CTL
Student-Parent Handbook
2024-2025



Center for Teaching & Learning

PreK-12 Private School ~ Tomball, TX

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About CTL

The Center for Teaching & Learning (CTL) is an innovative PreK through grade 12 private school. CTL is designed to serve as a demonstration school dedicated to supporting both students and teachers.

CTL Vision

We are dedicated to igniting and growing a LOVE of learning in every child.

CTL Mission

CTL's primary mission is to foster a love of learning by teaching students to follow their curiosity, to think creatively, and to work both independently and collaboratively. We celebrate diversity and instill integrity, compassion, and confidence in each student. We work in tandem with parents, families, and community members to ensure that each child receives the tools and nurturing needed to become his or her own unique self.

Accreditation

CTL is accredited through Cognia (formerly AdvancED), a non-profit, non-governmental organization that accredits primary and secondary schools throughout the United States and internationally. Cognia represents more than 36,000 institutions with a total of 25 million students and 5 million educators in about 80 counties. Cognia accreditation represents the unified policies and procedures for accreditation and certification from its Accreditation Divisions:

- North Central Association Commission on Accreditation and School Improvement (NCA CASI)
- Northwest Accreditation Commission (NWAC)
- Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)

NCA CASI, NWAC, and SACS CASI comprise three of the six regionally recognized K-12 accrediting bodies and together have been accrediting institutions for 125 years.

Texas Education Agency (TEA) does not have oversight of private schools or vocational schools in Texas; however, the Texas Commissioner of Education recognizes the accreditation commission which allows for the transfer of student credits earned in accredited non-public schools to Texas public schools and recognizes teacher service in accredited private schools for compensation purposes in Texas public schools. The Texas Private School Accreditation Commission (TPSAC) and International Association for Learner Driven Schools (IALDS) provide information for Texas private schools.

Contact Information

Administration Contact

Dr. Linda Ellis, Head of School
lellis@centerforteachingandlearning.com

School Contact

Phone: (832) 474-8214
E-mail: info@centerforteachingandlearning.com
Website: www.centerforteachingandlearning.com
Address: 10431 Hufsmith Rd., Tomball, TX 77375
Mailing Address: P.O. Box 131541, The Woodlands, TX 77393

School Schedule

School Hours

Mondays – Thursdays: 7:55 a.m. – 3:15 p.m.
Fridays: 7:55 a.m. – 1:05 p.m.

Building Hours

Mondays – Fridays: 7:00 a.m. – 4:00 p.m.

Calendar

School Calendar

Please see the *2024-2025 CTL School Calendar* for all school dates and holidays.

Inclement Weather

School will be canceled or delayed due to inclement weather. If an unsafe weather condition arises when students are at school, parents will be contacted to pick up your children. Inclement weather days will not be made up, and there will be no tuition adjustment for days and time missed.

Pandemic

In case of natural disaster such as a pandemic, we will follow the Governor's Executive Orders.

School cancellation/delay information will be emailed and/or sent by text to parents and posted on the CTL Facebook page.

Admission

Admission Policy

Our admission policy weighs the following criteria: the date of the original application, our assessment of the appropriateness of our program for the student, a sense of how the child will fit in with the rest of the class group, parental support for CTL's curriculum, willingness to be involved and provide assistance, an anticipation that the child will attend CTL through high school, and space availability.

Non-discrimination Policy

CTL does not discriminate on the basis of race, color, national origin, sex, or religion.

Special Considerations

Consideration for admission will be determined on a student's physical, emotional, and/or academic needs in conjunction with our school's capabilities. Our goal is to meet the learning needs of each student. However, we do recognize our limits. CTL is a small, non-profit school without the financial resources to provide a special education teacher and separate program for children who may require such services.

Age

A student must meet CTL's grade-level age requirements on or before September 1 to enroll in the designated grade level. If younger, the student must meet CTL's assessment requirements to be enrolled in the designated grade level.

Enrollment

CTL will accept up to ten students in grades PreK and Kindergarten and twenty students in each of our Grades 1-8 multi-age classrooms, and grades 9-12. We will accept ongoing enrollment if a spot is not filled or if a spot becomes available.

Required Documentation

Before a student's first day of attendance, the following enrollment forms and documents must be on file with CTL:

- RenWeb Online Application
- *Parent School Records Release Request (Grades 3-12)*
- *Teacher Recommendation Form(s) (Grades 3-12)*
- RenWeb Online Enrollment
- Certified Copy of Birth Certificate
- Updated Immunization Records

- Proof of Identity of Person Enrolling Student (current valid state, federal, or international photo ID)
- Any Legal Paperwork Regarding Custody or Guardianship of the Student

Tuition and Fees

Online Application and Application Fee

To be considered for enrollment, a RenWeb Online Application must be completed and a non-refundable application fee of $250 per student is required. This application and fee place a child in our applicant pool. We will keep a child's application on file and consider him or her for admission to CTL at the appropriate time unless a request to be removed has been submitted.

Enrollment Deposit

A non-refundable enrollment deposit of $1,200 per student is required when submitting a *CTL Student Enrollment Form 2024-2025*. This deposit holds a spot for your child at CTL for the 2024-2025 school year. This fee will be applied toward your annual tuition.

Tuition

Tuition is $13,600 annually for PreK, $14,800 annually for grades K-8 and $15,000 for grades 9-12. Tuition costs may be divided into 12 equal payments due the first day of each month (June 2024 through May 2025) or 10 equal payments due the first day of each month (August 2024 through May 2025).

Fees Included in Tuition

Tuition includes school/class parties and activities.

Costs Not Included in Tuition

Tuition does not include school supplies, snacks, lunches, field trips, school t-shirts, or CTL After School Program extra-curricular activities.

Discounts

A 10% discount is available for siblings who also enroll at CTL. A 2% discount is available if annual tuition is paid in full by June 1, 2024. If you refer a student who enrolls at CTL, a 5% discount is available for each referral made for as long as the student who was referred is enrolled. There will be no credit or discounts for absences due to illness, vacations, teacher workdays, inclement weather, natural disasters, or scheduled holidays.

Payment

All payments are payable by check, money order, cash, wire, ACH, debit card, or credit card (Visa, MasterCard, or Discover). Checks and money orders should be made payable to CTL or

Center for Teaching & Learning. Checks, money orders, and cash payments may be mailed or given directly to the Administrative Assistant. Debit and credit card payments may be made in the school office or set up for recurring billing each month. Monthly statements are not automatically provided but are available upon request.

Penalties

Late Fee

Any bill outstanding after the **seventh** of each month will be assessed a $30.00 late fee. Any bill outstanding **one month** may result in the permanent removal of a student from CTL. If you require special financial arrangements, please contact CTL and we will try to accommodate your needs.

CTL reserves the right to withhold *Trimester Reports* and student portfolios until all tuition and fees are paid in full and all of CTL's books and materials are returned.

Returned Check Fee

All returned checks will be assessed a $35.00 fee. CTL reserves the right to request cash or equivalent for future payments when a check is returned due to insufficient funds. If you require special financial arrangements, please contact CTL and we will try to accommodate your needs.

Withdrawal or Removal of Enrollment

Withdrawal

Withdrawal is defined as permanent removal from our school. We require written notice one month prior to withdrawal. Application fees, enrollment deposits, and previous tuition payments are not refundable. If this written notice is not given, CTL reserves the right to charge for the amount of time the student would otherwise be present.

If a student is withdrawn during the school year for a short time and plans to return within the same school year, tuition for the missed time must be kept current or the student must re-enroll based upon space availability.

Removal

CTL reserves the right to remove a student from our program based on our observation of:

- The student's attendance, participation, development, and/or behavior in the school setting.
- The student's need for individual assistance or care that cannot be provided in our school.

- Parental support for CTL's curriculum and willingness to be involved and provide assistance.
- Student and/or parent adherence to this *CTL Student-Parent Handbook*.

In these events, any unused tuition would be refunded.

School Supplies and Materials

School Supplies

The School Supply List will be emailed in early August. School supplies will be purchased by parents and brought to Meet the Teacher or to the first day of school in a box or bag labeled with your child's name.

What to Bring Each Day

Each student is required to bring the following items to school each day:

- A backpack that is large enough to transport school items to and from school. Students will wear their backpacks at arrival and departure, as we need their hands free. For safety reasons, wheeled backpacks are prohibited.
- A healthy snack for our mid-morning snack recess time
- A complete, healthy lunch that does not require refrigeration or heating and that can be opened, unwrapped, and eaten by the student without assistance. Students are encouraged to be as self-sufficient at lunchtime as possible.
- A water bottle to keep with the student throughout the day

Each PreK student is also required to bring the following additional items to school each day:

- A healthy snack for our mid-afternoon snack recess time
- A spare change of clothes, including underwear
- A nap mat and bedding (sheet or blanket and pillow) for quiet time. Bedding will be sent home every Friday to be washed/cleaned and must be returned the next school day.

What Not to Bring

Students **may not** bring the following items to school:

- Toys from home, unless teacher requested for class activity
- Medicine, cough drops, or gum
- Commercial or promotional materials
- Edible "treats" or favors unless for approved special events
- Tuition payments

- Cell phones, iPads/iPods, Kindles, Nooks, radios, tape recorders, CD players, and other personal devices unless kept turned off in the student's backpack during school hours or approved in advance by CTL staff and parents for a class activity or emergency
- Headphones or airpods
- Balls or other personal sports equipment unless approved in advance by CTL staff
- Skateboards or other valuable items
- Pokémon or other trading cards (unless approved by teacher for clubs)
- Fidget spinners or other similar toys
- Personal items that might cause a disruption or distraction

Any personal items that cause a disruption or distraction at school or on a field trip will be confiscated and returned at the end of the day to the parents.

Dress Code

Clothing

Students' dress and grooming should be neat and appropriate for their age group and school activities. Clothing should be modest in appearance at all times. Hair should be clean and neatly groomed and should not cover the eyes or be colored or styled in any way that is distracting to the learning environment.

Students **are not** to wear:

- Clothing, jewelry, accessories, tattoos, or piercings that are distracting, obscene, dangerous, occult, or drug or gang related
- Suggestive or inappropriately located decorative patches, insignia, or clothing with improper advertising, pictures, slogans, or statements
- Bandanas, hats, or caps inside the building
- Trench coats, dusters, or excessively large jackets
- Clothing that does not adequately cover the body or is revealing such as shorts or skirts higher than mid-thigh or with tears, slits, or rips higher than mid-thigh; shirts or dresses that are low cut, see-through, backless, midriffs, or have spaghetti straps; leggings, spandex athletic shorts, biking shorts, or similar apparel
- Baggy pants that hang below the hipbone
- Pajamas, unless for an approved school activity

CTL T-shirt

Parents will purchase one CTL t-shirt to wear throughout the school year including on Fridays, field trips, and other special events. Additional CTL t-shirts will be available for purchase.

Footwear

Students must wear indoor footwear inside the building that is safe and appropriate for outdoor wear in case of emergency and can be placed on/off with minimal or no assistance from staff. All CTL students are required to change into indoor footwear when entering their classrooms.

Students must wear athletic shoes during all physical education activities. Athletic shoes are flexible and provide complete coverage for the toes, sides, and heel of the foot. They may be fastened with laces, Velcro, or buckles or may be slip-ons as long as they do not slip off. Athletic shoes provide the best protection from injury.

Nutrition

Food

Good nutrition is important to our school's program. Students must bring a healthy morning snack and complete, healthy lunch each day to school.

Beverages

Students' snacks and lunches may include a healthy beverage. Students may not bring red or dark-colored beverages or soft drinks unless for an approved school activity. Students are required to bring a water bottle each day to keep with them and refill as needed throughout the day.

Friday Lunches

CTL will provide students with the option to purchase lunch from a local restaurant each Friday. A menu will be provided in advance.

Special Events

Occasionally we celebrate special events during the school day such as birthdays, class or school parties, or holidays. Often homemade items, food from local restaurants, or baked goods from local grocers are part of these celebrations. If you do not want your child to consume any of the above-mentioned foods, please let us know. You must send your child to school with an alternative snack or lunch for these events.

Food Allergies

Food allergies must be clearly explained within your child's RenWeb Online Enrollment. Parents of children with food allergies must meet with the Head of School and Administrative Assistant and complete an *Allergy Action Plan* prior to the first day of school.

Health

Medical Records

A written notice of food and drug allergies, existing medical conditions, routine medications, and any other special limitations regarding the student must be provided by the parent within the student's RenWeb Online Enrollment at the time of enrollment and updated as new conditions arise.

Allergies

Please notify us if your child has a specific food and/or drug allergy. An *Allergy Action Plan* form must be completed if a student has a life-threatening allergy (i.e. food, insect stings or bites, latex, etc.). Contact the Administrative Assistant, Teacher(s) and Head of School to discuss allergies prior to your child's first day of school or immediately after diagnosis.

Epinephrine injectors for severe allergies must be provided to the school office along with an *Allergy Action Plan*.

Illness

If a student becomes ill at school, a parent or emergency contact will be notified to make arrangements to pick up the student immediately. For this reason, it is imperative that emergency contact numbers are up to date. CTL does not have a nurse on staff and cannot keep an ill student. Ill students will wait in the sick room apart from other students for a parent or emergency contact to pick him/her up. A staff member will complete an *Illness Notification Form* indicating symptoms and treatment of the student as appropriate.

An ill student is not admitted to school if one or more of the following exists: vomiting, diarrhea, undiagnosed rash, severe cold and/or heavy sinus discharge, or fever of 100 degrees within 24 hours. Students should be free of contagious illness and/or fever at least 24 hours without the aid of medication before returning to school. Students who do not feel well may not be sent to school. These illnesses prevent the student from participating comfortably in school activities and result in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other students. Parents may be required to obtain a physician's statement certifying that the student is well before he/she returns to school following absence due to a contagious illness.

In cases of reportable communicable diseases being suspected in the classroom (chicken pox, etc.), parents will be notified in writing.

Illness Notification Form

Parents will be notified of illnesses that occur at school as appropriate with an *Illness Notification Form* that will be sent home with your child. Parents will be called immediately if an illness requires medical attention.

Medication

Please inform your child's teacher if you give your child any medication before coming to school. Medicine often affects the way children respond in class.

The school staff does not administer any medications except those medications required for life-threatening emergencies or chronic health conditions. All medications are stored in a locked cabinet in the school office and can only be administered by a school administrator or office staff. All prescription medications must be in its original container and labeled with the student's name, physician's name, medication name, dosage, and instructions. Physician medication samples must be in the original container and labeled with the student's name and instructions from the physician. Over-the-counter medications must be in the original container and labeled with the student's name and instructions from the parent. Medications can only be administered in amounts according to the dosage instructions on the label. Parents must sign an *Authorization for Dispensing Medication* form.

To avoid transporting the medication daily to and from home, duplicate bottles should be requested from the pharmacist; pharmacists are accustomed to this request since it is standard policy in many schools.

Immunizations

Current updated immunization records must be on file for each student. Each student enrolled must meet applicable immunization requirements according to his/her age, as specified by the Texas Department of State Health Services. You can access the requirements via http://www.dshs.state.tx.us/immunize or you may obtain a copy from your local or state health department or the Head of School.

We may have students who are not immunized but attend with a state exemption affidavit or written consent from their physician due to medical reasons.

Health Screening

Students enrolled in grades PreK, K, 1, 3, 5, 7, 9 and 11 and any first-time entrants must be screened to detect vision and hearing disorders. In compliance with Health and Safety Code, Chapter 37, all children shall undergo screening for abnormal spinal curvature in accordance with the following schedule: Girls will be screened two times, once at age 10 (or fall semester of

grade 5) and again at age 12 (or fall semester of grade 7). You can access the requirements via http://www.dshs.state.tx.us/spinal.

Parent releases will be secured prior to screening. We will offer these services for a fee one time per year; however, you may choose to have your child screened elsewhere.

Emergency Procedures

Emergency information must be included in your child's RenWeb Online Enrollment form and updated as needed in case your child should need emergency medical attention.

Special Events

Birthdays

Special arrangements may be made with the classroom teacher to provide treats for your child's class in celebration of his/her birthday. We ask that you keep birthday treats simple and bring enough for each student in the class. Treats should be dropped off in the morning. The teacher will determine when the students will enjoy the treats. Parents should contact the classroom teacher in advance to determine what treats are acceptable. Please check with your child's teacher to coordinate the celebration of a summer birthday.

Birthday lunches for your child's class are not permitted. Parents should not send flowers, balloons, or other gifts to be distributed at school. Birthday party invitations may be distributed in the classroom if there is one for each student or each student of the same gender. A class list will be available.

CTL has a program whereby parents can donate a new or gently used book to the library in honor of your child's birthday. The student will have the opportunity to present this book to the school during our Morning Meeting.

Holiday Parties

We recognize appropriate traditional holidays. These holiday parties present a variety of opportunities for parents to assist in the classroom, help with special events, and be actively involved at CTL.

During the school year, some holidays will be observed with special parties in which parents are invited to participate.

Family Activities

Families are invited to participate in special family activities throughout the school year and are invited to volunteer to help with many of our school activities.

Field Trips

Field trips are an important part of a student's education and are included in the curriculum when appropriate. Parents will be notified in advance and must complete a written permission form before your child can participate. Personal devices are not permitted on CTL field trips unless approved in advance by CTL staff and parents for a field trip activity.

CTL will arrange the transportation for field trips. On rare occasions parents may be allowed to transport their own child. Parents may be asked to assist with these special events as chaperones and will be responsible for their field trip/transportation fees. The classroom teacher is responsible for his or her class during field trips; however, parents who assist as chaperones should also assist in the supervision of the students and refrain from engaging in long conversations with teachers or other chaperones. The attention of all adults should be focused on the students and their safety.

Special Visitors

We will have many special visitors in our school throughout the year including:

- Parents of students
- Prospective parents/students touring our school
- College/university professionals and/or students
- Teachers, assistants, and specialists observing or helping a student or classroom
- School staff observing and helping in classroom activities

Arrival and Departure

Morning Arrival

Our school day begins at 7:55 a.m. Students must arrive no later than 7:55 a.m. so they can participate in our Morning Meeting that begins promptly at 8:00 a.m. The school doors will open at 7:35 a.m. If a student arrives before 7:35 a.m., the parent must be prepared to supervise him/her. All students will be dropped off at the drop-off ramp at the back of the school and exit the gate at Stuebner.

PreK parents may walk their child to their classroom cottage during the first week of school if you choose. However, please do not linger at drop off as teachers must be attentive to the children and can't visit at that time. The school doors and gates to the Early Learning Center will be secured at 7:55 a.m. Late arrivals will require a parent/guardian to accompany the student to the school office to sign him/her in, and the student will be counted tardy. PreK and Kindergarten students who arrive after 7:55 a.m. will be walked by one of our team members to the cottages after they are signed in at the front office.

Mid-day Departure

If your child needs to leave school early for any reason, all parents or caregivers with permission must come to the school office to sign him/her out, and someone will go to the classroom to get your child. This minimizes the disruption to the class. Once we get close to dismissal time it becomes increasingly difficult to assist you without disturbing the car line/dismissal process. Please arrive at least 30 minutes before dismissal if you must pick up your child early.

Afternoon Departure

School is dismissed at 3:15 p.m. Monday through Thursday and 1:05 p.m. Friday.

CTL High students who drive will be dismissed at 3:15 p.m. unless they have a note from a parent or guardian stating they may leave early or the parents have sent permission through an email. If leaving with another student, they must have a note from a parent or guardian stating it is okay to ride with the other student, and the student driving must have a note from a parent or guardian with permission to drive the other student.

Using Car Line for Arrival/Dismissal

If you choose to use car line, please follow these guidelines:

1. Place your car line sign in the window to help us be more efficient.
2. Stay in your car. We will be happy to assist your child.
3. Put your car into park while students are loading and unloading.
4. We will load and unload from the passenger's side only.
5. Please hold on to your pets as we load and unload students.
6. Car line is a "Phone Free Zone."
7. Car line arrival begins at 7:35 a.m. Car line dismissal begins at 3:15 p.m. Mondays through Thursdays and 1:05 p.m. Fridays. Please be prompt. Some car lines are much faster than others!
8. Photo ID may be required for release of a student.

Late Pick-up Fee

A late pick-up fee is charged at the rate of $10 per hour per student for students remaining after 3:25 p.m. Mondays through Thursdays and 1:15 p.m. Fridays. Parents may pick up your children in the school office and pay the fee. Habitual lateness may result in additional fees.

Parking

Please park in the front parking spot if you are walking into the school for early departure. For safety reasons, please do not park at or block the drop-off/pick-up doors as this creates a dangerous environment for anyone entering and exiting our building. Also, please do not park

across from the dismissal door as this creates a safety hazard for your child and for others. We appreciate your cooperation.

Attendance

Students benefit from being present and on time for school every day. Parents are encouraged to keep absences and tardiness to a minimum in order to ensure continuity of student learning.

Absences and tardiness will be classified as “excused” or “unexcused.” Absences and tardiness that are documented and verified for the following reasons will be classified as “excused”:

- Personal illness (with a physician or parent’s note)
- Serious illness or death in the immediate family
- Medical or dental appointments (with a physician’s note)
- Weather or road conditions making travel dangerous
- Religious holidays and observances
- Extenuating circumstances approved by the Head of School.

Absences and tardiness for reasons other than those listed above will be considered “unexcused.”

When it is necessary for a student to be absent from or tardy to school, a parent must notify the school office by 8:15 a.m. Appointments with physicians, dentists, or any other professionals should be scheduled outside of school hours if at all possible. If a student needs to be dismissed early, a parent must notify the school office in writing by 8:15 a.m. on the day of the appointment indicating the time of departure. Prior to the appointment, the student is responsible for alerting teachers whose classes will be missed or partially/potentially missed where appropriate. All students must be signed out at the school office before leaving the campus and must be signed back in if returning.

Absences

CTL does not encourage extended absences. These are disruptive to the education of the student, and his/her progress may suffer. Regular attendance is imperative for students to benefit fully from their education; therefore, any student who misses more than five (5) days of a class in a trimester or 15 days of a class in a school year, for any reason, may jeopardize promotion to the next grade level, course credit, or continued enrollment. At the Head of School’s discretion, a student may be exempt from attendance policies if the student has absences that are classified as “excused.” Extended absences for medical reasons require written verification from a physician. A student who arrives after 10:00 a.m. or is absent from more than two classes in a day is considered absent on CTL’s daily attendance records. If the student is absent, he/she will not be

permitted to participate in any school-sponsored or after-school activities without permission from the Head of School.

Make-up Assignments

In the case of planned absences or school conflicts, students must notify their teacher(s) in advance. Students are permitted to make up work missed for both “excused” and “unexcused” absences. One day for each day of absence is allowed; however, flexibility may be given, especially when a student has been ill. Please note, it may not be possible to provide work in advance of the absence. It is suggested that a student be absent for three days before make-up work is requested. Parents can email the classroom teacher and request assignments after that time. All students are responsible for completing missed work. Assistance will be given to those who are absent for an extended period of time.

Once it is determined that make-up work is in order, a schedule for completing the work at school or home will be established. For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the skills or in meeting subject or course requirements. The student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Failure to complete work in the scheduled time may result in disciplinary action.

All long-term assignments, as defined and specified by a teacher, are due by the stated deadline unless extenuating circumstances warrant an extension. A student who fails to submit a long-term assignment by the deadline may receive disciplinary action.

Incomplete Makeup Assignments

Students in grades 3-12 who do not complete make-up work by the expected due date may be required to complete their work during a Reflective, Restorative, Instructional (RRI) session, that may be held during lunch/recess or before/after school, on the day it is due.

RRI sessions are provided as a place for students to be:

- Reflective: The student should be reflecting & gaining insight into his/her behavior.
- Restorative: The student should have an opportunity to repair the relationships or items that were damaged.
- Instructional: The student should gain specific knowledge and be able to practice skills that will help him/her in the future.

In addition, parents may be notified. Repeated failure to submit make-up work in a timely manner may result in additional disciplinary actions such as revoking the privilege of participating in school-sponsored or after-school activities.

Tardiness

Students are expected to arrive on time to school each day. Students who arrive after 7:55 a.m. are considered tardy. Students who arrive after 7:55 a.m. will need to be walked into the building by their parents or guardians and signed in at the front office. Students who arrive after 8:00 will stay in the front office so as not disrupt CTL's Morning Meeting activities where staff, students, and guests share important information and participate in community-building activities and presentations. Although CTL understands that students and parents may be late for a variety of reasons such as the classified "excused" tardiness above, CTL will not tolerate frequent tardiness. Repeated and/or extreme tardiness, more than three (3) during one trimester, may lead to disciplinary action. Parents are strongly encouraged to develop a daily routine that will allow students to be on campus by 7:55 a.m. If there is a personal reason for you to be late to school, please notify the school office immediately so we can support you during times of difficulty.

Physical Education (PE) Participation

Physical education is an important part of a student's educational experience. A written parent or physician's excuse is required in the event a student needs to be excused from participation in PE. If he or she cannot participate for a period of more than five (5) days, a written physician's excuse must be presented to the school. A note from the physician releasing the student to return to regular participation in PE will also be required.

Safety and Security

Visitors

Parents and other visitors will be asked to sign in at the school office. We welcome visitors but for security purposes will monitor all guests. Visitors may be required to show a photo ID.

Authorization to Pick Up a Student

To ensure the safety of your child, the following procedures have been set up:

1. If your child is to be released to a person other than the parent/guardian or emergency contact on file, a written note from the parent must be sent or delivered to the school office in the morning. This "pick-up" person may be required to present a photo ID at the school office to verify his/her identity.
2. If a parent has an emergency and must call to authorize the emergency release of the student to a person not on file, the school will ask for the parent's driver's license number

at the time the request is made. The parent must give this number to the "pick-up" person, as it will be requested by the Head of School or office staff along with a photo ID to verify authority to pick up the student. Please notify the office staff, not the teacher, of any changes in pick-up. The message will be given to the teacher.

Locked Doors

The school has locked doors at all entrances allowing us to limit access to strangers or unwelcome visitors. The doors will be locked during school hours, and visitors will be required to gain access through the front door. A member of our staff will open the front door to allow approved students and parents to enter and exit each morning from 7:35 - 7:55 a.m. and each Monday through Thursday afternoon from 3:20 - 3:30 p.m. and Friday afternoon from 1:05 - 1:15 p.m.

Car Safety

Your child's safety is our first concern. Please drive slowly and carefully in our parking lot. Hold your young child's hand when crossing through the driveway or parking areas as well as inside our facility. Each young child must have an individual seat belt or car seat as required by law. Please pull forward to secure your child's car seat so as not to hold up the car rider line.

Facility Safety

All young children must be in the care of an adult at all times, including siblings. Never leave a young child unattended anywhere on school property. To protect your belongings, lock your car and put away visible valuables.

Criminal History Records

CTL is entitled to access all criminal history record information that relates to employees, applicants for employment, and volunteers. All employees and volunteers must pass a criminal history check before working with our students.

On-site Emergency

In the event of an emergency relocation, we will evacuate under the direction and assistance of local authorities. Parents will be notified by email, text, or phone call as services are available.

Emergency Preparedness and Response Plan

CTL's *Emergency Preparedness and Response Plan* has been created to help us identify and respond to emergencies by outlining the responsibilities and duties of CTL and its employees. These documents are available in the school office for review. As part of our *Emergency Preparedness and Response Plan*, required CTL employees receive regularly scheduled training and certifications by relevant professionals (i.e., First Aid/CPR/AED certification), and all CTL

employees and students participate in regular emergency drills (i.e. Fire, Tornado, Shelter in Place, Lock Down) to be prepared in the case of an emergency.

Drugs and Alcohol

All drugs, including alcohol and tobacco, are prohibited from being carried and/or consumed on school property. *It is a criminal offense to possess or consume alcoholic beverages on a public street, alley, or sidewalk within 600 feet of a facility that the person knows is a private school offering K–12 instruction. (Tex. Alco. Bev. Code Ann. §101.75.)*

Student Code of Conduct

CTL has designed this Student Code of Conduct and discipline policy to help students understand that being a member of the CTL community is a privilege earned by choosing to behave in a way that demonstrates respect for others.

Code of Conduct Disclaimer

While this handbook delineates expectations for student conduct both in and outside the classroom, the following list of expectations and infractions is not exhaustive. CTL reserves the right to evaluate all student conduct and to issue discipline to serve the best educational interests of the student and the overall welfare of the school community.

Discipline and Guidance

Discipline and guidance shall be consistent and based on an understanding of the student's needs and development. Teachers work toward promoting positive self-esteem, self-discipline, and acceptable behavior. When appropriate, students are redirected to other activities, encouraged to use words, and given choices. Teachers try to use natural and logical consequences and help students learn problem-solving skills.

CTL's discipline and guidance system operates on the principle of respect: for oneself, others, and the physical environment. We model and nurture self-respect which allows our students to flourish with their successes and, equally important, to understand the consequences of their mistakes and grow from these experiences. Secondly, students should exhibit respect for others by valuing the uniqueness of each individual. Finally, we try to instill in students a respect for property, including school supplies and facilities, as well as our broader natural surroundings.

Conduct in the Classroom

Teachers are responsible for establishing orderly environments in their classrooms and for communicating and consistently upholding the specific expectations pertaining to their individual classrooms. All teachers have the following basic classroom expectations of all students:

1. Report to school and classes on time.
2. Report with all required materials and classwork and be prepared to work.
3. Pay attention and listen respectfully whenever the teacher or another student is speaking.
4. Participate constructively and communicate respectfully and appropriately.
5. Follow the classroom expectations established by the students and teacher during the school year.

Conduct Outside the Classroom

To ensure that the overall campus environment is clean, orderly, safe, and appropriate for a school setting, students are expected to:

1. Eat food only in those areas designated for eating.
2. Assist in the clean-up of those designated areas.
3. Walk quietly both inside and outside the school building.
4. Refrain at all times from chewing gum.
5. Refrain at all times from inappropriate displays of affection.
6. Refrain from leaving the school building or campus without appropriate permission.
7. Refrain from the use of personal devices (e.g., cellular phones, video game devices, and laser pointers) unless permission has been granted by a teacher or the Head of School.
8. Refrain from bringing personal sports equipment to school unless permission has been granted by a teacher or the Head of School.

Conduct Off-Campus

The regard with which CTL is held in the general community is in large part determined by the ways students conduct themselves off campus. While we cannot realistically supervise students off campus to the same degree as on campus, CTL does reserve the right, at its sole discretion, to discipline students whose conduct while off campus and/or during vacation periods reflects disregard for the norms of appropriate social behavior and/or the spirit of CTL's conduct expectations. Inappropriate conduct off campus may result in the same kinds of consequences as those issued for inappropriate conduct on campus up to and including expulsion.

Minor Conduct Infractions

When a student violates a basic behavioral expectation, CTL strives to resolve it in a way that is both educational and effective in changing the behavior. The faculty or staff members most closely involved in the incident, with the support of the Head of School, will address these infractions as they occur. Examples of minor conduct infractions include the following:

- Late arrival to school or tardiness to a class
- A dress code violation

- Failure to check in or out of the school properly
- Failure to come prepared for class including having incomplete classwork and/or homework
- Chewing gum
- Disruption to the learning process
- Any other form of inappropriate conduct deemed by CTL to constitute a minor conduct infraction.

Major Conduct Infractions

The Head of School with the support of the teacher(s), will address major conduct infractions as they occur. The following are examples of major conduct infractions:

- Using foul, inappropriate, or abusive language
- Discussing or bringing content/materials to school that are not age-appropriate
- Any form of disrespect, harassment, bullying, and/or hatred toward others for any reason expressed on or off campus verbally, in writing by phone, text, email, social media or any other means
- Any form of deliberate aggression including, but not limited to, verbal abuse, physical threats, confrontations or assaults, and fighting, for any reason
- Destruction, theft, and/or vandalism of school and/or personal property
- Improper access and/or use of school and personal technology devices and/or CTL's internet network including, but not limited to, personal email, text, or social media
- Cutting class
- Tampering with fire alarms or extinguishers, fire exit or other doors, and/or other fire or safety-related equipment
- Lying or cheating
- The possession, use, or distribution, in any amount, of any tobacco product, alcohol, illegal drug, or any other medication for which the student has not submitted a physician's prescription, while on or off school property
- The use and/or possession of fireworks, weapons of any kind, or other items deemed dangerous or frightening to oneself or others
- A conviction or suspended adjudication for any misdemeanor or felony offense, whether or not the offense involved CTL, the faculty/staff, or other students
- Any repeated violation of a school rule
- Referred to the Head of School repeatedly without obvious positive results
- Any violation of a school rule or the law or any other form of inappropriate conduct deemed by CTL to constitute a major conduct infraction

Harassment

CTL is committed to maintaining an environment in which all individuals treat each other with dignity and respect, and which is free from intimidation, exploitation, and harassment. We will take action to prevent and correct such inappropriate behavior. Students who violate this policy will be subject to discipline up to and including expulsion.

Definition of Harassment

Harassment occurs when an individual is subjected to mistreatment or when an environment is made hostile or intimidating because of, but not limited to, the individual's race, religion, creed, color, national origin, age, physical ability, disability, gender, or other personal characteristic. Specific forms of harassment include, but are not limited to:

- **Verbal**: Derogatory comments or jokes, slurs, insults, epithets, threatening words, sarcasm or "picking on" or continued expressions of sexual interest.
- **Physical**: Unwanted physical touching, contact, assault, pushing, deliberate impeding or blocking of movement, or any intimidating interference with normal activity.
- **Visual**: Derogatory, demeaning, obscene, sexually suggestive or inflammatory posters, cartoons, calendars, written words, letters, notes, invitations, drawings, gestures, objects, or electronic communications.
- **Coercive**: Behavior used to control, influence or affect educational opportunities and/or learning.

Personal Devices

CTL reserves the right to inspect any school or personal device, and any data, messages, or images on them, that is found on campus or taken from a student because of a suspected or reported violation of any school policy.

Reporting Harassment

Students who feel that they have been harassed are encouraged to promptly report the matter to his/her classroom teacher(s) and the Head of School. Students who observe harassment are also encouraged to report the matter to one of these school officials. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, CTL reserves the right to fully investigate every complaint and to notify a student's parent/guardian and/or proper authorities as the circumstances warrant. CTL forbids discrimination or retaliation against any person who has filed a complaint of harassment or who has testified, assisted, or participated in any manner of a harassment investigation.

Consequences for Infractions

If a student chooses not to meet established classroom or school expectations, he or she may be sent to the Head of School for further disciplinary action. The teacher and/or Head of School may determine how best to address a student's misbehavior in an effort to help the student better understand the importance of abiding by CTL's expectations. Consequences for infractions will be determined on a case by case basis and may include the following:

- Conference with the student about appropriate choices and behavior
- Phone call and/or conference with parents
- Written reflection
- Mediation between students
- Verbal or written apology
- Appropriate restitution made for the misbehavior
- Parents called to pick up his/her child from school
- Loss of privilege to participate in school-sponsored or after-school activities and/or field trips
- Mandatory professional counseling outside the school and at the parents' expense
- Reflective, Restorative, Instructional (RRI) session that may be held during lunch/recess or before/after school. RRI sessions are provided as a place for students to be:
    - Reflective: The student should be reflecting & gaining insight into his/her behavior.
    - Restorative: The student should have an opportunity to repair the relationships or items that were damaged.
    - Instructional: The student should gain specific knowledge and be able to practice skills that will help him/her in the future.
- **Behavioral Watch** serves as a warning to the student that his/her behavior is concerning and thus will be monitored more closely. This is initiated at the discretion of the Head of School when a student violates multiple school rules, the same school rule multiple times, or in some instances after one major conduct infraction.
- **Behavioral Probation** is a "final warning" that urgently alerts the student to fully comply with all school rules during the probationary period. This can be initiated when a student has failed to meet CTL's basic expectations for behavior through repeated incidents of misconduct or through involvement in even one major conduct infraction. The student may be placed on behavioral probation and has placed his/her enrollment in jeopardy. The specific conditions and length of the probationary period will be explained to the student and parents in a conference and will be summarized in writing. Further consequences, such as participating in school-sponsored or after-school activities, may result from behavioral probation as well. A student on behavioral probation will have his or her behavior closely monitored. Any violation of the letter or spirit of any school rule during the probationary period is considered grounds for expulsion. A student on

behavioral probation should recognize the significance of this status and take full advantage of the opportunity to regain good standing.

- **In-school Suspension** is the temporary removal of the student from class for a predetermined period of time. A student who is serving an in-school suspension will remain on campus, though apart from other students, and will be supervised by the Head of School. He/she will be required to complete missing classwork.
- **Suspension** is the temporary removal of the student from CTL. A student who is serving suspension is not permitted to be on campus or to attend any school function. While in suspension, a student is also not permitted to participate in any school-sponsored or after-school activities for the duration of the suspension. When a student returns from a suspension, he/she will be placed on behavioral probation for a period determined by the administration. A suspended student may be permitted to make up assignments at a time designated by the teacher. Consequences may apply for any additional work missed while serving a suspension.
- **Expulsion** is the immediate and permanent separation of the student from CTL. Complete and final authority for expelling a student rests with the Head of School. A student who is expelled is not eligible for re-application to CTL. An expelled student must also receive prior approval from the Head of School in order to be on the campus for any reason.

Reporting Infractions

CTL functions most successfully when students hold each other accountable. While failing to report a violation is not a punishable offense, it is expected that students will take one of the following steps when they witness a violation:

1. Inform a member of the faculty or the Head of School.
2. Urge the offender to report the violation. All information provided by students regarding infractions is considered confidential.

Responsible Use of Technology

To ensure that students become proficient users of information and communication technologies, CTL provides students with many opportunities to use 21st century tools. The primary purpose of our technology program is to facilitate opportunities with hardware, software, and other necessary equipment. Additionally, in some cases, students may be permitted to use their own personal devices while on campus to meet school-related and other learning needs.

CTL will make every effort to provide a safe environment for learning with technology including computer or Internet safeguards. However, it is incumbent upon students to use technology responsibly, ethically, and respectfully.

The following guidelines apply to all students:

1. All use of the Internet must be in support of education and consistent with the vision and mission of CTL.
2. Any use of technology to facilitate conduct infractions or other inappropriate or illegal activity is prohibited.
3. Any use of technology for commercial or for-profit purposes is prohibited.
4. Any use of technology for non-school related activities is prohibited unless permission is given by school staff.
5. Network accounts are to be used only by the authorized user of the account and for authorized purposes.
6. Students shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to others, or misrepresent others on the network.
7. All communications accessible through the network are considered CTL's property.
8. Students should not disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Students should not attempt to disable/change any computer or Internet filtering software or device.
10. Malicious use of technology including, but not limited to, actions that harass, disrespect, bully, and/or show hatred toward others, for any reason, expressed on or off campus in writing by telephone, text, email, social media or any other means or infiltrate a computer or computing system is prohibited.
11. Use of technology to access or transmit hate mail, obscene or pornographic material, discriminatory remarks or other inappropriate material is prohibited.

Scope of Responsible Use of Technology

Any form of the *Responsible Use of Technology* policy refers to all computers, peripherals, and software, both on campus and brought onto the campus, as well as to the entire network of the school. CTL network includes, but is not limited to, file server access, electronic mail, Internet access, and any other electronic use of CTL's network and telecommunications services including scanners and printers.

Students are responsible for appropriate behavior when using computers. All school expectations as outlined in the *Student Code of Conduct* policies in this *Student-Parent Handbook* apply. Students are expected to respect the intellectual property of others by crediting sources and respecting all copyright laws.

Use of Technology Disclaimer

CTL does not warrant that its network will meet any specific requirements or that it will be error-free or uninterrupted. CTL does not assume liability for any direct or indirect, incidental or

consequential damages such as lost data sustained or incurred in connection with the use, operation, or inability to use computers and/or the school network. CTL reserves the right to monitor Internet and file server utilization by all users.

Suspension of Access to Technology

Access to the Internet and school-provided technology is a privilege that may be revoked by CTL at any time. CTL is the sole arbiter of what constitutes improper technology-related conduct. Penalties for improper conduct may include the loss of computer access and/or other disciplinary action up to and including expulsion.

Personal Devices

Personal devices, such as cell phones and iPods, must be turned off (not set to silent/vibrate) and put away in the student's backpack immediately when entering the building and must not be used during school hours unless approved in advance by CTL staff and parents for a class activity or emergency. The use of text messaging or photo options on cell phones during the school day is not permitted and could lead to disciplinary action. Students are also not permitted to use laser pointers, music players (CD, iPod, MP3, etc.), portable video or game players, or earbuds/headphones during the school day unless approved in advance by CTL staff and parents for a class activity.

If a student fails to comply with these guidelines, his or her personal device will be confiscated and not returned until the end of the school day. The student may lose future privileges. Repeated violations may result in more serious consequences or may require the parent to pick up the cell phone or personal device from the Head of School. CTL is not responsible for stolen, damaged, and/or lost devices brought onto campus.

CTL also reserves the right to inspect any personal device and any data, messages, or images on them that are found on campus or taken from a student because of a suspected or reported violation of any school policy.

Bring Your Own Device (BYOD)

CTL is committed to allowing students responsible, learning-centered, age-appropriate use of personal technology devices at appropriate times. Students in grades 5-12 are permitted to use certain personal technology devices for academic purposes. These approved devices include laptops, tablets (iPad, Sony, HP), and readers (Nook and Kindle). Grade 5-12 students are allowed to use these devices during academic classes as instructed by their teachers but are not permitted to use these devices outside the classroom (hallways, recess, lunch, P.E., etc.). Each grade 5-12 student will be required to review and sign a *Responsible Use of Technology* policy.

Please note that students who choose not to bring their own devices to school will be able to

access and utilize CTL's equipment. No student will be left out of instruction for lack of technology.

Approved Technology Devices

For the purpose of the Bring Your Own Device (BYOD) program, "technology" means any privately owned wireless and/or portable device. This includes, but is not limited to, laptops, tablets, netbooks, and readers. Please note that smartphones are not included in this definition.

Current school policy regarding cellular phones and smartphones remains in effect and is not superseded by the BYOD policy.

Wireless Access

Use of CTL's wireless resources is a privilege intended to enhance teaching and learning. Students may be denied access to this privilege for failure to comply with policies or at the school's discretion. Students should not have the expectation of privacy on any device they bring to campus. If CTL suspects improper use and/or abuse of this or related policies, we have the right to confiscate a student's personal device for examination.

An Internet gateway will be provided by the school via wireless connectivity. Only this connection may be accessed while on campus. If a student's personal device supports a cellular data service (e.g. 3G, 4G, 5G etc.), this feature must be turned off, and the school's wireless network must be used. Connecting a personal device physically to a school wired network port is prohibited.

The student is responsible for the ongoing maintenance, security and safety of any personal device brought to campus. CTL is not liable for any personal device that is stolen, lost, or damaged. If a device is stolen, lost, or damaged, the student should notify the Head of School.

The use of personalizing skins (decals) and other custom touches is recommended in order to easily identify one device from another. Additionally, protective cases for personal devices are encouraged. Students should store their devices in their backpacks when not in use.

Bring Your Own Device (BYOD) Student Agreement

Students in grades 5-12 who participate in the BYOD program must adhere to the *Student Code of Conduct* policies as specified in this *Student-Parent Handbook* and must agree to the following conditions:

1. The student takes full responsibility for his or her personal device. CTL is not responsible for the security of a student's personal device.
2. Personal devices must be in silent mode while on campus.

3. Personal devices may not be used to cheat on assignments or assessments, or for non-instructional purposes. Use of the network for non-school related communications is prohibited.
4. The student acknowledges that the use of personal devices during the school day is at the discretion of teachers and staff.
5. The use of a personal device is not to be disruptive in any way to teachers or students.
6. Students must use their personal devices in class as directed by their teacher and must comply with a teacher's request to turn off or close the device.
7. The student may only access files on a personal device or Internet sites that are relevant to the classroom curriculum.
8. Students will refrain from using personal devices in unapproved areas (Hallways/Class Changes/Lunch/Recess/Restrooms/School Office/Outside Areas/Field Trips/After-school Activities) unless otherwise directed by a teacher or school staff.
9. Students should not disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
10. Students shall not attempt to circumvent CTL's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
11. Students shall neither take nor distribute pictures, video, or audio of students or staff without their permission.
12. Malicious use of the network to develop programs to harass others or infiltrate a computer or computing system is prohibited.
13. CTL reserves the right to collect and examine any student personal device suspected of causing problems such as an attack or virus infection. It is highly recommended that up-to-date virus protection software be installed and maintained.
14. If a personal device is determined to have been attacked or infected by a virus, CTL may require the installation of virus protection as a condition of the student's continued participation in the BYOD program.
15. The student realizes that printing from personal technology devices may not be possible at school.
16. BYOD is a privilege that may be revoked for improper conduct at any time. CTL will be the sole arbiter of what constitutes improper conduct. Penalties may include the loss of BYOD privileges and/or disciplinary action up to and including expulsion.

Family Engagement and Communication

Open communication between parents, students, faculty, and staff is CTL's key to success. We are here to serve you and your children. We welcome your phone calls, e-mails, and written messages. We offer families various opportunities to be informed about and involved in our school community. Close, frequent communication between home and school is of great value to all concerned.

Phone Calls

We welcome your phone calls during our school office hours. If you need to send a message to a teacher or your child, the Head of School or office staff will pass it along. We do not interrupt instructional time with phone calls.

Written Messages

Please feel free to send written messages to your child's teacher in his/her backpack. Please also remember to check your child's backpack daily for important notes and communications.

Emails/Texts

We welcome your emails and/or texts at any time. We try to respond to all emails and/or texts as soon as possible; however, please allow up to 24 hours for staff to respond. If it is urgent, please call our school office.

CTL and your child's teacher will email and/or text you notes and reminders on occasion to keep you informed of current school and classroom events. Please check your email and/or texts daily and notify us immediately if your email changes.

Website

Please visit our school website for information and updates regarding our school. If you need more information or have questions, please call our school office.

Newsletters

CTL's school newsletters, entitled *CTL Corner*, serve as a beneficial source of communication to our families and will be emailed to provide parents with important school information that can be found in one place. These newsletters highlight what students have been and will be learning at CTL as well as important dates, reminders, and photos of our students. Please take the time to review these newsletters carefully.

Weekly Bulletins

Our *Weekly Bulletins* serve as an additional source of communication to our families and will be emailed each Wednesday during the school term. These bulletins are designed to provide parents with weekly celebrations, important dates and reminders, upcoming events, and opportunities to volunteer.

Parent Volunteers

There are opportunities for parents to volunteer at our school, in the classroom, or at special events. All parent volunteers must have a background check. If you are interested in volunteering, please complete the *DPS Criminal History Verification Form* that is available in

your *Online Enrollment Packet*. Please make arrangements for sibling care when volunteering at CTL or in the classroom.

Student-led Conferences (SLCs)

All students and parents will be asked to attend three scheduled student-led conferences (SLCs) at the end of each trimester. Students will present their portfolios which include work completed during the trimester to their parents and teachers.

Teachers will provide brief feedback to the student and parent during the SLC; however, SLCs are student focused. Therefore, if you would like to discuss your child's progress with the teacher further, he/she will be happy to schedule an additional conference upon request.

Parent-Teacher Conferences

Parent conferences with school staff regarding your child are highly encouraged. Conferences with teachers may be requested at any time throughout the school year when convenient for both parent and teacher. All conferences should focus on ways to assist each student to realize his/her full potential. Please email your child's teacher to request a conference.

It is our policy to not discuss concerns about students in the car line or at the classroom door in front of the students and/or other parents. Teachers will send notes or emails home, make phone calls, or schedule a time to talk with you privately.

Assessment and Evaluation

Performance-Based Assessment

Also known as "authentic" or "classroom-based" assessments, on-going performance assessments inform instruction at CTL thus enabling teachers to individualize and differentiate instruction for students. Performance-based assessments such as student self-assessments, portfolios, and projects are student-centered and allow the teacher, parent, and student to see genuine progress over time. Offering more than a paper-and-pencil generated "snapshot" of learning, performance assessments focus on what a student can do and understand, build critical thinking skills, have intrinsic value, engage and motivate students, and transfer readily to life beyond school. We use various forms of assessments to inform instruction as well as to measure growth over time.

Assessments in English Language Arts and Reading

- Developmental Reading Assessment (DRA) at the beginning and end of the year
- (K-2)
- Student Interest Inventories (K-12)
- Attitude Surveys (K-12)

- Burke's Reading Interview (K-12)
- Informal Reading Inventory (IRI) (3-12)
- Individual reading conferences (PreK-12)
- Reading logs of daily reading and books completed (1-12)
- Writing logs of skills learned and pieces written (1-12)
- Student personal reflections, self-assessments, and goals for improvement (reading and writing) – (K-12)
- Artifacts to include in a personal portfolio, sharing why they chose that piece (reading and writing) – (K-12)
- Writing samples and rubrics highlighting skills taught through mini-lessons and individual writing conferences with a student and his/her writing – (K-12)
- Published pieces of writing throughout the trimester – (K-12)
- Anecdotal notes kept by teachers (on index cards, in notebooks, or in folders) during reading and writing conferences with students (strengths and areas of need) – (K-12)
- Teacher- and student-made rubrics for projects and assignments – (K-12)
- Daily participation documentation in reading and writing recorded by the teacher – (K-12)

Assessments in Mathematics, Science, and Social Studies

- Baseline assessments and unit assessments throughout the year
- Performance assessments and alternate forms of evaluation such as checklists, rubrics, and projects
- Student reflections and self-evaluations where students set personal goals based on their strengths, personal interests, and areas for improvements

Assessments that Measure Growth Over Time

- Developmental Reading Assessment (DRA) (K-2)
- Running Records (grades K-2) and Miscue Analysis as needed (3-8)
- Stanford (SAT10) formal assessment in Mathematics and Reading (3-12)
- Texas Success Initiative Assessment (TSI) – (9-12)
- PSAT8/9 (9-11), PSAT and PSAT10 (10-11), SAT (11-12)
- Portfolios *with Trimester Reports* and *Trimester Report Notes*
- Student reflections, self-evaluations, and self-assessments
- Teacher reflections, evaluations, and assessments
- Parent feedback

Student Portfolios

Teachers keep records of each student's activity in each subject area. The work students produce stays at school so their growth may be analyzed and appropriate goals established. At the end of each trimester, students and teachers select samples of representative work and photographs of

student activity for inclusion in portfolios. A portfolio is a three-ring binder that provides a permanent record of a student's performance as a reader, writer, scientist, historian, and mathematician as well as representations from the fine arts. By the end of 12th grade, a student's portfolio (if that student starts at CTL in PreK and stays at CTL through 12th) will consist of fourteen volumes of schoolwork samples, commentary, photographs, self-assessments, and teacher evaluations.

Students present their portfolios to parents and teachers at the end of each trimester during their Student-led Conference (SLC). At the SLC, teachers present to parents *Trimester Reports* including *Trimester Report Notes,* narratives co-authored by teachers and students. Portfolios go home at the end of the first and second trimester and are returned the next school week. At the end of the third trimester, they are kept by the parents. We keep samples of student work in their cumulative files. Formal discussion of your child's progress may be requested at any time during the school year when convenient for both parent and teacher.

Trimesters

The school year is divided into three trimesters:

- Trimester 1: August 26 – November 22
- Trimester 2: December 2 – March 7
- Trimester 3: March 17 – May 29

Trimester Reports

CTL's *Trimester Report* is one way of assessing a student's progress. *Trimester Reports* will be provided to parents at the end of each trimester during the Student-Led Conference. After receiving the *Trimester Report*, please sign and return the school copy indicating receipt. Please review the *Trimester Report* and discuss with your child in a positive manner. Student performance in all core subject areas, as well as personal and social development, is assessed for different grade levels through the use of narrative reports. Parents are encouraged to contact the teacher for more specific information regarding each child's progress.

Homework

We want CTL students to be able to spend quality time with their families and friends in the afternoon and evening, to have opportunities to be engaged in extracurricular activities and to read daily from self-selected books. We do not encourage homework; however, teachers may give homework for the following reasons:

- To enable students to complete unfinished work/assignments that weren't completed in class
- To work on projects of a long-term nature

- To read for 30 minutes each evening from a book of choice on an appropriate level (95 to 98% accuracy)
- To practice math concepts

Repeated failure to submit assignments in a timely manner may result in additional disciplinary actions such as revoking the privilege of participating in school-sponsored or after-school activities.

Promotion/Retention

A student may be promoted on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the results on any criterion-referenced assessment, attendance, and any other necessary academic information as determined by the school.

Complaints and Appeals

Our primary goal is to help your child reach his/her fullest potential through developing positive partnerships between students, parents, teachers, and the administrative team. This can only be done through open and honest communication. Successful communication begins with trust and mutual respect. In order to grant privacy and respect to both parents and teachers, we ask that you follow the sequence below when you have a concern:

1. All issues regarding the classroom should first be directed to the teacher. Most issues can be resolved in this way. If a problem persists, please contact the Head of School.
2. Messages and requests for teacher conferences should be sent to the teacher through email with copies to the Head of School. Faculty email addresses are included on the school website. When emailing, please include a brief description of the subject matter so the teacher may be prepared for a discussion. Please allow up to 24 hours for staff to respond.
3. Emergencies should be directed to the Head of School.
4. All members of the school community are expected to be courteous and treat others with dignity and respect.
5. All inquiries regarding school policy should be directed to the Head of School.

Policy Changes

This handbook is subject to change at the discretion of CTL. Parents will be notified in writing of any policy changes that may occur after this handbook is distributed. Acknowledgement of all such changes must be signed and dated by each family.