. Scholar goes to one student in each class. The student sets a high standard for the Five Cs: critical thinking, communication, collaboration, creativity and compassion. They excel at S.T.R.E.A.M. (science, technology, religion, engineering,

arts and math) projects and love the challenge.

Principal's Silver Honor Roll goes to students in grades 4-8 that have all A averages for his/her year end average in all subjects. For grades 4-5, students must earn all ELs and/or Ms in their enrichment classes. To qualify for Principal's honor roll, a student must not have earned more than two Ns or one U in conduct for each quarter.

Principal's Crimson Honor Roll goes to students in grades 4-8 who have earned As and no more than 2 Bs on his/her year-end averages in all subjects. For grades 4-5, students must earn all ELs and/or Ms in their enrichment classes. To qualify for Principal's honor roll, a student must not have earned more than two Ns or one U in conduct for each quarter.

Crusader Subject Scholars goes to the student in each grade level that has the highest final average in that subject.

Crusader Subject Achievement goes to the student in each grade level that has shown outstanding efforts throughout the year.

Kindergarten - 3rd grade

Crusader Kindness Award
Inspired Learning Award
Crusader S.T.R.E.A.M. Scholar
Crusader Art Achievement
Crusader Music Achievement
Crusader Spanish Achievement

4th-5th grade

Crusader Kindness Award
Inspired Learning Award
Crusader S.T.R.E.A.M. Scholar
Silver and Crimson Honor Roll
Crusader Art Achievement
Crusader Music Achievement
Crusader Spanish Achievement

6th-7th grade

Crusader Kindness Award
Inspired Learning Award
Crusader S.T.R.E.A.M. Scholar
Silver and Crimson Honor Roll
Crusader English Language Arts Scholar
Crusader Math Scholar

Crusader Science Scholar
Crusader Social Studies Scholar
Crusader Theology Scholar
Crusader Art Achievement
Crusader Music Achievement
Crusader Spanish Achievement

8th grade

Students in 8th grade will have a separate graduation ceremony and Mass to celebrate their culminating year. They will receive the same honor roll and subject awards listed above, but will have the following different awards:

Discipleship Award is in recognition of outstanding citizenship and exemplifying the values taught at Christ the Redeemer.

Redeemer Award is in recognition of outstanding academic achievement together with strong character throughout his/her time at Christ the Redeemer Catholic School.

The **Pastor Award** will be awarded at the pastor's discretion each year to one 8th grade student.

Promotion

A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade curriculum. Promotion from Pre-Kindergarten or Kindergarten shall be based upon accomplishing the required essential curriculum elements as well as progress made in social and emotional growth.

Retention

A student may not be promoted to the next grade if, after considering the student's abilities, the student has not satisfactorily completed the current grade curriculum. Failing final grades may result in a student not being promoted to the next grade.

If all avenues have been explored and the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, the principal has the right to request withdrawal of the child (if currently enrolled) or refuse admittance.

Middle School Exams

Middle school students will have semester exams that cover content. First semester exams will be held at the end of the 2nd quarter, and final exams will be held at the end of the 4th quarter. Specific dates for exams will be communicated in the weekly Flocknote and posted on the Middle School Testing Calendar.

Standardized Testing

Catholic schools in the Archdiocese of Galveston-Houston participate in achievement testing in the spring of each year. Testing is one of several means of assessing pupil performance. In 2021-2022, the Archdiocese of Galveston-Houston will be implementing MAP testing through NWEA. This will replace the STAR360 and IOWA/CogAT Assessments from previous years.

Upon completion and return of scores, parents will be notified of test results. Test results are recorded on the permanent record card.

Designated days for testing will be communicated in the Crusader Chronicle and grade level newsletters. Parents are asked not to schedule doctor/dentist appointments, family vacations or outings, etc; during testing days unless there is a family funeral or medical emergency.

Christ the Redeemer Catholic School cannot guarantee a make-up date or time for any part of missed standardized assessments.

STUDENTS WITH LEARNING DIFFERENCES/ REFERRALS

Introductory Statement

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special needs students. However, Christ the Redeemer Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Christ the Redeemer Catholic Schools, the local district is C-Fair ISD). This “child find” process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with

disabilities,” and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools. The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Christ the Redeemer and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Records for Students with Learning Differences

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Christ the Redeemer Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Learning Center Coordinator, the Counselor, and any other appropriate staff member working with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Learning Differences

In making a determination regarding the admittance of a particular student, the school will review the child’s ability to meet the school’s academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student’s demonstrated ability to meet grade level requirements;
- Record of student’s ability to follow school rules and regulations; and
- Student’s ability to meet the physical requirements of attendance.

Services for Students with Learning Differences

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the Principal, Assistant Principal, and Learning Center Coordinator will then determine if reasonable adjustments can be made to the

educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a Catholic Accommodation Plan.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Assistant Principal, and then meet the Learning Center Coordinator as soon as possible.

We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and

classroom observations;

- Previous educational efforts and strategies provided for the students and the results; Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The Principal will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a Catholic Accommodation Plan. Accommodations for a child will be noted on the report card.

Student Success Expectations for Students with Learning Differences

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's

resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Students with Learning Differences

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student must meet certain criteria to qualify for accommodations to his/her schoolwork. *In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students.* Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Learning Center Coordinator after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Principal, Assistant Principal, Counselor, and Learning Center Coordinator after all the available information is reviewed.

COMMUNICATION

School Website

The Christ the Redeemer Catholic School website is *ctrschool.com*. The website contains a variety of information, including calendars, upcoming events, lunch menus, etc. Announcements and up-to-date information will be posted when necessary (emergency closures/ dismissal updates, etc).

School Newsletter

Our weekly newsletter/bulletin is the Crusader Chronicle. It is sent to your email through a messaging service called Flocknote every Thursday evening. This newsletter will contain a link to the school events calendar, announcements, information about important events, and changes in schedules. Only registered parents will receive these communications.

Please read the Crusader Chronicle carefully every week as it is an important communication link between the school and parents.

Any person/organization wishing to include information in the Crusader Chronicle may contact the School Office. ***The deadline for items to be published in the Crusader Chronicle is 12 p.m. Wednesday.***

Teacher Weekly Communication

Grade levels will send weekly newsletters/updates to your email, via Flocknote, every Friday. Students' work will also go home weekly in the Crusader Communication folder. Please check your email each week to read about important activities and academic updates going on in your child's grade.

Crusader Communication Folder

Each student will have a Crusader Communication Folder that will go between home and school on a daily basis. The folder may contain, but is not limited to;

- Homework
- Logins and passwords organized by subject
- Pre-K - 2nd grade will have a parent communication section
- Graded work to be sent home
- Weekly Gradebook Acknowledgement Form (Grades 2nd-8th) - *A Parent/Guardian must sign this form, acknowledging that he/she had the opportunity to check their child's grades online.*
- Quarterly Report Card Acknowledgement Form
- Flyers for general school activities

IRIS (Immediate Response Information System)

The Archdiocese of Galveston-Houston uses IRIS (Immediate Response Information System), which allows the Archdiocese and Christ the Redeemer Catholic School to use phone numbers and email addresses to notify parents of emergency and non-emergency events.

Please add alert@irisdispatch.com to your address book so that these emails will not be filtered out as junk mail. Depending on the situation, different levels of communication will be used to ensure we reach you, including: text, email, and voice calls to home, mobile and/or work numbers. Please also add the number to your phone number so you'll know when there is an IRIS alert.

Social Media

Christ the Redeemer Catholic School also uses several social media tools to communicate with and engage parents throughout the year. Families, friends and interested parties are welcome to engage through our main pages.

If for any reason, you prefer that your child's photo not be used in Christ the Redeemer Catholic School's social media accounts and/or marketing materials, please note that on the Photo/ArtWork Release, as part of your child's registration process. If you would like to update this form, please contact the registrar.

We also have a parent-facilitated Facebook page for registered parents. This page helps families connect with one another through school volunteer efforts, spiritual formation and parent-led activities. You will find the link on the parent page of the school website.

DISCIPLINE POLICY

Behavior Program

Christ the Redeemer Catholic School staff dedicates itself to following a set of Love and Logic[®] core beliefs which provides a guide for dealing with student discipline. Each student is a unique individual created by God, with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and unique situation. The core beliefs guide our attempts to individualize disciplinary procedures and help students see reasonable connections between their behavior and the resulting consequence which increases the odds for children learning from their mistakes.

These core beliefs guide our professional decisions. The staff encourages parents and students to bring concerns and questions to us in the event that we operate in a manner that appears to be inconsistent with these core beliefs:

Core Beliefs

- Every attempt should be made to maintain the dignity of both the adult and the student.
- Students should be guided and expected to solve the problems they create without making problems for anyone else.
- Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.

- Misbehavior should be handled with logical consequences instead of punishments whenever possible.
- Students should have the opportunity to tell their side of the story when consequences appear to be unfair.
- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- There should be a logical connection between misbehavior and resulting consequences.

Christ the Redeemer School Rules

1. Treat others with the same respect you are treated by the adults at this school.
2. Your actions may not cause a problem for anyone else. Problems with actions include, but are not limited to:
 - a. Fighting
 - b. Cheating/Plagiarism/Forgery
 - c. Abusive language and/or the use of profanity
 - d. Bullying - emotional or physical, in person, online or via phones - In school and out
 - e. Any behavior that the teachers and administration team deem disruptive to the educational and moral environment of the school. (i.e. off task or disrespectful behavior)
3. If your actions cause a problem for anyone else, you will be asked to solve that problem.
4. If you cannot solve the problem, or choose not to, staff members will come up with an appropriate consequence.

Office Referrals and Major Offenses

Office Referrals

If a student does not respond to intervention and efforts made by the teacher to encourage appropriate behavior, the parent and/or the principal or assistant principal will be notified. If inappropriate behavior continues, the student will be sent to the principal or assistant principal's office and the student will be given further logical consequences for his/her behavior. More serious infractions that *may* result in an immediate office referral include, but are not limited to, fighting, bullying and abusive or threatening language, and cyber-bullying. The principal reserves the right to suspend students depending on the seriousness of these infractions.

Major Offenses

Major offenses that may result in immediate expulsion from Christ the Redeemer Catholic School include, but are not limited to:

- Possessing, using, selling, or distributing harmful or illegal substances, including alcohol
- Smoking/vaping or using any tobacco product
- Having possession of a weapon
- Possessing, accessing, distributing or viewing pornography
- Assaulting a student or any school personnel
- Vandalizing school property or the property of others
- Engaging in chronic inappropriate behavior which disrupts the learning environment

Bullying

Bullying is not acceptable and is strictly prohibited. This includes cyber bullying and inappropriate messages and/or photos using text messaging and/or social media. Any student who engages in bullying will be subject to appropriate discipline. Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct may also be subject to appropriate discipline. In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration will consider the following:

- The ages and maturity of the students involved;
- The type, frequency, severity and patterns of behaviors;
- The context in which the incident(s) occurred;
- Any other relevant circumstances.

Cell Phones and Electronic Devices

Students are not permitted to use electronic devices during school unless it is a school device or they have permission from a faculty member.

Students may not use cell phones during school, including the time before school starts, during dismissal or during Before/After School Program (BASP). Use during extracurricular activities must have permission of extracurricular leader. Cell phones must be turned off and in the student's backpack while on campus - not on their person. The School Office phone may be used for emergencies. Calling parents for forgotten homework, projects or making social plans, etc. does not constitute emergencies.

Confiscated electronic devices/cell phones will be held by the administration and returned only to parents for a \$10 fee.

HEALTH

Immunization Policy

Every student enrolled in a Catholic school in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physician's license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic schools in Texas. (Atty. Gen. Op. GA-0420)

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age/grade-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered and proof of immunization has been provided to the school.

Sickness

The school clinic is available for minor, non-contagious issues. Students with more serious symptoms need to stay home and/or seek medical attention. For the protection of all students, the following guidelines have been set up. A child having one or more of the following symptoms will be sent home:

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperature of 100 degrees or above	Fever free for 24 hours without the use of fever reducing medicine (i.e. Tylenol, Motrin)
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Symptom free - If bacterial infection – after 24 hours of antibiotic treatment and symptoms subside.
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears and neck	Written physician release
Suspected scabies or impetigo	After treatment has begun
Any skin lesion in the weeping stage	Symptom free
Diarrhea; runny, watery or bloody stool	Symptom free
Pediculosis (head lice)	After one treatment of medicated shampoo and in returning to school, child will be checked by clinic personnel. Child must be nit free. Child will be re-checked again by clinic personnel in seven to 10 days.
Other symptoms suggestive of acute illness	Written physician release

For conditions other than emergencies, the student will be attended to in the clinic and allowed to return to the classroom.

All families will fill out an Emergency Information Form at the start of each school year. All phone numbers and emergency contacts **must** be kept up to date. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons should be able to be reached at all times. Please inform the School Office of any changes in this information throughout the school year.

Communicable Disease Control Measure

If your child has any type of infectious disease or rash, please notify the school clinic immediately. After such disease, parents should take the child to the school clinic before re-entering the classroom. Students will need a permit from their physician for readmission to school. (Examples: measles, mumps, chicken pox, pink eye, lice, impetigo, scabies, ringworm, hepatitis, mononucleosis, etc.)

Medications in School

School personnel designated by the principal (a nurse or a non-licensed person) will give medication necessary to allow a child to stay in school. The following are required for the administration of medication in Catholic schools in the Archdiocese of Galveston-Houston Catholic schools.

Only necessary medication (prescribed for, but not limited to, the treatment of ADD/ADHD, asthma, diabetes and epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

- If medication is needed in order for a student to remain in school, the [Medication Permission Form](#) must be completed by the parent/guardian, signed by the physician and returned with the medication to the nurse or principal designee.
- All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistant, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. Over-the-counter medication must be in its original labeled container and have the student's name on the bottle. Medications sent in baggies or unlabeled containers will not be given. Over-the-counter includes cough drops, ointments and eye drops and may not be given without a physician and parent/guardian signature.
- It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any medicine unused that is not picked up will be destroyed.
- Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA will not be administered at school.

- Only antibiotics prescribed to be taken four times a day with 12 noon as one of those times will be dispensed.
- Medications must be kept in a locked cabinet/drawer in the School Office/clinic and administered in the School Office/clinic unless other considerations are made.
- A student may need medication at a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit and the time(s) the medication is to be given.
- Only the **school nurse** can give nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. The parent must come to school to give the treatment if there is no nurse.
- Sedatives, experimental drugs or dosages, herbal, dietary supplements, or other medications not approved by the FDA or narcotic analgesics will not be given.
- In addition to the general [Medication Permissions Form](#), special forms must be filled out for the following:
 - [Individualized Healthcare Plan for Students with Asthma](#)
 - [Individualized Healthcare Plan for Students with Diabetes](#)
 - [Individualized Healthcare Plan for Students with Epilepsy](#)
 - [Individualized Healthcare Plan for Students with Food and Life-threatening Allergies](#)
 - [Individualized Healthcare Plan for General or Nonspecific Conditions](#) (not listed above)

Note: At the end of the school year, all medication must be picked up from the clinic or it will be destroyed.

Annual Student Screenings

Student screening for vision and hearing problems are state regulation pursuant to the Special Senses Communications and Disorders Act of 1983. Student screening for spinal curvature is state regulation according to TAC, Section 37.141-37.152.

Vision and Hearing

- First-time entrants
- Grades Pre-K, K, 1, 3, 5, 7
- Entrants from another state

Spinal

- Females are screened twice in 5th and 7th grade
- Males are screened in 8th grade

Child Abuse and Neglect

Provisions of the Texas Family Code require reporting of all suspected child abuse or neglect under penalty of fine or jail sentence or both, for failure to timely report.

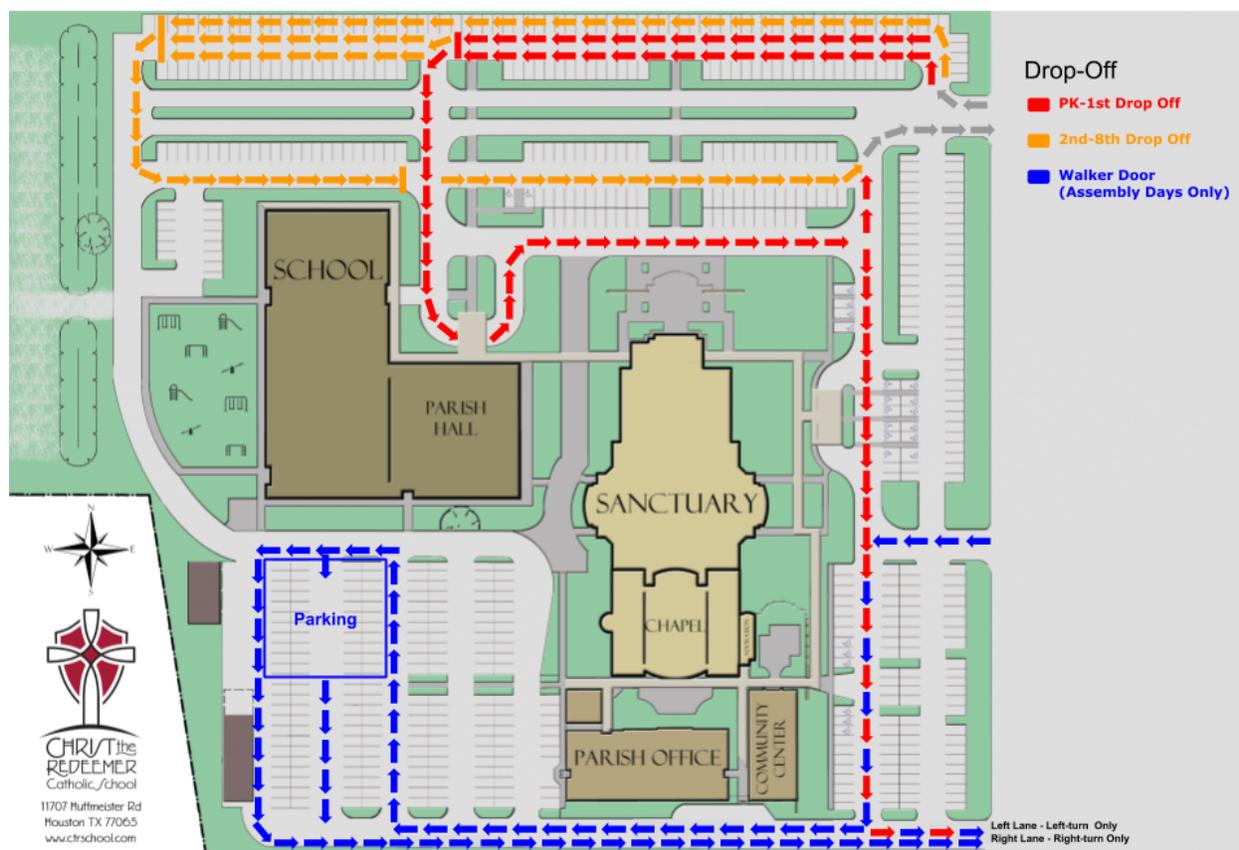
COVID-19 Update

Christ the Redeemer Catholic School will continue to monitor the health and safety updates from local and state officials. We will work diligently with the Archdiocese of Galveston-Houston and the Harris County Health Department to report any positive cases of COVID-19 amongst our staff or students to the appropriate offices and the wider community. All COVID-19 protocols can be found on our website at <https://ctrschool.com/covid> . Any changes or updates made to this site throughout the year will be found at that link and communicated in the Crusader Chronicle. Please be sure to read every Crusader Chronicle carefully for updated information.

STUDENT ARRIVAL AND DISMISSAL

Student Arrival

Parents with students in grades Pre-K 3 through 1st grade are asked to drive through the circle drive at the front of the school to drop students off beginning at 7:40 a.m. They will be assisted by school faculty and staff. Parents with students in grades 2nd through 8th grade will follow afternoon car line route (see map below, orange arrows), and students will exit cars themselves on the side of the school building using the stairs that lead to the sidewalk and proceed to class. Parents can then exit straight, but please watch for cars following the lower grade level path going through the turn around.



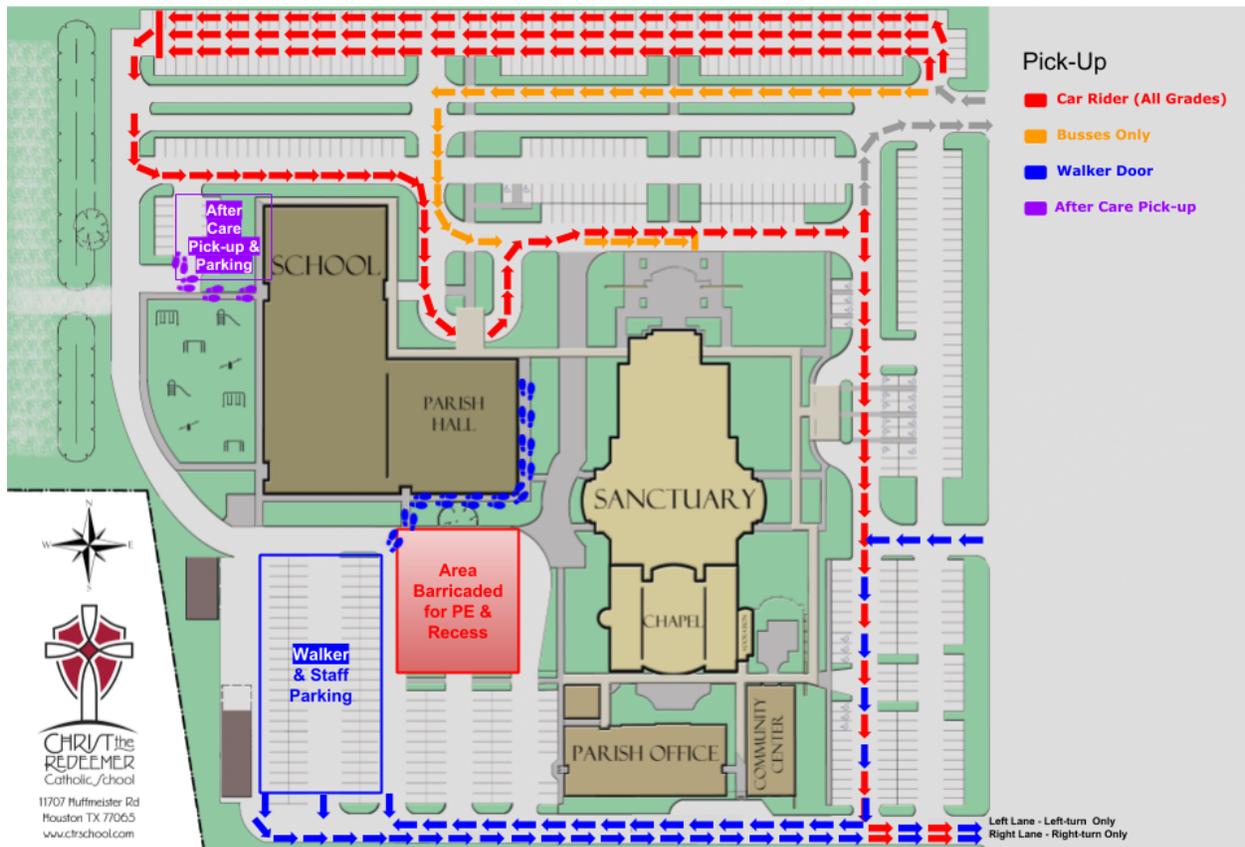
Please do not block the drive through areas at any time during arrival or dismissal. To ensure an orderly drop off, parents are NOT to escort students to the classrooms. If you have children in multiple grade levels then please use your discretion as to whether the older siblings can escort the younger ones into the building.

Parents are welcome to park in the back parking lot by the church offices to walk their children in and join us for our once a month assemblies on designated Fridays.

Registered Before School Care students may be walked to the Parish Hall from 7 a.m. - 7:40 a.m.

Student Dismissal

Every family is required to **choose ONE** afternoon transportation. If a parent requires a change, please email the front desk by 12 noon to ensure the change gets to your child.



Car Riders/Carpools

Students will be dismissed and loaded into cars on the circle drive in front of the school building. School faculty and staff will have a system to load individual students and carpools in a quick and orderly fashion. In order to keep our children and staff safe, please refrain from any cell phone use once in the parking lot of our school.

Carpool drivers should:

Enter the church lot from the light at Meisterwood and Huffmeister Road. Line up in three rows on the far right section of the parking lot facing the school building.

- The duty teacher will move the cones and guide you into one line as you proceed around to the circle drive.
- Another duty teacher will then load your child/children into your car.
- ***Make sure that your number is displayed from your visor. Details below. If you do not have your school-issued number displayed then you will be asked to park and get checked in at the front office.***

Walk-ups should:

- ***Enter the church lot from the CENTER driveway and turn left in the second lane (closest to meditation garden) proceed to the drive at the south end of the parking lot and turn right. Proceed to the parking lot behind the church and parish offices.***
- Park your vehicle and walk-up the side walkway of the Parish Hall to the first side door that faces the church.
- A duty teacher will call your child/children, once your number has been shown and verified.
- Any adult without a number issued by the school will be sent to the front office for identification.
- ***You must exit from the same two-way drive on the south side of the campus in which you entered.***

To ensure an orderly and speedy dismissal, each family will be assigned a number. These numbers will be displayed on the driver side by attaching it to the visor and flipping the visor down. Teachers will be positioned in car lines to relay FAMILY NUMBERS to school personnel who will then arrange for students with that “NUMBER” to be ready for loading as the car approaches in the circle drive.

Families in carpools will decide on which family number to assign to their carpool. All students in the carpool should memorize the carpool number. The School Office must be notified of the carpool number and all students included in the carpool by **12 noon** on the first day of school. The School Office must be notified of any changes in carpools immediately.

After Care

Students going to the after school program will be called and led by the after care teacher to the after care room. When picking up your child from aftercare, please park in the Genesis ECP parking lot and sign your child out from the Genesis side of the building, on the NW corner.

For Your Child's Safety

If an adult other than the parent, guardian or regular carpool adult is to pick up a student, they must pick up the student in the School Office. A driver's license will be required and they must be on the approved pick-up list.

Any students not picked up by 3:45 p.m. Monday - Friday will be brought to the School Office. If the School Office has not received communication from the parent/guardian, the following steps will be taken:

1. The staff will try to contact the parents.
2. The staff will try to contact the adults on the emergency form authorized to pick up the child immediately.
3. The student will be taken to after school care. On the first occurrence, the parent will be required to register each child and pay the \$50 registration fee. Each occurrence thereafter will be billed at a rate of \$35/student per drop in.
4. Parents will sign out the student.

Early Pick-up Procedure

If a student needs to be picked up early, they must be picked up no later than 2:45 P.M. as to not interfere with our daily dismissal procedures. Any time after that time, parents will be directed to car line or walker door. On Early Release days (2:15 dismissal), the cut off time for early pick up is 1:30pm. On half-days (noon dismissal), the cut off time for early pick up is 11:15am.

Redeemer Activity Center Procedures

The RAC 15 Minute Rule: In order to avoid transitioning students to the RAC unnecessarily and allow for easier parent pick-up/drop-off procedures, we have implemented the RAC 15 Minute Rule: If a student has an early dismissal that is within the first 15 minutes of his/her time in the RAC, the student does not go to the RAC, but must wait at the front lobby for the early dismissal. Likewise, if a student arrives late to school, and his/her class is within 15 minutes of coming back from the RAC, the student will wait in the lobby for his class to return. Homeroom teachers will provide families with a copy of the class schedules so that parents can be aware of the transition times to and from the RAC.

LUNCH

CtR Catholic School offers a hot lunch program provided by Road Runner Foods. Road Runner Foods, based locally in Sugar Land, has been providing healthy hot lunches for over a decade. Studies show a clear link between better food quality and higher achievement and productivity. This is what they keep in mind when sourcing and preparing our meals. Menu options kids love that allow them to flourish throughout the entire day. If you have any questions, please email lunch@ctrschool.com.

You can also visit [Road Runner Foods' website](#) to learn more about the company.

Orders for lunch must be placed in advance online, via Road Runner Foods' online process.

For any concerns or questions regarding your child(ren)'s lunch, please contact Road Runner Foods directly.

Parents are welcome to join their children during lunch once a week after Labor Day. Please contact the School Office before 9 a.m. on the day of the lunch. If you wish to purchase an adult lunch from the school cafeteria, please order through the vendor.

Students may not bring carbonated drinks from home. Please do not put a carbonated drink in a thermos or other type of drink container; they may explode or spill.

LIBRARY

Christ the Redeemer Catholic School is fortunate to have an ever-growing library and media center. Our library is partially funded by donations to our library and memorials. The funds are used to purchase library bound books bearing a bookplate with the donor's name. Books purchased in memory of a loved one include a notation on the bookplate.

Our library plans to hold two book fairs per year. These are exciting events for the students and we welcome your participation. The dates will be posted to the school website and on the monthly calendar.

Each class visits the library every week. Library periods are posted and students are allowed to check out a specified amount of books according to their grade level. Parents are urged to encourage reading, research and proper care of borrowed materials.

- Check out is good for one week and may be renewed one additional week.
- Pre-K will not check out books.
- Students in Kindergarten may check out one book; students in grades 1-8 may check out two books.
- If a student does not return their book(s) when due, they will not be allowed to check out again until books are returned.
- Overdue notices will be sent out after two weeks.
- Daily fines will not be charged, however, books that are out for more than one month will be considered lost and will be charged a \$20 replacement fee on their student invoice.
- Books turned in after the replacement fee has been invoiced will be accepted, but no refunds will be given.
- Please encourage students to be responsible with their books.
- Any books not turned in as requested for library invoice (usually scheduled before Christmas and again at the end of the year) will be considered lost and a \$20 replacement fee will be placed on student invoices.

Students will be expected to reimburse the school for the cost of damaged or lost books.

BEFORE AND AFTER SCHOOL PROGRAM (BASP)

Mission Statement

The mission of the Before and After School Programs (BASP) in the Catholic schools is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. Before and After School Programs in the Archdiocese of Galveston-Houston seek to provide a structured and productive environment for students that offer opportunities for recreation, organized games, rest, nutrition and homework time, so that students may feel safe and respected.

Admissions

Students must be registered in the program in order to utilize BASP. There is a \$50 per student, per year registration fee (\$35 before July 1). Registration changes may be done on a monthly basis. Any request to enroll/drop from the program should be done by the 15th of the month prior to the change. To make changes to BASP enrollment, please contact the director at basp@ctrschool.com. BASP must ensure proper student-to-teacher ratios are maintained; therefore, we are unable to accommodate drop-ins or mid-month changes. To enroll, the online registration form must be completed in full.

Tuition

Tuition is due at the first of the month.

Program

CtRCS BASP is open on all full school days and 2 p.m. dismissal days (first Tuesday of each month) beginning the first full week of school in August. There is no BASP when school is not in session and after care is closed on 12 noon dismissal days.

Before care opens at 7 a.m. The before care doors will close at 7:40 a.m. If you arrive after this time, you must utilize the regular carpool line.

After care doors will open at 3:55 p.m. Monday through Friday. If you need to pick up your child before this time, please make arrangements to pick them up at the office or use carpool line or walker door. Be sure to email the BASP coordinator, front desk and your child's teacher of any changes to dismissal routine. After care closes at 6 p.m.

Communication

Parents will be informed of program changes and upcoming events through a monthly e-newsletter via Flocknote. Any changes to student information (authorized pick-ups,

contact information, medications, etc.) must be made in writing to the School Office at registrar@ctrschool.com with the BASP coordinator on copy (basp@ctrschool.com).

Before Care Sign-in

Parents must park in the front lot (do not park in the fire lanes) and walk students to the before care room and sign them in for the day. Students may not arrive without their parent.

After Care Sign-out

Parents, or persons on the Approved Pick-Up List, must sign the student out by 6 p.m. Please park in the small back lot and use the Genesis ECP entrance (do not park in the fire lanes). Students will only be released to persons on the authorized pick-up list or possessing the official carpool sign. Please be prepared to show I.D. daily. Students will be dismissed from their classroom and meet their parent in the Genesis ECP lobby.

Students and parents must exit the building at the time of sign out. We can not allow students or parents to remain in the after care classrooms or in the school building. Additionally, once signed out, students must remain with their parents. They may not remain in the classroom or building without adult supervision. Students and parents may not re-enter the building. Students are not permitted to return to after care or day classrooms for forgotten items. Please check lost and found the following day for missing items.

If you need to speak with an after care teacher, you must contact the BASP coordinator and schedule a meeting. Teachers must remain focused on the students and are unavailable for conferences during pick-up time.

Late Pick-ups

After care closes at 6 p.m. If the parent is going to be late to pick up the student, the following steps should be taken.

1. Make every effort for an authorized person to pick up the student on time.
2. Call the BASP phone at **281-730-3502** as soon as you know you will not be on time so that we make arrangements for staff to stay late. Do not call the School Office, it will be closed at this time.

Four or more late pick-ups in a semester is considered excessive and is grounds for dismissal from BASP.

Late Fees

Late charges will be added to the student's school account. Payment of these fees is due within five days to the Business Office. Late fees start at 6:01 p.m. at a rate of.:

- \$10 for 1-10 minutes late, per student
- \$20 for 11-20 minutes late, per student
- \$30 for more than 30 minutes late, per student

Repeated late pick-ups or non-payment of fees may result in dismissal from BASP.

Discipline

Student discipline in before/after care will be consistent with the discipline plan outlined for CtRCS. Students may be dismissed for ongoing discipline issues.

Health and Safety

If a child becomes sick during BASP they will be asked to rest in an isolated area until a parent arrives for pick-up. Parents will be called for immediate pick-up if the child exhibits the symptoms below. The school nurse will be notified when a child is sent home sick from BASP.

- Fever more than 100 degrees
- Vomiting, nausea or severe abdominal pain
- Marked drowsiness
- Sore throat or bad cough
- Red, inflamed, or discharge of the eye
- Head lice
- New rashes or skin eruptions
- Earache
- Any symptoms suggestive of an acute illness

Homework

Homework time will be scheduled for students in 4th-8th grades (45 minutes Monday through Thursday). Students will be required to be quietly studying, completing homework or reading at this time. Please have your student bring a book to read in the event they finish their homework before the end of homework time. This is not a tutoring session, but rather a time for students to work quietly on homework. After care teachers will enforce quiet time, however, we cannot ensure each individual student has

completed his/her homework. The responsibility of completing homework rests with the student.

Emergency Procedures

Safety drills will be completed in accordance with Archdiocese and school guidelines.

Snack

Snacks will not be provided for before care. Students are welcome to bring breakfast from home. Food should be nutritional and in a disposable container. Students must be seated at a desk or table while eating. Any breakfast item brought to before care will need to be finished by 7:35 a.m. At this time, leftover food will be packed up. A small snack will be provided daily at after care. Students are welcome to pack additional snacks from home (candy or sweets are not permitted). The same rules apply as above.

Special Concerns

Any special situations regarding allergies, health, behavior, custody issues, etc. should be communicated on the BASP registration form so that we may better care for the student. Additionally, if issues arise during the school year, please contact the both the School Office and the BASP coordinator.

Visitors

No visitors are permitted at BASP.

Activities

Students may attend after school activities (tutoring, sports, choir, clubs, etc.). These steps need to be followed.

1. The parent must notify the BASP coordinator, front desk and teacher of the scheduled activity in writing.
2. The student must go directly to their scheduled activity when called. Once the student arrives at after care, we are unable to send them to their activity. They must remain in after care until an authorized person picks them up.
3. The person in charge of the after school activity must walk them to the after care hallway.

Any enrolled after care student who attends a Christ the Redeemer Catholic School activity may be brought to after care provided a note is on file stating the day and time of the activity and its dismissal time. Students may not be left unattended. Only students enrolled in after care are allowed to attend BASP after the activity ends. The instructor must remain with any other non-BASP students.

School's Right to Amend

Christ the Redeemer Catholic School reserves the right to amend these policies. Revisions will be sent to parents.

Termination

The services of BASP for an individual child may be terminated by the principal. Written notice will be issued for the following:

1. The abuse of the after care hours (continual late pick-up).
2. Non-payment of fees/tuition for the program. Tuition in arrears for one month will be grounds for termination.
3. Failure of an adult or child to maintain a reasonable standard of conduct.

PARENTAL INVOLVEMENT

Volunteers

Our volunteer program welcomes all parents and friends of the school to get involved in activities both in and out of the classroom in support of our CtRCS mission. Volunteering not only enhances your child's education, but also makes you a part of it. The faculty and staff are greatly appreciative and supportive of our volunteers' contributions.

All volunteers are required to be current with the Archdiocese of Galveston-Houston Safe Environment program. As a community of faith it is our moral responsibility to safeguard children, the most important gifts God entrusts to us. Visit <https://www.archgh.org/offices-ministries/office-of-child-and-youth-protection/> for the most current information or to enroll for online classes. Volunteers also are required to adhere to a CtRCS Volunteer Code of Conduct, which can be found [online](#).

For volunteer opportunities, please check the school website regularly.

NOTE: No parents, groups or committees may use the school facilities without receiving permission from the school administration and scheduling with the Parish Office. Please contact the School Office if a need arises.

Parent Visits/Visitors

Due to reasons of safety for our children and staff, parents/visitors are not to go directly to a classroom to speak with a teacher or child during the school day or during dismissal. All parents and visitors are to report to the School Office when entering the school. If a student is leaving early, the parent is to sign the student checkout book in the school reception area. Parents who wish to visit classrooms during the instructional day to observe their child must get permission from administration at least 48 hours in advance. To help minimize distractions, parents should only make their visits after the first 6 weeks of the school year and prior to the last 4 weeks. Visitation may only last up to 30 minutes. These visits are for legal parent guardians only.

ALL VISITORS TO THE SCHOOL ARE ASKED TO SIGN IN AND SIGN OUT AT THE SCHOOL OFFICE.

All visitors will need to present their driver's license and will be issued a visitors badge to be worn while on school grounds.

Parents/Guardians and Social Media

"Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis' Message for the 48th World Communications Day [WCD], 2014.)

Excellence in the Christian education and formation of our students demands a Christian spirit of collaboration between parents and school staff.

The social media policy serves to protect the Christian dignity of every student and teacher from the damaging effects of negative social media posts.

Parents or guardians should make complaints through official school channels rather than posting complaints on social networking sites.

Parents and guardians are to immediately bring any social media policy violations or concerns to school officials. Responding in kind to uncharitable communications through social media channels e.g., Facebook, merely perpetuates divisiveness.

The School considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):

- Making allegations about staff or pupils at the School/cyber-bullying;
- Making complaints about the School/staff at the School;
- Making defamatory statements about the School or staff at the School;
- Posting negative/offensive comments about specific pupils/staff at the School;

Parents should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online. Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media.

Once a post is brought to the attention of the principal or pastor and meets one or more of the criteria set forth, the principal or pastor will contact the originator.

The principal or pastor will explain why the post is deemed inappropriate and request that the offending post be taken down or retracted if necessary.

Refusal to abide by or violation of this policy could lead to appropriate measures being taken, including withdrawal of students from Christ the Redeemer Catholic School.

GENERAL INFORMATION

Athletics

We are the Christ the Redeemer Catholic School Crusaders. CtRCS athletic programs reinforce the overall school's purpose to foster academic excellence with a love of God and neighbor that inspires and challenges our children to become leaders who proclaim the Gospel of Jesus Christ in word and action. CtRCS promotes physical wellness as an integral part of the development of the whole Christian person.

Student athletes will be challenged socially to work in team environments as well as challenged individually to develop and attain goals. These experiences will provide opportunities to demonstrate and witness good sportsmanship which is integral to good character. Coaches will work to cultivate both spirit and skill in their student athletes.

Christ the Redeemer Catholic Church and School is a member of the West Houston Christian Sports Association (WHCSA), a youth sport skill-building league. We are excited to offer to our younger student sports at CtR.

For additional information, please check the Athletics handbook and the Elementary Sports Program tab on the school website: ctrschool.com/athletics.

Field Trips

Field trips serve as an instructional method by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their child to participate. Students must return this proper form; no other form will be accepted. NO phone permissions are allowed. NO exceptions will be made. If a parent does not want their child to participate, the school should be notified in writing. Students not participating in the field trip will be expected to attend school that day and participate in an alternative planned activity.

- Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
- The permission slip will indicate uniform dress guidelines.
- Any parent driving for school field trips are required to complete all necessary documentation and be volunteer approved. For questions, contact the School Office.
- To ensure the safety of our students, field trip drivers/chaperones may not bring younger children/siblings on the field trip.

Party Policy

Christ the Redeemer Catholic School celebrates holidays throughout the year with classroom parties. The Room Parent will contact the teacher in advance to discuss the party guidelines and parent responsibilities. Party guidelines will be shared with the room parent in advance.

Birthdays

Each student's birthday is recognized at monthly assemblies on the final Friday of each month. The school will coordinate a monthly celebration for all students. Birthday treats on the child's birthday are no longer allowed. This will help us to better manage allergies and scheduling conflicts. Thank you for your understanding.

Invitations to private parties/birthday parties may be distributed at school ONLY if every class member receives an invitation. The only exception is if it is an all girl or all boy party. The student should consult the teacher before distributing invitations. Invitations sent to school that do not comply with the above rules will be sent home for distribution by mail.

School Pictures

Christ the Redeemer Catholic School will contract with a photographer to take school pictures. The individual photos of students in their school uniform will be published in the school yearbook. Dates of picture taking are announced in the Crusader Chronicle and are posted on the events calendar on the school website.

Student Articles Forgotten at Home

With the exception of lunches, Christ the Redeemer Catholic School does not accept forgotten items brought to school. An important part of building responsibility in children is allowing them to experience logical and natural consequences. Students will not be allowed telephone use to call for forgotten items. Your cooperation in this matter is appreciated.

Student Articles Forgotten at School

After the dismissal bell, students will not be allowed to return inside the school building to retrieve forgotten items and/or textbooks/notebooks without permission from office staff. No one will be granted permission to re-enter until dismissal is complete. This is to ensure the safety of students and an orderly dismissal procedure.

Lost and Found

Please label all articles of clothing, lunch boxes and backpacks with your student's first and last name. Any items found will be kept in a box in the school reception area. The

school is not responsible for any lost or stolen property. Any unclaimed items will be donated to Cypress Assistance Ministries at the end of each month.

Gift Acceptance Policy

Christ the Redeemer Catholic School solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. CtRCS urges all prospective donors to seek the assistance of personal legal and financial advisers in matters relating to their gifts, including the resulting tax consequences.

The following policies and general guidelines govern acceptance of gifts made to CtRCS for the benefit of any of its operations, programs or services. CtRCS will rely on its Board of Directors, principal, pastor, Archdiocese of Galveston-Houston officials and requisite counsel for advice of legal matters relating to acceptance of gifts when appropriate.

CtRCS will not accept gifts that (a) would result in CtRCS violating its charter, (b) would result in CtRCS losing its status as an IRC § 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for CtRCS, or (e) are for purposes outside CtRCS mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made in consultation with the Office of Advancement staff, principal and pastor.

The following criteria govern the acceptance of each type of gift:

1. **Cash:** Gifts paid by cash, checks and credit cards are the most common type of gift. Gifts paid by checks shall be made payable to “Christ the Redeemer Catholic School.” All gifts will be processed, recorded and an acknowledgment/receipt of gratitude will be sent to the donor as soon as possible.
2. **Pledges:** A letter of intent or a written record of a pledge must be submitted to the school before a pledge is recorded. The school’s Advancement Office does not record undocumented verbal pledges. Multi-year pledges normally range from two to five years.
3. **Gifts in Kind:** Acceptance of gifts in kind by the school is subject to the approval of the Advancement Office, principal, pastor, and/or Board of Directors. Proper documentation showing the value of gift in kind and marked donation shall be delivered to Christ the Redeemer Catholic School, Attn. Advancement Office. All gifts will be processed, recorded and an acknowledgment/receipt of gratitude will be sent to the donor as soon as possible.
4. **Corporate Matching Gifts:** Through corporate matching gift programs, a donor’s employer may double and, in some cases triple, a donor’s personal gift. Matching gifts from the donor’s employer will be considered unrestricted and will be combined with a donor’s personal gift for purposes of recognition, gift category membership and named gift opportunities, unless doing so violates a stated policy of the employer. The donor’s employer will also be receipted and recognized for their matching contributions.

Changes to Policies: The advancement director, principal, pastor and board of directors will review policies as necessary. Procedures related to fundraising will be determined as best practices for the school community per situation and will be subject to change as needed in the best interest of the organization's mission. The principal, pastor and/or board retains the right and authority to alter, amend or revoke policies and amend procedures at any time and from time to time.

Questions regarding the mission, purpose and goals of advancement programs and procedures can be directed to the CtRCS Office of Advancement (advancement@ctrschool.com).

Safety/Emergency Operations Plan

A safety plan is in place in case of a fire, inclement weather, train derailments, intruder and bomb threats. Students learn safe and orderly procedures and drills are conducted regularly at unannounced and varied times.

This plan is updated annually and on file in the School Office.

Emergency School Closing

In case of inclement weather such as flooding, storms, or icy streets, Christ the Redeemer Catholic School most often will follow the decision of Cypress-Fairbanks Independent School District. The school will communicate school closings via email, social media, our IRIS alert system, and on our school website.

Change of Address/Emergency Information

Please contact the School Office, preferably in writing, as soon as your family has any address or phone number changes. All Emergency Card information MUST be kept up to date. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons should be able to be contacted at all times.

Extracurricular Activities

At CtRCS, we offer many different extracurricular activities, including but not limited to, Choir, Student Council, and many others. Parents will be notified throughout the year of upcoming activities via the Chronicle. Families can also check the website for updates.

FOR YOUR CHILD'S SAFETY: Always ensure the supervising adult is on campus and knows your child is present when dropping off a child for an extracurricular activity. Students participating in any of these programs may not bring siblings. The school makes no provisions for supervision of siblings for after-school activities. Parents should arrange for siblings to be picked up or may enroll them in Before/After School Care.

Archdiocesan Appeals Process

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Archdiocese's current appeals process/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools.

Problem Resolution:

School personnel are committed to working with students, parents/guardians to resolve problems and concerns that are school related. Parents/guardians are entrusted to handle off campus behaviors or issues unless they affect the school's reputation negatively, are of a serious nature, or are illegal. Before allowing differences to become formalized grievances, both parties shall make efforts to resolve problems through open communication and dialogue modeling our Christian faith. Every effort should be made to resolve situations and conflicts at the lowest level so that the education process is not interrupted. Christian charity and respect shall be observed in verbal and nonverbal communication at all levels within our school community.

The following are not acceptable actions in a Christian community and may jeopardize a family's continued enrollment in the school: public criticism of school personnel, policies or procedures; threats of any nature toward personnel or families; verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.; public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc.

If a parent seeks resolution of a situation relating to a student, these steps are taken:

1. The matter should first be addressed with the child's teacher or the person with whom the problem or conflict exists. Teachers and staff members cannot address an issue or concern if the student or parent/guardian does not communicate it.
2. If the matter cannot be satisfactorily resolved at that level, the parent may then discuss the issue with the assistant principal. In most cases parents will be referred back to the teacher or staff member if Step 1 has not been taken.
3. If the matter cannot be satisfactorily resolved, the parent may then discuss the issue with the principal. Again, In most cases parents will be referred back to the teacher or administrative staff member if Steps 1 and/or 2 have not been taken.

4. If, after discussion with both parties, the principal cannot settle the problem or conflict, the complainant may present the complaint in accordance with the Archdiocesan Student-Parent Complaint Process.

The education of a child at Christ the Redeemer Catholic School is a partnership between parents and the school. Sometimes, however, the partnership simply does not work. If administration deems the partnership is irretrievably broken, parents may be asked to withdraw a student from the school.

Technology

All students will need to sign an updated Technology and Acceptable Use Policy (TAUP) each year. The link to this policy and the form confirming that you have read and understand the policy can be found at ctrschool.com/technology-agreement.

CHRIST THE REDEEMER 2021-2022 CALENDAR

The school calendar (below) and events calendar are [available on the school website](#).



Christ the Redeemer Catholic School | 2021-2022 CALENDAR

<p>Independence Day 4</p> <table border="1"> <thead> <tr> <th colspan="7">JULY '21</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	JULY '21							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1"> <thead> <tr> <th colspan="7">JANUARY '22</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> Faculty/Staff In-Service 3 ☐ Inclement Weather Make-Up Day Students Return to School 4 Re-Enrollment Opens 10 2:05/2:15 Dismissal/Staff Meeting 11 Dr. Martin Luther King Day 17 *No School ☐ Inclement Weather Make-Up Day New Applicant Priority Opens 18 End of 2nd Quarter Current/New Priority App. Ends 28 Catholic Schools Week Jan 30-Feb 4 </p>	JANUARY '22							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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PARENT-STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Dear Parents,

Thank you for reading the Parent-Student Handbook. An up-to-date handbook is always posted on the school website. If you have any questions during the year, please refer back to the handbook.

A Handbook Acknowledgement Form should be completed to confirm you have read and understand all policies in the handbook. Your submission indicates that you have carefully read this handbook. It is expected that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook.

The topics addressed in this handbook are not inclusive and are subject to discretionary interpretation by the principal. Christ the Redeemer Catholic School and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Please complete the Back to School Forms, (one per child), sign and return to homeroom teacher by **Monday, Aug. 30, 2021**. On the following page, you will find links to all forms required for the start of the school year.

Thank you for your cooperation.

FORMS

Handbook Acknowledgement Form (via [Back to School Forms link](#))

[Technology User Agreement](#)

[Student Code of Conduct](#)

[Volunteer Code of Conduct](#)

Medical Forms

[Individualized Healthcare Plan for Students with Asthma](#)

[Individualized Healthcare Plan for Students with Diabetes](#)

[Individualized Healthcare Plan for Students with Seizures](#) (Epilepsy)

[Individualized Healthcare Plan for Students with Food and Life-threatening Allergies](#)

[Individualized Healthcare Plan for General or Nonspecific Conditions](#)