

Parent/Student Handbook

Revised July 24, 2025



A National Blue Ribbon School of Excellence

2451 Frazer Road | Newark, Delaware 19702 | (302) 838-8850

www.cttcs.org

Facebook, Twitter, Instagram: @CTTCSDE



Mercy Education
Educación de la Misericordia

Courageous Action. Selfless Spirit.™
Acción valiente. Espíritu altruista.™

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

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

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

Since its last publication, there have been modifications to the handbook. Please read carefully.

Contents

Introduction

Mission Statement

About Christ the Teacher Catholic School

The History of Christ the Teacher Catholic School

Parents as Partners

Parent's Role in Education

Absence

Absence Due to Vacations

Absence Due to Illness

Academic Information - Curriculum

Religion

Computer Literacy

Fine Arts

Handwriting

Language Arts

Mathematics

Physical Education

Science

Social Studies

Spanish

Academic/Behavioral Probation

Acceptable Use Policy

Accreditation and Awards

Admission Information

Pre-Kindergarten 3 and 4

Kindergarten

Grades 1 - 8

Admissions Requirements

Financial Obligation

Immunization

Attendance

Arrival and Dismissal Procedures

Morning

Afternoon

Behavioral Policies

Code of Conduct

Student Responsibility

Parent Responsibility

Detention

Discipline: Parent Reports

Parent Notification of Misconduct

Suspensions

Procedures for Student Suspensions

Dismissal from the School

Probation

Birthday Observations
Bullying and Cyberbullying
Cell Phones/Devices
Cheating and Academic Dishonesty
Child Abuse Laws
Closing Exercises/Graduation
Counselor
Crisis Plan
Divorce/Separation Policy
Drugs and Alcohol
Emergency Contact Forms
Emergency Drills
Family Communication
Field Trips
Grading Scale
 Grades Pre-Kindergarten - 2
 Grades 3 - 8
Gum
Harassment
Home-School Communication
Homework
Honors: Student Recognition - Grades 4 -8
 First Honors
 Second Honors
Other Honors
Honor Society
Items Brought to School
Learning Commons
Lockers
Lost and Found
Lunch Program
Mercy Education
McAuley Educational Support Program (MESP)
MESP Enrollment Steps
Medication
Mental Health/Threats
Non_Discrimination Policy - Title IX
Nurse
Off-Campus Conduct
Office Records
Out-of-Uniform Guidelines
Parent/Teacher Organization - Home and School Association
Parties
Promotion Policy and Retention Policy
Report Cards
Returning to School After End-of-Day Dismissal
Sacramental Program
School Hours
School Office Hours
School Property
School Safety

School Supplies

Search

Security Video Cameras

Mercy Education Service Learning Projects

Social Media

Student Records

Technology

- Electronic Devices

- Wearable Technology Policy

Telephone

Testing

Testing for Learning Differences

Tuition

Uniforms and Dress Codes

- Hair Styles/Grooming

- Hair Accessories

- Kilts/Jumpers

- Belts

- Cleanliness

- Jewelry/Make-Up

- Out-of-Uniform

- Summer/Winter Uniforms

- Summer Uniform Code, Grades K-8

- Winter Uniform Code, Grades K-8

- Physical Education (Gym) Uniform

- Pre-Kindergarten Uniform

- “Dress Down Days”

- Official Uniform Provider

Visitors

Volunteers

Water Bottles

Weather and Other Emergencies

Agreement

Right to Amend

Introduction

Dear Families and Students,

*Let it be known that
to all who enter here
that **Jesus Christ**
is the reason for the 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 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. 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 Catholic 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 direct their children to do the same.

By working more closely with us, you will see each teacher's effort and interest in their duties, continually working to form, enrich, guide, and prepare each child for a successful future. We must 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 we must have 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

Mercy Core Values

- Compelled by Mercy
- Inspired by Faith
- Educational Courage
- Principled Leadership
- A Voice for Dignity and Respect

CTTCS Patron Saints: Our Lady of Mercy, Venerable Catherin McAuley, foundress of the Sisters of Mercy

Diocese of Wilmington Patron Saint: St. Francis de Sales

School Colors: Maroon and Gold

Mascot: Eagle

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 in a Christian community where the child feels loved and respected by peers and teachers. United with each other in meaningful

liturgy and prayer, the students can further understand the Christian life. At Christ the Teacher Catholic School, we are attempting to “teach as Jesus did.” Service is essential to faith education.

Christ the Teacher Catholic School follows the Diocesan Curriculum, consistent with the states of Delaware and Maryland and Common Core standards. Catholic Faith beliefs enrich all subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is an emphasis on principles rather than fact, on learning through problem-solving rather than by precept. We strive to offer a program that uses 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 comprises three cluster groupings: Pre-Kindergarten - 2nd, 3rd - 5th, and 6th - 8th grades. The enrollment is around 600 students, with two classes per grade. Pre-Kindergarten accommodates 20 students in the three-year-old program and 24 in the four-year-old program. Kindergarten to grade 3 accommodates 30 students, while grades 4-8 enroll approximately 30-32 students.

Various instructional methods are employed in this learning environment, including 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 3, teaching assistants are available in the classroom. In grades 4-8, 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 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. Soon after, Sister LaVerne King, RSM, was appointed the first principal. The charisma 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 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 the 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 600 students. The Middle States Association accredited CTTCS in 2007, 2014, and 2021.

Situated on 40 acres, the building and grounds are multi-functional; 68,000 square feet of classroom space are arranged to accommodate various learning styles and are equipped with updated technology and infrastructure. In addition to academic activities, the building and grounds accommodate the 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 it would break ground for constructing a 16,700 square-foot addition, including 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. The project began on July 23, 2018, was finished in August 2019, and opened on September 3, 2019. Bishop Malooly formally dedicated the new building on September 8, 2019. Over 800 students, parents, alums, and diocesan staff attended the dedication.

In 2010, the United States Department of Education recognized the hard work of the students, faculty, and staff 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.

In June 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, 2022, announcement that Mrs. Kathleen Lee, part of the original founding faculty, would serve as Assistant Principal and Interim Principal and Kelli Colella, would serve as Assistant Principal. Mrs. Kelly Lanza was announced as the school’s newest principal and began her service in July 2023 along with Assistant Principal Mrs. Ashley Torelli-Ockimey.

Qualified 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 direction of an Advisory Board. The faculty and staff include classroom teachers and teachers for physical education, art, music, foreign language, piano, technology, library, resource teachers, teachers aides, school counselors, nurse, office staff, maintenance, and cafeteria personnel.

In 2021, the school added the McAuley Educational Support Program (MESP) to support students with learning differences in grades 4-8, with plans to expand in the following years. In 2024, the school expanded offerings for the McAuley Center to students in grades K-8.

Parents as Partners

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

- To establish consistent expectations 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 which includes online communication and social media platforms;
- To not involve children in adult conversations that they may be unable to process at a young age.

Parent's Role in Education

It is our 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 developing your child's life: physically, mentally, spiritually, emotionally, and psychologically. Your choice of Christ the Teacher Catholic School involves a commitment and dedication to helping your child recognize God as the greatest good in their life.

Your relationship with God, each other, and the Church community will affect how 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 partner with us at Christ the Teacher Catholic School, we trust you will be loyal to this commitment. During these formative years, Pre-Kindergarten to 8, your child needs constant support from parents and faculty to develop their 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 their potential. Both parents and teachers must 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 to all authority. If there is an incident at school, you, as parents, must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model mature behavior and relationships. **Talking negatively about a child's teacher at home, online and/or on social media platforms**, 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 maturation process, 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, boundaries and limits provide a young person with guidance and security.

A child must take responsibility for their grades and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their children experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

We ask for your commitment to a partnership as we support one another in helping your child become their best person.

Absence

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

A handwritten or emailed statement explaining 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 from the parent. Parents are required to use the monitor system to sign out their children. If the child returns to school during the same school day, they must be signed back into school using the monitor system in the main office. Students arriving at school later than 10:00 am are marked absent for the first half of the day. Students dismissed before 2:00 pm are marked absent for the second half of the day. **No early dismissals are allowed after 2:30 pm.**

Student(s) attending the funeral of an immediate family member (parent, grandparent, or sibling) are marked as an excused absences.

The administration will monitor attendance. Students who are absent or tardy for 10 days will receive a notification letter. After 15 absences or tardies, families may need to meet with the 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 extended weekends throughout the school year and Thanksgiving, Christmas, and Easter breaks. Parents are encouraged to schedule trips or family outings during these times 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 email or call to request an assignment for a one or two days absence. A child's priority while absent for illness is rest and healing. When a student is absent for one or two days, the student will report to the teacher to obtain missed work upon return. On day three of an absence, a parent may email the teacher or call the school office by 9:00 am to request missed assignments. The teacher will make their best effort to have the homework and books in the office by 3:00 pm. Parents may pick up assignments from the office by 2:30 pm. Students may also receive missed assignments from their teachers when they return.

Students will have one day per sick to make up for 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 teaching all secular subject areas.

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

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 Catholic School with the understanding that they will participate in the religion program and religious services and will not be excused from participation due to faith beliefs or traditions. The diocesan policy for the 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 and the Critical Concerns of the Sisters of Mercy are woven into the curriculum individually and school-wide.

Computer Literacy

Using Google apps, word processing, and spreadsheets to aid in age-appropriate research through the Internet. The curriculum emphasizes ethics, social media, and STEM programming. Starting in 6th grade, we implement a Chromebook program to enhance learning. Please visit our website for more information on the Chromebook policy and repair schedule.

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 grades 3-8 students 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

Mathematic Skills Pre-Kindergarten through Grade 7, Pre-Algebra, and Algebra I. To allow teachers to meet students' individual needs in mathematics instruction, students in Grades 4-8 are placed into math groups. All groups receive grade-level instruction. Students in the math enrichment program will be identified based on teacher recommendation, academic performance, and standardized testing. Student progress will be monitored throughout the school year.

All students in math enrichment are taught at an elevated pace and typically learn content at the next grade level.

In grade 3, students are grouped throughout the year within the classroom setting and receive enrichment-based on the skills and standards they are mastering.

Physical Education

Physical fitness programs are appropriate for each grade.

Science

General Sciences and Laboratory Experiences.

Spanish

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

Academic/Behavioral 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, for a predetermined time period. A similar placement on probation may occur if there are behavioral concerns.

Acceptable Use Policy

Our school has created a specific and clear Acceptable Use Policy to guarantee the safety of our students and the security of our school assets. *Any student who violates this policy may lose their privilege to use electronic devices at school for a period of time, at the discretion of the school administration, depending on the nature of the violation. Violations of the Acceptable Use Policy also may warrant disciplinary action above and beyond the loss of student device, depending upon the nature of the offense. Students may not be given opportunities to make up missed work during the loss of technology privileges.*

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 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. For more details, please refer to the school's website's Acceptable Use Policy (AUP).

Accreditation and Awards

The Middle States Association of Colleges and Schools has accredited Christ the Teacher Catholic School. It has also been recognized twice by the United States Department of Education as a Blue Ribbon School of Excellence in 2010 and 2016. This distinction is awarded to elementary schools that excel in leadership, teaching quality, curriculum, and policies, as well as maintaining a safe environment conducive to learning. Additionally, the school has been recognized for its strong parental involvement and evidence of helping students of all abilities succeed. In 2014, Today's Catholic Teacher recognized Christ the Teacher Catholic School for its innovative community service programs. Furthermore, from 2015-2024, the Anti-Defamation League of Philadelphia recognized CTTCS as a "No Place for Hate" school.

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-Kindergarten 3 and 4

Children entering Pre-Kindergarten must be three or four years of age by August 31st. Children entering Pre-Kindergarten 3 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 the kindergarten contingent on displayed readiness from an assessment and the preschool or Pre-Kindergarten's recommendation.

Grades 1 - 8

Students applying for Admission in Grades 1-8 must present a complete academic record, including an attendance report, discipline report, standardized tests, and academic history. 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.

Admission Requirements

The following are the documents needed 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

The school's website has a list of all financial responsibilities. Failure to make tuition payments on time will result in withholding report cards at the end of the trimester. In order to register for the next school year, all financial obligations such as library, extended day, and lunch fees need to be paid. If lunch account payments are overdue for

more than two (2) weeks, an additional \$10.00 processing fee will be charged, and fees will be automatically processed through FACTS.

Immunization

Students seeking admission must provide evidence of immunization. The school nurse can provide details.

Attendance

The administration will keep track of attendance. Students who are absent or tardy for 10 days will receive a notification letter. If there are 15 absences or tardies, the administration may request a meeting to discuss improving attendance. If there are 20 absences or tardies, the student may have to repeat the grade level the following year.

Arrival and Dismissal Procedures

Morning

Morning drop-off starts promptly at 7:30 am. All children should be in the hall or classroom, sitting and prepared for Morning Prayer by 7:50 am. Parents of Pre-Kindergarten students are required to accompany their children to the Pre-Kindergarten entrance before 7:50 am. Students will be marked late if they arrive at the school after 7:50 a.m.

Morning care is available for a fee between 6:45 am and 7:30 am.

Parents are kindly requested to stay in their vehicles and follow the regular drop-off procedure as listed on our website to ensure safety during drop-off. Please pay attention and follow the carpool process carefully. Cell phone usage is not allowed during this time. We ask that you adhere to our teachers' traffic directions on duty. Thank you for your cooperation.

To ensure your child's safety, kindly inform the school office and homeroom teacher in writing if your child will be going home by a different carpool or means on a specific day. If you need to modify the dismissal procedures, please contact the main office via phone or email. Please note that notifications may not be read in time if they are received late.

Afternoon

When arriving at our school, parents must follow the traffic patterns outlined on our website and drive around the building until the blacktop is full. As space is limited, parking cars as close together as possible is crucial to keep Frazer Road traffic moving. Cars are not allowed to leave campus until a teacher gives instructions. Please note that there is no parking permitted on Route 40, in Frenchtown Woods, or in the small parish office parking lot during dismissal, and special permissions cannot be granted.

At dismissal and arrival times, safety is the top priority. It is important to follow the rules and instructions of others in the parking lot to show respect. It is disrespectful to the staff and other parents if you blatantly disregard the

drop-off and pick-up procedures, refuse to follow them, or move your vehicle when asked. Parents are held to the same expectations as students with regard to communication with staff members in our school. This includes following directions and responding respectfully during the car line procedures. The use of profanity, unkind words, and/or gestures is not acceptable and may result in a formal meeting with the school administration and/or request for an alternative school placement for your child(ren).

Behavioral Policies

Code of Conduct

At our school, we firmly believe that discipline is a crucial aspect of life. The word 'discipline' originates from 'disciple,' which emphasizes the importance of following rules and regulations. As a Catholic school, we strive to develop students who are fully-committed disciples of Christ, dedicated to upholding just principles and fulfilling their responsibilities to themselves and their community.

Proper discipline training involves teaching children to follow the rules and guidelines set by adults. Students should behave in a manner that reflects positively on themselves and their school. They are also expected to treat their peers and teachers with consideration and respect, which helps to maintain a peaceful atmosphere in the school. Every student must understand and fulfill their responsibilities in accordance with school regulations. Failure to comply with these regulations will result in consequences that the children must accept.

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

In the classroom, the teacher will handle minor disciplinary issues on a case-by-case basis unless they feel it's necessary to involve the school administration. The teacher, school counselor, administration, and parent/guardian may need to work together to address the situation for major infractions.

Student Responsibility

Every student is responsible for maintaining satisfactory academic and behavioral standards that align with Catholic values and uphold the school's reputation. Both conduct and effort should reflect these standards.

Parental Responsibility

Parents are expected to set a respectful example by personally refraining from any activity violating 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. It's essential to avoid spreading gossip that could harm a teacher's reputation. If the information doesn't directly affect you or your child, it is best not to get involved. If you want to know the truth about a situation, it's recommended that you reach out to the teacher or administration for clarification. This includes

commentary online or on social media platforms. Please understand that the school administration has an obligation to protect the privacy of students and that certain information may not be shared with those not directly involved in the situation.

2. If a social media page is created for a classroom or grade to help parents communicate with each other. In that case, it is the responsibility of the creator or administrator of the page to ensure that a positive and cooperative atmosphere is maintained. If any inappropriate behavior is noticed, it should be immediately reported to the administration. Should it come to the attention of the administration that there is inappropriate communication online and/or social media platforms, they may reach out to the administrator of the page and/or the responsible posters and ask them to remove content.
3. Emails exchanged between faculty/staff and parents are classified as private communication. Taking screenshots, forwarding, or sharing such emails is prohibited as it violates federal and local mandates and copyright law.
4. It is essential for every student and staff member to have the right to learn and work in a secure, respectful, and constructive environment. Additionally, all forms of communication should be conducted with mutual respect and courtesy.
5. Ensure that you and your student(s) arrive at school on time and dress appropriately for school.
6. When driving on school grounds, adhering to traffic rules such as keeping your speed at or below 15 miles per hour, refraining from using your cell phone, maintaining your lane, and following any teacher's directions is essential. These guidelines help ensure safety for everyone on campus.
7. As a parent, it is your responsibility to instruct anyone who will be transporting your child about the proper procedures.

Detention

For academic or behavioral reasons, teachers and staff may request that a student attend lunchtime or after-school detention. Detention should take priority over appointments, practices, lessons, or tutoring. ***Information will be added****

Discipline: Parent Reports

If students repeatedly fail to follow school procedures or display uncooperative behavior, their parents will be informed through a phone call or written message from the teacher or administration. The number of reports received by a student from parents may be taken into account when determining their conduct grade. In case of persistent misbehavior, infraction slips may be sent home, which must be signed and returned promptly. Refusal to sign the slips will not be accepted. Parents are required to sign infraction slips. Signature does not indicate agreement with the infraction, it signifies that it was received by the parent or guardian. If there is a discrepancy or question regarding the infraction, the parent or guardian is asked to contact the teacher and discuss the matter with them. If the situation is not resolved at this level, the parent or guardian may contact the school administration.

This list is meant to guide classroom teachers in issuing misconduct reports, but it is not a comprehensive list of all behaviors that violate the Discipline Code. The teacher and/or Administration will determine how much the misconduct affects a student's grade.

- 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/bathroom;
 - a. note passing,
 - b. unnecessary noises
 - c. talking to oneself or others
 - d. inappropriate use of technology
 - e. throwing food/objects
 - f. loud and boisterous sounds
 - g. Inappropriate physical contact
 - h. Out of bounds (locations not pre-approved by a teacher/staff member)
 - i. and 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 towards any teacher, staff member, volunteer, parent, administrator, or fellow student.
- E. Abusive Communication - any inappropriate language or images used on school premises, at a school-sponsored event, or online. This includes written language, spoken language, improvised language, hand-gestures, etc.
- F. Forgery - any school paper or handing in any form 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 behavior change.
- 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 behavior that warrants attention not specified on the above list.

Infraction Policy - Grades 3-8

Disciplinary infractions in elementary school serve several key purposes that contribute to creating a positive and effective learning environment. Here are the main purposes:

- 1. Promote Positive Behavior**
- 2. Ensure a Safe and Productive Learning Environment**
- 3. Teach Accountability and Responsibility**
- 4. Provide Opportunities for Learning and Growth**
- 5. Promote Fairness and Consistency**
- 6. Support Teachers and Staff**
- 7. Engage Families in the Process**
- 8. Encourage School Community and Culture**

Disciplinary behaviors that may warrant an infraction can be found on the infraction slip. They are:

LEVEL ONE

- **Violating of dress code after one warning**
- **Chewing gum in school**
- **Eating or drinking at inappropriate times**
- **Minor disruptive/disrespectful behavior**
- **Unprepared for class**
- **In hallway, lavatory, or other location without permission**
- **Lateness to class with no excuse**
- **Insubordination or defiance**
- **Writing or drawing on skin or clothing**
- **Improper care of school property**
- **Leaving seat or group without permission**
- **Missing or incomplete homework**
- **Improper technology use**
- **Failure to return a signed warning/ infraction slip within two days**

LEVEL TWO

- **Accumulation of three level one infraction forms**
- **Inappropriate interaction with schoolmates (not limited to: pushing, kicking, roughness, taunting, etc.)**
- **Inappropriate language**
- **Unacceptable behavior during school hours and/or school related activities**
- **Skipping class or leaving campus without permission**
- **Lying, dishonesty, cheating, allowing another student to copy work**
- **Forgery**
- **Harassing or aggressive behavior**

- **Vandalizing school property**
 - **Spitting**
 - **Plagiarism**
 - **Blatant disrespect toward others or property**
- **Three Level 1 infractions will result in a lunchtime detention.**
 - **Failure to come to lunchtime detention will result in an automatic after-school detention.**
 - **Four or more Level 1 infractions will result in an after school detention with parent meeting/communication.**
 - **One Level 2 infraction will result in an after-school detention.**
 - **After-school detention will be held every second and fourth Wednesday of the month. Detention will begin promptly at 3:05 p.m. and will end at 4:00 p.m. Parents and/or guardians must sign children out of after-school detention.**
 - **If a student attends aftercare, they will be walked down by the detention moderator. Students may not do homework or be on any device during after-school detention.**
 - **Two or more Level 2 infractions will result in: parent meeting/communication, in-school or out of school suspension, and/or behavior contract.**
 - **Detention should take priority over appointments, practices, lessons, or tutoring.**

Parent Notification of Misconduct

If a parent receives notification of their child's misconduct through verbal or written messages, they should respond within 24 hours. This response will demonstrate that the parent is aware of the report and the resulting consequences. *Please see notation above regarding infraction slips.*

Suspensions

In the event of a suspension, dismissal may be a possible consequence. The Administration will notify the parent(s)/guardian(s) of the severity of the suspension and request their prompt cooperation in a corrective program to resolve the student's issues, if feasible.

Procedures for Student Suspensions

- A. Infractions of a severe 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 administration's discretion.
- D. Student(s) suspended from school will be readmitted after a parental interview and all other conditions for re-admittance have been satisfied.
- E. Parent(s)/Guardian (s) and the student may be asked to sign a formal agreement to signify their understanding and agree to assume responsibility for future behavior.
- F. If deemed necessary by the administration or a teacher, a student will be referred for counseling.
 - a. Written stipulations for counseling must be met before the student is readmitted to school.
- G. A signed agreement by the parent(s)/guardian(s) and a written suspension report will be filled 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)/guardians(s). However, a behavioral agreement may be issued by the school and implemented from year to year. This will ensure severe behaviors are not repeated. Parents, students and school will be in agreement with this.
- I. Students are expected to wear the school uniform as the uniform code stipulates during an in-school suspension.

Dismissal from the School

In some cases, a violation of school policies may result in immediate dismissal. The school has the authority to dismiss any student or their parent/guardian if their behavior is deemed inconsistent with the school's policies, the well-being of the school community, or Catholic teachings. If a student is dismissed, they can apply for readmission after a year, and the school administration will make the decision. The parent/guardian of the student will be notified in writing of the dismissal as soon as possible.

In additional instances, circumstances may warrant that CTTCS is not the best fit for a student for academic, financial, or behavioral needs. If a teacher or administrator suspects this to be the case, a meeting will be held with all parties involved. The final decision rests with the administration of the school.

Probation

Our school encourages all students to reach their full potential through the academic program. Students must also abide by the school's code of conduct. Students who do not reach academic or behavioral expectations will be placed on probation. Written stipulations for probation and/or counseling requirements must be met before the student is readmitted to school.

- A. **In-School Suspension** - the student will remain in school but is removed from classes. The time 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:
 - a. The parent(s)/guardian(s) and the 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 successfully meets their behavioral responsibilities, they will be removed from probation, and the parent(s)/guardian(s) will be notified in writing.
 - e. If the student fails to meet their responsibilities, the administration will review the student's continued enrollment.
 - f. **Expulsion** - In cases of severe misbehavior, such as making death threats, possessing drugs or weapons, or inappropriate social media use, the student will be promptly expelled from school. The administration will inform the parent(s)/guardian(s) through verbal communication, followed by written notification.

It is important to remember that the behavior of students and parents can affect the school's reputation. As a result, all policies regarding conduct are applicable both on and off the school grounds. Consequences also extend to matters occurring off campus.

Birthday Observances

To ensure the safety of everyone in the building who may have food allergies, please refrain from sending in any birthday treats. Additionally, we ask that birthday party presents, treats, and balloons not be brought to school. This policy aims to prevent any feelings of exclusion or hurt. Teachers or staff will only distribute party invitations if the entire class is invited. It is the responsibility of the family to distribute other invitations outside of school hours. Thank you for your cooperation in keeping our school a safe and inclusive environment.

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 against any individual's physical or emotional well-being are taken very seriously. Students making such threats face detention, suspension, and/or expulsion.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying includes cyberbullying.

Cell Phones/Devices

Lower and Middle Cluster students may have a cell phone/device in their school bag if they have written parental permission in the form of a note to the administration. The device must be powered off and stored in the school locker.

For Upper Cluster students, their parent(s)/guardian(s) will receive a Google Form to indicate if their son/daughter will have a phone in their possession. Students will turn off their devices during homeroom and place them in a phone caddy. At the end of the day, students can retrieve their phones. If a student needs their phone during the school day, they must ask for permission from their teacher.

If a cell phone is seen or heard ringing during the school day, it will be confiscated by the administration, and the parent will be contacted. The phone will be returned to the student at the end of the day. After the second occurrence, the parent must come to retrieve the cell phone or device. Students who fail to place phones in the phone caddy in the classroom or who fail to disclose that they have a phone in their possession will have their phone confiscated and the parent will be contacted. The parent must come to retrieve the cell phone or device.

Cheating & Academic Dishonesty

We have a zero-tolerance policy toward any form of cheating. Students who choose to cheat will receive a failing grade, detention, suspension, and/or expulsion. They may also be unable to participate in extracurricular activities. This policy also applies to plagiarism. Students who willingly provide work to help another student cheat will face the same disciplinary actions.

Child Abuse Laws

At Christ the Teacher Catholic School, we strictly follow the Child Abuse laws of the State of Delaware and the Diocese of Wilmington. Per this law, any suspected abuse and/or neglect will be immediately reported to Child Protective Services. It is important to note that calls to Child Protective Services are confidential, and families may not be notified of the report.

Closing Exercises/Graduation

If students have successfully finished the required curriculum and have an excellent disciplinary record, they may receive a transcript of their grades, provided all financial obligations have been fulfilled. The administration determines the process for obtaining final records.

The school may refuse any student from participating in closing ceremonies if, according to the school, the student's behavior, academic performance, and/or disciplinary record do not warrant the privilege.

Report cards and diplomas for eighth-graders will be released once all financial obligations have been met.

Counselor

At CTTCS, we have both a full-time and a part-time certified school counselor who works to support students and parents. Our proactive approach includes classroom lessons on bullying, respect, and bias. The parent may be notified if a student needs to meet with the counselor individually. However, it's important to note that our School Counselor is not a substitute for professional mental health counseling. If a student sees the counselor multiple times and needs additional help, we will refer the parent to an outside professional family counselor or behaviorist.

Additionally, if the administration or a teacher determines that a student needs counseling, they will be referred accordingly. Please be aware that written stipulations must be met before the student can be readmitted to school after counseling.

Crisis Plan

At Christ the Teacher Catholic School, a crisis plan is in place to ensure the safety of the students in case of an emergency. All teachers and staff members know the procedures that need to be followed. Regular safety drills are conducted every month to prepare the faculty and staff. Depending on the situation, the building will be evacuated in an emergency, and the students will be relocated to one of two secure designated locations. After completing all the necessary procedures, the student's families will be notified through email, text, or phone.

Divorce/Separation Policy

At Christ the Teacher Catholic School, we maintain a neutral stance towards parents and families going through divorce or separation. If you are a separated or divorced parent, kindly provide us with a copy of your custody decree, particularly the section pertaining to custody. This will enable the school's administration and teachers to understand the parent's rights and those of third parties in relation to the child's access.

To ensure the safety of their child(ren), a parent should give the school a copy of any restraining order that restricts or prohibits parental or third-party access. Any changes in custody or visitation orders should also be shared with the school and updated as needed.

Both parents or guardians with legal custody of their child(ren) have the right to access academic records and other school-related information unless a court or custody agreement states otherwise. However, at CTTCS, a request must be made by both parents, and they must both sign a release of records. Records must be picked up in person at the school office. If there is a court order, individuals with legal custody of the student have the right to attend school meetings, make educational decisions, and review academic records. Those without legal custody, including those with visitation rights, do not have educational rights and cannot participate in these matters. FERPA gives custodial and noncustodial parents certain rights concerning their children's academic records unless a school provides evidence of a court order or State law stating otherwise. Unless a court or custody agreement states otherwise, custodial and noncustodial parents can access academic records and other school-related information, seek to amend documents, and consent to disclose personally identifiable information.

If a court order is in place, individuals the court has banned are prohibited from attending school meetings, participating in educational decisions, or accessing academic records related to that student.

Additionally, the school can make special requests, such as creating calendars for parental schedules or arranging pick-up and drop-off times for children, if necessary or helpful.

Drugs and Alcohol

Bringing drugs and/or alcohol to school or any school-related event can lead to suspension or expulsion for students. This policy also applies to tobacco and vape devices.

Emergency Contact Forms

Before the school year begins, each student's parent(s)/guardian(s) must fill out an emergency contact form provided by the school online. It is crucial that the details provided on this form are correct.

Emergency Drills

At Christ the Teacher Catholic School, the safety of children is a top priority for the faculty and staff. We have established policies for different types of drills and regularly practice emergency drills. Our faculty and staff are also trained in the necessary procedures for ensuring the safety of our students.

Family Communication

Certain volunteers, such as coaches, may receive access to the names, home addresses, and phone numbers of families associated with the school. This information should only be used for school-related activities, not for personal gain or solicitation. Home and School classroom representatives/Homeroom parents will be given access to parent contact information after notification from the school administration at Back-To-School Night, where parents can opt out of having information shared. Otherwise, any information that needs to be shared with families via email must be approved by the administration and communicated through the office. Distributing any school-related information in the parish bulletins or other publications without going through the office is prohibited.

Field Trips

1. To volunteer as a chaperone, it is necessary to have a valid background check and volunteer covenant on file with the Diocese/School Office. This requirement applies to all volunteers, regardless of the duration of their service. Furthermore, the volunteer must be at least 18 years old.
2. Field trips are designed to correlate with teaching units and to achieve curricular goals.
3. Attending a field trip is a privilege, not a right. Teachers, in consultation with the administration, have the right to limit or prohibit student participation in any field trip due to various reasons, including, but not limited to, poor behavior.
4. Field trips are re-evaluated each year to determine compatibility with curricular goals.
5. Just because students have participated in the same field trip for multiple years in a row, it doesn't necessarily make it a school tradition.
6. Generally, there are two field trips a year.
7. Field trips are allowed for all grade levels, provided there is advanced planning, a suitable location, and an experience that ensures a successful learning opportunity.

8. In order for a child to attend a field trip activity, a written permission form signed by their parent or guardian is necessary. Verbal approval will not be accepted.
9. A telephone call will not be accepted in lieu of the proper field trip permission slip.
10. On the field trip form, parents have the option to decline their child's participation in the trip. Students who do not attend the field trip will be marked absent for the day.
11. All students going on the field trip must ride the bus with their class to and from the destination. Parents are not allowed to transport their students 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. Students are not allowed to bring any electronic devices, including cell phones, on the trip since it is assumed that the adults have them.
14. Non-official chaperones cannot drive their cars to a field trip destination with the intention of accompanying the class on the trip. Our risk management insurance company only insures "official" chaperones, and allowing unofficial chaperones to participate could put our students and other official adults at risk.
15. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.

Grading Scale

Grades PreKindergarten - 2

Progress Codes

P - Demonstrates Proficiency

O - Outstanding

G - Very Good Progress

I - Improvement Needed

S - Satisfactory

NA - Not Applicable

N - Not Yet Demonstrated

PS - Pass

FL - Fail

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

NA - Not Applicable

PS - Pass

FL - Fail

Conduct Codes

O - Outstanding, G - Good, S- Satisfactory, I - Improvement Needed, U - Unsatisfactory

Gum

Chewing gum is strictly prohibited for students at all times, whether before, during, or after school hours. Any student caught chewing gum during school hours will face disciplinary action.

Harassment

Harassment means unwelcome conduct such as graphic, written, electronic, verbal, or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability when such conduct is:

1. Sufficiently severe persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment

Sexual Harassment means unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its perverseness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquires into one's sexual experiences; and,
- Discussion of one's sexual activities

Any form of harassment will not be tolerated. If there are reports of harassment, the school counselor and administration will investigate the matter. Students who are found guilty of harassing behavior will be subject to detention, suspension, and/or expulsion.

Home-School Communication

Communication between the school and parents can occur via various channels such as the school website, weekly school newsletters from Constant Contact, PowerSchool, teacher newsletters, email, phone calls, text messages, and teacher conferences. It is the parent's responsibility to ensure they read and acknowledge all messages sent by the school.

Homework

Students are given formal home-study assignments to encourage self-reliance and self-direction. These assignments reinforce daily lessons, enhance class work, and prepare students for upcoming lessons through different experiences.

As each student possesses unique abilities and interests, it is challenging to designate a fixed duration for completing an assignment. In case of any issues, reaching out to the teacher is advisable. For missed homework due to sickness, holidays, or planned leaves, kindly refer to the "Absence" section.

Honors: Student Recognition (Grades 4 to 8 only)

First and Second Honor certificates will be distributed at the end of each trimester.

First Honors

To achieve a satisfactory academic record, it is required that all grades in Language Arts, Religion, Math, Science, Social Studies, and Spanish must be an "A." For all "Special Subjects" and areas graded by progress marks, such as Technology, Library, Art, Music, and Physical Education, no grade lower than a "G" is acceptable. A minimum grade of "G" is also required for effort and conduct in all areas throughout the three trimesters.

Second Honors

All academic grades, including Language Arts, Religion, Math, Science, Social Studies, and Spanish, should be an "A" with only one "B." In terms of achievement and all "Special Subjects" graded by progress marks, such as Technology, Library, Art, Music, and Physical Education, no grade lower than "G" is acceptable. For all three trimesters, effort and conduct should be at least a "G" in all subject areas.

Other Honors

CTTCS has different types of student recognition awards besides academic awards. These include awards for testing growth and the Student of the Month award.

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 the CTTCS chapter are:

- Students must have attended CTTCS for at least one entire trimester.
- Membership is open to students in grades 7 and 8 beginning in the second trimester.
- Scholastic standards:
 - Seventh Grade - students must have a GPA of 95 or above without rounding at the end of grade 6 and the 1st trimester of grade 7.
 - Eighth Grade - students must have a GPA of 95 or above with no rounding at the end of grade 7 and the 1st trimester of grade 8.
- All Honor Society students are required to complete 20 hours of service each summer, documented and signed by the adult in their charge. Additional service hours are required for current members throughout the school year.
- All students wishing to apply for Honor Society in the winter, either current 6th or 7th graders, must complete 20 hours of service during the summer, documented and signed by the adult in their charge, not their own parent/guardian. Additional hours of service are required during the school year.
- Current members and candidates must complete their service or will be dismissed from the Honor Society.
- Students must have a “G” (Good) or above in Conduct and Effort in all subject areas.
- Demonstrate a significant level of leadership, service, character, and citizenship.

Selection Process:

- Conduct and Effort grades and Scholastic GPA are reviewed.
- Students who meet scholastic criteria may be asked to fill out a student activity form that provides information about levels of leadership and service and participate in an essay prompt and interview.
- Faculty members 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. The Faculty Council, which the administration appoints, then reviews this information.
- A majority vote, more than 50% of the Faculty Council, is necessary for selection.
- Selected candidates are then notified.

To remain in the Honor Society, all members must maintain a scholastic GPA of 95 or higher without rounding for the duration of their membership. If a member's GPA falls below this requirement, they will be placed on probation for a

trimester and must work to improve their grades. Failure to improve may result in dismissal from the Honor Society. It's important to note that once dismissed, a student will not be eligible for readmission to the Honor Society.

As a member, upholding a certain level of conduct and effort is essential. If these levels decline, there may be consequences. Before becoming a member, candidates are informed of the obligations of membership, including attending monthly meetings, participating in society service projects, and completing at least one individual service project each year. Candidates may accept or decline membership after discussing it with their parents. If they accept, they will be formally inducted in a ceremony. If there are any questions about the selection process or membership obligations, students or parents can contact the Honor Society Advisor.

Items Brought to School

Christ the Teacher School cannot be held responsible for any loss or damage to personal items brought to school by students, including but not limited to electronic devices and school-wide devices.

Learning Commons

The Learning Commons in the school is fully equipped with an automated library and media area. Students are encouraged to use this center for both curricular enrichment and pleasure reading. However, following these rules while using the facility is important:

1. Books that have been borrowed must be returned promptly and in good condition.
2. The student must pay for damaged or lost books before any other materials may be checked out.
3. If a student has lost or damaged a book, they will not be given their report card until they have settled their account.

Lockers

Every student is given a locker or cubby to store their clothes and textbooks. Students can only access their lockers at designated times to ensure a peaceful learning environment during class. The school has the authority to examine lockers whenever necessary. Lockers must be equipped with carabiner clips and should not be decorated on the outside. Inside decorations must be attached with magnets and not with tape or glue. If a student does not have a carabiner clip on their locker after the first week of school, the school will provide one and a charge will be placed on the child's FACTS account.

Lost and Found

If you happen to lose any personal belongings within the school building or on the school grounds, you can check the Lost and Found basket located near the back doors of the school. Any misplaced items will be kept there for a period of 10 days. If they remain unclaimed after that time, they will be donated to a charity.

Lunch Program

A hot lunch program is available daily. We strongly recommend that families deposit funds into their child's account, which can be accessed through the school's website. Parents can add funds online with a fee or send an envelope to the office with no fee to cover the cost of a meal choice. Alternatively, a-la-carte items can be purchased in the cafeteria. For more information about lunch options, please visit the school's website.

Students have the option to bring their own lunch. However, they are not permitted to bring glass bottles, soft drinks, or excessive amounts of candy. Additionally, parents are not permitted to bring lunches or beverages from restaurants.

In the event that a student forgets their lunch, the school will provide them with a meal that will be charged to the student's FACTS account. It is requested that parents or guardians do not interrupt the school day by dropping off lunches at the office.

During lunch, students are expected to exhibit the same level of manners and courtesy as they would in the classroom. It is important to be respectful to other students and cooperate with lunch monitors. When adults provide instructions in the cafeteria, it is crucial for students to pay attention to ensure their own safety and the safety of others.

Individuals volunteering to assist during lunch or recess must take responsibility for the children under their supervision. These volunteers are expected to maintain a professional demeanor and safeguard any information they may overhear or witness. Additionally, they must comply with the instructions provided by the lunch moderators. This includes actively supervising students while walking around the tables in the room. All volunteers are responsible for ensuring the safety and well-being of the children they oversee during lunch and recess. At no time should a lunch moderator utilize cell phones or wearable technology while actively supervising students.. This includes taking pictures of students, texting other parents with updates, or sharing information about other students with anyone other than the school administration/staff.

Mercy Education

As an affiliated school supported by the Sisters of Mercy within Mercy Education Systems of Americas, CTTCS has a rich history of being founded by the staff of Sisters of Mercy. It is important for us to uphold this legacy as a means of imparting our Catholic faith to students. Students will receive education on the Critical Concerns of the Sisters of Mercy, the Corporal and Spiritual Works of Mercy, as well as on the life and ministry of Catherine McAuley, the Foundress of the Sisters of Mercy.

McAuley Educational Support Program (MESP)

In acknowledgment of the different ways in which students learn, CTTCS created the McAuley Educational Support Program (MESP) in 2021. The program is named after Catherine McAuley, the founder of the Sisters of Mercy and the patron of CTTCS. Her aim was to assist the impoverished, homeless, and uneducated.

The program's objective is to address the learning variances of students who require additional support, as determined by educational assessments. Currently, the program is available for students in Kindergarten through-eighth-grade students.

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

- Careful review of a student's required academic records, medical and any psycho-educational documentation, including any IEP or 504 recommendations, 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 plans.
- A welcoming environment in the McAuley Learning Center. Students commonly use the MLC to take tests, receive studying support and additional review of the material,
- Bi-monthly meetings with the school counselor for social and emotional support.
- Weekly push-in services by the McAuley support teachers into the student's class
- Ongoing communication with parents regarding their child's academic progress.

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

McAuley Educational Support Program (MESP) Enrollment Steps

The following steps will be followed when considering a student for enrollment into the MESP program:

- **Step 1** - If a student is recommended for the McAuley Program by either a parent or teacher, they should undergo 3-4 weeks of classroom accommodation. This should be done by using the accommodation checklist, which should be supplemented with anecdotal information. Afterward, a meeting will be held between the parents and the teacher to assess the accommodation's effectiveness.
- **Step 2** - In case there are still concerns regarding testing, the teacher will contact the MESP director and school counselor. The teacher will share the collected data and minutes from the meeting with the parents with them.
- **Step 3** - The MESP director or counselor will contact the student's parents and ask if they want to proceed with enrolling a child in the McAuley program. This may include a recommendation for psychoeducational testing.
- **Step 4** - The MESP director or counselor will provide the parent with contact information for the local school district, (if recommended) which they can use to schedule their child for testing. It's important to note that

the parent initiates the testing process and must first call the school district to arrange for testing. Once the district determines eligibility, a psycho-educational evaluation will be conducted.

- **Step 5 - The McAuley team will assess the suggested accommodations, meet with parents to discuss the recommendations specified in the psycho-educational evaluation and add to the accommodation plans.**

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:

- Child's name
- Name of the doctor prescribing the child's medication
- Frequency
- Dose
- Date

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

- Child's name
- Frequency
- Dose
- 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/Threats

At CTTCS, our top priority is providing a safe learning environment for all students. If a student displays any signs of mental health concerns or makes serious threats towards another student or adult, our School Counselor or Administration will reach out to them. We will arrange a meeting involving all parties concerned. In the case of serious mental health concerns, we will provide the student's family with a "Return to School" form to assess the child's well-being and readiness to return to school.

Non-Discrimination Policy-Title IX

At Christ the Teacher Catholic School, we base our philosophy on the Christian Social Principles of the Gospel Message, which emphasizes love and respect for the rights of all people. As a Catholic school in the Diocese of Wilmington, we welcome students of any race, color, national or ethnic origin and offer them the same opportunities and benefits as other Catholic school students. We do not discriminate against students with disabilities as long as they can meet program requirements with reasonable accommodations. We are committed to fair and equal

treatment for all students in our educational policies, scholarships, financial assistance programs, and extracurricular activities.

Nurse

At CTTCS, a nurse is on hand to attend to the physical health needs of students. The nurse is available to address student concerns and provides classroom education, including CPR training. However, it's important to note that the nurse is not a substitute for a physician and is not authorized to offer medical advice for adult health issues. As part of a collaborative administrative team, the nurse works alongside counselors, teachers, and administrators to ensure the total well-being of the student body.

Off-Campus Conduct

At Christ the Teacher Catholic School, every student, and their family are representatives of the school on and off-campus. The school administration has the authority to take disciplinary action against students who exhibit behavior that goes against the school's expectations outside of school hours. Activities such as sports events, after-school programs, school-sponsored events, and inappropriate use of technology and social media.

Office Records

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

Out-of-Uniform Guidelines

For dress-down days and field trips, guidelines will be provided according to the event. The following items are prohibited for students to 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 excessively tight, or hats. Remember, if you feel uncertain about wearing something, it's best to avoid it. The administration holds the right to determine uniform regulations and guidelines.

Parent/Teacher Organization (Home & School Association)

The Home and School Association of Christ the Teacher Catholic School aims to bolster and improve the school's educational mission. This organization has three main objectives: fundraising, supporting teachers, and fostering a sense of community.

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

In Christ the Teacher Catholic School, a student's progression to the next grade is determined by their daily performance, test scores, teacher recommendations, emotional maturity level, and the ability to complete work successfully on a more advanced level.

In order to be promoted to the next grade, it is necessary to successfully complete all subject areas. The decision to repeat a grade, receive tutoring, or attend summer school may be recommended by teachers and administrators if it is believed that such actions will better prepare the student academically or emotionally. After conferences with teachers and parents, these recommendations may be made. However, there are situations in which retention is not the best option for a student, and an alternate school setting may be necessary to ensure their success.

If a student receives a grade of "D" or "I" in their final grades, their teacher will recommend attending summer school. However, if a student receives grades of "F" or "N" in their final grades, attending summer school will be mandatory. Additionally, if a student receives "F" or "N" grades or more than two "D" or "I" grades, they may be retained in their current grade level or moved to a different school that can better meet their educational needs.

Before a student begins their summer studies, the principal must approve the summer school program. To be promoted to the next grade level, the student must present official proof of successful completion to the principal. Any tutoring that takes place must be logged and completed with a certified teacher.

Report Cards

At Christ the Teacher, parents can stay informed about their child's academic progress through the online program called PowerSchool. This program is always available to parents, and the school provides usernames and passwords for access. It is highly encouraged that parents frequently review their child's academic progress on PowerSchool.

Parents receive an email reminder during mid-trimester to check their child's grades on PowerSchool while there is still time for improvement. Although PowerSchool is used to communicate student progress, report cards are also a crucial means of communication. Digital report cards are distributed at the end of each trimester.

Returning to School After End-of-Day Dismissal

In case students forget any items during school days, they can return to the classrooms accompanied by a staff member until 3:15 pm. However, individual teachers will lock their classrooms once they leave, so this option may not always be available. If a classroom is locked, it cannot be re-opened to retrieve forgotten materials. Anyone using

the gymnasium/cafeteria facility during evening hours or on weekends may not return to the main school building for materials. Please note that security cameras are in place to ensure your child's safety. This policy aims to protect your child while also fostering organizational skills and personal responsibility.

Sacramental Program

At Christ the Teacher Catholic School, sacramental preparation for students is not done by CTTCS. Instead, it is the responsibility of families to contact their parish for information on sacramental preparation and reception, as per the diocesan guidelines. Receiving sacraments such as Reconciliation and Eucharist is an important aspect of Catholic tradition, and parents must play an active role in preparing their children for these sacraments. It is essential to note that only students who have been baptized in the Roman Catholic tradition can receive these sacraments at CTTCS.

School Hours

At Christ the Teacher Catholic School, students in grades Pre-K through 8 start their day at 7:50 am and finish at 3:01 pm. We encourage children to be ready and present by 7:45 am for morning prayer. Our school values a strong partnership with parents and strives to foster independent learning in every child. Therefore, parents must encourage their child(ren) to enter the school building independently each morning. Some classes may offer opportunities for parent involvement or visitation on specific occasions.

Students can enter the school at 7:30 am. Prayer and afternoon announcements commence at 2:55 pm daily, after which dismissal takes place. Kindly refer to the school calendar and weekly newsletter for any 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.

If students are not picked up by the end of the carpool, which is approximately at 3:10 pm, they will be immediately sent to the After Care Program. Parents will be 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 - 2:00 pm, Monday - Thursday.

School Property

If a child damages any furniture, equipment, buildings, or personal property of anyone, they will be required to pay the full cost of repairs or replacement along with labor charges. All textbooks used by students must have appropriate book covers, and no writing is allowed in them. If a student damages or loses a textbook, they must replace it or pay the replacement cost before receiving their final reports, transcripts, or diplomas. This policy also applies to any technology devices owned by the school.

School Supplies

The students will receive a comprehensive list of all the materials and supplies they need for the upcoming academic year. These items can be conveniently purchased from nearby local stores or online. Student supply lists are posted on the school website.

Search

The school has the authority to search any item brought onto the premises. This includes but is not limited to lockers, lunch boxes, backpacks, cell phones, and any other electronic devices.

Security Video Cameras

CTTCS employs security cameras throughout the campus to ensure the safety and security of students and staff. These cameras are solely for internal use, and video recordings will not be shared with parents, students, or any third party except upon presentation of a court order. In case of an emergency, CTTCS has the authority to allow law enforcement access to the video feeds. These cameras monitor all public areas of the campus, such as fields, hallways, classrooms, entrances, exits, and parking lots. Signage regarding the use of cameras is displayed throughout the campus. All video recordings are the exclusive property of CTTCS.

Service Learning Projects (Mercy Service Learning)

The stewardship program for students aims to empower them to contribute to our Church and neighboring communities by engaging in service and support projects. A cluster will coordinate and execute a school-wide service initiative inspired by the Corporal and Spiritual Works of Mercy and the Mercy Critical Concerns of the Sisters of Mercy every semester. Please support the service projects as you are able.

Social Media

Posting defamatory comments about the school, faculty, other students, the diocese, or the parish on social media can result in disciplinary actions for students and parents, including parent-run social media pages or group texts. Additionally, using photos with the school's name, logo, or uniform is not allowed.

Students who possess or share inappropriate photos, videos, or conversations on their cell phones or other electronic devices may face suspension or expulsion. Parents who use social media should avoid spreading gossip, slander, libel, or defaming someone's character. As per federal copyright law, parents are not allowed to take screenshots or forward any private communication to others without the sender's permission.

Student Records

At Christ the Teacher Catholic School, we follow the Buckley Amendment (Family Education Rights and Privacy) when it comes to accessing student records. If a student is transferring to a new school, their records will only be sent directly to that school. Parents will not receive any records to transport themselves. If families need records, transcripts, or recommendations, they must submit a request to the School Office in a timely manner. All forms should be submitted to the Christ the Teacher Catholic School Office for distribution. Before requesting records, families must meet any financial obligations to CTTCS.

Technology

Electronic Devices

At Christ the Teacher Catholic School, we value the importance of technology in education. As such, we offer students the privilege of using electronic devices per our Acceptable Use Policy. However, this comes with added responsibility and caution from students and parents. Students must seek permission before bringing electronic devices to school and access the school's wireless network with approval from the Technology Coordinator. Speakers or parents visiting the school for activities or meetings may use their cellular service or request a login for the guest Wi-Fi network. Please note that neither Christ the Teacher Catholic School nor the Diocese of Wilmington bears responsibility for any lost, stolen, or damaged electronic devices.

Wearable Technology Policy

The use of wearable technology, including fitness trackers or Smart Watches, that enable notifications such as email alerts, caller ID, text notifications, social networking, photo/video capturing, and/or calendar alerts is strictly prohibited. Pre-K through Grade 2 students are not allowed to wear any type of wearable technology. Devices with the ability to connect to personal technology devices like cell phones or tablets are not allowed, even if the connected device is not within 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, and 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, even if the phone is not within range.

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

Telephone

To use the telephone at school, students must first obtain permission from a school employee. The use of school phones is only allowed in case of emergencies. It is important to note that forgotten items such as homework, lunch, or athletic equipment do not qualify as emergencies. The availability of school phones eliminates the need for students to use their personal cell phones during school hours.

Testing

Students from Kindergarten to grade 8 take part in Renaissance/STAR progress monitoring four times a year. Pre-kindergarten students may also be included in the testing at the end of the school year. Additionally, students in various grade levels may be given the ARK Test, which assesses religious knowledge.

Testing for Learning Differences

Teachers may recommend that students undergo testing from a private or local agency to improve their academic performance and self-esteem in school. The teacher will initiate conversations about testing and refer the parent to the appropriate agency through the school counselor. Alternatively, the parent can also initiate the process by contacting the teacher. In some cases, the administration may require testing for promotion. In situations where CTTCS is not suitable for the student's academic or social needs, an alternate school location may be suggested for the student's overall benefit. If you would like more information about the testing process, please reach out to the school counselor.

Tuition

Tuition information and fees are posted on the school website (www.CTTCS.org) under the Admissions tab. Parents and guardians are responsible for tuition and other school fees. Tuition and fee payments are processed electronically through FACTS. Tuition payments start in July for the school year. Payment can be made in one installment, two installments (July and November), or ten monthly installments (July through April.) FACTS Tuition Management charges a small annual fee for direct withdrawal of tuition and school fees such as Extended Day, field trips, school lunches, sports, choir, band, piano lessons, and other school activities.

Timely payments are required unless a special agreement has been arranged with the Business Manager and authorized by the Principal. CTTCS reserves the right to take further action, including dismissal, if tuition payments are overdue. After tuition payments for the school year have started, payments made up to that point are non-refundable. Once the school year begins, the entire trimester fee is due, no matter the withdrawal date. Report cards will not be released if a tuition account has an outstanding balance.

Uniforms and Dress Code

As a parent, you are responsible for ensuring that children arrive at school dressed appropriately and in the complete regulation school uniform. Each day, students are expected to wear the prescribed uniform and show pride in themselves and in their school, Christ the Teacher Catholic School, through their appearance.

Maintaining neatness and cleanliness in personal attire is an essential part of a child's education, and it is the responsibility of the parents. When a child is confident about their appearance, they tend to act and work accordingly.

Students are allowed to wear the gym uniform for the entire day on designated gym days. However, they should make sure that the gym shorts they wear are of an appropriate length and conform to the regulations.

The school uniform requires students to wear 100% white sneakers or black sneakers with a white sole. Boat shoes with non-black soles are also allowed. Additionally, students are required to wear solid-colored socks in burgundy, tan, navy, black, or white. The socks should be 2 inches above the top of the shoe. Students should also have appropriate haircuts and styles.

Female students in grades 5-8 are required to wear kilts that do not exceed 2 inches above the knee.

Failure to comply with the proper uniform policy may result in consequences determined by the administration. Effective September 2019, only uniforms featuring the new circular logo are permitted for school attire.

Hair Styles/Grooming

To maintain a neat appearance, students are expected to have clean and well-groomed hair. Both boys and girls are required to have hair that is a natural color. Hair color that is not natural (pink, blue, green, purple, etc.) is not permitted. Boys may not have hair that touches their collar and it should not fall into their face, ears, or eyes. Girls must have their bangs above their eyebrows. Our male students are expected to be clean-shaven. The administration has the final say on what hairstyles are deemed acceptable.

Hair Accessories

The accessory size should be small and match the uniform to avoid causing any distractions during the learning process.

Kilts/Jumpers

It is expected that girls who wear kilts and jumpers should not roll them up. The appropriate length should not exceed 2 inches above the knee.

Belts

If students are wearing non-elastic pants, they must wear a solid black or brown belt.

Cleanliness

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

Jewelry/Make-Up

Girls can wear small earrings with a maximum of two posts per earlobe, but dangling or hoop earrings are not permitted for safety reasons. Boys are not allowed to wear earrings. Each hand may have one ring and one watch. Smartwatches are not permitted, and ankle bracelets are not allowed. Girls in grades Pre-K through 5 are not allowed to wear nail polish, but girls in grades 6-8 are allowed to wear clear nail polish only. Artificial nails are not permitted. Students are allowed to wear religious pins, medals, or crosses on a necklace. Necklaces of a religious nature are allowed, but no other necklaces are permitted. Medic Alert bracelets are allowed. Make-up is not permitted.

Out-of-Uniform

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

In all cases, the administration reserves the right to determine whether the chosen uniform and accessories are within school regulations. As of September 2019, only uniforms with the new circular logo must be worn in school.

Summer/Winter Uniforms

Students have the option to wear the summer uniform from the start of the school year until November 15th. However, the winter uniform is mandatory from November 16th to March 14th. After March 15th, students have the option to switch back to the summer uniform until the end of the school year.

Summer Uniform Code, Grades K-8

<i>Girls: Kindergarten - Fourth (First Day of School - November 15 & March 15 - Last Day of School)</i>	<i>Girls: Fifth through Eighth (First Day of School - November 15 & March 15 - Last Day of School)</i>
<i>Pants:</i> Long khaki (dark tan) undecorated dress pants. No jean-style pants or chinos.	<i>Pants:</i> Long khaki (dark tan) undecorated dress pants. No jean-style pants or chinos.
<i>Shorts:</i> Khaki (dark tan) undecorated dress shorts, no shorter than 2 inches above the knee.	<i>Shorts:</i> Khaki (dark tan) undecorated dress shorts, no shorter than 2 inches above the knee.
<i>Belt:</i> Students wearing pants or shorts must wear a brown or black belt. <i>Exception:</i> Students wearing elastic pants or shorts.	<i>Belt:</i> Students wearing pants or shorts must wear a brown or black belt. <i>Exception:</i> Students wearing elastic pants or shorts.
<i>Jumper Option (instead of shorts):</i> CTTCS plaid jumper with long or short-sleeved white Peter Pan shirt, long or short-sleeved CTTCS polo, or white	<i>Kilt:</i> CTTCS plaid with long or short-sleeved CTTCS maroon polo. The length of the kilt is to be no shorter than 2 inches above the knee.

turtleneck. The skirt of the jumper must be no shorter than 2 inches above the knee.	
Golf Shirt: Long or short-sleeved maroon banded waist CTTCS polo with an emblem with shorts or slacks.	Golf Shirt: Long or short-sleeved maroon banded waist CTTCS polo with an 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.
Socks: Tan, maroon, white, navy, or black crew socks that are at least 2 inches above the ankle.	Socks: Tan, maroon, white, navy, or black crew socks that are at least 2 inches above the ankle.
Shoes: 100% white sneakers or black sneakers with a white sole, including logos, sole, etc., or simple khaki/tan boat shoe with a light-colored sole.	Shoes: 100% white sneakers or black sneakers with a white sole, including logos, sole, etc., or simple khaki/tan boat shoe with a light-colored sole.
Boys: Kindergarten - Fourth (First Day of School - November 15 & March 15 - Last Day of School)	Shorts: Khaki (dark tan) undecorated dress shorts, no shorter than 2 inches above the knee.
Pants: Long khaki (dark tan) undecorated dress pants. No jean-style pants or chinos.	Golf Shirt: Long or short-sleeved maroon banded waist CTTCS polo with an emblem with shorts or slacks.
Belt: Students wearing pants or shorts must wear a brown or black belt. Exception: Students wearing elastic pants or shorts.	Socks: Tan, maroon, white, navy, or black crew socks that are at least 2 inches above the ankle.
Sweaters: Maroon cardigan sweater with CTTCS logo (optional). No other fleece, sweater, or sweatshirt may be worn with the uniform.	Shoes: 100% white sneakers or black sneakers with a white sole, including logos, sole, etc., or simple khaki/tan boat shoe with a light-colored sole.

Winter Uniform Code, Grades K-8

Pants: Long khaki (dark tan) undecorated dress pants. No jean-style pants or chinos.	Belt: Students wearing pants or shorts must wear a brown or black belt. Exception: Students wearing elastic pants or shorts.
Sweaters/Sweatshirts: the following are options that can be worn over the maroon polo shirt. <ol style="list-style-type: none"> 1. Maroon cardigan sweater with CTTCS logo 2. Full-zip maroon fleece with logo 3. Quarter-zip fleece with logo All options must be purchased from Rush Uniform.	Golf Shirt: Long or short-sleeved maroon banded waist CTTCS polo with an emblem with shorts or slacks. Socks: Tan, maroon, white, navy, or black crew socks that are at least 2 inches above the ankle.

Girls: Kindergarten - Fourth (November 16 - March 14)	Girls: Fifth through Eighth (November 16 - March 14)
--	---

<p>Pants: Long khaki (dark tan) undecorated dress pants. No jean-style pants or chinos.</p>	<p>Pants: Long khaki (dark tan) undecorated dress pants. No jean-style pants or chinos.</p>
<p>Belt: Students wearing pants or shorts must wear a brown or black belt. Exception: Students wearing elastic pants or shorts.</p>	<p>Belt: Students wearing pants or shorts must wear a brown or black belt. Exception: Students wearing elastic pants or shorts.</p>
<p>Sweaters/Sweatshirts: the following are options that can be worn over the maroon polo shirt.</p> <ol style="list-style-type: none"> 1. Maroon cardigan sweater with CTTCS logo 2. Full-zip maroon fleece with logo 3. Quarter-zip fleece with logo <p>All options must be purchased from Rush Uniform.</p>	<p>Sweaters/Sweatshirts: the following are options that can be worn over the maroon polo shirt.</p> <ol style="list-style-type: none"> 1. Maroon cardigan sweater with CTTCS logo 2. Full-zip maroon fleece with logo 3. Quarter-zip fleece with logo <p>All options must be purchased from RUSH Uniform.</p>
<p>Jumper Option (instead of shorts): CTTCS plaid jumper 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 inches 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 inches above the knee. Golf Shirt: Long or short-sleeved maroon banded waist CTTCS polo with an emblem with shorts or slacks.</p>

<p>Socks: Tan, maroon, white, navy, or black crew socks that are at least 2 inches above the ankle.</p> <p>Shoes: 100% white sneakers or black sneakers with a white sole, including logos, sole, etc., or simple khaki/tan boat shoe with a light-colored sole.</p>	<p>Socks: Tan, maroon, white, navy, or black crew socks that are at least 2 inches above the ankle or maroon knee highs/tights.</p> <p>Shoes: 100% white sneakers or black sneakers with a white sole, including logos, sole, etc., or simple khaki/tan boat shoe with a light-colored sole.</p>
<p align="center">Boys: Grades Kindergarten through Eighth (November 16 - March 14)</p> <p>Shoes: 100% white sneakers or black sneakers with a white sole, including logos, sole, etc., or simple khaki/tan boat shoe with a light-colored sole.</p>	

Physical Education (Gym) Uniform

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

Pre-Kindergarten Uniform

<p align="center">Summer Uniform Boys and Girls Pre-Kindergarten (First Day of School - November 15 & March 15 - Last</p>	<p align="center">Winter Uniform Boys and Girls Pre-Kindergarten (November 16 - March 14)</p>
--	--

<i>Day of School)</i>	
<i>Blue Pre-K T-Shirt:</i> CTTCS blue shirt with round logo.	<i>Blue Pre-K T-Shirt:</i> CTTCS blue shirt with round logo.
<i>Shorts:</i> CTTCS blue Pre-K athletic shorts with a round logo.	<i>No Shorts</i>
<i>Options:</i> Students may wear the blue Pre-K logo sweatpants or sweatshirt during the summer with their uniform.	<i>Sweatshirt/Sweatpants:</i> Blue round logo sweatpants or sweatshirts during the winter with their uniform. Sweatshirts may be removed in class. Students must have the CTTCS logo blue t-shirt on underneath. Sweatpants may not be removed in the winter.
<i>Socks:</i> Tan, maroon, white, navy, or black crew socks that must be at least 2 inches above the ankle.	<i>Socks:</i> Tan, maroon, white, navy, or black crew socks that must be at least 2 inches above the ankle.
<i>Sneakers:</i> 100% white sneakers or black sneakers with a white sole, including logos, sole, etc., or simple khaki/tan boat shoe with a light-colored sole.	<i>Sneakers:</i> 100% white sneakers or black sneakers with a white sole, including logos, sole, etc., or simple khaki/tan boat shoe with a light-colored sole.

“Dress Down Days”

Occasionally, throughout the year, we have "Dress Down Days" where students are allowed to wear attire other than the school uniform. These days are meant to raise funds for those in need or contribute to our service projects. However, it is important to note that the chosen attire should be modest and in line with Catholic School expectations. We strongly encourage parents to be involved in deciding what is appropriate to wear on these days. Additionally, wearing school shoes or sneakers on Dress Down Days is mandatory.

Official Uniform Provider

To purchase uniforms, please visit Rush Uniform Company located at 101 Harrison Avenue, right next to Our Lady of Fatima Parish and behind the gas station along Route 13. You can contact them at (302) 328-5444. If a student is unable to wear the prescribed uniform for a legitimate reason, a note from the parent/guardian must be sent to the school. It's important to note that pants must be purchased from Rush Uniform.

Visitors

To ensure safety and security within the school premises, all visitors, including volunteers and parents, are required to report to the main office. Upon arrival, each person must use the electronic monitor to sign in. The monitor will print badges for visitors, which they should wear while inside the building. Visitors and volunteers must also sign out at the main office before leaving. Visitors may be asked to present a government-issued ID, such as a driver's license, for identification purposes. Thank you for your cooperation in maintaining a safe environment for everyone.

When a child attends events outside of school hours, it is important that an adult accompanies them. The responsible adult who brings the child to the event should monitor the child's behavior and ensure that they are respectful, courteous, and well-behaved.

Volunteers

Before becoming a volunteer, all individuals who are 18 years old or older must complete a background check that the Diocese mandates and sign a volunteer covenant, regardless of the number of hours they plan to volunteer. To obtain background check codes, individuals must authorize payment through FACTS. Once payment is processed, a code and web address will be provided to complete the process. If you need more information, please contact the main office. As a volunteer, it is important to dress appropriately, with modest and neat clothing. Parents who volunteer to serve lunch or in any other capacity at the school are not permitted to visit their child's classroom during the day as this can disrupt the teacher and the educational process. The main responsibility of a volunteer is to assist the administration, staff, or teachers. Volunteers must maintain professionalism in their duties and keep the information they see, observe, or receive during their volunteer hours confidential.

Water Bottles

The school has multiple water fountains located in classrooms and near restrooms in each corridor. Students who bring water bottles to use during the school day must ensure that the bottle is clear and the contents are visible. Aluminum, glass, non-transparent, or opaque bottles are not allowed.

Weather and Other Emergencies

In the event of an emergency, we will send out a phone call, email, and/or text message. All parents should opt into the Bright Arrow Notifications in the beginning of the school year to ensure you receive timely communication regarding emergencies or closures. To determine if our school is closed, please check the radio or external websites for listings under "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 with or without notice.