

# **Christ the King Middle School Student Handbook**

**2011 - 2012**

(October 10, 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.*

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## **1000.        The School Day**

### **1100.        Attendance Procedures**

Middle school students are responsible for being in the school building by 7:55 a.m. and in their “House” promptly by 8:00 a.m. so House teachers can take attendance, lunch count, and pass on any important information.

Students who are serving or participating in morning Mass must check in with their House 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. Servers for Thursday morning Mass will meet at the office, sign out, and walk to church together.

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 House 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 appointments must have a written note. All written notes should be given to the House teacher and then 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 last period 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 go to their lockers to get materials and then promptly leave the building through the back middle school door. Only students who are cleaning, staying for homework room, Redirection Room, or staying for teacher supervised after-school activities are to remain in the building.

### **1200.        Focus Room**

Students in 6<sup>th</sup> – 8<sup>th</sup> grade who have lower than a 78% average in any core subject (to include Health, Language Arts, Math, Religion, Science, Social Studies, Spanish, and Technology) will be required to attend the middle school Academic Focus Room. The middle school Academic Focus Room is managed by the school guidance counselor and provides students with opportunities to develop and practice required study skills in order to become successful in their core classes. The Academic Focus Room meets each Tuesday – Friday during the middle school social period (12:32 p.m. to 12:55 p.m.). The

following items related to the Academic Focus Room will be accomplished by Focus Room students each week:

- Complete the weekly “Goal Form” (you will receive a Goal Form during Monday morning House period) and bring it to the Focus Room period on Tuesday
- Be on time for all assigned Focus Room periods (students who are late or fail to show up for the Focus Room will be referred to the after school Redirection Room)
- Find a substitute server if scheduled to serve and also scheduled for the Focus Room (failure to do this will result in referral to the after school Redirection Room)
- 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 (check in with the Focus Room teachers both before and after going to any help sessions)
- Turn in all required forms with parent signatures to the Focus Room teachers each Friday

## **1250. House Responsibilities**

### **The purpose of House time is to:**

1. Take care of basic requirements...attendance, lunch count, & announcements
2. Bond together with other House members into a cohesive & supportive group
3. Get involved in House leadership opportunities & gain experience in leading
4. Live your faith by becoming positive & active participants in the school & in the local community
5. Review academic and overall school performance with your House teacher

### **House responsibilities:**

#### **Daily Student Related Tasks**

- Check the server and Mass participant schedule and remind scheduled House members of upcoming server or Mass participant duty (highlight House student names on the server schedule and have this posted in the classroom)
- Take the hard copy attendance and lunch count sheet to the office (one House member)
- Help make sure House members are in compliance with the CTK Uniform Dress Code before leaving House
- Meet with your House teacher to prep for leading extended House period activities (student House leaders)

#### **Every Monday Student Related Tasks**

- Lead the mid-day extended House period activity per the Weekly Rotation plan provided by the guidance counselor (student House leaders)
- Meet with your House teacher to review grades and overall school performance

### **Weekly Rotation**

- Follow the plan for your House per the schedule provided by the guidance counselor
  - Town Hall Meeting...general school and community improvement (Charity Committee ideas, improvement in the effectiveness of fulfilling duties, improvement in server duty effectiveness, etc.)
  - Basic Academic Expectations...student leaders will lead an activity to develop a particular skill related to becoming proficient in a basic academic expectation
  - Social Expectations... student leaders will lead an activity to develop a particular skill related to becoming proficient in a social expectation
  - Team Building...students will work together to develop camaraderie and/or meet a common goal
  - Miscellaneous...review scholarship criteria; show and discuss the alumni interview video created in 2011

### **House Leaders**

- Each House position will have a leader, alternate leader, and possibly some helpers
- House teachers will interview and nominate students to leadership positions during the first week of school
- Mr. Hartigan and Mrs. McIntyre will approve all student leaders
- House leaders will meet with their House teacher for training, guidance, and support on a regular basis
- Leadership positions can be rotated each quarter but the same interview, nomination, and approval process will be followed each time
- Required leadership positions for each House
  - Charity Committee House Representative...will communicate with the guidance counselor and the House teacher/members to plan service projects including visits and fundraisers (this leader may need to address House members during Town Hall meetings).
  - Basic Academic Expectations Leader(s)...will lead the Basic Academic Expectations activity in House once per month provided by Mrs. McIntyre & Mr. Hartigan related to developing and becoming proficient on Basic Academic Expectations.
  - Social Expectations Leader(s)...will lead the Social Expectations activity in House once per month provided by Mrs. McIntyre & Mr. Hartigan related to developing and becoming proficient on Social Expectations.
  - Duties Leader(s)...will work with the House teacher to ensure that the House's designated duty is being fulfilled (this leader may need to address House members during Town Hall meetings).
    - House of Saint Patrick (Mr. Eckerman/Mrs. Strominger)...write reminders for servers (8:15 and 12:10) on the whiteboard in the middle school old locker area

- House of the Lady of the Presentation (Mr. Sullivan)...develop and implement/maintain a plan for middle school hallway cleanliness throughout the school day
  - House of Saint Joan of Arc (Miss Douglas)...middle school trash and recycle duty at the end of each day; students taking out the trash/recycle must be 6<sup>th</sup> grade students
  - House of Saint Therese (Mrs. Gronewold)...guardians of Mary Statue. Students will take the Mary statue out to the grotto each good weather day and bring Mary back in each afternoon
  - House of Saint Thomas Aquinas (Mrs. Karnes)...flag duty. Students will put up the flag each morning and take the flag down and properly fold it each afternoon
  - House of Saint Michael (Mr. Griffin)...school marquee...students will update messages on the marquee
  - All Houses will be responsible for cleaning their House classroom (whiteboard and vacuum) and one elementary classroom (whiteboard and vacuum).
- Team Building Leader(s)...will lead the activity provided by Mrs. McIntyre, Mr. Hartigan, and Mrs. Karnes approximately once per month
  - Servers & Mass Participation Leader(s)...will check the server reminder board once per day and help the House teacher make sure House members fulfill server and Mass participation duty as scheduled.

The school guidance counselor spearheads and oversees the middle school House system and all activities related to the middle school House system. All Houses will follow the House Yearly Activity Plan provided to them by the guidance counselor.

### **1300. Lunch Procedures**

Students will quietly walk down to the cafeteria for the lunch period and will be escorted by a middle school teacher. Students will line up in the hallway, the classroom, or outside, 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 a 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.

Students who are scheduled for weekly Academic Focus Room sessions will line up in a designated location in the cafeteria after prayer at the end of the lunch period and then travel quietly to the Focus Room which is located in the Spanish classroom. Focus Room

students are responsible for making sure that they reach the Focus Room on time each day. All other students will be escorted by a teacher to their Social time location.

### **1350. Mass Buddies**

Mass buddies will be selected by the CTK Mass Coordinator with help from either the school principal or another middle school teacher. Mass buddies will complete an application and the selection process will consist of reviewing the applications. The CTK Mass Coordinator has the option of requiring students to be interviewed as part of the Mass Buddy selection process.

Middle school Mass Buddies are responsible for checking in with their House teacher on Mass mornings (to provide the House teacher with their lunch choice) and then immediately meeting up with their kindergarten and 1<sup>st</sup> grade mass buddies. Middle school Mass Buddies are also responsible for consistently showing up, for setting a positive example, and for working appropriately with their mass buddies on the way to mass and during the mass. Any student not fulfilling their responsibilities as a middle school Mass Buddy will be removed from the Mass Buddy program. The CTK Mass Coordinator will make this determination.

### **1400. Mass Procedures**

Students (in their class, House, or assigned group) 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.

### **1450. Social Time Procedures**

Students will stay together in one area (soccer field, blacktop area, or school gym) during social 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.

### **1500. Starting & Ending Class Periods**

The sounding of the tones or bells signal the official start of class. When the tones or bells sound, 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, the school Behavior Expectations, and specific classroom procedures at all times during class time.

Even though the tones or bells may sound, each class officially ends only when the teacher verbally dismisses the class. Teachers should make every attempt to dismiss class in a timely manner so students are not late for their next class. If students are released late from class making it impossible for them to reach their next class on time, the releasing teacher will provide the class with a pass.

### **1550. Student Cafeteria Helpers**

Middle school students will assist with serving lunch in the cafeteria each Friday during all three lunch periods throughout the school year. The scheduling of this duty will be coordinated by the middle school Team Coordinator and a copy of the schedule will be posted in each House. Students are responsible for fulfilling this duty as scheduled.

### **1600. Study Hall Procedures**

Study Hall will be held for 6<sup>th</sup> grade students twice a week during the last period of the school day. Study Hall is a silent period designed so students can concentrate and work individually on homework assignments or study class related material.

Students must come prepared for Study Hall with enough work to last the entire Study Hall period. To eliminate distractions, students will not be allowed to leave the classroom once the study period begins unless paged by the office or unless there is an emergency.

If a student needs to see another teacher during the study hall period, the student must have a pass in advance from the teacher who needs to see them, must show it to the study hall teacher right away, and must travel to the other teacher's room before the study hall late bell sounds.

No student should be in the hallway after study hall begins or entering or leaving rooms during the study hall. Study hall is a quiet time designed for student study and distractions will be minimized.

### **1650. 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 central collection trash cans in the middle school wing. 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. This duty will be accomplished by students in one of the middle school Houses.

## **1700. Travel Between & During Classes**

Students are permitted to talk at a reasonable volume while traveling between classes within the middle school wing (considered to start in the hallway where the House banners hang). When leaving the middle school wing, students will walk single file on the right side of the hallway silently. This shows proper respect for others along the travel route.

Any student who needs to travel throughout either the middle school hallway or other school hallways while class periods are in session must have a pass from a teacher.

## **2000. Middle School Policies**

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

Altar serving and participating in Mass is a vital part 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 are responsible for fulfilling this duty to the Parish during the school day as scheduled (8:15 a.m. Mass and 12:10 p.m. Mass).

Student participating in Mass (choir, servers, introduction, readings, petitions, & gifts) must check in with their House 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 House, travel to church with their House at the normal time, and then remain with their House or class for the mass.

Middle school students who are serving mass on non-school mass days (Thursdays) will check in with their House teacher by 7:45 a.m. for attendance and lunch count and then meet other student servers in the office so they can travel together to church no later than 7:55 a.m. Students will also sign out while in 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 “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 the next 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 middle school will 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 conduct themselves appropriately at all times while on the field trip...students must represent CTK in a positive way while in the local community.

### **2300. Food in the Middle School**

Food is permitted in the middle school only if approved by a House or classroom teacher. If approved by a teacher, 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 House or classroom teacher at the end of the day after other students have exited the building.

All food must be contained within the classroom of the approving teacher or teachers. No food is permitted in middle school hallways or in any student lockers.

### **2350. Grades & Honor Roll**

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.

All middle school students (6<sup>th</sup> – 8<sup>th</sup> grade) have the opportunity to earn high or second honors. In calculating this, PE and Health classes are counted at 50% each in comparison with core classes such as Language Arts, Math, Religion, Science, Spanish, Social Studies, and Technology which are counted at 100%. At the end of each quarter, grades in these classes are averaged together to calculate an overall percentage grade. Art and Music grades are given at each semester only and are not factored into determining Honor Roll. Requirements for honors are:

**High Honors:            97% or higher**

**Second Honors:        92% to 96%**

Honor Roll is published at the end of each quarter for grades 6th – 8th. These students will also be presented with an Honor Roll certificate at an all-school mass following the end of the first three quarters. The Honor Roll for 4<sup>th</sup> quarter is only published using e-mail due to the end of the school year.

## **2400.            Homework**

Students will always have homework each day in all core subject classes. Teachers will assign homework on a regular basis and students should write the homework assignment 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. Summarizing chapters \*\*
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** (up to 5% deduction for incorrect spelling)
- **Neatness** (up to 5% deduction if not neat and easy to read)
- **Proper CTK Heading** (up to 5% deduction 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. 6<sup>th</sup> graders should average 1½ total hours each night; 7<sup>th</sup> graders should average 1¾ total hours each night, and 8<sup>th</sup> graders should average 2 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 Middle School 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 Middle School Homework Room. Instead, projects and research papers that are one day late will simply 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 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 Middle School Homework Room that same day.
2. If the student can'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, even if they walk home after school each day. 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 core 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**

All student items are to be placed in student lockers. This includes but is not limited to coats, books, school supplies & materials, and backpacks. Combination locks are issued to students who want to use them to secure their locker. Only school locks are permitted to be used on middle school lockers. Unauthorized locks will be removed using bolt cutters. 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. Combination locks will be turned in at the end of the school year. The replacement fee for a lost lock is \$6.00.

Any items left outside student lockers (such as on the floor) will be brought to the lost and found area in front of the main office area. If items are not claimed, they will be donated to a local community shelter.

## **2550. Redirection Room**

The Middle School Redirection Room will be held after school every day in the main office conference room. If referred to the Redirection Room, a student will be scheduled to serve their Redirection Room time on the next school day (for example, if referred on Monday, a student would serve the Redirection Room time on Tuesday). A student can serve their Redirection Room time on the same school day if the next day will not work due to an appointment. The student will need to coordinate this with the Redirection Room Director. No other option is available if there's a conflict with both days. If the student fails to report to the Redirection Room at their scheduled time for any reason, they'll receive a strike...see the 3-Strike Policy below.

The following procedures will be in effect related to the Redirection Room:

- The Redirection Room will be used for behavior issues, excessive uniform violations (considered to be 4 or more in a semester), for missing server duty obligations, and for missing scheduled Focus Room sessions
- Students will report to the Redirection Room no later than 3:25 p.m. and must be in strict compliance with the Uniform Dress Code when they arrive
- Students who are referred to the Redirection Room for excessive uniform violations, for missing server duty, and for missing Focus Room sessions will stay until 3:55 p.m.
- Students who are referred to the Redirection Room for behavior will stay until 4:25 p.m.

## **2600. 3-Strike Policy**

Christ the King School utilizes a 3-Strike policy related to behavior within both the classroom and the school. Since appropriate behavior of all Christ the King students is absolutely expected on a daily and continuous basis, students who choose to repeatedly act inappropriately will receive strikes in accordance with the school 3-Strike policy as follows:

### **Strike 1...**

- a student will reach Strike 1 when the following conditions take place:
  - The student has accumulated 3 referrals to the Redirection Room during the school year OR
  - The student does not report to a 1<sup>st</sup> assigned Redirection Room (if a House student receives a strike for not reporting to the Redirection Room, the House teacher will be very proactive in advising their House student to attend all future scheduled

Redirection Room sessions...the House teacher will document discussions on this)

- The Redirection Room Director will notify the student, their parents, and the House teacher of the Strike 1 status

### **Strike 2...**

- a student will reach Strike 2 when the following conditions take place:
  - The student has accumulated 6 referrals to the Redirection Room during the school year OR
  - The student does not report to a 2<sup>nd</sup> assigned Redirection Room (at this point, the House teacher will be highly involved in advising their House student about the seriousness of the current situation and about their position in the 3-Strike process...the House teacher will again document discussions on this)
- The Redirection Room Director will notify the student, their parents, and the House teacher of the Strike 2 status and will schedule a meeting with the student, their parents, the Redirection Room Director, the guidance counselor, the House teacher, and the principal. The pastor will also be briefed on the Strike 2 status

### **Strike 3...**

- a student will reach Strike 3 when the following conditions take place:
  - The student has accumulated 9 referrals to the Redirection Room during the school year OR
  - The student does not report to a 3<sup>rd</sup> assigned Redirection Room
- The student and parents will meet with the pastor and principal to determine whether Christ the King School is the right place for them

Strikes can also be accumulated in a combination of different ways such as Strike 1 for missing an assigned Redirection Room session and strike 2 for having 3 accumulated behavior referrals to the Redirection Room.

## **2650. Spirit & Casual Day Procedures**

Middle school students who receive no uniform violations for the month will earn the scheduled "Casual Day" for that month (for example, if a student receives no uniform violations during the entire month of September, he/she will be able to participate in the September Casual Day which will occur on the first Thursday in October).

Students will celebrate non-holiday Spirit Days by wearing CTK House shirts. Students are not permitted to wear shirts other than their House shirts on non-holiday Spirit Days unless they are wearing their CTK uniform.

All students are permitted to wear casual clothes on approved middle school casual days used for fundraising purposes as long as the casual clothes are worn in accordance with approved Uniform Dress Code standards.

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.).

### **2700. Ticket Reward System**

Blue tickets will be awarded to deserving students for positive displays of respect, leadership, service, etc. Any teacher or administrator may distribute a ticket to a middle school 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 House teacher's room. At the end of each month, House teachers will hold a drawing for a prize that may change throughout the year. After the drawing, the "bank" is emptied and a new month of deposits may begin. Students may choose to deposit tickets at any time of the year.

### **2750. 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.

### **2800. Uniforms** (also see Appendix A...Uniform Dress Code)

Students are expected to wear their school uniform properly and in accordance with the Uniform Dress Code at all times while on school and church grounds.

### Middle School House Teachers

All middle school House teachers will conduct a class uniform inspection at the start of **each school day** during the morning House period. 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 before leaving their House classroom 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). **Missing or unauthorized items discovered during House period will be considered a uniform violation. All other discrepancies discovered during House period that are easily corrected will not be considered a uniform violation as long as the student corrects them and doesn't keep repeating them each day. Once House period is over though, students will be held accountable for wearing their uniform properly throughout the school day.**

### Middle School Core & Special Subject Teachers

At the start of **each middle school class period** following the morning House period, teachers (core teachers and special subject teachers) will conduct a class uniform inspection. All students will be asked to stand up and the teacher will visually check each student for proper uniform dress code compliance. Students are expected to be in compliance with the uniform dress code at all times during the school day. **Students who earn a uniform violation will not be able to participate in social time that same day or the next day if the violation occurs after the daily social time period. Violators will be required to stand on the uniform line during social time.** Students who are discovered out of compliance during other times of the day (passing periods, lunch period, or missing a uniform item during morning House period) will also be unable to participate in social time and will be required to stand on the uniform line during social time.

If a student reaches 4 or more uniform violations during the 1<sup>st</sup> semester, that student will be referred to the after school Redirection Room for the 4<sup>th</sup> violation and for each additional violation for the remainder of the 1<sup>st</sup> semester rather than losing social time and standing on the uniform line.

All students will start fresh at the beginning of the 2<sup>nd</sup> semester and the process will be repeated... if a student reaches 4 or more uniform violations during the 2<sup>nd</sup> semester, that student will be referred to the after school Redirection Room for the 4<sup>th</sup> violation and for each additional violation for the remainder of the 2<sup>nd</sup> semester rather than losing social time and standing on the uniform line.

## **3000. Student Expectations**

### **3100. Behavior Expectations**

All middle school 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 (or several middle school teachers) 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**

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 each student and the classroom teacher. 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 responsible for following these procedures and expectations. 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, the student may be referred to the after school Redirection Room. 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.

### **3200. 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.

### **3250. 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 middle school students are expected to be proactive participants in their own learning. To be a middle school 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

Students who have lower than a 78% grade average in any core class (Health, Language Arts, Math, Religion, Science, Social Studies, Spanish, and Technology), will be required to attend daily **Focus Room** study sessions with the guidance counselor in lieu of social time. The Focus Room meets Tuesday - Friday during the middle school social period. These sessions will continue until the grade(s) are brought up to a 78% or higher and the student turns in required paperwork to the Focus Room teachers.

**3350. Student Meetings**

Middle school teachers will gather all middle school students for a middle school student meeting on the 1<sup>st</sup> Thursday of each month. The meeting will be held at the start of the school day. All middle school students are expected to attend and are also expected to conduct themselves appropriately at all times during the meeting.

**3400. 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 throughout the school year 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, locker areas, hallways, cafeteria, gym & gym locker rooms, and restrooms.

Repeated irresponsible actions could result in referral to the Focus Room and failure to serve mass when scheduled will result in referral to the after school Redirection Room. Repeated uniform violations will also result in referral to the after school Redirection 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. Plain navy blue or white knee socks may also be worn. Plain white, black, or navy tights are an option instead of socks. No leggings or pantyhose may be worn.</b></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>