

# **Christ the King 4<sup>th</sup> & 5<sup>th</sup> Grade Student Handbook 2011 - 2012**

**(August 1, 2011)**

## **SCHOOL VISION**

*To bring all students in Christ the King community to God  
through a faith filled and dynamic Catholic education.*

## **SCHOOL MISSION STATEMENT**

*Preparing Christian leaders through academic excellence in a  
Christ-centered environment.*

# 4<sup>th</sup> & 5<sup>th</sup> Grade Student Handbook

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## **1000.        The School Day**

### **1100.        Attendance Procedures**

4<sup>th</sup> and 5<sup>th</sup> grade students are responsible for being in the school building by 7:55 a.m. and in their classroom promptly by 8:00 a.m.

Students who are participating in morning mass must check in with their classroom teacher for attendance and lunch count before traveling to the library to meet the escort group. These students must be in the library no later than 7:50 a.m. Students will not walk to church on their own when participating in morning Mass.

Students will be counted tardy if they arrive at school after 7:55 a.m. (but before 10:00 a.m.) or if they arrive in their classroom after 8:00 a.m. Tardiness requires an admit slip from the office. Whenever a student is tardy, the office will record it. A student will be marked tardy if they leave school early but after 1:30 p.m. Students will be marked ½ day absent if they arrive after 10:00 a.m. or leave before 1:30 p.m.

Any student who will be leaving school early for an appointment must have a written note. All written notes should be sent to the office to be recorded. Parents must provide a reason for an absence when sending a written note or phoning the office. The office will call parents if a student is marked absent and the school has not been notified of the reason. Any student who will be leaving on vacation or finishing the school year early must request advance approval from the principal.

Perfect attendance awards will be given to students who have not had any full or half days of absence and have fewer than 3 tardies for the entire school year.

### **1150.        End of Day Dismissal**

The school day officially ends at 3:20 p.m. and students will be dismissed from their class at that time. Teachers, or a designated student or students will lead the last period class in an end of day prayer prior to being dismissed for the day. When released, students are to promptly leave the building with a designated teacher. Only students who are staying for homework room or staying for a teacher supervised after-school activity are to remain in the building.

### **1200.        Focus Room**

Students in 4<sup>th</sup> & 5<sup>th</sup> grade who have lower than a 78% average in any core class (to include Language Arts, Math, Religion, Science, and Social Studies) or who have been referred by their classroom teacher, will be required to attend the 4<sup>th</sup> & 5<sup>th</sup> grade Academic Focus Room. The Focus Room is managed jointly by Mrs. McIntyre and Mr. Hartigan and meets each Monday – Friday in the cafeteria during the last 30 minutes of the school day. The following items related to the Academic Focus Room will be accomplished by students:

- Complete weekly “Goal Forms” and bring them to the Focus Room each day

- Be on time for all assigned Focus Room periods
- Understand that the Focus Room takes precedence over all other activities
- Do not bring food or drink of any kind into the Focus Room
- Attend subject specific help sessions as scheduled
- Turn in all required forms with parent signatures to the Focus Room directors each Friday

Focus Room sessions will continue until the grade(s) are brought up to a 78% or higher (or the classroom teacher recommends ending the student's Focus Room referral if the student was teacher referred), and students turn in required paperwork to the Focus Room directors. Once referred to the Focus Room, students are required to attend Focus Room sessions for the entire week period.

### **1250. Lunch Procedures**

Students will quietly walk to the cafeteria for the lunch period and will be escorted by their classroom teacher. Students will line up in the hallway or the classroom and the teacher or an appointed student will lead the group in a prayer. The class, accompanied by the teacher will then walk quietly and in single file on the right side of the hallway into the cafeteria and to the serving line (for those having hot lunch). Students who bring cold lunch can go right to a table after entering the cafeteria.

Students are responsible for properly observing the 3 to 4 minute quiet time at the end of the lunch period, praying after lunch, cleaning their tables, and cleaning the floor around their tables at the end of the lunch period.

### **1300. Mass Procedures**

Students are responsible for acting appropriately and for participating in school masses. Teachers will develop student seating arrangements as necessary in order to facilitate appropriate behavior and respect during mass.

### **1350. Recess Time Procedures**

Students will only play in areas supervised by a teacher during recess time. Students are not to engage in activities involving excessive physical contact (rough play) or conducting themselves in any way that threatens, endangers, or humiliates other students.

### **1400. Starting & Ending Class Periods**

Each time class is scheduled to begin, students are expected to be in their seats, quiet, facing the front of the room, and ready for class (proper materials ready).

The teacher will do a quick uniform inspection and then begin teaching. Teachers should not have to begin class by telling the students to quiet down. Students will follow the school-wide Classroom Agreement and Classroom Management procedures in section 3200 during class time. Class officially ends only when the teacher verbally dismisses the class.

### **1450. Trash & Recycle Duty**

Trash and recycle materials will be taken out to the trash and recycle dumpsters each day during the last period of the day. Students will only empty trash and recycle material from the central trash collection area (one is located in the 4<sup>th</sup> & 5<sup>th</sup> grade hallway and the other is located in the hallway beside the school library). 5<sup>th</sup> grade students, on a rotational basis, are responsible for taking out the trash and recycle material at the same time. Students are to be quiet while in the hallways and are not to interrupt classes by going into classrooms to get trash or recycle containers.

### **1500. Travel Between & During Classes**

When leaving the classroom, students will walk in single file on the right side of the hallway silently. This shows proper respect for other classes that may be going on throughout the travel route. Students will always be escorted to and from all specials and from lunch and recess.

## **2000. 4<sup>th</sup> & 5<sup>th</sup> Grade Policies**

### **2100. Altar Servers & Mass Participants**

Altar Serving (in the spring for 5<sup>th</sup> grade students) and participating in Mass (for all 4<sup>th</sup> & 5<sup>th</sup> grade students) are vital parts of the religious formation at Christ the King Parish, and it is imperative that students remember to perform these duties to the Parish when scheduled.

Students participating in morning Mass (choir, introduction, readings, petitions, & gifts) must check in with their classroom teacher by 7:45 a.m. for attendance and lunch count. After checking in, these students will report to the library where a CTK staff member will escort them to church departing promptly at 7:50 a.m. Students are not permitted to be dropped off directly at church. Students who arrive too late to travel with the escort group to church will check in with their classroom teacher, travel to church with their class at the normal time, and then remain with their class for the mass.

5<sup>th</sup> grade students who are serving 12:10 p.m. mass will sign out in the office and travel together to church. After serving, students will travel back to school together and sign in at the office.

All servers **must be in their school uniform when serving mass** during school hours, including wearing school dress shoes. This means no tennis shoes, hiking boots or sandals. If a student has to serve on a Spirit or Casual Day, they may wear casual clothes to school that day; however, they must be in uniform prior to serving. Students will not be allowed to serve if they are not in compliance with the uniform dress code.

Students are also required to serve at funerals of our parishioners. If this happens during the school day, the server is responsible for making up missed class work and for obtaining assignments for that class. Servers are recognized for their service to the parish at the end of the school year.

### **2150. Appropriate Use of Technology**

Christ the King Catholic School is committed to using technology in an ethical way. Behavior such as "hacking", using another's password, using the Internet in an inappropriate manner or without adult supervision, or other such behavior will not be tolerated. Disciplinary action including loss of computer privileges will be taken if such behavior occurs. Students in 4<sup>th</sup> & 5<sup>th</sup> grade may have the opportunity to use the internet during the school day and will be required to sign and abide by the terms of the Christ the King "Acceptable Use of Computer Facilities" policy prior to using the internet.

### **2200. Care of Books**

Each student is responsible for textbooks or materials issued to him/her. Books should be covered and book bags should be used daily to protect books from moisture, damage or loss. Students who turn in damaged books at the end of the school year will be assessed either a \$25 damage fee, a rebinding fee or a replacement fee depending on the book damage. All book fees must be paid before the end of the school year.

### **2250. Field Trips**

Field trips are a privilege and are planned to enhance classroom instruction. Students are required to dress in complete uniform, unless otherwise specified. Permission forms will be sent home with students prior to the field trip taking place. **The school permission form must be signed and returned with any fees before the field trip** in order for a student to go. **Verbal permission, e-mails, or handwritten notes cannot take the place of a school permission form.**

Students must show respect for all property, to the bus driver, to teachers & chaperones, and must conduct themselves appropriately while on the field trip...students must represent CTK in a positive way at all times while in the local community.

### **2300. Food in the 4<sup>th</sup> & 5<sup>th</sup> Grade Wing**

Food is permitted in the 4<sup>th</sup> & 5<sup>th</sup> grade wing only if approved by a 4<sup>th</sup> or 5<sup>th</sup> grade teacher. If approved, the food items must be brought to the approving teacher at the beginning of the day. Extra food items will be picked up from the teacher at the end of the day after other students have exited the classroom.

All food must be contained within the classroom of the approving teacher or teachers. No food is permitted in the hallway.

### **2350. Grades**

Students are graded according to achievement, using the following scale:

A = 94 – 100

B = 87 – 93

C = 78 – 86

D = 70 – 77

F = less than 70

Students who are removed from class for behavior or disciplinary reasons are responsible for coordinating with their teacher about missed instructional time as soon as possible. Students who miss projects, quizzes, or tests because they were removed from class for behavior or disciplinary reasons may receive a failing grade for that project, quiz, or test. Instructional time is valuable and students should make every effort to be in class and focused at all times.

## **2400. Homework**

Students will always have homework each day in all core subject classes. Teachers should assign homework on a regular basis and students should write homework assignments in their assignment notebook no matter how small the assignment is. Homework includes but is not limited to the following:

1. Reviewing, reorganizing, or rewriting daily notes \*\*
2. Answering assigned questions
3. Solving assigned problems
4. Solving additional problems for more practice \*\*
5. Reading and re-reading textbook chapters \*\*
6. Reviewing textbook chapters for quizzes and tests \*\*
7. Writing essays, paragraphs, or papers
8. Planning and working on special activities, lab reports, and projects
9. Studying for quizzes & tests \*\*
10. Organizing papers or materials \*\*

**\*\* These items should be accomplished automatically each night by students without being assigned**

The following will be taken into consideration by teachers when grading daily homework assignments in all subject areas:

- **Correct spelling** (deduct up to 5% for incorrect spelling)
- **Neatness** (deduct up to 5% if not neat and easy to read)
- **Proper CTK Heading** (deduct up to 5% if inappropriate heading)
  - First name and last name on the first line
  - Subject, date, and JMJ on the second line
  - Students will understand what JMJ means and why we put it on our papers (Jesus, Mary, and Joseph...that all our work should be done for the greater glory and honor of God; and that Jesus, Mary, and Joseph help us do our very best whether the task is large or small)

The amount of homework should increase with the grade level. 4<sup>th</sup> graders should average 1 total hour each night; 5<sup>th</sup> graders should average 1¼ total hours each night.

Students are responsible for:

- remembering to bring homework assignment materials home each day
- remembering to bring completed homework back to school
- turning in homework assignments on time

Students who do not turn in a completed daily homework assignment in class on the day it is due **will be** referred to the 3<sup>rd</sup> – 5<sup>th</sup> Grade Homework Room that same day.

Students who do not turn in a completed project or research paper in class on the day it is due **will not be** referred to the Homework Room. Instead, projects and research papers that are one day late will be deducted 10%, and projects and research papers more than one day late will be marked down to a zero.

No student work can be accepted after the last day of the quarter unless due to student absence on the last day(s) of the quarter.

Missing assignments due to a student being absent will not result in assignment to the Homework Room as long as the student meets the new due date arranged between the student and the teacher. Teachers will make special allowances if a missing assignment, project, or research paper is due to an extended student absence. Refer to the Absence from School section of the Family & Student Handbook for more information.

## **2450. Homework Room**

The “Homework Room” is designed to help motivate students in developing better homework responsibility skills. The “Homework Room” is held in a designated 4<sup>th</sup> or 5<sup>th</sup> grade classroom from 3:25-3:50 Monday-Friday.

### **Homework Room Rules**

1. Students who do not turn in a completed daily homework assignment in class on the day it is due **will be** referred to the 3<sup>rd</sup> – 5<sup>th</sup> Grade Homework Room that same day.
2. If the student doesn't stay for the Homework Room session on the scheduled day for any reason, the student will receive 0% for the missing homework assignment. Students who have important appointments after school must make sure they turn in all homework assignments on time in class to prevent putting themselves in difficult situations. Teachers will not reschedule homework room sessions for a different day...doing so defeats the purpose of the Homework Room which is to have students complete missing assignments on the same date that they are due.
3. Students are **required** to call and inform parents that they will be staying after school for the Homework Room. If there is no parent at home, the student will contact the parent at work.
4. Students **must be on time** for the Homework Room (late students will be turned away and #9 will apply)
5. Students **must meet the uniform dress code** at all times while in the Homework Room (students who do not meet the uniform dress code will be asked to leave and #9 will apply)
6. Students will stay for the entire 25 minute Homework Room period and are not permitted to wander outside the Homework Room unless it is an emergency (no leaving to get something the student forgot, to get a drink, etc.)
7. Students will work silently at all times while in the Homework Room
8. All late assignment work will be collected by the Homework Room teacher at the end of the Homework Room period and passed to the appropriate subject teacher

- for grading. The student will receive credit (minus 10% for being late) only for what they turn in at the end of the Homework Room period. Students will not have additional time overnight to complete late homework assignments for a grade. For example...if a student has two missing assignments for the day and completes the first missing assignment perfectly but doesn't get to the second assignment before the Homework Room period is over, the student will receive a grade of 90% for the first assignment and 0% for the second assignment.
9. If a student does not attend a scheduled Homework Room session for any reason, he/she will receive a 0% for all missing assignments for that day

### **2500. Items Left in the Hallway/Lost Items**

The school is not responsible for lost or stolen articles. Students are responsible for labeling all personal items including sweaters, shirts, back packs, pencil cases, etc. Any items left in the gym, hallway, cafeteria, field, and playground will be brought to the lost and found area in front of the main office area. If items are not claimed within a reasonable time period, they will be donated to a local community shelter.

### **2550. Spirit & Casual Day Procedures**

4<sup>th</sup> and 5<sup>th</sup> grade students are permitted to participate in the monthly Spirit Day scheduled on the CTK calendar. Students are also permitted to participate in scheduled school-wide casual days (students who habitually violate the Uniform Dress Code may lose Spirit Day and Casual Day privileges).

Students may not wear shorts, sweatpants, pajama pants, sleeveless shirts/dresses, tank tops, halters, flip-flops, shoes with wheels, T-shirts with inappropriate messages on them, clothing that is unserviceable...ripped, torn, has holes in it, or stained, or clothing that is considered inappropriate...short skirts, shirts that don't extend down to the waist, etc. All spirit and casual clothes must be in good taste and the appropriateness of all school attire will be left to the discretion of the teachers and principal. Students will not be permitted to call home for spirit or casual clothes if they forget to bring them on a spirit or casual day.

All clothing items must be in serviceable condition. (no tears, holes, stains, or excessive signs of wear). Repairs to clothing must be appropriately made (no tape, staples, etc.).

### **2600. Ticket Reward System**

Tickets will be awarded to deserving students for positive displays of respect, leadership, service, responsibility, etc. Any teacher or administrator may distribute a ticket to a 4<sup>th</sup> or 5<sup>th</sup> grade student throughout the school day. The student should immediately write his/her name on the ticket and keep it in a safe place until he/she chooses to deposit it in the "bank" located in his/her classroom teacher's room. At periodic intervals (weekly or monthly, for example), classroom teachers will hold a drawing for prizes that may change throughout the year. After the drawing, the "bank" is emptied and a new period of deposits may begin.

## **2650. Unauthorized Items in School**

Students are not permitted to bring laser pointers or communication and recording devices to school unless approved in advance by a teacher. Communication and recording devices include but are not limited to the following: **i-pods, cameras, CD players, tape players or recorders, video cameras, cell phones, and pagers**. If approved, the student will bring the item to his/her teacher prior to the start of school; the teacher will secure the item until it is needed by the student. After use, the student will return the item to the teacher and the teacher will secure it until the end of the school day. Students are responsible for picking up items at the end of the day.

Unauthorized items that have not been approved will be confiscated and taken to the office. The first time this happens, the student can pick up the unauthorized item from the office at the end of the school day. The second time, the student's parent will be required to pick up the item. The third time, the item will be kept in the office until the end of the school year.

## **2700. Uniforms** (also see Appendix A...Uniform Dress Code)

Students are expected to properly wear their Christ the King uniforms while on school or church grounds during the school day in accordance with the Uniform Dress Code (see Appendix A). Teachers are responsible for the following:

All classroom teachers will conduct a class uniform inspection at the start of **each school day** during the morning attendance time. All students will be asked to stand up and the teacher will visually check each student. All students must be in compliance with the uniform dress code at the start of the school day. If a student is wearing the uniform improperly, teachers will guide students in quickly making corrections as necessary. If a uniform item is missing or unauthorized items are being worn, the student will be sent to the office to call home for the proper item(s).

Students are expected to be in compliance with the uniform dress code at all times during the school day. Classroom teachers will conduct uniform checks throughout the day to ensure that students are in compliance with the uniform dress code. Repeated violations will result in disciplinary action being taken by the teacher.

## **3000. Student Expectations**

### **3100. Behavior Expectations**

All 4<sup>th</sup> & 5<sup>th</sup> grade students are responsible for following the four school-wide **Behavior Expectations** at all times throughout the school day. They are:

- 1. Follow the directions of adults in the school building**
- 2. Show courtesy, kindness, and respect to everyone**
- 3. Be prepared and on time for every class**
- 4. Move about the building quietly and orderly**

### **3150. Bullying**

Christ the King has a **NO TOLERANCE** policy when it comes to bullying. Bullying is when a student repeatedly does or says something to another student for the purpose of hurting them (or threatening to hurt them) or to seriously alarm or embarrass them in public. Taunting is also a form of bullying since it is intended to harm and to be cruel. Taunting is demeaning and may sometimes be disguised as jokes or as laughing at someone rather than with someone. Students who are being bullied should immediately notify their teacher. Teachers will take all suspected bullying allegations very seriously. If bullying is validated, the student who is doing the bullying, his/her parents, and the teacher will meet after school that same day to discuss the situation. The principal will be briefed on all bullying meetings and in some situations, may attend the bullying meeting. If the bullying continues, a second meeting will be scheduled and the principal will attend. Severe physical aggression will be documented as an office referral and the student will meet with the principal.

### **3200. Classroom Agreement & Classroom Management**

Each student will abide by the school-wide universal **Classroom Agreement** during instructional/teaching time each day within the classroom. The Classroom Agreement is an agreement between the classroom teacher and each student in the class. All students will be held accountable for following the agreement at all times during instructional/teaching time throughout the school year. The agreement will be memorized by each student and is as follows:

**“I will not do anything that keeps me from learning, others from learning, or the teacher from teaching.”**

In addition to the school-wide universal Classroom Agreement, teachers may use other more specific procedures and expectations for their classroom as necessary. Students will be held accountable for following them along with the Classroom Agreement. Teachers are not obligated to issue a warning to a student related to their behavior...the appropriateness of a warning depends on each individual situation. Therefore, students should always behave appropriately at all times both in the classroom and while on the Christ the King school and church grounds. Students are expected to behave appropriately in the classroom in order for the teacher to teach and in order for other students to learn. When a student chooses to act in a way that disrupts the learning environment and in turn violates the Classroom Agreement, the teacher will implement and follow the 4<sup>th</sup> & 5<sup>th</sup> grade behavior plan (see Appendix B).

### **3250. Communication with Teachers**

All students are responsible for communicating with their teachers. The following are some examples of when this might be necessary:

1. When a student doesn't understand the material
2. When a student needs information or assignments that were missed due to absence

3. When a student needs to schedule a time to meet with the teacher for extra help
4. When a student has questions related to projects, classroom activities, and general classroom procedures

Other situations may also warrant student communication with the teacher and students are responsible for being both proactive and timely in communicating with their teachers throughout the school year.

### **3300. Social Expectations & Basic Academic Expectations**

Students are responsible for becoming proficient in each Social Expectation and each Basic Academic Expectation for their particular grade level before the end of the school year. Students are also expected to maintain proficiency in all Social Expectations and in all Basic Academic Expectations for previous grade levels. Students will receive a grade of “P” on their report card when they become proficient in each Social Expectation and in each Basic Academic Expectation for their grade level. Teachers will teach skills related to each expectation and students will learn and practice these skills throughout the school year in order to become proficient and to maintain proficiency.

Since academic excellence is part of our school mission, Christ the King 4<sup>th</sup> & 5<sup>th</sup> grade students are expected to be proactive participants in their own learning. To be a student at Christ the King Catholic School, students are responsible for consistently meeting the academic expectations listed below. Teachers and the school guidance counselor will help guide students but it is the students’ responsibility to learn and consistently practice the following:

- focusing & paying attention during class
- taking appropriate & useful notes during class
- writing down examples demonstrated in class
- asking questions if they don’t understand material (during or after class)
- writing down something in the assignment notebook every day for each class including a list of materials needed to be taken home that night
- reviewing, reorganizing, & studying notes each night
- completing reading assignments each night
- going to the teacher for help in a timely manner
- attending available extra help sessions to increase knowledge, practice, or ask questions
- studying for all quizzes & tests
- making outlines & study guides to assist with mastering concepts and material

### **3350. Student Responsibility Expectations**

Students are expected to properly wear their Christ the King uniform while on school and church grounds in accordance with the Uniform Dress Code (see the Uniform Dress Code in Appendix A). Students are also expected to fulfill all scheduled server duties, Mass

participation duties, and to follow other student related school responsibilities such as being kind, respectful, supportive, living the school mission of “Preparing Christian leaders through academic excellence in a Christ-centered environment”, and for acting in a responsible manner at all times while on school grounds. Students are expected to follow academic related responsibilities such as bringing proper materials to class, being on-time for class, for completing school duties and assignments, and for cleaning up after themselves in classrooms, hallways, cafeteria, gym & gym locker rooms, and restrooms.

Repeated irresponsible actions could result in referral to the Focus Room or the 4<sup>th</sup> & 5<sup>th</sup> grade Self Discipline Room.

## APPENDIX A Uniform Dress Code

CTK Uniform	Boys	Girls
<b>Top:</b>	<p><b>Solid light blue tailored dress shirt, long or short sleeves, collar and full button front.</b></p> <p>Plain white tee shirt is to be worn under the dress shirt. No designs, writing, or other colors are to be on the tee shirt.</p> <p>Solid white turtleneck with CTK logo may be worn <i>as an option</i> in winter months (11/1 to 3/31) instead of the dress shirt and tee shirt.</p> <p><b>Shirts <u>must</u> be tucked in &amp; buttoned appropriately.</b></p>	<p><b>Solid white tailored blouse, long or short sleeves, collar and full button front.</b></p> <p>Plain white tee shirt is to be worn under blouses. No designs, writing, or other colors are to be on the tee shirt.</p> <p>Solid white turtleneck with CTK logo may be worn <i>as an option</i> in winter months (11/1 to 3/31) instead of the blouse and tee shirt.</p> <p><b>Shirts <u>must</u> be tucked in &amp; buttoned appropriately.</b></p>
<b>Bottom:</b>	<p><b>Plain navy blue trousers with belt loops. (No corduroy.)</b></p> <p><b>A belt must be worn. Belts must be brown, black or navy with a conservative belt buckle.</b></p>	<p><b>Grades K – plaid jumper or skort</b>  <b>Grades 1 through 3 – plaid jumper, skirt or skort</b>  <b>Grades 4 through 8 – plaid skirt or skort</b></p> <p>Hems must be no higher than 2 inches above the kneecap.  <b>Plain navy slacks may be worn as an option in winter months (11/1 to 3/31).</b></p>
<b>Sweaters:</b>	<p><b>CTK navy cardigan is required on school mass days in winter months (11/1 to 3/31). May also be worn in the classroom as desired. Sleeves will not be frayed or unraveled. <i>No other outerwear such as sweatshirts, jackets or sweaters may be worn in the classroom. All outerwear other than the CTK cardigan is to be removed during school mass.</i></b></p>	<p><b>CTK navy cardigan is required on school mass days in winter months (11/1 to 3/31). May also be worn in the classroom as desired. Sleeves will not be frayed or unraveled. <i>No other outerwear such as sweatshirts, jackets or sweaters may be worn in the classroom. All outerwear other than the CTK cardigan is to be removed during school mass.</i></b></p>
<b>Socks:</b>	<p><b>Plain white, black or navy blue crew socks (no logo's) that extend at least 2 inches above the ankle at all times. Socks are mandatory.</b></p>	<p><b>Plain, navy blue or white bobby socks (no logo's) that completely cover and extend slightly above the ankle.</b> Plain navy blue or white knee socks may also be worn.  <b>Plain white, black, or navy tights are an option instead of socks.</b> No leggings or pantyhose may be worn.</p>
<b>Shoes:</b>	<p><b>Shoes must be closed shoe, non-sneaker style in black or brown solid color (no stripes of any kind; soles must not drastically contrast shoe color). Shoelaces must be tied. <i>No tennis shoes, hiking boots, open back shoes, shoes with lights or wheels, or shoes that mark or damage floors.</i></b></p>	<p><b>Shoes must be closed shoe, non-sneaker style in black, brown or navy solid color (no stripes of any kind; soles must not drastically contrast shoe color; 1½ inch maximum heel). Shoelaces must be tied. <i>No tennis shoes, hiking boots, open back shoes, shoes with lights or wheels, or shoes that mark or damage floors.</i></b></p>
<b>Optional Jewelry and Other Accessories:</b>	<p>Watches are okay.            No necklaces except for religious medals on a chain.            No body piercings of any kind or dental jewelry.            No tattoos.            No bracelets of any kind.            No eating candy or chewing gum.</p>	<p>Watches are okay.            No necklaces except for religious medals on a chain.            Only one pair of stud or hoop earrings of no more than ¾ inches diameter are allowed. No other body piercings of any kind or dental jewelry.            No body glitter, tattoos, or makeup of any kind.            No bracelets of any kind; girls are permitted to temporarily store 1 hair band on their wrist as long as it is conservative &amp; is used in their hair during the day.            Only clear nail polish can be worn.            No eating candy or chewing gum.</p>
<b>Hair:</b>	<p><b>Hair must not touch the shirt collar and must not extend down to the eyes in the front. <i>No spikes, dyes of any kind, or faddish hair styles.</i></b></p>	<p><b>Only one or two hair accessories may be used to hold hair off the face. Hair must be kept out of the eyes. <i>No spikes, dyes of any kind, or faddish hair styles.</i></b></p>

## APPENDIX B 4<sup>th</sup> & 5<sup>th</sup> Grade Behavior Plan

### “Positive Choices” Card

CTK students are expected to be responsible and to behave appropriately while in school. Each 4<sup>th</sup> & 5<sup>th</sup> grade student will be issued a “Positive Choices” Card on a monthly basis and are responsible for carrying the card at all times during the school day. They are also responsible for returning the card to the class room at the end of each day. The “Positive Choices” Card has a “Responsibility” side and a “Behavior” side.

Responsibility related activities include but are not limited to the following:

1. Follow the uniform guidelines
2. Be on time during class switches
3. Bring necessary materials to class
4. Safeguard your “Positive Choices” card

Student behavior will be in accordance with the following:

1. Show respect for yourself, others, and your school
2. Contribute to the learning environment
3. Follow school and classroom procedures

At the beginning of each month, all students will be issued a new “Positive Choices” card for the new month. Marks from the previous month **will not** carry over into the new month. Each student will start the month with a clean slate and the opportunity to succeed.

### Casual Day Reward

Students who make good choices for the month and therefore have no marks on their “Positive Choices” Card will earn a casual day on the first Wednesday of the next month.

### Responsibility Consequences

Students who receive **three** marks on the **responsibility** side of their card within the month will be scheduled for the next available Self-Discipline Room (SDR) date. The SDR will be held in one of the 4<sup>th</sup> or 5<sup>th</sup> grade classrooms each Tuesday and Thursday after school from 3:25 p.m. to 3:50 p.m.

Students who are scheduled to be in the SDR on a particular date must be in the room promptly by 3:25 p.m. While in the SDR, students will talk with the Self Discipline Room teacher, reflect on their responsibility level, and develop strategies to help them be more responsible. Students will also receive a new “Positive Choices” Card and the opportunity to succeed by trying again. The purpose of the SDR is to help guide students in making appropriate responsibility choices on their own. If a student receives three responsibility marks after serving two times in the SDR for responsibility, the student **may** be referred to the SDR for inappropriate behavior.

## **Behavior Consequences**

Students who receive **two** marks on the **behavior** side of their card within the month will be scheduled for the next available Self-Discipline Room (SDR) date. The SDR will be held in one of the 4<sup>th</sup> or 5<sup>th</sup> grade classrooms on Tuesday and Thursday after school from 3:25 p.m. to 3:50 p.m.

Students who are scheduled to be in the SDR on a particular date must be in the room promptly by 3:25 p.m. While in the SDR, students will talk with the Self Discipline Room teacher, reflect on their behavior, and develop strategies to help them make better behavior choices in the future. Students will also receive a new “Positive Choices” Card and the opportunity to succeed by trying again. The purpose of the SDR is to help guide students in making appropriate behavior related decisions on their own. If a student receives two behavior marks after serving two times in the SDR for behavior, that student **will** be referred to the school principal.

Serious behavior problems will be immediately referred to the school principal and will be handled in accordance with the school handbook.

## **Loss of “Positive Choices” Card**

Students are responsible for safeguarding their “Positive Choices” card and to have it with them each day in school. Students who lose their “Positive Choices” card will be required to visit the Self Discipline Room for responsibility. If a student takes their card home and the card is washed or destroyed, the card will be considered lost and the student will be required to visit the Self Discipline Room for responsibility.

## **Forgetting the “Positive Choices” Card at Home**

Students who don't have their “Positive Choices” card at school because they accidentally brought it home the previous day, will have one day to return the card to school. If the student returns the card to school the next day and shows it to their classroom teacher, the following will result:

1. If the student self-identified that his or her card was left at home and the student goes through the entire day without a teacher needing to mark the card, no action will take place.
2. If the missing card was discovered when a teacher tried to mark it, the student will receive a responsibility mark in addition to the mark the teacher tried to originally make.

## **Loss of “Positive Choices” Card when a Child goes Home Sick**

Occasionally, a student will leave school early due to illness and forget to leave his or her “Positive Choices” card at school. The result sometimes is a card that is destroyed in the wash. Since each situation is different, each instance will be evaluated individually for the appropriate action by the classroom teacher.