

Christ the King Middle School Student Handbook 2010 - 2011

(August 13, 2010)

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 serving or participating in 8:15 a.m. Mass should note what they will be having for lunch the day prior. Students serving 12:10 p.m. mass will need to eat lunch before leaving for church.

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. House Time

The purpose of House time is to:

1. take care of basic requirements...attendance, lunch count, & announcements
2. enable House members to bond together into a cohesive & supportive group
3. provide all House members with leadership opportunities & experience in leading
4. provide House members with opportunities to **live their faith** by becoming positive & active participants in the school & in the local community

House students are responsible for the following:

1. being present & on time for House each morning (8:00 a.m.) and each afternoon (3:16 p.m.)
2. properly wearing the CTK uniform when arriving for House and at all times throughout the day
3. getting to know other House members & supporting them in a positive way
4. taking advantage of leadership opportunities & stepping up to get involved in House related duties and activities
 - become a leader in House at some point during the school year
5. helping to plan special House activities as needed (House bonding activities, Buddy Class activities, etc.)

1200. 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 class to quiet down.

Each teacher will have a classroom management plan for their classroom and students are responsible for following that classroom management plan. These plans are pre-approved by the principal and will handle normal classroom related issues. If a student exceeds the boundaries of the classroom management plan, the teacher will then implement and follow the Middle School Student Behavior Plan for that student (see Appendix B).

Even though the tones or bells may sound at the end of the class period, each class officially ends only when the teacher verbally dismisses the class. Teachers will make every attempt to dismiss their classes 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 teacher releasing them late will provide the class with a pass.

1250. Travel between Classes

Students are permitted to talk at a reasonable volume while traveling 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 in single file on the right side of the hallway silently. This shows proper respect for other classes and meetings that are going on in pre-school, kindergarten, the library, the office, the gym, and the cafeteria. Classes will normally be escorted only to and from lunch and social periods. A particular class may also need to be escorted during other periods of the day if the class fails to follow proper procedures for traveling outside the middle school wing.

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

1300. Lunch Procedures

A middle school or special teacher will walk students quietly down to the cafeteria for the lunch period. 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 all the way 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, for respectfully praying, and for cleaning their tables and the floor around their tables at the end of the lunch period.

Students will travel to class or to social period after lunch with their classroom or social period teacher. Teachers will come down to the cafeteria and pick their students up. Teachers will have students line up quietly in a single line and will walk them to class or to the social time location.

1350. 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.

1400. Mass Buddies

Mass buddies will be selected by the middle school Religion teacher with help from 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 Religion teacher has the option of requiring students to be interviewed as part of the 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 meeting up with their kindergarten and 1st 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 mass. Any student not fulfilling their responsibilities as a middle school Mass Buddy will be removed from the Mass Buddy program.

1450. Silent Reading Period

Students are required to bring a novel of choice to each Silent Reading period and to read the novel during that time. Text books or magazines are not permitted during the Silent Reading period. Students must plan ahead to ensure that they have a novel before the silent reading period begins. To avoid unnecessary distractions, students will not be permitted to leave the Silent Reading period to get a book once the period has started.

1500. Study Hall Procedures

Study Hall will be held from 2:45-3:15 on Mondays, Wednesdays, and Thursdays. 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 at least 30 minutes. 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.

1550. Trash & Recycle Duty

Trash and recycle materials will be taken out to the trash and recycle dumpsters each non-mass day during the last period of the day (study hall period). Each study hall class (on a rotational basis) will be responsible for taking out both the trash and recycle at the same time, and the study hall teacher will select a team of students from their study hall class to perform this duty on either a weekly or a monthly basis.

Students can come into the office area to get trash and recycle containers but are only to take classroom trash that is bagged and sitting outside the classroom doors and recycle containers that are sitting outside classroom doors. 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.

1600. End of Day Dismissal

Students will be dismissed from their last period class at 3:15 p.m. and are to go directly to their House classroom and arrive no later than 3:16 p.m. on Monday, Wednesday, and Thursday. Students will be dismissed from their last period class at 3:14 p.m. and are to go directly to their House classroom and arrive no later than 3:15 p.m. on Tuesday and Friday. House teachers will pass on any announcements and lead students in the end of day prayer after all House students are present. House teachers may delegate the prayer leadership to one of their House students. Students are to be dismissed from House at 3:20 p.m. unless the House teacher needs additional time to complete House related tasks. When released, students are to go to their lockers to get materials and then promptly leave the building through the back middle school door. Teachers will position themselves in the hallway (except the teacher who will be on duty outside), and will move students out of the school in a timely manner. Only students who are cleaning, staying for homework room, or staying for teacher supervised after-school activities are to remain in the building.

2000. Middle School Policies

2100. Altar Servers

Altar serving is a part of the religious formation at Christ the King Parish, beginning in the spring of 5th grade. Student Altar Servers are notified of their schedule in advance. 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.

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.

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 the 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. Any damage incurred is the financial responsibility of the individual involved.

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 or handwritten notes cannot take the place of a school permission form.**

While on school-sponsored field trips, students are expected to show respect for all property, to the bus driver, to teachers & chaperones, and to observe usual classroom conduct while on the bus and during the field trip at all times.

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 (grades 6-8) have the opportunity to earn high or second honors. At Christ the King, we believe that earning Honor Roll status should reflect exemplary performance not only in academic areas but in conduct as well. In calculating Honor Roll, Art, Music, PE, and Research Skills classes are counted at 25% in comparison with core classes such as Health, Language Arts, Math, Religion, Science, Spanish, and Social Studies which are counted at 100%. The Behavior grade is also counted at 100% and is equal to a core class. At the end of each quarter, grades in all classes are averaged together to calculate an overall percentage grade. 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 4th 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 amount of homework should increase with the grade level. 6th graders should average 1½ total hours each night; 7th graders should average 1¾ total hours each night, and 8th graders should average 2 total hours each night.

Students are responsible for:

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

Assignments that are one day late will be deducted 10% and assignments 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.

*Refer to the Absence from School section of the Family & Student Handbook regarding homework when students are absent.

2450. Homework Room

The “Homework Room” is designed to help motivate students in developing better homework responsibility skills and is held from 3:25-3:50 Monday-Thursday.

Homework Room Rules

1. If a student has not completed his/her homework assignment on time, he/she will attend homework room from 3:25 to 3:50 p.m. on that same day.
2. The student may call his/her ride during social time.
3. The student will stay for the entire 25 minutes working silently.

4. The late assignment will be collected by the teacher monitoring the Homework Room that day
5. If a student skips an assigned Homework Room, he/she will be assigned to the Redirection Room the following school day.
6. If a student has a scheduled doctor's appointment and cannot stay after school on the day he/she is assigned to the Homework Room, he/she must let a teacher know about this in advance and must attend the Homework Room the following 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. Please label 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. Spirit & Casual Day Procedures

Middle school students who receive no uniform violations between scheduled Spirit Day dates will earn the scheduled Spirit Day for that month (for example, if a student receives no uniform violations between the September Spirit Day date and the October Spirit Day date, they'll earn and be able to participate in the Spirit Day for October). Students earning the monthly Spirit Day will wear either CTK Spirit apparel or CTK House shirts depending on whether it's a CTK Apparel Spirit Day or a House Colors Spirit Day. Students are not permitted to wear shirts other than their House shirts on a House Colors Spirit Day unless they are wearing their CTK uniform. All students are permitted to wear casual clothes on approved middle school casual days 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.).

2600. 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.

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 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)

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). Repeated violations will result in disciplinary action being taken by the teacher.

Middle School Core & Special Subject Teachers

At the start of **each middle school class 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. **Those in 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.** Students who are discovered out of compliance during other times

of the day (passing periods, lunch period, etc.) will also not be able to participate in social time. **Students who have uniform violations between scheduled monthly Spirit Days will lose the privilege of participating in the next Spirit Day** (for example, if a student receives a uniform violation between the September Spirit Day date and the October Spirit Day date, they will not participate in the Spirit Day for October).

3000. Student Expectations

3250. Student Behavior Expectations

Each student is expected to follow the classroom management plan developed by teachers for each class. Classroom management plans have been approved by the principal and will handle normal classroom related issues. If a student exceeds the boundaries of the classroom management plan, the teacher will then implement and follow the middle school behavior plan (see Appendix B...Middle School Student Behavior Plan).

3300. Student Responsibility Expectations

Each student is expected to follow normal student related CTK 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 also expected to follow academic related responsibilities such as bringing proper materials to class, being on-time for class, serving mass when scheduled, and for completing school duties and assignments. Students must also properly wear their CTK uniform in accordance with the Uniform Dress Code (see section 2700...Uniforms), and are expected to clean up after themselves in classrooms, locker areas, hallways, cafeteria, gym & gym locker rooms, and restrooms.

Most irresponsible actions will be handled directly by the classroom teacher using natural consequences. Repeated irresponsible actions will result in referral to the Focus Room and failure to serve mass when scheduled will result in referral to the principal.

3350. Student Academic Expectations

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 in mastering and meeting these middle school expectations.

- 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, and Spanish), will be required to attend daily **Focus Room** study sessions with the guidance counselor in lieu of social time. The Focus Room meets during the first middle school lunch/social period. These sessions will continue until the grade(s) are brought up to a 78% or higher.

3400. Homework

Homework helps to reinforce concepts taught in the classroom and will consist of basic homework problems and questions as well as higher level thinking homework problems and questions. Homework may not be exactly the same for each student and can vary based on individual student learning ability, learning styles, and learning preferences.

3500. 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. Bullying allegations will be taken 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 may attend the parent 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.

3550. Middle School Student Behavior Plan

Middle school students are responsible for following teacher classroom management plans for each of their classes. These plans are approved by the principal and although they are similar in nature, they are also different since they reflect the unique dynamics and requirements of the individual classroom. For example, the classroom management plan used in the science lab will be slightly different from the classroom management plan used in the language arts classroom. If a student exceeds the boundaries of the individual classroom management plan, the teacher will then implement and follow the middle school behavior plan (see Appendix B...Middle School Student Behavior Plan).

Appendix A

Uniform	Boys	Girls
Top:	<p>Solid light blue tailored dress shirt, long or short sleeves, collar and full button front.</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>Shirts <u>must</u> be tucked in & buttoned appropriately.</p>	<p>Solid white tailored blouse, long or short sleeves, collar and full button front.</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>Shirts <u>must</u> be tucked in & buttoned appropriately.</p>
Bottom:	<p>Plain navy blue trousers with belt loops. (No corduroy.)</p> <p>A belt must be worn. Belts must be brown, black or navy with a conservative belt buckle.</p>	<p>Grades K – plaid jumper or skort Grades 1 through 3 – plaid jumper, skirt or skort Grades 4 through 8 – plaid skirt or skort Hems must be no higher than 2” above the kneecap. Plain navy slacks may be worn as an option in winter months (11/1 to 3/31).</p>
Sweaters:	<p>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></p>	<p>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></p>
Socks:	<p>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.</p>	<p>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.</p> <p>Plain white, black, or navy tights are an option instead of socks. No leggings or pantyhose.</p>
Shoes:	<p>Shoes must be non-sneaker style in black or brown solid color (no stripes of any kind), closed shoe. 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></p>	<p>Shoes must be non-sneaker style in black, brown or navy solid color (no stripes of any kind), closed shoe with 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></p>
Optional Jewelry and Other Accessories:	<p>Watches.</p> <p>No necklaces except for religious medals on a chain.</p> <p>No body piercings of any kind or dental jewelry.</p> <p>No tattoos.</p>	<p>Watches.</p> <p>No necklaces except for religious medals on a chain.</p> <p>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.</p> <p>No body glitter, tattoos, or makeup of any kind. Only clear nail polish can be worn.</p>
Hair:	<p>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></p>	<p>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></p>

Students will not write or draw on their bodies at any time or chew gum while in school.

Appendix B

Christ the King Middle School Behavior Plan

Teachers will use their classroom management plan first (redirect students once). If a student exceeds the boundaries of the classroom management plan



1. Teacher informs student of referral to Redirection Room - asks student to wait in the hallway until there is a good stopping point, informs student they will be in the Redirection Room, if the student is uncooperative, they may be buzzed and sent to office (student returns to the class at the end of the period and reports to the teacher)
2. Teacher emails all teachers of Middle School students between classes and copies parents/guardians on email that day
3. Mr. Eckerman checks email and organizes email into folder on computer



Referral occurs **before** lunch ←

→ Referral occurs **after** lunch



Student eats first lunch and reports to Redirection room the **same** day during 2nd lunch period

Student eats first lunch and reports to Redirection room the **next** day during 2nd lunch period



During the Redirection Room time the student will:

1. Complete the Redirection form
2. Return the form to Mr. Eckerman
3. Eat lunch (if they were in the Academic Focus Group that day)

During the Redirection Room time Mr. Eckerman will:

1. Maintain the student log binder or files (log referrals, review Redirection forms, organize Redirection documentation, print and organize email documentation)
2. Track where students are at in the process and provides Mr. Segrell with a referral history of students that reach new stages (copies of emails and Redirection Forms)



For each subsequent offense, the above process will be completed, in addition to:



3rd offense: In School Suspension, meeting with Mr. Segrell

6th offense: Out-of-school Suspension, meeting with Mr. Segrell, student earns one Strike

9th offense: In School Suspension, meeting with Mr. Segrell

12th offense: Out-of-school Suspension, meeting with Mr. Segrell, student earns 2nd Strike

15th offense: In School Suspension, meeting with Mr. Segrell

18th offense: Out-of-school Suspension, meeting with Mr. Segrell, student earns 3rd Strike

***A student earning three Strikes in a one year school term will meet with Father Stillmunks to determine whether he/she belongs at Christ the King**

