



Christ the King

Catholic School
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Middle School Handbook (Grades 6-8) 2018-2019

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PHILOSOPHY

Christ the King Catholic School is first and foremost a Catholic learning institution dedicated to the Christian education of children.

Our faculty is comprised of licensed, talented and dedicated teachers who share a common goal of facilitating students' attainment of academic, spiritual, social, and emotional growth. We strive to create and maintain an atmosphere of mutual respect and trust among staff and students so that meaningful learning can best occur.

Children are considered and instructed as individuals with unique strengths and needs. Christian values are stressed and modeled, and respect for self and others are integral aspects of a child's educational experience at Christ the King Catholic School.

Parents do not relinquish responsibility for their children's education when sending them to school, but rather share with the school. Parents are the most important educators of their children, and are the primary agents of Christian values and attitudes as well. At Christ the King Catholic School we depend on the parents' interest and involvement in their child's educational progress and welcome that involvement so that as home and school partners we can achieve our mutual goal of offering the best possible education for each and every child.

CHRIST THE KING CATHOLIC SCHOOL MISSION STATEMENT

Christ the King Catholic School teaches and follows the example of Jesus Christ our King so that our students will attain their spiritual and academic potential.

We are a family of parents, students, faculty and staff, and parish members providing a Christ-centered atmosphere that instills stewardship, respect and responsibility toward self and others, and a lifelong commitment to faith formation rooted in Catholic doctrine and prayer.

VISION STATEMENT

At Christ the King Catholic School our students, parents, and faculty give glory to God by modeling strong Catholic virtues. We provide a solid foundation for a lifelong commitment to the faith enabling our students to become positive forces in the community, reflective of their total Catholic Education. We foster academic growth in our students by providing opportunities which focus on their individual needs. We prepare our students to face the challenges that lie ahead.

We value each student as an individual and recognize his/her unique talents, abilities, and interests. Thus the vision of Christ the King Catholic School is to guide the mind, body, and spirit of our children to live the Gospel of Jesus Christ and to meet their full potential as people created in the image of God.

ABSENCES, EXCUSED, AND UNEXCUSED /MAKE UP WORK

The same policies apply for excused and unexcused absences as stated in the all Parent/Student handbook.

Goals:

1. To promote health in and outside of school
2. To learn and continue strong self advocacy by direct communication with teachers
3. To practice good time management skills

1. If a student is absent due to sickness, he/she should stay home, get rest and be healthy.

Remember they have as many days as they are absent to turn in missing work.

If they are having trouble making up missed work, please have them communicate with their teachers.

2. If they feel healthy enough, have them check the homework log by accessing it on the CKS website. By checking the homework log, they can complete what homework they are able to with the materials they have at home.

3. Whether the absence is due to sickness or not, and they find that they need more materials from school and they deem it **absolutely necessary**, they may send an email to their homeroom teacher requesting the specific materials (books, notebooks, binders, etc.) and give their teacher the name of a student with whom the work should be sent home. Please note that teachers will not always be able to check email late in the day. The earlier in the day they send an email the more likely teachers will be able to accommodate their request.

Sample Email:

Dear Mr. Klee,

I checked the homework log and noticed we have our test tomorrow. Can you please send my Religion binder home with John Smith (student).

Thank you,

Your Name

4. When they return to school, they must talk to each of their teachers to record missed assignments. They should never hesitate to ask their teachers questions about missing work.

5. When recording assignments, they should write down the assignment they missed **AND** the materials they need to take home in order to complete missed homework.

ACADEMIC OLYMPICS

Academic Olympics is a great way to challenge students' knowledge of several subjects, such as Math, Language Arts, Music, Art, History, and Sports. Academic Olympics is a competition for any 7th or 8th grader who is interested. The students who are interested will try out in the fall during their lunch time by answering questions that focus on various subject areas. The students who answer the most questions correctly after several rounds will be the participants for the Christ the King Academic Olympic team. For a few months, there are several practices a week after school that all

participants are required to attend. Competitions against other schools take place on Saturdays at Cathedral High School and attendance is mandatory. During the competitions, the students are asked questions that cover the variety of subjects as well as current events. The team who answers the most questions correctly moves on to the next round. If you have any questions, please contact Ms. Hollowell.

ACADEMIC TESTING ADMINISTERED AT CHRIST THE KING CATHOLIC SCHOOL

The same policies apply for academic testing and ILEARN as stated in the all school handbook. ILEARN testing takes place twice a year over a two week period in the morning and students are permitted to bring a snack. Please refer to the school calendar for these dates. It is important for all students to get a good night's sleep and eat breakfast on testing days. NWEA testing is also administered to middle school students at CKS. This testing allows teachers to gauge student learning levels. Results will be shared with parents at the end of the school year. This data will be used to inform teachers of current student levels, growth, strengths, and weaknesses and help aid teachers when meeting with students during Student Support times.

ASSIGNMENT NOTEBOOKS

Each student is provided with an assignment notebook at the beginning of the school year. It is required that students bring their assignment notebooks with them to each class and that they record their assignments in their assignment notebooks. It is not required for middle school students to have them signed, unless that is an intervention put in place by parents and teachers to help a child who is struggling to hand assignments in on time.

BAND

Middle School Band will meet on Mondays and Tuesdays during the school day. There will be one band practice per week after school on Tuesdays. If you have any questions about band, you can contact Donna Aragon, the band instructor at daragon@cks-indy.org.

BULLYING/HARASSMENT POLICY

Christ the King Catholic School is committed to providing and maintaining a learning environment that is free from bullying and harassment. A person is being bullied/harassed when he/she is repeatedly and deliberately exposed to negative actions on the part of one or more persons. The most common forms of bullying are physical, social, and verbal. Physical bullying may include but is not limited to: hitting, kicking, tripping, destruction of property etc... Social bullying may include but is not limited to: gossiping, leaving someone out, lying about someone, obscene gestures, cyber bullying and harassment (sexual, racial, religious). Verbal bullying may include but is not limited to: teasing or threatening to harm someone. Harassment is considered unwelcome, offensive or inappropriate conduct toward another student.

An important element of this issue is the silent bystander who witnesses bullying/ harassment. All students are expected to stand up for victims and report bullying behavior. Bystander reports of inappropriate behavior are not considered "tattling", rather, they are considered promotion of Christ-like behavior and dignity for both the victim and the perpetrator.

Students are to show respect to all persons at all times. Bullying/harassment in any form is strictly prohibited. All reports of unwelcome, offensive or inappropriate behavior will be promptly and thoroughly investigated. Students found to be in violation of this policy will be subject to appropriate corrective or disciplinary action, which may include required assessment and counseling (at parent expense), detention, suspension or expulsion.

Students are expected to report incidents which occur at school or at a school related event to a teacher, staff member, coach, chaperone, or administrator. Each incident should be reported promptly.

CURRICULUM*

All students enrolled at Christ the King Catholic School are expected to participate in all of the educational programs that are part of the school curriculum

*Below is a list of the middle school administrators and teachers who will be involved in implementing the curriculum and what they teach and/or are responsible for:

Teacher/Administrator	What they teach and what they are in charge of
Mr. Seib	Principal
Mrs. Wenclewicz	Assistant Principal
Mrs. Huffine/Ace Room	Middle School Academic Support & Coordinator National Junior Honor Society
Ms. Shaffer/Ace Room	K-5 Academic Support
Mrs. Herrera - 6th grade homeroom	Language Arts
Mr. Klee - 6th grade homeroom	Level Chair Religion Service hours, Living Rosary, Stations of the Cross, Middle School Masses
Ms. Hollowell - 7th grade homeroom	Literature
Mrs. Curran - 7th grade homeroom	Math
Mrs. Meadows - 8th grade homeroom	History Stations of the Cross, May Crowning, 8 th grade class officers, 8 th grade trip, picnic, 8 th grade graduation
Mrs. Quinton - 8th grade homeroom	Science Robotics, Stations of the Cross, May Crowning, 8 th grade class officers, 8 th grade trip, picnic, 8 th grade graduation
Ms. Aragon	Music 7 th Grade Musical/Band
Mr. Scott	P.E./Health Field Day
Miss Wagner	Computers/Spanish Yearbook, Ark Society, Library
Miss St. Amand	Art/Spanish Art Fair, Book Fair, Library
Ms. Andrea Bentley	Spell Bowl Coordinator

DATA FOLDERS

On the first day of school, each student will be required to have a data folder which represents each student's overall academic and behavioral goals and achievements. The data folder includes sheets outlining the middle school mission, spiritual and academic goals, a behavior support plan, a ladder system which tracks discipline, passports, tardiness to class, uniform violations, grade checks, and NWEA goal setting. Please carefully review these sheets as they have been modified for the 2018-2019 school year. Students must bring their data folders with them to all classes. Infractions will be recorded and converted into a weekly conduct grade on the report card.

DETENTION

A detention is the result of three infractions within a week or a significant disciplinary issue as determined by the staff. Upon the third infraction or major behavior violation, the student will go to a classroom computer to fill out an "Infraction Record" Google Form which will be sent to that student's parents. Parents or guardians must confirm that they have received the email prior to the student's detention (likely within twenty-four hours) so that transportation can be arranged. Detentions will be served after school from 3:00-3:30 the following day with the exception of some Wednesdays and early dismissals.

DRESS CODE

The following paragraphs provide a detailed outline of the dress code for students at Christ the King Catholic School. This dress code will be enforced by the administration and the individual classroom teachers in conjunction with their classroom discipline policies and the Code of Conduct. The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy. The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

We know you want to support these efforts, and we have confidence that you will ensure each child will be appropriately dressed for school. In the event a student arrives at school dressed inappropriately, the parent may be called to bring a change of clothes.

The students' total appearance is very important to the image we portray at CKS. Therefore, appropriate hairstyles are considered to be part of the uniform. All students are expected to have neat, clean hair. Fad styles and altered colors are not permitted. Altered colors include, but are not limited to, frosting, bleaching, streaking, dyeing, and highlighting. Judgment of acceptable styles is left to the discretion of the administration. The student and parent(s) will be notified in the event a style is deemed inappropriate. Disciplinary action, which may result in suspension and/or expulsion, will be taken if the student fails to respect this policy.

SPIRIT WEAR DAYS

These will take place every Monday. Students must be dressed in uniform-appropriate bottoms with a CKS spirit wear top. Spirit wear is defined as any tee shirt or sweatshirt that is purchased through the school or provided by school sports team. Spirit Wear can be from previous years.

GIRLS' UNIFORMS

Plaid uniform kilt or knife-pleated skirt

Navy blue or khaki tan dress twill slacks or shorts (shorts in Aug., Sept., May, June only)

*cargo and painter styles not permitted

Plain navy corduroy slacks (Nov. to March only)

School monogrammed white, hunter green, or navy polo shirts (uniform company only)

Monogrammed navy cardigan or V-neck sweater (uniform company only)

School monogrammed Christ the King Sweatshirt (spirit wear coordinator)

School monogrammed navy fleece zip-up jacket (spirit wear coordinator)

White, navy, black socks (with company logo, i.e. Nike swoosh), or CKS Spirit wear socks OR tights

White, navy, or black ankle length leggings may be worn under a skirt by girls during winter months for warmth. Socks must be worn with leggings.

BOYS' UNIFORMS

Dress twill navy or khaki tan slacks or shorts (cargo and painter styles not permitted)

(Shorts in August, September; May and June)

Plain navy corduroy slacks (Nov. to March only)

School monogrammed white, hunter green or navy polo shirts (uniform company only)

Monogrammed navy cardigan or V-neck sweater (uniform company only)

School monogrammed Christ the King Sweatshirt (spirit wear coordinator)

School monogrammed navy fleece zip-up jacket (spirit wear coordinator)

White, navy, black socks (with company logo, i.e. Nike swoosh), or CKS Spirit wear socks

ALL STUDENTS

- Skirts and shorts may not be shorter than two inches above the knee. **Throughout the school year, a re-evaluation of the skirt and short length may need to take place due to student growth.**
- Belts MUST be worn with slacks and shorts that have belt loops. Belts may be blue, black, or brown.
- Socks must be worn at all times and be clearly visible.
- Athletic shoes are strongly encouraged. Students are not permitted to wear clogs, crocs, flip flops or sandals.
- During cold weather, sweatshirts and sweatpants may be worn to and from school but are not permitted in the classroom (except for CKS uniform sweatshirts).
- Protective boots may be worn on days with inclement weather.
- Oversized garments will NOT be permitted.
- "Sagging" is NOT acceptable.
- Shirts and blouses must remain tucked in at all times.
- Make-up of any kind is not permitted at school or school-sponsored functions and events.
- Girls may wear appropriate items to hold back their hair.
- For the safety of all students, hoop and dangling earrings are not permitted. Only studs may be worn.
- Students' hair must be clean, neat, and appropriately styled at all times. Hair color MAY NOT BE ALTERED in any way. Altered color includes frosting, bleaching, dying, or any other method that changes the natural color of the hair. Designs may not be cut into hair. Hair should not cover eyes.

- Jewelry should be modest and appropriate in nature, and will be limited to finger rings, post earrings, necklaces, bracelets and watches.
- Silly Bandz bracelets of any kind may not be worn.
- Only clear nail polish is acceptable. French manicures and colored polish are prohibited.
- Students will not write on themselves or others.
- Male middle school students must remain clean shaven.
- Ripped, cut off or torn shorts, pants or shirts are not acceptable attire.
- Plain white, navy, or black ankle length leggings may be worn under a skirt or jumper by girls during winter months for warmth. Socks must be worn with leggings.
- No tattoos of any kind may be worn by students.

ELECTRONIC DEVICES

While on school grounds during the school day, use of electronic devices is prohibited. The exception to this is up to individual teachers. At times students may bring in personal devices to work on assigned classroom projects. If this occurs, students will be required to submit a permission slip. If you feel your student needs a cell phone at school, it must be in his/her backpack and turned off during school hours. There are no exceptions. The office phone may be used in case of emergency. No electronic devices (cell phones, I-pods, MP3 players, hand-held video games, Apple watches, etc.) may be outside of the backpack at any time on school grounds during the school day. Violation of these rules will result in confiscation of electronic device and an automatic detention.

E-READER POLICY

Electronic readers, simply called “eReaders”, are digital devices that can store books, periodicals, magazines, and other electronic media. eReaders like Amazon’s Kindle, Barnes and Noble’s Nook are quickly becoming ubiquitous in our digital culture, and they simply cannot be ignored. Christ the King is striving to maintain technological relevance in education and is providing the opportunity for students to use their own devices in accordance with our eReader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

If you would like to bring in an eReader, please contact the main office for an authorization form.

EXTRA CREDIT

Teachers may give extra credit at their discretion. Extra credit is neither expected nor required. Students are strongly encouraged to not put themselves in a position where extra credit is needed.

FIELD TRIPS

The same policies apply for field trips as stated in the Parent/Student handbook. Field trips that are traditionally taken each year in middle school are as follows and are subject to change:

6th grade	7th grade	8th grade
Vocations Trip-St. Meinrad (March 21)	Leadership Retreat (May 16)	Coats for Kids (fall) 8 th Gr. Retreat (Sept. 27-28) Picnic (May 1) Class Trip (May 8-10)

Others: In the past, we have taken various field trips throughout the year as opportunities arose such as seeing a play, movie, or going to a museum to see an exhibit that may pertain to our curriculum.

GEOGRAPHY BEE

A geography bee is held in classrooms for middle school students. The top two students from each grade level will participate in the school-wide geography bee. The winner of the CKS geography bee is eligible to take the National Geographic test. If the student scores well enough on the test, he/she is invited to participate in the state level geography bee at IUPUI. From there, if the student wins, he/she goes on to the national level competition.

HALLWAY AND STAIRWAY RULES AND ETIQUETTE

Middle school students travel independently throughout the building, and in order to ensure safety for the students and a quiet learning environment for the other students and teachers in the building, there are specific hallway and stairway rules. In the middle school hallway, students may talk quietly as they switch classes. There is no yelling, shoving, pushing, or fighting permitted. Students travel in a single-file line on the right-hand side of the stairs. There is no talking permitted on the stairwells or other hallways throughout the building.

HOMEWORK POLICY

As stated in the parent/student handbook: Homework consists of daily assignments which are an extension of the learning process that has taken place at school. It may be assigned for the purpose of review or enrichment. A typical day's homework would normally not exceed 60-120 minutes for students in grades 6-8.

LATE WORK

If a middle school student has a late assignment, he/she will receive a percentage off, according to the chart below and will be sent to the ACE room for a Working Lunch to complete the assignment.

% off incomplete/late work	Grade 6	Grade 7	Grade 8
Trimester 1	10%, 25%, 0	10%, 25%, 0	25%, 50%, 0
Trimester 2	10%, 25%, 0	10%, 25%, 0	50%, 0
Trimester 3	10%, 25%, 0	25%, 50%, 0	0

Late work will always be turned in even if it receives zero credit. On specific assignments, as outlined ahead of time by the teacher, this homework policy guideline can be changed.

INCOMPLETE WORK

Teachers will clearly define for students their classroom policy for incomplete work and post examples in their rooms of what is considered "incomplete."

LOCKERS

Each middle school student is assigned a locker and given the combination. Students are not permitted to share their locker combination with other students. Students keep their books, notebooks, folders, binders, pens, pencils, etc. in their lockers and keep their backpacks their homeroom classes. Sharing a locker will result in a detention. **Lockers should remain locked at**

all times when not in use. Possible consequences including infractions could result from leaving lockers unlocked.

LOST AND FOUND

In addition to the lost and found located by the lunchroom, there is a lost and found area in each classroom. Please encourage your student to look there for lost items. Each week, this lost and found bin will be emptied and contents will be taken to the lost and found by the lunchroom.

LUNCHROOM RULES AND PROCEDURES

Middle school students enter the cafeteria quietly, get their milk (if needed), sit down, and eat lunch using good table manners. Yelling, throwing food, or making a mess is NOT permitted. Students are allowed to go to recess once they have finished lunch, wiped their table, and stacked their chairs. Students may also choose to stay in the cafeteria. This allotted time is for the student's discretion.

MIDTERM GRADES AND REPORTS

Parents and students should regularly check students' grades online and will complete grade checks every three weeks. All middle school students will receive a midterm at each trimester to be signed by his/her parents. Any grade below a C will be initialed by the subject area teacher.

PARENT TEACHER CONFERENCES

P/T Conferences will be held on October 23, 2018 from 1:30-7:00 p.m. Middle school parents may visit all teachers on a five minute rotation but it is not a requirement. There is no sign up; parents just visit those teachers in which they have questions, concerns, etc.

PHYSICAL EDUCATION UNIFORMS

Middle school students are required to write their last name in black Sharpie marker on the back of their P.E. uniform shirts. (If there is more than one family member or student of the same last name in middle school, please list your first initial or name as well). Black athletic shorts that are of appropriate length are to be worn. Please refer to uniform guidelines. Visible athletic socks and shoes are also required.

PLAGIARISM/COPYING

Christ the King Catholic School prohibits the practice of plagiarism in any form. Plagiarism prevents students from learning and developing their own skills. Students will be instructed and informed throughout the year on the definition of plagiarism and given strategies to avoid it. First time offenders will be addressed on a case by case basis. Possible consequences of plagiarism are rewriting the assignment, a zero for the assignment, and a detention.

RELIGIOUS EDUCATION AND ACTIVITIES

In General: Middle school students will be required to complete five total hours of service per trimester. Two hours will be devoted to the school or parish and two hours will be given to a nonprofit/social service agency. One hour will be service of a student's choice. On the students' service record, it is permissible for either a supervisor on site or a parent/guardian to sign indicating the student has completed the required number of service hours. Students can apply up to four school/parish hours AND up to four nonprofit/social service hours from the summer. We are excited to continue to know, love, and serve God in the 2018-2019 school year.

Nonprofit/Social Service: Nonprofit/social service hours meet the needs of those in the community. Students must complete two nonprofit /social service hours. Students are able to complete and apply these hours when they serve at an agency that provides an opportunity for direct contact with an underserved population. [Here](#) you can access the list of nonprofit agencies. Nonprofit/social service hours are not limited to that list. If a student would like to serve at an agency not listed he or she must first approve the agency with Mr. Klee.

School/Parish: School/parish service hours meet the needs of those within the school and/or parish. Students must complete two school/parish hours. Students are able to complete and apply these hours when they provide assistance that meets the needs of the school and/or one's parish. Examples of service to the school or parish include but are not limited to helping a teacher after school, serving at Mass, or setting up for school or parish events (ie. the Summer Social or Vacation Bible School).

Service of Choice: Students will be required to complete one hour of service of their choice. Examples include providing assistance to an elderly neighbor, being involved in a fundraiser that meets the needs of those in the community, or babysitting for no pay. These will apply as long as it is not a regular household chore and the student is not getting paid.

Service Sign Up: Students have the opportunity to sign up for pre-arranged service opportunities with nonprofit/social service agencies. Signups will be sent out via sign up genius a week prior to the new trimester (except the first trimester) and include all organized opportunities for that quarter at Joy's House and American Village. A student may not sign up more than once per trimester on the first day of sign ups and may only sign up for oneself.

Living Rosary: The living Rosary is led by the middle school students and will be held on Thursday, October 4th. The Living Rosary is a school wide celebration of the memorial of Our Lady of the Rosary. The Living Rosary takes place in the Christ the King Catholic Church. All parents, family and guests are welcome to this memorial celebration.

Stations of the Cross: The Stations of the Cross presentation takes place on Friday, April 19, 2019, at 8:30 a.m. and 6:00 p.m. The Stations are performed by the 8th grade class. Each 8th grader will be required to be in costume for the presentation commemorating Jesus Christ's Passion.

Planning Mass: All middle school students will participate in planning and implementing masses for the rest of the CKS community. This will most likely happen one or two times per year. The planning will be done in religion class.

Eighth Grade Retreat: All eighth grade students will attend a retreat September 27-28, 2018. The retreat is held at CYO Camp Rancho Framasa. Students will work on building community, and putting their faith into action.

Seventh Grade Retreat: All seventh grade students will attend a retreat on May 16, 2019. This retreat will focus on preparing the 7th graders to be 8th grade school leaders.

Sixth Grade Retreat: All sixth grade students will take a field trip to St. Meinrad Archabbey in St. Meinrad, Indiana on March 21, 2019. Students leave for the three hour long bus ride before school and return home late after school. It is a great trip and the students learn about priestly and religious vocations.

May Crowning: The eighth grade class plans a Mass in honor of Mary, the Blessed Mother. At this mass, an eighth grade girl crowns Mary. May Crowning will be held on May 1, 2019.

SCHEDULES

Each student will be given a copy of his/her schedule and an all school bell schedule (including 1:00 dismissal schedules, Wednesday Mass schedules, and two-hour delay schedules). Please refer to the schedules in their data folders when making appointments.

SNACK

Middle school students are allowed to bring one, small healthy snack to school that they may eat during fourth period. No dips of any kind are allowed (i.e., peanut butter, ranch, etc.). Students must dispose of their snack wrappers properly.

SPELL BOWL (North Deanery)

Spell Bowl allows students to demonstrate their exceptional spelling abilities. Spell Bowl is open to all students in grades 4 – 8. Each homeroom will have a spelling contest to determine a winner. The two winners from each grade level will then have another spelling contest to determine a grade winner and runner-up. Both participants will attend practices after school for several weeks. All participants are required to attend the night of the competition, but only the winners from each grade will participate. The competition takes place at Bishop Chatard High School during Catholic Schools' Week. The runners-up will be in attendance in case the winner cannot make the competition night.

STUDENT COUNCIL

Student Council consists of representatives from fourth through eighth grade and an Executive Council, which includes the President, Vice President, Secretary, Treasurer, and Commissioner of Religious Activities (CRA). These are all elected positions-with the exception of the CRA, who is nominated by the teachers and administration. Student Council serves as the democratic representation for all students in our school. It is the duty of Student Council representatives to present the views and ideas of their classmates at the monthly council meetings. As a collective body, the Council makes decisions about school projects, spearheads student fundraising efforts, and serves as role models and leaders for the entire student body.

STUDENT SUPPORT TIME

This time in the daily schedule is set aside for teachers and students to meet and work on academics and organizational needs. Teachers will use this time for one-on-one teaching, study groups, organizational help, etc. based on data collected. Students may request to meet with teachers during this time as well. When a teacher schedules times to meet with a student, a document will be filled out and sent home to the parents as a way to communicate the plan in place to help the student grow and succeed.

STUDY HALL

Study hall takes place every day, except Wednesdays, for all students. Study hall is a time for students to work silently on homework, projects, and to study for tests. There are specific designated opportunities for students to collaborate on test preparation and projects with other students and/or teachers.

TEXTBOOKS AND DAMAGE FORMS

Textbooks are provided to the students and it is a requirement that they all be covered. The textbooks are issued at the beginning of the year and the students inventory the condition of the book and record any damage on the damage form. This form is signed by both the student and a parent. At the end of the school year, we will once again investigate the condition of each book. Fines will be imposed for weakened bindings, dog-eared pages, crushed corners, writing on pages, and any other form of destruction. Report cards will not be issued to students who fail to pay the book fines.

WATER BOTTLE POLICY

Water bottles are permitted with the following regulations:

1. Water bottles may only contain water, unless given direct permission.
2. Water bottles must be transparent and labeled with the student's name
3. Water bottles may not be used at any computer station, or with any electronic device.
4. Water bottles must stay on the middle school upstairs level at all times.
5. Students must be able to drink water without unscrewing the lid. (Ex: Camelbak bottles are permitted however plastic, disposable bottles are not allowed)
6. Water bottles are a privilege which will be revoked in the event of inappropriate use of the privilege.

WELLNESS POLICY

Policy No. 2007-03

Policy Statement

The Archdiocese of Indianapolis shall adopt and promulgate an Archdiocesan Wellness Policy for the Catholic schools that takes into account the recommendations made by the Wellness Policy Task Force, whose members have addressed the areas of health education, nutrition and physical activity, in relation to the current laws and research. The Wellness Policy and accompanying materials will service as a model for local adaptation.

Recommended: May, 2006 by the Archdiocesan Education Commission

Ratified: June 11, 2007 by +Daniel M. Buechlein, Archbishop of Indianapolis

Rule No. 2007-03

Catholic Education and Faith Formation

Applies to all Catholic Secondary Schools and Elementary Schools.

DIGEST OF SB 111 (Updated March 27, 2006)

SB 111: Student Nutrition and Physical Activity *Lowers the percentage in the definition of "qualifying school building" from 25% to 15% beginning July 1, 2007 for purposes of the school breakfast and lunch programs. Requires school boards to establish a coordinated school health advisory council to develop a local wellness policy that complies with certain federal requirements. Requires the department of education to provide information concerning health, nutrition, and physical activity. Establishes requirements applying to food and beverage items that are available for sale to students outside the federal school meal programs, including a requirement that a certain percentage of the food and beverage items qualify as better choices. Provides that the requirements do not apply after school hours or to fundraisers. Requires daily physical activity for elementary school students in public schools, with certain exceptions. Allows a school to continue a vending machine contract in existence before the passage of this bill.*

Effective: July 1, 2006.

The interpretation of this law indicates that it applies to accredited non-public schools as well as public schools. The provisions of federal law cited apply to a non-public school that participates in the Federal Lunch Program.

This policy and the accompanying rules will be implemented through development by the Wellness Task Policy Task Force of a model policy and procedures for wellness to be adopted and implemented at the local school level by the board/school commission and administration. It should not be necessary to develop a separate local wellness policy other than the one proposed by the task force.

WORKING LUNCH

Students who fail to complete an assignment due for class will go to a classroom computer to fill out “Working Lunch” Google Form. Working Lunches in middle school will take place during lunch/recess each day in the Ace Room and are a way to provide students an opportunity to complete the assignment that might have been incomplete or forgotten. Once a student earns a determined amount of working lunches (based on grade level and trimester as stated below), he/she will no longer have this opportunity but will still be required to complete the work each night.

Working Lunch Limits	Grade 6	Grade 7	Grade 8
Trimester 1	10	10	5
Trimester 2	10	5	5
Trimester 3	5	5	0

PARENT SIGNATURE FORM

Attention parents:

Please take the time to read through the online middle school parent/student handbook. Included you will find updated and important policies, procedures, and helpful information. Since the handbook is now online, we would like to ensure that all parents have received and read it.

Please print this form, sign it and date it, and send it in to your child's homeroom teacher. If you have more than one student in middle school, please list both/all students' names and send in the form to one homeroom teacher by MONDAY, AUGUST 20, 2018.

If you have any questions or concerns, please contact Mr. Klee via e-mail at dklee@cks-indy.org or telephone at 257-9366 ext 312.

THANK YOU!

Student name(s) and homeroom(s)

This signed form indicates that I have received and read the online middle school parent/student handbook and that I know how to access it for future reference.

STUDENT SIGNATURE: _____

STUDENT SIGNATURE: _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

DATE: _____