

Parent/Student Handbook

Revised 7/27/2021



A National Blue Ribbon School of Excellence

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This handbook contains the policies and procedures of Christ the Teacher Catholic School (CTTCS). We appreciate your understanding of the need to have regulations in place for the good functioning of the school. Policies enable us to have a professional and faith-based institution where students can learn and grow. We hope that this is an element of the reason why you have chosen to be a part of the CTTCS community.

By the act of enrolling your child at CTTCS, families and students agree to all of the contents contained in this document.

The school may change any of its policies and procedures and apply them as circumstances dictate. Students and parents must accept and abide by the school's policies and procedures in order for the student to attend the school. For clarification about a particular policy or procedure, please contact the administration.

Since its last publication, there have been modifications to this handbook. **All modifications are written in blue.**

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Introduction

Dear Families and Students,

*Let it be known
to all who enter here
that Jesus **Christ**
is **the** reason for this school:
the unseen but ever present
Teacher in its classes,
the Model of its faculty and staff,
the Strength of its parents,
the Inspiration of its students.
-Anonymous*

Welcome to Christ the Teacher Catholic School! In choosing Christ the Teacher Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. Catholic education is a wonderful and precious gift. When parents choose to offer this gift, it reflects a strong commitment to their child's development and future. Christ the Teacher Catholic School understands and accepts its part in this process. We aim to integrate sound academic skills and Christ-like patterns of living that will enable each child to meet the demands of the future, both at higher levels of education and in choosing lifetime careers.

The Parent/Student Handbook reflects the policies of Christ the Teacher Catholic School. Enrolling your child at Christ the Teacher School includes the personal responsibility to read, understand, and follow the policies contained in the Handbook. Parents accept the responsibility to follow all school regulations and to direct their children to do the same.

In working more closely with us, you will be able to see the effort and interest each teacher puts into his/her duties, continually working to form, enrich, guide, and prepare each child for a successful future. It is important that we have your support and encouragement in working to reach our goals. As you work with us, if there is any policy you do not understand, please feel free to ask for an explanation.

The faculty and staff of Christ the Teacher Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you.

In Mercy,

The Administration, Faculty, and Staff of Christ the Teacher Catholic School

Mission Statement

In the Mercy tradition of service and hospitality and with Jesus as our model, Christ the Teacher Catholic School provides high standards of excellence in a safe and welcoming environment in order to lay the foundation for the spiritual and academic growth of our saints and scholars in a diverse society.

We believe in Educating Saints & Scholars by...

- **C**entering our lives around Christ through prayer, practice, and praise
- **T**eaching students to serve Christ by serving others
- **T**reating self, others, and the environment with mercy and respect
- **C**elebrating individual gifts and talents, and
- **S**triving for spiritual growth and academic excellence

Pillars: Mercy, Hospitality, Service, Excellence

CTTCS Patron Saints: Our Lady of Mercy, Venerable Catherine McAuley (foundress of the Sisters of Mercy)

Diocese of Wilmington Patron Saint: St. Francis de Sales

School Colors: Maroon and Gold

About Christ the Teacher Catholic School

Christ the Teacher Catholic School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Wilmington Schools Office. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Christ the Teacher Catholic School, we are attempting to “teach as Jesus did.” Service is an essential part of faith education.

Christ the Teacher Catholic School follows the Diocesan Curriculum, consistent with the states of Delaware and Maryland and Common Core standards. All subject areas are enriched by the Catholic Faith beliefs. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Our school is divided into three cluster groupings: Pre-K-2nd, 3rd-5th, and 6th-8th grades. The enrollment is around 600 students with two classes per grade. Pre-Kindergarten accommodates 15-20 students in the three-year-old program and 20-24 in the four-year-old program. Kindergarten to grade 3 accommodates 30 students while grades 4-8 enroll approximately 30-32 students.

A variety of instructional methods are employed in this learning environment which include large and small group instruction, cross-curricular units, multi-age experiences, and cooperative learning

opportunities. The student- adult ratio is modified in a variety of ways. Additional instructional services are available through the Title I and [McAuley](#) programs. In Pre-Kindergarten to grade 2, teaching assistants are available in the classroom. In grades 3-8, math and language arts resource teachers work with small groups of students with academic performance above or below level.

The History of Christ the Teacher Catholic School

In response to a growing Catholic population in the Newark, Bear, and Middletown areas of New Castle County, Bishop Michael Saltarelli approved the construction of Christ the Teacher Catholic School in mid-2000. CTTCS would be, and still is, the first Catholic elementary school to be built in Delaware since 1962. The construction was part of the diocesan Bringing the Vision to Life Capital Stewardship Campaign. The groundbreaking took place on June 12, 2001. Shortly thereafter, Sister LaVerne King, RSM, was appointed the first principal. The charism of the Sisters of Mercy (those of hospitality and service to others) would define the school upon its founding and into its bright future, even after the Sisters of Mercy left the school in June of 2020.

Christ the Teacher Catholic School opened its doors to students on September 3, 2002, and was formally dedicated on September 22 of that same year, with Bishop Saltarelli blessing the cornerstone. At that time, there were 357 students with two classes of each grade from kindergarten through fifth, and one class of sixth grade. In the years since the school has grown to include part-time Pre-Kindergarten for three- and four-year-olds and two classes of each grade from kindergarten through eighth. In the fall of 2018, the Pre-Kindergarten program was expanded to full-time. The total enrollment for the school is over 615 students. In 2007, CTTCS was first accredited by the Middle States Association, and again in 2014, which will be renewed in 2021.

Situated on 40 acres, the building and grounds are multi-functional. 68,000 square feet of classroom space is arranged in ways that accommodate various learning styles and equipped with updated technology and infrastructure. In addition to academic activities, the building and grounds accommodate the faith, athletic, and social needs of the school as well as St. Margaret of Scotland Parish and other community activities. On May 11, 2018, CTTCS announced that it would break ground for the construction of a 16,700 square foot addition which includes a varsity-sized gymnasium and two Pre-Kindergarten classrooms. The groundbreaking took place on May 30, 2018, with Bishop W. Francis Malooly leading the ceremony along with various other school and diocesan dignitaries present. Construction on the project began on July 23, 2018, and was finished in August, 2019, and opened on September 3, 2009. The new building was formally dedicated by Bishop Malooly on September 8, 2019. Over 800 students, parents, alumni, and diocesan staff were present at the dedication.

In 2010, the hard work of the students, faculty, and staff was recognized by the United States Department of Education when it was named a National Blue Ribbon School of Excellence in the area of “High Performing Schools.” The honor was bestowed again in 2016 (this time as an “Exemplary High Performing School”), thus recognizing the efforts and achievements of the school population again for the second time in the institution’s short history: a feat not easy to accomplish at any school. This places our school at the top one-quarter of one 1% of schools in the nation among all schools, and as one of the top 50 among all private schools in the nation. The school has been recognized many other times by national organizations including the National Catholic Educational Association, Today’s Catholic Teacher publication, and the Anti-Defamation League among others.

In June of 2020, the last two serving Sisters of Mercy sadly left the school for new ministries. This included the founding Principal, Sr. LaVerne King, RSM, and Religion Coordinator, Sr. Rosalie Pronsati, RSM. On April 22, 2020, Assistant Principal Mr. Stephen W. Adams was named the second Principal of CTTCS, followed by the June 1, 2020, announcement that Mrs. Kathleen Lee, part of the original founding faculty, would serve as Assistant Principal.

A qualified lay faculty and staff comprise the personnel of the school. The pastors of the four sponsoring parishes (Holy Family - Newark, St. Elizabeth Ann Seton - Bear, St. Joseph's - Middletown, and St. Margaret of Scotland - Newark) also participate in the school, providing faith experiences, support, and guidance. One pastor fulfills the role of Canonical Administrator and the school functions under the guidance of an Advisory Board. The faculty/staff includes not only classroom teachers, but also teachers for physical education, art, music, foreign language, piano, technology, library, resource teachers, teacher aides, school counselor, nurse, office staff, maintenance, and cafeteria personnel.

In 2021, the school added the McAuley Educational Support Program (MESP) to support students with different learning styles and abilities in grades 4-8 with plans to expand in the following years.

Parents as Partners

As partners in the educational process at Christ the Teacher Catholic School, we ask parents:

- To set rules, times, and limits so that your child
 - Gets to bed early on school nights;
 - Practices personal hygiene;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Has a nutritional snack and lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences, community events, and school sponsored activities;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written/[emailed](#) note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass, actively participate in the parish, and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- [To first meet with teachers/staff when there is a concern regarding the academic, social, or emotional needs of a child and then reach out to administration after the meeting if there are still unresolved concerns;](#)
- To treat teachers and staff with respect and courtesy in discussing student problems inside and outside of the home;
- To not involve children in adult conversations that they may not be able to process given their young age.

Parent's Role in Education

We, at Christ the Teacher Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life: physically, mentally, spiritually, emotionally, and psychologically. Your choice of Christ the Teacher Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these ideals are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Christ the Teacher Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Absence

Students should be fever free (without medicine) for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day. [All absences must be reported to the Main Office by 8:00am either by calling the absence line \(302-838-8850\) or via email \(\[office@cttcs.org\]\(mailto:office@cttcs.org\)\) with a carbon copy sent to the child's homeroom teacher.](#)

A written statement (hand written or email) giving reasons for the absence or tardiness must be emailed or brought to the student's teacher upon the student's return. These notes/letters will be retained for one

year. Medical appointments during school hours require a written note or email by the parent. Parents are required to use the monitor system sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office monitor. Students who are away from school for an appointment for 2.5 hours or more will be counted as absent for one-half of a day.

Student(s) attending the funeral of an immediate family member (parent, grandparent, or sibling) are excused from school but are marked absent.

Attendance will be monitored by the administration. Students who are absent or tardy for 10 days will receive a letter of notification. After 15 absences or tardies, families may need to meet with administration to put together a plan for attendance. After 20 absences or tardies, the child may be subject to retention in the grade level for the following year.

Absence Due to Vacations

The school calendar provides for extended weekends throughout the school year in addition to extended Thanksgiving, Christmas, and Easter Breaks. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. No assignments will be given in anticipation of a vacation. There will be no exceptions to this policy.

Absence Due to Illness

Please do not e-mail or call to request an assignment for a one or two days' absence. A child's first priority while absent for illness is rest and healing. When a student is absent for one or two days, upon return, the student will report to the teacher to obtain missed work. On day three of an absence, a parent may e-mail the teacher or call the school office by 9:00 AM to request missed assignments. The teacher will make his/her best effort to have the homework and books in the office by 3:00 PM. Parents may pick up assignments from the office by 2:30pm at the latest. Students may also receive missed assignments from their teachers when they return.

Students will have one day per sick day to make up missing assignments. Example: If a student misses three days of school, the student will have three days to make up the missing assignments.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Delaware guidelines, are followed for the teaching of all secular subject areas.

Christ the Teacher Catholic School offers students opportunities for growth in the following major subjects:

Religion

Christ the Teacher Catholic School strives to serve those parents who desire a Catholic education for their children. Children of all faiths are admitted to Christ the Teacher School with the understanding that they will participate in the religion program and religious services. The diocesan policy is for preparation and reception of sacraments occurs in the student's home parish. Liturgical services are held throughout the year for the entire school community. Students attend the parish Mass in grade clusters on a rotating basis.

Community service based on the Works of Mercy is woven into the curriculum both on an individual and school-wide basis.

Computer Literacy

[Google apps](#), word processing, spreadsheets, web design, effective use of Internet for research, appropriate and ethical use of Internet and social media, and integration with curricular subjects.

Beginning in Grade 6, one-on-one Chromebook enhanced program implemented. For more information on the Chromebook policy and repair schedule, see the website.

Fine Arts

Music, Visual Arts, Art, Performing Arts, Band, and Choir. Private and group piano lessons are available.

Handwriting

Print handwriting instruction is a fundamental component of the elementary curriculum. Students are introduced to cursive in Grade 2 and cursive skills are reinforced through Grade 5. All students in grades 3-8 are expected to turn in formal assignments in cursive.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature. [In grades 3-8, report card progress for Written Expression is graded under the “English” block of the report.](#)

Mathematics

Mathematics Skills Pre-K through Grade 7, Pre-Algebra, and Algebra I. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 3-8 are placed into math groups. All groups receive grade-level instruction. Students in the math enrichment program will be placed by teacher recommendation and monitored throughout the school year. [Placement in the third grade will be determined during the first trimester.](#)

Physical Education

Physical fitness programs appropriate for each grade.

Science

General Sciences and Laboratory Experiences.

Social Studies

History, Geography, Economics, Delaware History, and Current Events.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on an improvement plan. [Students, parents, and teachers may meet](#) with the administration to discuss the plan. The student's academic progress will be assessed at the end of the improvement plan period. [Students whose average is an F will not be allowed to participate in any sports, arts, or academic activities until the grade has improved and can be maintained at a passing grade of D \(70% or higher\).](#)

Acceptable Use Policy

In an effort to ensure the safety of our students and the security of our school assets, our school has developed an Acceptable Use Policy that is specific and clear. A student who violates any portion of the Acceptable Use Policy may immediately lose the privilege to use their electronic devices at school for a length of time commensurate with the nature of the violation.

1. All parents and students must sign and follow the Acceptable Use Policy.
2. Electronic devices are to be used only for academic activities assigned of or approved by the teacher.
3. All material on the electronic devices must comply with the spirit and policies of Christ the Teacher Catholic School. Please refer to the Acceptable Use Policy (AUP) on the school's website for more details.

Accreditation and Awards

Christ the Teacher Catholic School is accredited through the Middle States Association of Colleges and Schools.

In 2010 and 2016, Christ the Teacher Catholic School was recognized as a Blue Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to elementary schools that distinguish themselves as among the nation's most successful institutions of learning. The schools chosen are judged to have strong leadership, high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve. In 2014, Christ the Teacher Catholic School was recognized by Today's Catholic Teacher for Innovations in Catholic Education in the category of community service. From 2015-2020, CTTCS was recognized as a "No Place for Hate" school by the Anti-Defamation League of Philadelphia.

Admission Information

As openings become available, the following priorities will be used to accept students to Christ the Teacher Catholic School:

1. Siblings of all current students as the school can meet their academic needs
2. Practicing members of Holy Family, St. Elizabeth Ann Seton, St. Joseph Middletown, and St. Margaret of Scotland
3. Members of other parishes
4. Students of other faiths

Pre-K3 and Pre-K4

Children entering Pre-K must be three or four years of age by August 31st. Children entering Pre-K3 must be fully toilet trained and independent in the bathroom, not needing assistance from any adult.

Kindergarten

Children entering kindergarten must be five years of age by August 31st. Students will be accepted into kindergarten contingent on displayed readiness from an assessment and the preschool or Pre-K teacher's recommendation.

Grades 1-8

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Christ the Teacher Catholic School will meet the educational needs of the students. Testing in some academic areas may be required for new incoming students in Grades K-8.

Admissions Requirements

The following are required documents for admission to CTTCS:

- Health Records including a physical
- Immunization Records
- Birth Certificate (copy of the original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results

Financial Obligations

Financial obligations are listed on the school's website. Report cards will be at the end of the trimester if tuition payments are not up-to-date. Financial obligations (including library, extended day, and lunch fees) must be up-to-date in order to re-register for the following school year. [Families who are delinquent for more than two \(2\) weeks on their lunch account will have their fees processed automatically through FACTS with an additional \\$10.00 processing fee.](#)

Immunization

Students seeking admission must provide evidence of immunization. Details can be provided by the school nurse.

Attendance

Attendance will be monitored by the administration. Students who are absent or tardy for 10 days will receive a letter of notification. After 15 absences or tardies may need to meet with administration to put together a plan for attendance. After 20 absences or tardies, the child may be subject to retention in the grade level for the following year.

Arrival and Dismissal Procedures

Morning

Morning drop-off begins at 7:35. Children are expected to be in the hall (or classroom), seated, and ready for Morning Prayer by 7:45. Pre-K parents must escort their children to the Pre-K entrance, no later than 7:45am.

For a fee, morning care is available between 6:45am and 7:30am.

Parents are asked to remain in their cars and to proceed through the regular drop-off process which can be found on our website. Parents are asked to pay close attention during the carpool process. Cell phone use is prohibited at this time. Please follow the traffic directions given by the teachers on duty.

The school office [and](#) [homeroom teacher](#) should be advised in writing if a child is to go home in a different car pool or by a different means on a given day. [Parents asking for changes to dismissal procedure are asked to call into the main office as email notifications that are late may not get read in time.](#)

Afternoon

Upon arrival, parents are asked to pull around the building, following traffic patterns (can be found on our website), completely filling the black top. Due to limited space, and the need to keep Frazer Road traffic flowing, it is imperative that cars are parked as closely as possible. No cars are to leave campus until directed by a teacher.

[Safety is the number one priority at dismissal and arrival times. To disregard the rules or instructions of others in the parking lot are considered a display of disrespect. Blatant disrespect for the procedures or refusal to follow the drop-off and pick-up procedures, disrespect toward a staff member or another parent, and refusal to move your vehicle when asked to follow procedure will not be tolerated and may require a meeting with administration.](#)

Behavioral Policies

Code of Conduct

We believe that discipline is fundamental to life. The root of the word discipline is 'disciple.' Discipline is a necessary reflection of the philosophy of a Catholic school, which attempts to develop a fully-committed disciple—a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by adults. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The code of conduct applies to students and parent(s)/guardian(s) both in school and at school-sponsored and parish-sponsored events.

Minor disciplinary procedures for will be handled individually by the classroom teacher unless he/she deems it necessary to consult with the school administration. Major infractions of the disciplinary procedure will involve the administration and perhaps the school counselor, as well as the teacher and parent(s)/guardian(s).

Student Responsibility

Each student is responsible to maintain satisfactory academic and behavioral standards. Conduct and effort must reflect Catholic values and the reputation of the school.

Parental Responsibility

Parents are expected to set a respectful example by personally refraining from any activity that would violate school policy, Catholic teaching, or the law. Upon registering your child to attend Christ the Teacher Catholic School you agree to accept and follow all school rules and accept the consequences of any breach of conduct as specified in the Handbook. Parents, guardians, and other designees are expected to:

1. Refrain from ruining a teacher's reputation by becoming involved in gossip. If it does not pertain to your experience or your child's, the best choice is to not get involved. If you are interested in knowing the truth of an incident, we request that you contact the teacher or the administration.
2. If a classroom/grade social media page is created to assist parents in communicating with one another, the creator or administrator of the page has the responsibility to maintain a spirit of positive cooperation on the page and immediately notify the administration of any behavior otherwise.
3. [E-mail communication between faculty/staff and parents is considered private communication. Screenshots, forwarding, or sharing of faculty/staff emails are a violation of federal and local mandates and copyright law.](#)
4. All students and staff have a right to learn and work in a safe, respectful, and productive environment and all communication needs to be based on courtesy and mutual respect.
5. Arrive at school on time and with the student(s) in appropriate school attire.
6. Follow school traffic rules (15 miles an hour travel speed limit, no use of cell phones while driving, maintaining one lane, respecting teachers' directions.)
7. It is your responsibility, as the parent, to educate any person transporting your child about the procedures.
8. See the two previous sections on Parental Responsibility earlier in this handbook.

Detention

Teachers and staff can require a student to be present for lunch time or after school detentions for academic or behavior reasons. Detention takes precedence over appointments, practices, lessons, or tutoring.

Discipline: Parent Reports

Parents will be notified via a phone call or written message from the teacher or administration if students repeatedly do not comply with school procedures or if they demonstrate uncooperative behavior. When determining a student's conduct grade teachers may consider the number of parental reports a student has received.

The following chart is only a guideline for the classroom teacher in the issuance of misconduct reports. It is not an all-inclusive list of conduct that violates the Discipline Code. The extent to which misconduct affects a student's grade is determined by the teacher and/or Administration.

The following infractions may warrant parent/guardian contact from the school personnel:

- a. Not prepared for class – not having proper homework, supplies or books for class repeatedly.
- b. Improper behavior – including, but not limited to, disturbances in class/playground/lunchroom; i.e. note passing, unnecessary noises, talking to oneself or others, inappropriate use of technology, throwing food/objects, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. Academic Dishonesty – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action.
- d. Disrespect – any improper attitude displayed towards any teacher, staff member, volunteer, parent, administrator, or fellow student.
- e. Abusive language – any inappropriate language or images used on school premises, at a school-sponsored event, or online.
- f. Forgery – any school paper or handing in any paper or email signed by anyone other than a parent/guardian or handing in a paper written by someone else.
- g. Invading the privacy of another's desk or locker – teacher or student.
- h. Gum chewing on campus, including the school/playground areas/parking lot; snacks may be eaten only at the designated time and places or as needed for medical purposes.
- i. Dress code violation – any repeated infraction of the uniform dress code.
- j. Damaging any school or personal property.
- k. Failure to respond to a teacher's request for a change in behavior.
- l. Unsigned test papers/mark sheets – tests and mark sheets must be returned within a reasonable time.
- m. Out of bounds – any student who is in the wrong place at the wrong time.
- n. Other – any other behavior that warrants attention not specified on the above list.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a school trip, or at a school- sponsored function. Examples of serious infractions include the following:

- a. Truancy – unexcused absences
- b. Violent behavior – any fighting or behavior that causes physical injury.
- c. Blatant disrespect for authority – to any adult in the building.
- d. Possession and/or use of drugs, narcotics, tobacco, alcoholic beverages, vape pens, on campus or at a CTTCS sponsored event or be involved in such a misdemeanor at an event sponsored by another school.
- e. Irreverence toward the faith or other faiths
- f. Vandalism – destruction or defacing of school property.
- g. Profane/obscene language or gestures or engaging in immoral conduct.
- h. Possession of any item or weapon which may present a danger to others in school or out.
- i. Cutting class.
- j. Leaving campus without permission from a school authority.
- k. Other inappropriate behavior as determined by the administration.

Parent Notification of Misconduct

When a parent is notified of student misconduct via verbal or written messages, the parent(s)/guardian(s) should respond within a day. A parent/guardian response indicates that the parent/guardian is aware of the report and the consequences.

Suspensions

Suspension may lead to dismissal. The Administration will inform the parent(s)/guardian(s) of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for Student Suspensions

- a. Infractions of a serious nature, as determined by the school
- b. Parent(s)/Guardian(s) of the student will be informed of the suspension as soon as possible.
- c. Suspensions will be implemented either in-school or out-of-school, at the discretion of the administration.
- d. Student(s) removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- e. Parent(s)/guardian(s) and student may be asked to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. If determined necessary by the administration or a teacher, a student will be referred for counseling. Written stipulations for the requirements of counseling must be met before the student will be readmitted to school.
- g. Signed agreement of parent(s)/guardian(s) and a written report of the suspension will be filed with the administration.
- h. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available only to authorized school personnel and parent(s)/guardian(s).
- i. Students are expected to wear the uniform in full as stipulated by the uniform code during an in-school suspension.

Dismissal from the School

In certain instances, an infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent(s)/guardian(s) to be inconsistent with school policy, the good of the school community, or Catholic teachings. Students who are dismissed may apply for readmission after one-full year. The school administration will determine whether re-admittance is appropriate. Parent(s)/Guardian(s) of the student will be informed in writing of the dismissal as soon as practicable.

In additional instances, there may be circumstances that warrant that CTTCS is not the best fit for a student for academic, financial, or behavior needs. If a teacher or administrator suspects this to be the case, a meeting will be held with all parties involved.

Probation

Our school encourages all students to reach their fullest potential through the academic program. Students must also abide by the school's code of conduct. If a student does not reach academic or behavior

expectations he/she will be placed on probation. Written stipulations for the requirements of probation and/or counseling must be met before the student will be readmitted to school.

- a. In-school suspension - The student will remain in school but is removed from classes. The time period is usually from one day to one week.
- b. Out-of-school suspension - The student leaves the school for a period of time determined by the administration.
- c. Probation - The student remains in class but with stipulations to be followed:
 - a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher.
 - b. The teacher will outline the student's program for improvement.
 - c. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will include parent/guardian contact (written, by phone, or in person) regularly during the probation and periodic meetings with the student to discuss progress.
 - d. If a student is successful in meeting his/her behavioral responsibilities, the student will be removed from probation and the parent(s)/guardian(s) will be notified in writing.
 - e. If the student is unsuccessful in meeting his/her responsibilities, the administration will review the student's continued enrollment in the school.
 - f. Expulsion - The student is immediately dismissed from school for serious misconduct such as a death threat, possession of drugs or a weapon, inappropriate social media, etc. Parent(s)/guardian(s) are notified by the administration. Verbal communication is followed by a written notification.

Please note: Student and parent behavior has an impact on the reputation of the school. Thus, all policies related to behavior apply to conduct on and off the school campus. Consequences also apply to concerns on and off the campus.

Birthday Observances

Please do not send in any birthday treats because of various food allergies in the building. Birthday party presents, treats, and balloons are not to be brought to school. This policy is to avoid exclusion and hurt feelings. Party invitations will not be distributed by teachers or staff unless the entire class is invited to the party. It is the responsibility of the family to distribute other invitations outside of the school day.

Bullying and Cyberbullying

Christ the Teacher Catholic School attempts to provide a safe environment for all individuals. We are a "No Place for Hate" school which includes teaching about bullying prevention and how to be kind to one another. This designation does not mean we are immune to bullying and cyberbullying behavior. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats face detention, suspension, and/or expulsion.

Cell Phones/Devices

With written parental permission in the form of a note to the administration, a student may have a cell phone/device in his/her school bag, turned off, and kept in the school locker. If a cell phone is seen or rings during the school day, the phone will be confiscated and the administration will contact the parent. The phone will be returned at the end of the day to the student. After the second infraction, the parent must come to retrieve the cell phone or device.

Cheating & Academic Dishonesty

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. Students involved in cheating may also be unable to participate in extracurricular activities. This also includes plagiarism. Students who also willingly provide work in order to help a student cheat face the same disciplinary actions.

Child Abuse Laws

Christ the Teacher Catholic School abides by the Child Abuse laws of the State of Delaware and the Diocese of Wilmington. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Closing Exercises/Graduation

Students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for a transcript of grades if all financial obligations have been met. Procedures for obtaining final records are determined by the administration.

The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct, academic and/or disciplinary record indicate that the privilege should not be extended.

Report cards and eighth grade diplomas will be withheld until all financial obligations have been met.

Counselor

A certified school counselor serves the needs of students and parents through class instruction and occasionally individual consultation. CTTCS employs a full-time counselor whose philosophy of counseling is pro-active: getting into classrooms to teach lessons on bullying, respect, bias, etc. From time to time, students may need to meet with the counselor, in which a parent may be notified. The School Counselor is not a substitute for professional mental health counseling. If a student is seen multiple times and the counselor deems more professional help is needed, the parent will be referred to an outside professional family counselor or behaviorist. At any time, if it is determined necessary by the administration or a teacher, a student will be referred for counseling. Written stipulations for the requirements of counseling must be met before the student will be readmitted to school.

Crisis Plan

Christ the Teacher Catholic School has implemented a crisis plan in case of an emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations. Once all procedures have been followed, a communication will be sent to families via email, text, and/or phone.

Divorce/Separation Policy

It is the policy of Christ the Teacher Catholic School to remain neutral toward both parents in families experiencing divorce or separation. Parents who are separated or divorced are expected to provide the school with a copy of the custody decree or that portion of the decree which relates to custody, so that the

administration and teachers are able to know the rights of the parent and other third parties with respect to their access to the child.

A parent should provide the school with a copy of any restraining order which would restrict or prohibit parental or third-party access to their child or children. For the safety of the child(ren), the parents should apprise the school of changes in custody and visitation orders. This should be updated as necessary.

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school academic records and other school-related information regarding their child(ren). However, CTTCS requires that both parents are aware of the request made by either parent and both parents sign the release of records. Records are picked up in person at the school office. When the court order exists, those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's educational records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Unless a court or custody agreement specifies otherwise, each parent/guardian (with legal custody and non-custodial care) is entitled to access all school academic records and other school-related information regarding their child(ren). In the absence of such a court order, both custodial and noncustodial parents have the right to access their children's academic records and other school-related information, the right to seek to have the records amended, and/or the right to consent to disclosure of personally identifiable information from the records.

When the court order exists, those individuals banned by a court order may not attend school meetings, participate in educational decisions, and review educational records regarding that student.

The school reserves the right to make special requests (calendars for parental schedules pick-up/drop-off of the children, etc.) when deemed necessary or helpful.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. This includes tobacco and vape devices.

Emergency Contact Forms

The school requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the school online before the year begins. It is important that the information on this form is accurate.

Emergency Drills

Safety of the children is of utmost importance to the faculty and staff of Christ the Teacher. Policies are in place for a variety of drills and emergency drills are practiced regularly. Faculty and staff are trained in procedures.

Family Communication

Some volunteers (ex. coaches) may be provided with names, home addresses, and phone numbers of school families. This information is for use in school-related activities only and is not to be used for solicitation purposes or personal gain. Information that needs to be circulated by email to families must be sent to the administration for approval and then is communicated from the office. No school-related information may be sent to the parish bulletins or other publications, except through the office.

Field Trips

1. All chaperones must have a current background check and volunteer covenant on file with the Diocese/School Office and be 18 years of age or older.
2. Field trips are designed to correlate with teaching units and to achieve curricular goals.
3. Participation in a field trip is a privilege and not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to poor conduct.
4. Field trips are re-evaluated each year to determine compatibility with curricular goals.
5. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
6. Generally, there are two field trips a year.
7. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
8. A written official field-trip permission form, signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
9. A telephone call will not be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the field trip form. Students who do not attend a field trip are marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. No parent may drive his/her student to and from the field trip.
12. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. Knowing that the adults on the trip likely have cell phones, students are not permitted to carry cell phones or any other electronic devices.
14. Parents who are not “official” chaperones may not drive their cars to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

Grading Scale

Grades PreK-2

Progress Code

P Demonstrates Proficiency

G Very Good Progress

S Satisfactory

N Not Yet Demonstrated

PS/FL Pass/Fail

O Outstanding

I Improvement Needed

NA Not Applicable

Grades 3-8

Progress Codes (same as above, and additional codes below)

A 93 – 100 B 85 – 92 C 77 – 84 D 76 – 70 F 69 or below
N/A Not Applicable PS Pass FL Fail

Conduct Codes

O Outstanding G Good S Satisfactory I Improvement Needed U Unsatisfactory

Gum

Students may not chew gum at school at any time. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day.

Harassment

Harassment of any type is not tolerated. Claims of harassment are reported to and investigated by the school counselor and the administration. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

Communication takes place through the school website, PowerSchool, email, phone calls, text messages, and teacher conferences. It is the responsibility of the parent to read all messages that are sent by the school.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Homework missed due to illness, vacations, or planned absences, please refer to "Absence."

Honors: Student Recognition (Grades 4 to 8 only)

First and Second Honor Certificates will be distributed at the end of the school year. Honors will be determined by averaging the grades obtained during the three trimesters.

First Honors

All final academic grades must be an "A" (all areas of Language Arts, Religion, Math, Science, Social Studies, and Spanish). Nothing less than a "G" in achievement and in all "Special Subjects" and areas graded by progress marks such as: Technology, Library, Art, Music, and Physical Education. Effort and conduct must be at least a "G" in all areas.

Second Honors

All final grades must be an “A” with no more than one “B” in academic grades (all areas of Language Arts, Religion, Math, Science, Social Studies, and Spanish). Nothing less than a “G” in achievement and in all “Special Subjects” and areas graded by progress marks such as: Technology, Library, Art, Music, and Physical Education. Effort and conduct must be at least a “G” in all subject areas. Discuss with your child his/her grades.

Offer praise or encouragement for grades, as you deem appropriate. Explain how all areas of the report card are averaged to make them eligible to receive Honors.

Other Honors

CTTCS implements other various student recognition awards outside of academic awards, including testing growth and Student of the Month.

Honor Society

CTTCS Honor Society was chartered in 2007. Membership is open to grade 7 and 8 students who meet the required standards.

Eligibility standards for CTTCS chapter are:

- Student must have been in attendance at CTTCS for at least one full trimester
- Membership is open to students in grades 7 and 8 beginning in the second trimester
- Scholastic standards: students must have a GPA of 94 or above without rounding at the end of grade 6 and 1st trimester of Grade 7 (7th graders)
- or GPA of 94 or above with no rounding at end of grade 7 and 1st trimester of grade 8 (8th graders)
- [Beginning with the Class of 2024, the GPA requirement will be 96](#)
- Students must have a Good (G) or above in Conduct and Effort in all subject areas
- Demonstrate significant level of leadership, service, character and citizenship

Selection Process:

- Conduct and effort grades are reviewed as well as Scholastic GPA
- Students who meet scholastic criteria may be asked to fill out a student activity form that provides information about levels of leadership and service [as well as participate in an essay prompt and interview.](#)
- Members of faculty are asked for input regarding their professional reflections on a candidate’s service, character, citizenship, and leadership activities. Students must also be recommended in writing by a minimum of two teachers. This information is then reviewed by the Faculty Council which is appointed by the administration.
- A majority vote (more than 50% of the Faculty Council) is necessary for selection
- Selected candidates are then notified

All members must maintain scholastic GPA of 94 or above with no rounding throughout tenure in the Honor Society. [\(96 beginning with the Class of 2024.\)](#) Anyone falling below is put on probation for a trimester. Failure to improve leads to dismissal. Once dismissed, a student may not be readmitted to the Honor Society.

All members are expected to also maintain high level of Conduct and Effort with the above consequences applying if these levels decline. At the notification, candidates are made aware of the various obligations that are a part of membership (attendance at monthly meetings, participation in society service projects, and at least one individual service project each year). Candidates in consultation with their parents may then accept or decline membership. Those candidates who accept membership are inducted in a formal ceremony. Students or parents who have questions regarding the selection process or membership obligations contact the Honor Society Advisor.

Items Brought to School

Christ the Teacher Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices, including school-owned devices.

Learning Commons

The school has a well-equipped Learning Commons with an automated library and media area. Students are encouraged to use the center for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out.
3. Students who have lost or damaged books do not receive report cards until their account is cleared.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers must have carabineer clips and may not be decorated on the outside. *Inside decorations must only be attached with a magnet, no tape or glue.*

Lost and Found

Any items found in the school building or on the school grounds should be placed in the Lost and Found basket (located by the back doors of the school). Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.

Lunch Program

Christ the Teacher Catholic School offers a hot lunch program daily. Families are strongly encouraged to place funds in the student's account, which is accessible through the school website. Parents place funds on-line (fee applies) or send an envelope to the office (no fee) to cover the cost of a meal choice or a-la-carte items may be purchased in the cafeteria. Please see the website for additional lunch information.

Students may instead choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents should not bring lunches or drinks from carry-out restaurants.

If a student forgets a lunch, the student will be provided a lunch, which will be charged to the home account. Please do not interrupt the school day to drop off lunches at the office.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. When adults are giving directions to students in the cafeteria, students are expected to be attentive and listen for their safety and the safety of others.

Volunteers who come to assist at lunch time (or recess time) are to be responsible for **all** children under their supervision. They are expected to be professional and keep confidentiality regarding matters they may see or hear. Volunteers must respect the directions of the lunch moderator(s). Lunch moderators, including volunteers, are to take an active role in supervising students while walking the perimeter of all the tables in the room. Volunteers who come to assist at lunch time (or recess time) are to be responsible for **all** children under their supervision

Mercy Education

Beginning in 2021, CTTCS is eligible for membership as an associate school supported by the Sisters of Mercy. With our history of being founded through a staff of Sisters of Mercy, it is important for us to continue this legacy as a vehicle to teach our Catholic faith. Students will be educated in the Critical Concerns of the Sisters of Mercy, the Corporal and Spiritual Works of Mercy, and the life and ministry of Catherine McAuley, Foundress of the Sisters of Mercy.

McAuley Educational Support Program (MESP)

Recognizing that students learn in a variety of ways, CTTCS established the McAuley Educational Support Program (MESP) in 2021. The program is named after Catherine McAuley, foundress of the Sisters of Mercy and patroness of CTTCS, whose goal was to help serve the poor, homeless, and uneducated.

The purpose of this program is to address the learning styles of students who may need extra support, as identified through educational testing. The program currently serves students in grades four through eight with plans to expand to all grades by 2022-2023.

The McAuley Educational Support Program (MESP) offers students the following:

- Careful review of a student's required academic records, medical and psycho-educational documentation including any IEP or 504 Plans if coming from a public school.
- Please note: Private schools are not legally required to follow IEP or 504 Plans, however, we will make reasonable efforts to accommodate student learning needs for those enrolled in the MESP.
- Personal meetings with the student and parent(s)/guardian(s).
- Development of personalized academic accommodations and action/support plan.
- A welcoming space in the McAuley Center for students to work under the supervision of staff during their FLEX time. Students commonly use the McAuley Center to make up tests, receive studying support and additional review of material.
- Weekly meetings with the School Counselor and Coordinator to work on academic and organizational skills.
- Weekly push-in services by the McAuley support teacher into the child's class(es).
- Ongoing communications with parents regarding their child's academic progress.

The program is not a special education program and does not modify curriculum; however, it will make accommodations available to students that the MESP and CTTCS staff are able to implement.

Students are registered to receive McAuley services for one full year. A new contract will be signed each school year. The fee will be added to the tuition; this covers supplies and staffing.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, Tylenol, etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Students may not bring over-the-counter medications to school without leaving them in the nurse's office for dispensation. This includes cough drops, Tylenol, etc.

Mental Health

CTTCS has a desire for all students to learn in a safe environment. Students who exhibit mental health concerns will be contacted by the School Counselor or Administration. A meeting will be involved with all involved parties. For students exhibiting serious mental health concerns, a "Return to School" form will be provided to the family in order to assess the child's well-being and readiness to return to school.

Non-Discrimination Policy-Title IX

The philosophy of the Catholic Schools in the Diocese of Wilmington is based on the Christian Social Principles of the Gospel Message – to love and respect the rights of all people. Christ the Teacher Catholic School, a Catholic school in the Diocese of Wilmington, offers students of any race, color, national, and ethnic origin all the rights, privileges, programs, and activities generally accorded or made available to Catholic school students. The school does not discriminate against otherwise qualified students on the basis of disability, if with reasonable accommodations, the student can meet the program requirements. Therefore, we do not discriminate in the administration of our educational policies, admissions policies, scholarship and financial assistance programs, and all extracurricular school sponsored programs.

Nurse

CTTCS employs a nurse for the physical health needs of the students. The nurse is available for student concerns and also does education in the classroom, including CPR training. The nurse is not a substitute for a physician. The nurse is not permitted to give medical advice for adult health. The nurse is part of a collaborative administrative team that works together for the total well-being of the students in collaboration with the Counselor, Teachers, and Administrators.

Off-Campus Conduct

All students and their families represent Christ the Teacher Catholic School not only inside the building, but outside the building as well. The administration of Christ the Teacher Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to athletic events, after-school activities, school-sponsored events outside the classroom, and improper use of technology and/or social media.

Office Records

Parents/Guardians are requested to notify the school office either in writing or via email of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Out-of-Uniform Guidelines

Guidelines will be given for dress down days and field trips based on the occasion.

Students may not wear: flip-flop sandals, open-back shoes, tank tops, t-shirts/pants with inappropriate writing, biker shorts, yoga pants, pajama pants, make-up, low-cut blouses/tops, clothing that is extremely tight or hats. Good Rule: If you think you shouldn't wear it, you shouldn't.

All uniform regulations and guidelines are subject to the discretion of the administration.

Parent/Teacher Organization (Home & School Association)

Christ the Teacher Catholic School Home and School Association works to support and enhance the educational ministry of the school. Fund-raising, supporting teachers, and building community are goals of this organization.

Parties

Students are permitted class parties during the year to celebrate holidays. Room parents may assist the classroom teacher with the parties. We are conscious of student health concerns in selecting the treats. Food items should be factory made and sealed.

Promotion Policy and Retention Policy

Advancement to the next grade in Christ the Teacher Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The teachers in conjunction with administrators may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards

Christ the Teacher utilizes an online program (PowerSchool) to inform parents about student academic progress. PowerSchool is available to parents continually. The school provides usernames and passwords. Frequently review of student academic progress is encouraged.

At mid-trimester parents are reminded, via email, to view PowerSchool grades while time still remains for improvement. While the school uses PowerSchool as a continual communication tool regarding student progress, report cards are still an important means of communication. (year). Report Cards will be distributed at the close of each trimester.

Returning to School After End-of-Day Dismissal

If items are forgotten on school days, students may return to the classrooms until 3:15 pm if accompanied by a parent. Individual teachers will lock their classrooms after they leave, so this option may not always be available. If a classroom is locked, it cannot be re-opened to retrieve forgotten materials. No one using the gymnasium facility during evening hours or weekends may return to the main school building for materials. Security cameras are in place. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Christ the Teacher Catholic School. In accordance with the diocesan guidelines, sacramental preparation and reception takes place in the family's parish. Families are responsible to contact their parishes for information. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Hours

Grades Pre-K through 8: 7:50 AM – 3:03 PM. Children are encouraged to be settled by 7:45 in order to participate in morning prayer. At Christ the Teacher Catholic School, we work in partnership with parents to enable each child [to develop as an independent learner](#). [Parents must allow their child\(ren\) to enter the school building on their own each morning](#). Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:35 AM. Prayer and afternoon announcements begin at [3:03 PM](#) each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Christ the Teacher Catholic School offers a Before Care and After Care Program Details can be found on the school's website under Extended Day.

Students not picked up by the end of carpool (approximately 3:10 PM) will be sent immediately to the After Care Program. Parents are charged the daily per child rate for using this program.

School Office Hours

The school office is open on all school days from 7:30 AM – 3:30 PM. Office time is available after regular hours by appointment. The office is open during the summer from 9:00 AM – 2:00pm, Monday – Thursday.

School Property

A child who destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Students' textbooks must have a proper book cover. No writing in textbooks is permitted. The student will replace or pay replacement costs for damaged or lost texts before any final reports, transcripts, or diplomas are presented. This also applies to school owned technology devices.

School Safety

Christ the Teacher Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The administration/counselor will investigate all complaints of harassment. Students involved in harassing behavior will face detention, suspension, and/or expulsion and may be required to attend counseling. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

School Supplies

Students will receive a list of all materials and supplies required for the upcoming year. Items can be purchased from local stores.

Search

The school reserves the right to search anything brought on school property. This includes, but is not limited to, lockers, lunch boxes, backpacks, cell phones, and other electronic devices.

Security Video Cameras

CTTCS uses security cameras on campus for the purpose of enhancing student/staff safety and security. Video recordings are to be used for school-related, internal purposes only. Video will not be provided to any parent, student, or third party without a court order. The school has the authority to provide law enforcement access to video feeds in an emergency situation. Signage concerning the use of cameras is posted on campus. Security cameras are only installed in public areas. These areas include but are not limited to fields, hallways, classrooms, entrances and exits to the campus, and parking lots. All video recordings are the sole property of CTTCS.

Service Projects (Mercy in Action)

The purpose of the stewardship program for students is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in service projects. Please support the service projects as you are able.

Social Media

Engagement in social media may result in disciplinary actions if the content of the student or parent's posts include defamatory comments regarding the school, the faculty, other students, the diocese, or the parish. The use of photos bearing the school's name, logo, or uniform is prohibited.

Students involved in possession or transmission of inappropriate photos, videos, or conversations on their cell phones or other electronic devices face suspension and/or expulsion. Parents who participate in social media are to refrain from gossip, slander, libel, and defamation of character. [Parents are not permitted, by federal copyright law, to screenshot \(take a picture of\) or forward any private communications to other parties for which they were not intended.](#)

Student Records

Christ the Teacher Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent directly to the students' new school. No records will be given to parents to transport to the new school. Families requesting records/transcripts/recommendations must be submitted to the School Office in a timely manner. All forms should be submitted to the Christ the Teacher Catholic School Office for distribution. Financial obligations to Christ the Teacher must be met before requesting records.

Technology

Electronic Devices

Christ the Teacher Catholic School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. Students must obtain permission to bring electronic devices to school and may not access the school's wireless network without approval from the Technology Coordinator. Guest speakers or parents having business at the school (activities, board meetings, etc.) may use their own cellular service or request a login for the guest Wi-Fi network. Neither Christ the Teacher Catholic School nor the Diocese of Wilmington is responsible for lost, stolen, or damaged electronic devices.

Wearable Technology Policy

Wearable technology, such as fitness trackers or Smart Watches, which allow for notifications, such as email alerts, caller ID, text notification, social networking, photo/video capturing, and/or calendar alerts are prohibited. No student in Pre-K through Grade 2 may wear any form of wearable technology. Devices that have the capability to connect to a personal technology device (cell phone, tablet, etc.) are never permitted, even if the connecting device is out of reach.

Normal analog watches are permitted in all grades and encouraged for the learning of time-telling.

Examples of allowed wearable technology in grades 3-8:

- Fitbit Flex, Fitbit One, Jawbone

Examples of prohibited wearable technology in all grades:

- Apple Watch, Fitbit Alta, Fitbit Blaze, Fitbit Surge, Garmin Vivosmart, Samsung Watch, or any device that connects/pairs to a cell phone or internet.

Prohibited devices are not limited to the above-named examples. Administration shall have the final say in all manners related to wearable technology.

Telephone

Permission to use the telephone must be obtained from a school employee. The student use of school phones is permitted with permission and in the case of an emergency only. Forgotten homework, lunch, athletic equipment, etc. does not constitute an emergency. Arrangements for after-school visits with friends should be made at home. The availability of school phones negates the need for a student to use a personal cell phone during the school day.

Testing

Students in Kindergarten to grade 8 participate in Renaissance/Star progress-monitoring three times each year. At the end of the school year, pre-kindergarten students may be included in the testing. The ARK Test (Assessment of Religious Knowledge) is sometimes given to students in various grade levels.

Testing for Learning Differences

Teachers may recommend students to be tested by a private or local agency that will benefit the student's academic performance and self-esteem in regards to school. All conversations regarding testing will be initiated by the teacher and end with the School Counselor who can refer the parent to the proper agency for testing. The parent may also initiate the process by reaching out to the teacher. Testing may be required by the administration in order for promotion to occur. For more information regarding the testing process, please contact the School Counselor.

Therapy Dog Program

Research has shown that therapy dogs support psychological and academic growth while increasing social skills and self-esteem in children and adolescents. Therapy dogs have been trained to provide emotional support which positively impacts social skills, emotional functioning, and communication skills. In addition, the use of therapy dogs may decrease anxiety, improve self-esteem, and increase overall academic achievement in students and help relieve stress in adults. CTTCS utilizes a trained therapy dog ("Dewey") for these purposes. The dog is present 4-5 days per week. The dog is hypoallergenic and does not cause allergic reactions in those who typically experience such reactions. Families whose children are uneasy around dogs should contact the Principal to set up a small group meeting with the therapy dog or to let the Principal know their child's fears regarding dogs or animals.

Tuition

The most current information about tuition and other school fees can be found under "Prospective Families" on the Christ the Teacher School website.

Uniforms and Dress Code

It is a parental responsibility to make sure the children arrive at school dressed appropriately and in the complete regulation school uniform. Students are expected to wear the prescribed uniform each day, and to demonstrate by their appearance, a pride in themselves and in Christ the Teacher Catholic School.

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly.

On the designated gym day, students have permission to wear the gym uniform for the full day. Gym shorts must be an appropriate length and regulation style. The uniform includes 100% white sneakers or light-colored, simple designed, non-black soled boat shoes, solid colored burgundy, tan, navy, black, or white socks that are 2 inches above the top of the shoe, and appropriate haircuts and styles.

The kilt used by young ladies in grades 5-8 must touch no more than 2 inches above the knee. Students are not permitted to wear make-up of any kind or jewelry other than that specified below.

If students are not in proper uniform, consequences may apply which are at the discretion of the administration. As of September 2019, only uniforms with the new circular logo must be worn in school.

Hair Styles/Grooming

A student's hair is to be neat, clean, and groomed. Boy's and girl's hair color must be only one natural color. The hair of the boys may touch their collar but may not hang down in their face, ears, or eyes. Girls' bangs must be above the eyebrows. Our young gentlemen should be clean shaven. What is or is not considered an acceptable haircut is at the discretion of the administration.

Hair accessories

Should be small and coordinate with the uniform, they should not distract from the learning process.

Kilts/Jumpers

Girls wearing kilts and jumpers may not roll or hem their kilts/jumper. The length should be no higher than 2 inches above the knee.

Belts

All students who wear pants will be required to wear a solid black or brown belt if they do not wear elastic banded pants.

Cleanliness

Students are expected to come to school in a state of cleanliness.

Jewelry/Make-Up

Girls may wear small, post earrings, with a maximum of two posts per earlobe. For safety reasons, girls may not wear dangling or hoop earrings. Boys are not permitted to wear earrings. One ring may be worn on each hand. One watch may be worn on the wrist, and one appropriate bracelet per wrist is permitted. Smart watches are not permitted. Ankle bracelets are not permitted. No pins or buttons. Nail polish may not be worn by girls in grades Pre-K through 5. Clear or pastel colored nail polish may be worn by the girls

in grades 6-8. No artificial nails. A religious pin, medal, or cross on a necklace is permitted. Medic Alert bracelets are permitted. Make-up is not permitted.

Out-of-Uniform

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the administration. The note should indicate the expected date by which the uniform will be complete.

In all cases, the administration reserves the right to determine if the chosen uniform and accessories are within school regulations or not. As of September 2019, only uniforms with the new circular logo **must** be worn in school.

Summer/Winter Uniforms

Summer uniform is an option from the first day of school until November 15. Winter uniform is mandatory from November 16-March 14. Summer uniform again is an option from March 15 until the last day of school.

Summer Uniform Code, Gr. K-8

Girls: Grades K-4 / Summer Uniform Option (First Day of School – November 15 & March 15 – Last Day of School)	Girls: Grades 5-8 / Summer Uniform Option (First Day of School – November 15 & March 15 – Last Day of School)
Pants: long khaki (darn tan) undecorated dress pants. No jeans style pants or chinos.	Pants: long khaki (darn tan) undecorated dress pants. No jeans style pants or chinos.
Shorts: dark tan khaki undecorated dress shorts, no shorter than 2" above the knee	Shorts: dark tan khaki undecorated dress shorts, no shorter than 2" above the knee
Belt: a brown or black belt must be worn by those wearing pants or shorts. (Exception: young students wearing elastic pants/shorts)	Belt: a brown or black belt must be worn by those wearing pants or shorts. (Exception: young students wearing elastic pants/shorts)
Jumper Option (instead of shorts): CTTCS plaid with long or short sleeved white Peter Pan shirt, long or short sleeved CTTCS polo, or white turtleneck. The skirt of the jumper must be no shorter than 2" above the knee	Kilt: CTTCS plaid with long or short sleeved CTTCS maroon polo. The length of the kilt is to be no shorter than 2" above the knee
Golf Shirt: Long or short sleeved maroon banded waist CTTCS polo with emblem with shorts or slacks.	Golf Shirt: Long or short sleeved maroon banded waist CTTCS polo with emblem with shorts or slacks.
Sweaters: Maroon cardigan sweater with CTTCS logo (optional). No other fleece, sweater, or sweatshirt may be worn with the uniform.	Sweaters: Maroon cardigan sweater with CTTCS logo (optional). No other fleece, sweater, or sweatshirt may be worn with the uniform.

<p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2" above the ankle).</p>	<p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2" above the ankle).</p>
<p>Shoes: 100% white sneakers (including logos, sole, etc.) with white soles OR simple boat shoe (undecorated, simple designed, with a light colored sole)</p>	<p>Shoes: 100% white sneakers (including logos, sole, etc.) with white soles OR simple boat shoe (undecorated, simple designed, with a light colored sole)</p>

<p>Boys: Grades K-8 / Summer Uniform Option (First Day of School - November 15 & March 15 - Last Day of School)</p>	
<p>Pants: long khaki (darn tan) undecorated dress pants. No jeans style pants or chinos.</p>	
<p>Shorts: dark tan khaki undecorated dress shorts, no shorter than 2" above the knee</p>	
<p>Belt: a brown or black belt must be worn by those wearing pants or shorts. (Exception: young students wearing elastic pants/shorts)</p>	
<p>Golf Shirt: Long or short sleeved maroon banded waist CTTCS polo with emblem with shorts or slacks.</p>	
<p>Sweaters: Maroon cardigan sweater with CTTCS logo (optional). No other fleece, sweater, or sweatshirt may be worn with the uniform.</p>	
<p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2" above the ankle).</p>	
<p>Shoes: 100% white sneakers (including logos, sole, etc.) with white soles OR simple boat shoe (undecorated, simple designed, with a light colored sole)</p>	

Winter Uniform Code, Gr. K-8

<p>Girls: Grades K-4 / Winter Uniform Option (November 16 - March 14)</p>	<p>Girls: Grades 5-8 / Winter Uniform Option (November 16 - March 14)</p>
<p>Pants: long khaki (darn tan) undecorated dress pants. No jeans style pants or chinos.</p>	<p>Pants: long khaki (darn tan) undecorated dress pants. No jeans style pants or chinos.</p>
<p>Belt: a brown or black belt must be worn by those wearing pants or shorts. (Exception: young students wearing elastic pants/shorts)</p>	<p>Belt: a brown or black belt must be worn by those wearing pants or shorts. (Exception: young students wearing elastic pants/shorts)</p>
<p>Jumper: CTTCS plaid with long or short sleeved white Peter Pan shirt, long or short sleeved CTTCS polo, or white turtleneck. The skirt of the jumper must be no shorter than 2" above the knee</p>	<p>Kilt: CTTCS plaid with long or short sleeved CTTCS maroon polo. The length of the kilt is to be no shorter than 2" above the knee</p>

<p>Sweaters/Sweatshirts: The following are options that can be worn over the maroon polo shirt: (1) maroon cardigan sweater with CTTCS logo from Rush Uniform only, (2) full-zip maroon fleece with logo from Rush Uniform only, or (3) quarter-zip maroon fleece with logo from Rush Uniform only. No other fleece, sweater, or sweatshirt may be worn with the uniform.</p> <p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2" above the ankle).</p> <p>Shoes: 100% white sneakers (including logos, sole, etc.) with white soles OR simple boat shoe (undecorated, simple designed, with a light colored sole)</p>	<p>Golf Shirt: Long or short sleeved maroon banded waist CTTCS polo with emblem with shorts or slacks.</p> <p>Sweaters/Sweatshirts: The following are options that can be worn over the maroon polo shirt: (1) maroon cardigan sweater with CTTCS logo from Rush Uniform only, (2) full-zip maroon fleece with logo from Rush Uniform only, or (3) quarter-zip maroon fleece with logo from Rush Uniform only. No other fleece, sweater, or sweatshirt may be worn with the uniform.</p> <p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2" above the ankle) or maroon knee highs/tights</p> <p>Shoes: 100% white sneakers (including logos, sole, etc.) with white soles OR simple boat shoe (undecorated, simple designed, with a light colored sole)</p>
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**Boys: Grades K-8 / Winter Uniform Option
(November 16 - March 14)**

Pants: long khaki (dark tan) undecorated dress pants. No jeans style pants or chinos.

Belt: a brown or black belt must be worn by those wearing pants or shorts. (Exception: young students wearing elastic pants/shorts)

Golf Shirt: Long or short sleeved maroon banded waist CTTCS polo with emblem with shorts or slacks.

Sweaters/Sweatshirts: [The following are options that can be worn over the maroon polo shirt:](#) (1) maroon cardigan sweater with CTTCS logo from Rush Uniform only, (2) full-zip maroon fleece with logo from Rush Uniform only, or (3) quarter-zip maroon fleece with logo from Rush Uniform only. No other fleece, sweater, or sweatshirt may be worn with the uniform.

Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2" above the ankle).

Shoes: 100% white sneakers (including logos, sole, etc.) with white soles OR simple boat shoe (undecorated, simple designed, with a light colored sole)

Phys. Ed. (Gym) Uniform

<p align="center">Gr. K-8 Boys & Girls Summer Phys. Ed. Uniform (First Day of School – November 15 & March 15 – Last Day of School)</p>	<p align="center">Gr. K-8 Boys & Girls Winter Phys. Ed. Uniform (November 16 – March 14)</p>
<p>Gym t-shirt: CTTCS grey/maroon shirt with round logo</p> <p>Shorts: CTTCS maroon athletic shorts with round logo</p> <p>Options: Students may wear the maroon logo sweatpants or sweatshirts during the summer with their Phys. Ed. uniform.</p> <p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2” above the ankle).</p> <p>Sneakers: Any sneaker is permitted.</p>	<p>Gym t-shirt: CTTCS grey/maroon shirt with round logo</p> <p>No shorts.</p> <p>Sweatshirt/sweatpants: Maroon logo sweatpants or sweatshirts during the winter with their Phys. Ed. uniform. Sweatshirts may be removed for Phys. Ed. class (student must have the CTTCS logo gym t-shirt on underneath). Sweatpants may not be removed for Phys. Ed. class in the winter.</p> <p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2” above the ankle).</p> <p>Sneakers: Any sneaker is permitted.</p>

Pre-Kindergarten Uniform

<p align="center">Pre-K Boys & Girls Summer Uniform (First Day of School – November 15 & March 15 – Last Day of School)</p>	<p align="center">Pre-K Boys & Girls Winter Phys. Ed. Uniform (November 16 – March 14)</p>
<p>Blue Pre-K t-shirt: CTTCS blue shirt with round logo</p> <p>Shorts: CTTCS blue Pre-K athletic shorts with round logo</p> <p>Options: Students may wear the blue Pre-K logo sweatpants or sweatshirts during the summer with their uniform.</p> <p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2” above the ankle).</p> <p>Sneakers: Any sneaker is permitted, a 100% white sneaker (including sole and logos) is preferred.</p>	<p>Blue Pre-K t-shirt: CTTCS blue shirt with round logo</p> <p>No shorts.</p> <p>Sweatshirt/sweatpants: Blue round logo sweatpants or sweatshirts during the winter with their uniform. Sweatshirts may be removed in class (student must have the CTTCS logo blue t-shirt on underneath). Sweatpants may not be removed in the winter.</p> <p>Socks: Tan, maroon, white, navy, or black crew socks (must be at least 2” above the ankle).</p> <p>Sneakers: Any sneaker is permitted, a 100% white sneaker (including sole and logos) is preferred.</p>

“Dress Down Days”

A few times each year “Dress Down Days” are permitted. This is either an effort to raise funds for the poor and needy or contributes to our service projects. On the occasion when students are given general permission to wear attire other than the school uniform, it is expected that the attire chosen be modest and in compliance with Catholic School expectations. We expect parents to be involved in the decision as to what might be appropriate to wear to school on these days. School shoes or sneakers must be worn on dress down days.

Official Uniform Provider

Uniforms are purchased from Rush Uniform Company, 101 Harrison Avenue, (on Route 13 next to Our Lady of Fatima Parish and behind the gas station.) The phone number is: (302) 328-5444.

If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian should be sent to school. [Pants must come from Rush Uniform.](#)

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to use the electronic monitor to sign in at the office when he/she enters the building for any reason. Badges are printed via the monitor for visitors through the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.

When attending events outside of school hours, it is expected that the child is accompanied by an adult. The adult who brings the child to school is responsible to monitor the child’s behavior and ensure that the child is respectful, courteous, and well-behaved.

Volunteers

Prior to becoming a volunteer, individuals over 18 years of age must have completed the Diocesan mandated background check and sign the volunteer covenant. Background check codes are obtained by authorizing payment via FACTS. You will be provided a code and web address to complete the process. Please contact the school secretary for more information. All volunteers are expected to dress appropriately. Clothing should be modest and neat. Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process. [The main responsibility of a volunteer is to assist the administration, staff, or teachers. Volunteers must be professional in their duties and keep confidentiality with information they see, observe, or receive during their volunteer hours.](#)

Weather and Other Emergencies

A phone call, email, and/or text message will be sent in all emergencies. [Our school closings will be listed on the radio and external websites as “Christ the Teacher Catholic School” or “Catholic Elementary Schools in New Castle County.”](#)

Agreement

By the act of enrolling your child at CTTCS, families and students agree to abide by all of the contents contained in this document.

Right to Amend

Christ the Teacher Catholic School reserves the right to amend this Parent/Student Handbook at any time.