



Parent-Student Handbook

2020-21

**OLD ST. MARY'S SCHOOL
PARENT-STUDENT HANDBOOK
2020-21**

Table of Contents

PLEASE NOTE - Page numbers are under construction

Directory	7
Parish Staff	7
School Administration	7
School Faculty and Staff	7
Introduction	9
Mission Statement	9
Philosophy	9
History	9
Catholic Identity	10
Vision	10
Theme	11
Administration and Governance	11
Strategic Plan	12
Accreditation	12
Compliance	12
Right to Amend	13
Handbook Acknowledgement	13
School Calendar and Attendance	14
Calendar	14
Attendance	15
Arrival and Dismissal	16
Absences/Tardiness	16
Admission and Enrollment Requirements	16
Admission Process	16
Preschool Requirements	18
Re-Enrollment	18
Withdrawal/Transfer of Students	18
Transfer of Students	18

Withdrawal of Students for Academic Reasons	19
Withdrawal of Students Based Upon Financial Delinquency	20
Classroom Assignments	20
Tuition & Fees	20
Instructional Program & Procedures	21
Program Design	21
Class Size	21
Departmentalization	22
Curriculum Expectations	22
Religion	23
Family Life Education	24
Technology	24
Acceptable Use Procedures	24
Technology Use Outside of School	26
Electronic Devices	26
Field Trips	27
Homework	28
Vacations and Make-up Work	28
Assessment & Grading	29
Reporting on Student Progress	29
Promotion and Retention	30
Graduation Requirements	30
Student Services	31
Student Support Services	31
Response to Intervention	31
Inclusion	31
Individual Catholic Educational Plan (ICEP)	31
Counseling Services	32
Tutoring of Students by Old St. Mary's School Staff	33
Student Records	33
Cumulative	33
Confidentiality	33
Transfer	34

Amendment of Records	34
Transfer Credit	34
Birth Certificates	34
Flagged Records	35
Retention and Storage of Records	35
Student Permanent Record	35
Student Temporary Record	36
Student Activities	36
Extended Day Program	37
Athletics	38
Social Activities	38
Definition	38
Supervision	38
Dances	39
Birthdays	39
Expectations for Conduct	39
Code and Consequences	39
Bullying	41
Harassment	42
Gang Activity	42
Hazing	42
Public Scandal Involving Students	42
Substance Abuse	44
Weapons	45
Resolving Disagreements or Conflicts	45
Suspension of Students for Disciplinary Reasons	45
Expulsion of Students for Disciplinary Reasons	46
Withdrawal of Students Based Upon the Conduct of Parents/Guardians	47
Communication	47
Information from the Principal and the Office	47
Communication with Teachers	48
School Directory	48

Safety & Security	48
Campus Safety and Security	48
School Visitors	49
Inspection of School Property	49
Safety Drills	49
Law Enforcement Drills (aka Lockdown Drills)	50
Emergency Procedures	50
Emergency Crisis Plan	50
Emergency School Closing	51
Supervision of Students	51
Safe Environment	52
Parent Involvement	52
Requirements for Volunteers	52
Parent/Guardian Conduct	53
Professional Communication with Parents/Guardians	53
Appropriate Topics	53
Physical Contact with Parents/Guardians	53
Contact Away from School	53
Electronic Communications and Social Media	54
Family School Association	54
Volunteer Hours	55
Attacks on School Personnel	56
School Property	56
School Facilities Management	56
Storage of Equipment on OSM Property	56
Teen Dating Violence	56
Sexual Harassment	57
Notification of Police	57
Child Protection Procedures	58
Staff Relationship with Students Outside of School	58
Child Abuse	58
Child Custody	58
Protective Custody	59

Health and Wellness	60
Bathroom Accidents	60
Health Requirements and Records	60
Medical Examination	60
Vision Examination	61
Hearing Examination	61
Dental Examination	61
Medical Exemptions	61
Medical Treatment of Students	62
Student Illnesses	62
Administration of Prescriptions and Regular Medical Treatment	63
Allergy Policy	63
Guidelines for Outside Food Policy	64
Students with Diabetes	64
Faculty/Staff Training	65
Delegated Care Aide	65
Medication	66
Asthma Inhalers	67
Storage and Maintenance of Medication	67
Illness	67
Lice	68
Medical Guidelines	69
Smoke Free Environment	69
Wellness Policy	70
Lunch & Snack Program	70
Animals	71
School Logo	71
Uniforms	71
Legislative Action	73
Old St. Mary's Middle School Supplement	74

Old St. Mary's School Staff List - 2020-2021

Room	Grade	Staff Name
x401	Principal	Diana Smith
x404	Assistant Principal	Sheridan Geller
x403	Assistant Principal	Bill Riddle
x409	Counselor	Mike Masterton
x404	Instructional Coach / 6th ELA	Elizabeth Duff
	Athletic Director	Andrew Ramker
x100	Enrollment	
x400	Director of Finance and HR	Shannon Carsello
x402	Business and Tuition Manager	Amanda Wilson
x100	Administrative Assistant	Maria Valerio
101	Preschool-Chameleon	Yvonne Wagner & Therese Provenzano
106	Health Office	Aimee Hwang, R.N. & Beth Toth, R.N.
103	Preschool - Panda	Mariann Reilly
104	Preschool-Caterpillar	Julie Lehmann & Denise Balestri
105	Preschool-Kangaroo	Nicole Calderone & Eileen Hehir
107	Kindergarten - Lily	Anna Capannari & Megan Rogers
108	PreSchool-Bumblebee	Amanda Beveridge & Colleen Maus
109	PreSchool - Polar Bear	Brittany Blamble & Dametria Penson
201	First Grade-Star	Ana Luisa Moura & Megan Witte
202	First Grade-Moon	Brittany Adelberger & Molly Hehir
203	Second Grade - Angel	Elizabeth Baker & Abby Palombaro
204	Second Grade - Saint	Kelly Madorsky & Erin Martin
205	Kindergarten - Sunflowers	Erin Engelhard & Grace Karnezis
206	Fifth Grade	Stephanie Holcomb & Anna Dubas
207	Kindergarten -Daisy	Ana Peredo & Maureen Prado
208	Fifth Grade	Samantha Schroeder & Anna Dubas
	6th Science / Math	Kacey Russell
307	Sixth Grade	Lizzy Rudakas
304	Sixth Grade	John Hogue
305	Seventh Grade	Liam Greenwell
306	7th & 8th Grade / Math	Dennis Goettl
301	7th & 8th Grade / Science	Marilynn Kennedy
308	8th and 6th Grade / ELA	MaryCarol Berchman
302	Art Room/ Social Studies	Emma Laskowski Frankie Caruso
408	Mindfulness	Kristin Urbanus
408	Music	Brea Feigenbaum
PARISH CENTER	Physical Education	Michael Kaye
	Technology	Clark Pavlik
x310	Student Support	Kelly Engel, Director Mark Stohlquist Kathleen Ericksen
	Facilities	Lourdes Cisneros
	Permanent Sub	Kathleen Maus
x303	Faculty Lounge	

Parish Center Gym	Fourth Grade	Jacqueline Zara
Parish Center Donovan	Fourth Grade	Jessica Wickman
Parish Center	Third/Fourth Grade SS Asst	Emily Ferek
Parish Center Van Buren	Third Grade	Madeleine Campbell
Parish Center Wabash	Third Grade	Andrea Duncan

Parish Staff

Pastor	Rev. Brad Schoeberle, CSP
Associate Pastor	Rev. Patrick Johnson, CSP
Associate Pastor	Rev. Stuart Wilson-Smith, CSP
Faith Formation	Maryellen Harrington
Music and Liturgy	Scott Williams
Business Manager	Dawn Burns

Introduction

This handbook is intended solely for the parents and students of Old St. Mary's School. It contains an explanation of policies, practices, and procedures which relate to the students of this school. Included are policies set by the Archdiocesan Office of Catholic Schools and some apply to the organization of our particular school. Old St. Mary's School adopts wholly the policies written by the Archdiocese of Chicago and the Office of Catholic Schools of the Archdiocese of Chicago. Old St. Mary's School complies with all applicable federal and state laws, including, but not limited to, relevant portions of the Illinois School Code, and relevant case law including Plyler v. Doe. It is the responsibility of each school family to be aware of the contents of this handbook and to cooperate fully with the implementation of the procedures outlined in this handbook.

Mission Statement

Lead through Faith, Grow in Knowledge, Serve with Love

Old St. Mary's School, sponsored by the Archdiocese of Chicago and reflective of the Paulist Mission, is committed to preparing students to be productive, responsible and impactful members of the world community.

Administration and Governance

The Archbishop, the Superintendent, and the Office of Catholic Schools

The Archbishop, as the Ordinary of the Archdiocese of Chicago, exercises authority in accord with Canon Law within the Archdiocese. The Superintendent of Catholic Schools is appointed by the Archbishop and is the chief administrative officer of the Catholic schools and the Office of Catholic Schools (OCS). The Archdiocesan Catholic School Board is established by the Archbishop of Chicago as an advisory board. The Board's mission is to foster and promote the ministry of the Catholic schools of the Archdiocese through authority defined by its laws. A Catholic school's identity and mission is constituted by authority of the Archbishop of Chicago and may not be delegated by Canon Law.

The Pastor, the Principal, and the Board of Specified Jurisdiction

All Archdiocesan Catholic schools must have a canonical leader appointed by the Archbishop of Chicago. These appointed leaders have the duty to see that the spirit and teachings of the Catholic Church are clearly and accurately presented. The appointed leader of Old St. Mary's School is the pastor of Old St. Mary's Parish. The pastor serves as the final decision maker for the hiring of the principal. The OCS provides input and support for the pastor and principal. The OCS initiates the principal process, facilitates school accreditation, screens principal candidates, and ensures the school's compliance with Archdiocesan policies.

As a parish school, Old St. Mary's School is governed by an established **Board of Specified Jurisdiction (BSJ)** in which the pastor delegates a portion of his canonical authority to a board. The powers of the board are defined in the board bylaws, and should generally relate to matters of quality, viability, and policy. Particular focus of each BSJ should be placed on school strategic planning, student recruitment, fundraising, and budgeting. The establishment and bylaws of a BSJ must be approved by the Archbishop.

Strategic Plan

Old St. Mary's School Board directed the development of a local strategic plan during the 2017- 2018 school year, and the final plan was adopted in September 2018. There are four central pillars to the plan:

- Catholic Identity and Evangelization
- Academic Excellence
- Financial and Operational Vitality
- Marketing and Enrollment

Accreditation

Old St. Mary's School is registered with the State of Illinois and is recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with these requirements to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Old St. Mary's has achieved and maintained accreditation through AdvancEd. All Archdiocesan schools are expected to participate in the requirements of AdvancEd systems accreditation, including ongoing improvement, transparent reporting, and accreditation team visits.

Compliance

As an Archdiocesan School, Old St. Mary's adheres to any and all applicable Archdiocesan policies and procedures, and applicable state, and federal laws and regulations to the extent such laws do not conflict with Catholic teaching, divine, or Canon Law.

Right to Amend

Old St. Mary's School Administration and Board of Specified Jurisdiction work together to create and revise school policies as needed. Statements in this handbook are subject to amendment with or without notice. The school principal will keep the school staff and families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Handbook Acknowledgement

Families are expected to familiarize themselves with the OSM Parent-Student Handbook and agree to support and abide by the policies within.

School Calendar and Attendance

Calendar

Each school shall formulate and promulgate an annual School Calendar that complies with the requirements of the Archdiocese of Chicago. The calendar shall reflect sensitivity to the needs of the population being served by the school, as well as the school's Catholic mission.

School calendars shall reflect at least 180 full instructional days in which students are required to attend. These days *do not* include Staff Development Days or Emergency Days, but may include Parent-Teacher Conference Days under certain circumstances. In accordance with Archdiocesan requirements, Old St. Mary's School allocates at least 6 full days for staff development days.

Archdiocesan schools shall allocate at least 2 days for parent-teacher conferences. Principals may dismiss students after at least 3 1/2 hours of instruction on these days (with conferences occurring after), and still allow these days to "count" as a full instructional school day.

The Old St. Mary's School calendar includes at least five Emergency Days in the school calendar at or near the end of the instructional year. Students are required to report on these days only if the school has had earlier closings due to emergency/weather-related closures. The principal may require student attendance on these days even if school has not been closed for emergencies/weather.

Schools may choose to not offer classes on certain days for holidays, extended breaks (e.g. Christmas Break, Spring Break), and other valid dates. Such days shall be clearly noted on the School Calendar. Schools shall not open on Federal Holidays without the permission of the Regional Director. Schools may be closed on Holy Days of Obligation at the discretion of the principal.

Calendar items will be communicated through weekly digital communication and on the Old St. Mary's website and through other school communication. All dates are subject to change.

Attendance

School attendance is compulsory in the State of Illinois. The responsibility for compliance with the law belongs to the parents/guardians for children 6 through 16 years of age.

Arrival and Dismissal

The school day begins at 8:00 AM (8:15 for Preschool) and concludes at 3:15 PM (3:00 for full day Preschool). Children arrive each day through the Michigan Avenue gate, the Main Office entrance, and the Parish Center. Parents may walk or drive their children to the gate on **Southbound Michigan**

Avenue. Alley drop off is prohibited. The Michigan Avenue gate will open at 7:45 AM each day and will lock at 8:15 AM.

Parents are asked to walk or drive their children to school and wait with them until they are screened. Students will be screened with COVID-related questions and a temperature check.

There will be staff supervision at the entrances, on the stairways, and in the upper halls. Preschool students are asked to arrive **between 8:00 and 8:15 AM** and will enter the school through the Michigan Avenue entrance and go directly to their classrooms so they will be ready to start school at 8:15 AM.

Half-day preschoolers will be dismissed to parents and caretakers from the Michigan Avenue gate at 11:30. Full day preschoolers will be dismissed at 3:00 PM from the Michigan Avenue gate. Kindergarteners will be dismissed at 3:10 from the Michigan Avenue gate. Students in grades 1-8 will be dismissed from the parking lot. Students must be dismissed directly into the care of a person authorized for pickup. Middle school students may walk home from school or after-school activities with written permission. Middle School students may walk a younger sibling home with written parent permission. Walkers will be dismissed from the playground through the Michigan Avenue gate.

Students will be released only to authorized persons. Students shall not be permitted to leave school during school hours without the written consent of their parents/guardians.

Dismissal is at 3:15 PM. Any children remaining 10 minutes after dismissal will be signed into the Extended Day program.

Early Dismissal:

Early dismissal is reserved for family emergencies and urgent situations. If a parent needs to pick their child up, they should contact the main office in advance. Students may only be dismissed from the office, not directly from their classrooms.

Absences

To report an absence, parents are asked **to phone the school office before 7:45 AM** or email attendance@osmschool.com. ***Please do not email the teacher***, as this information needs to be processed through the office. Please give the child's name, grade and reason for the absence.

All students are expected to be on time for school each day. Students in grades K-8th who arrive after 8:00AM will be marked tardy. Excessive tardiness will result in a meeting between the student, parents, and the Administration. Students who arrive more than one hour late, or leave more than one hour before dismissal will be marked absent for half a day.

Admission and Enrollment Requirements

Any child entering school must be in compliance with the requirements of the State of Illinois regarding age of admission.

Kindergarten Requirements

- Students entering kindergarten must be five on or before September 1.

Preschool Requirements

- Children must be 3 years of age on or before September 1 of the current school year *with no*

exceptions. Under no circumstances may children younger than 3 years of age be accepted into a preschool program. Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.

- Children must be 4 years of age on or before September 1 of the current school year. Children who turn 4 years of age after the September 1 deadline may (at the discretion of the principal) be accepted into the preschool with the understanding that the child will remain in the program until they are age-eligible for kindergarten.
- Preschool students must be able to handle all bathroom needs independently. (Pull-ups are not an option.) This will be monitored throughout the year and frequent accidents within the first six weeks of school may necessitate reconsideration of preschool enrollment.

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school- administered programs in accordance with applicable local, state and federal anti- discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Admissions shall not be denied to students with special learning needs based solely on ability or achievement. Such admissions decisions shall be made on a case by case basis and shall take into account the schools ability to meet the child's diagnosed special learning needs based upon its available resources. If the school determines that it does not have the resources to meet the student's diagnosed special learning needs that will enable the child to succeed even at the minimum proficiency level, admissions may be denied. If it is determined during the school year that the school does not have the resources to meet a student's special needs, the school may initiate disenrollment.

Catholic schools shall admit students regardless of their citizenship status, provided that the student(s) meet all other admissions requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church.

Catholic schools must abide by court decisions regarding the student's custody, exposure, and communication with each parent. Copies of any active restraining orders (or other relevant court document) should be requested from parents and kept on file at the school.

Withdrawal/Transfer of Students

All families seeking to withdraw their children from Old St. Mary's School mid-year are asked to inform the Principal in writing at least two weeks in advance of the transfer. Transfer documents for the new school will be prepared and mailed within 10 days of the request. No tuition payments or deposits, already paid, will be refunded. Families will be made aware of any financial obligations to the school prior to a transfer or withdrawal.

Transfer Students

All new students are considered **probationary for their first 6 weeks at Old St. Mary's**. Behavior and academic achievement will be closely monitored to ensure that the child can be successful in our school program.

Elementary schools may, on occasion, be contacted by families who are enrolled in other Catholic elementary schools and are considering transferring (either during or at the end of the academic year). In such cases, the Principal (or designee) shall contact the Principal (or designee) of the family's school of origin and inform them that such contact has taken place. This communication should occur before the family is permitted to enroll in the school.

Families who are transferring between Catholic elementary schools shall meet any/all financial obligations with their school of origin before being allowed to attend a new Catholic school.

Withdrawal of Students for Academic Reasons

The School may ask a student to voluntarily withdraw for academic reasons if the school is unable to meet the student's academic/instructional needs, given its available resources. If such a request is made, the following conditions shall have been fulfilled:

- The school has first placed the student in an intervention plan that includes additional support, as appropriate and feasible by the school. Specific academic goals shall be identified in this plan.
- *If a student has a diagnosed special need and has an ICEP*, the principal (or designee) shall consult with the school's Student Support staff/counselor (where present) and/or special education personnel from the local public school district to ensure that the special need diagnosis and IEP/ICEP are up-to-date and reflective of the student's current needs. Revisions of the ICEP shall take place, if needed, as part of formulating the intervention plan
 - *If a student has not been diagnosed with a special need and/or has no ICEP*, it is recommended that the consult with the school's student support staff/counselor and/or special education personnel from the local public school district, at the discretion of the principal (or designee).
- The school has met with the parents/guardians to discuss this plan and provided written evidence of student performance.
- The intervention plan has not succeeded in achieving the academic goals in a reasonable amount of time as determined by the Principal or other school personnel.
- The school has provided documented evidence to the parents that the plan has not succeeded and that it does not have the resources to serve the child's academic needs.
- The parent is given the opportunity to voluntarily withdraw the student from the school.
- The school agrees to cooperate with any receiving school in providing academic and attendance records.

Withdrawal of Students Based Upon Financial Delinquency

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) should attempt to be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. It is

recommended that the Principal establish “Exclusion Days” in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days should be announced ahead of time so that the family and teachers can make appropriate plans.

The Archdiocesan does operate an Emergency Tuition Assistance Fund (ETA) to assist families who are going through unexpected, life-changing circumstances. Principals may apply for the ETA through the OCS.

Classroom Assignments

The determination of classroom/teacher assignments rests with the School Administration. Parent requests for specific teachers or to be with friends are not accepted at OSM.

Tuition & Fees

\$9,085 for Kindergarten through 8th grade

\$9,370 for full day preschool (M-F 8:15-3:00)

\$7,569 for half day preschool (M-F 8:15-11:30)

- Siblings receive a discount on tuition.
- Tuition can be paid in full in advance, quarterly or in monthly installments.

Building Fee for New Families

- The new family building fee for the 2020-2021 school year is: \$3,000 with
- \$500 due at acceptance. The remainder will be divided equally according to your selected payment plan.

Parents are expected to pay school fees in a timely manner. Payments can be billed annually, quarterly or on a 10 month plan. Late fees will be added to payments that are received after the deadline. No student will be allowed to begin school unless tuition has been paid. Students may be excluded from school for delinquency or non-payment of tuition.

If the tuition payment is not received by the last day of school, transcripts and report cards will not be released. Any parent who informs the school after June 15 that a student is not returning, forfeits the first quarterly tuition payment. Tuition and other school fees will be prorated and refunded when a family withdraws the student. Registration fees are non-refundable.

Instructional Program & Procedures

Program Design

Old St Mary’s instructional program is founded upon and reflects the Archdiocesan Strategic Plan for Catholic Schools and the schools’ Foundational Statements.

The principal is responsible for the organization of instruction within the school in accordance with Archdiocesan educational policies and the educational program requirements applicable to non-public schools recognized by the Illinois State Board of Education (ISBE).

Class Size

According to Archdiocesan policy, the principal of the school is responsible for determining the size of each class and the student/teacher ratio. The educational needs of the students and the overall instructional quality of the class will be considered when determining class size.

Per the Archdiocesan Administrator's Handbook, principals may opt to combine grades together into a single class, provided that class sizes do not exceed maximums. In such cases, the principal should consider the class size, the instructional and developmental needs of the students, and the capabilities of the assigned teacher(s). Grades shall be combined only after consultation with the Regional Director, Pastor, and School Board.

Please note: although the below requirements for class sizes and ratios are directed by the Archdiocese, Old St. Mary's School is committed to keeping our student to teacher ratio well below the Archdiocesan required maximum class sizes at all grade levels in order to best meet students' needs and to provide for more differentiated instruction. In all cases the educational needs of the students and the appropriate developmental level of that age group are considered.

The Archdiocese has established the following maximum class sizes for each grade level. For *preschool classes* (of all ages), class size shall not exceed 20 students, with a maximum student/staff ratio of 10 to 1 (which may include a teacher assistant). For *Kindergarten classes*, class size shall not exceed 30 students, with a maximum student/staff ratio of 20 to 1 (which may include a teacher assistant). Class sizes in *grades 1-5* shall not exceed 30 students, and class sizes in *grades 6-8* shall not exceed 35 students. Special exceptions to class sizes may be made by the Superintendent upon request.

Curriculum Expectations

Old St. Mary's School utilizes the Archdiocesan Curriculum Standards as the framework for instruction in the subjects of Religion, Language Arts, Mathematics, Science, Social Studies, Physical Education, and Health. Old St. Mary's School follows State and National Standards including the IL Learning Standards of the Illinois State Board of Education, Common Core Standards, and Next Generation Science Standards.

Old St. Mary's School uses instructional materials and texts that are consistent with the objectives of the Archdiocesan Curriculum Standards. The use of instructional materials (including digital resources) must comply with applicable copyright laws. All religion texts must have an Imprimatur and Nihil Obstat. Religion basal textbooks shall only be chosen from the preferred list published by the United States Council of Catholic Bishops (USCCB).

Old St. Mary's School follows all relevant state requirements for science labs.

Religion

Catholic schools of the Archdiocese of Chicago implement the Archdiocese of Chicago Religion Curriculum, PK – 12, which appropriates understanding by design methods. The ten goals of the Religion Curriculum are the standards set for catechetical instruction. The learning outcomes for each goal are grade level appropriate and follow the guidelines of the United States Catholic Conference of Bishops (U.S.C.C.B.).

Old St. Mary's School is a Catholic School and children will be exposed to the values, customs, rituals, teachings, and devotions of Catholic people in the tradition of the Second Vatican Council. Children who attend Old St. Mary's, even though they may not be of the Catholic faith, will be expected to join in

these formative activities. All classes follow the religion curriculum as outlined by the Office of Catholic Schools. The formal teaching of religion is taught daily with the same rigor as other subject areas. Respect for the beliefs of other ecclesial communities and faith traditions is fostered. The teaching of religion is always within the context of the doctrines and traditions of the Catholic Church. All students participate in Catholic religious instruction and certain forms of prayer, including the Mass. Additionally, students in second and eighth grade complete sacramental preparation in conjunction with the parish.

Prayer and worship as a school community is a foundational element of the religious and spiritual formation of Old St. Mary's School students. Students pray together multiple times throughout the school day, including at the start of the day, before lunch, and at the end of the day. 1st-8th grade students attend Mass every Wednesday morning at 8:30. Kindergarten students join for the last Wednesday of the month through Christmas break; upon the return to school in January, Kindergarten students attend every Wednesday. Preschool students attend for the last Wednesday of the month and remain through the Prayers of the Faithful until Christmas break; upon the return to school in January, Preschoolers attend for the last Wednesday of the month and remain for the entire Mass.

Catholic Social Teaching is an essential element of our Catholic faith. Students will be invited to participate in a variety of service projects throughout the school year to promote awareness about social justice and honor our commitment to the poor.

Old St. Mary's offers a full year of religion class for every grade level in the school. Exceptions to this policy may be made by the Superintendent based upon unique circumstances (e.g. 4x4 block scheduling, Preschool for All, etc.). All students shall attend religion courses, regardless of their own faith identity. No more than one-fifth of religion class time per week may be used for liturgies, prayer services, and similar events.

Family Life Education

Catholic theology advocates a consistent life ethic. In keeping with this teaching and tradition of the Catholic Church stated in the National Directory for Catechesis, family life education includes the totality of family life issues. The school's curriculum shall include a program in human development.

The human development program may be integrated into other areas of instruction – religion, social studies, health, science, physical education and/or guidance classes. Particularly, the Archdiocese of Chicago Religion Curriculum and the Health Curriculum attend to human development and family life as integral to the catechetical message of respect for the dignity of the human person in all of its dimensions.

In the area of teaching human development, as well as all aspects of learning, the parent/ guardian is the first of their children. Parents are informed about the selected program's goals, concepts and objectives as well as the content of family life education. Parents/ Guardians may exercise their right to present the human growth and development lessons rather than having their child participate in the lessons at school. A request for this exemption will be offered prior to the formal instruction presented by the school nurse. All requests must be submitted to the school nurse. An alternate classroom setting will be provided for the student.

Technology

Acceptable Use Procedures

Old St. Mary's School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

The school has established technology protocol that:

- ☐ prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- ☐ prevent unauthorized access and other unlawful online activity;
- ☐ prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the intranet, Internet access, fax, e-mail, stand alone computer and telephone;
- ☐ comply with the provisions of the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Use of the technology resources that are prohibited include, but are not limited to:

- ☐ violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- ☐ attempting any unauthorized access, including hacking of any computer system;
- ☐ accessing or downloading unacceptable or obscene materials;
- ☐ re-posting personal communication without the author's prior consent;
- ☐ violating copyright laws;
- ☐ using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- ☐ downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- ☐ changing or attempting to alter any configuration, program or password on any computer or system (approved school personnel may be permitted to change their own passwords at the discretion of the principal);
- ☐ using a school computer without knowledge/approval of school personnel responsible for the computer;
- ☐ using inappropriate language, pictures, and gestures in any form on the Internet;
- ☐ using the Internet for entertainment or limited-discovery function;
- ☐ using the Internet for unauthorized purchases.
- ☒ deliberate damage to computer equipment, chromebooks, printers, network, etc"

Students and staff members shall be informed that emails are not considered a confidential means of correspondence and may be accessed by designated school personnel

The school is primarily responsible for:

- ☐ applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
- ☐ teaching proper techniques and standards for Internet participation;
- ☐ guiding student access to appropriate areas of the Internet;
- ☐ informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- ☐ monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource; and
- ☐ disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The school is **not** responsible for:

- ☐ unauthorized costs or charges that are incurred by students over the Internet;
- ☐ any damages the student may incur, including loss of data; and
- ☐ the accuracy or quality of any information obtained through any school Internet connection.

Student-owned computers, when used in school, must follow the same procedures as school-owned equipment. Student-owned computers cannot be used on school premises without the expressed consent of the principal.

Parents /Guardians and students must sign and acknowledge the school Acceptable Use Procedure. The parent/guardian must authorize the student to have access to the school technology resources at the beginning of each school year.

Technology Use Outside of School

Old St. Mary's School expects all students to use appropriate behavior as it relates to the use of computers. Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

Electronic Devices

Students in grades 3-8 will be given individual chrome books for school instructional purposes. Students and Parents will receive a computer care and usage contract to sign when tablets are distributed.

Personal electronic devices, including but not limited to cell phones, kindles, IPODS and IPADS should not be brought to school. If parents deem it necessary to have emergency access to students while they are away from home, such devices must remain in the book bag and in the off position during the school day. If the student is found using his electronic device while in the school building, it will be confiscated and held in the school office until the parent can retrieve it. The school is not responsible if these devices are lost, stolen or damaged.

Field Trips

There will be no off-campus field trips during the 20-21 school year, per Archdiocese policy.

Vacations and Make-up Work

Old St. Mary's School understands the value of family vacations. They can be rich educational experiences for your children. We urge all our families to schedule vacations at times when school is not in session. **If an absence is planned in advance, parents should notify the front office. All assignments will be given to the child upon their return.** Please do not ask teachers to write out their plans in advance.

Assessment & Grading

Multiple forms of authentic assessment and standardized testing are used to evaluate the curriculum and to determine student learning needs. Teachers are expected to continually assess and document student progress in all learning areas using a comprehensive system of formative and summative assessment. Assessments will be reviewed during weekly grade-level PLCs and monthly meetings with the Administration.

In accordance with the policy of the Office of Catholic Schools, Old St. Mary's School administers the ACT Aspire test, the standardized testing program of the Archdiocese. These tests shall be administered to all students in grades 3-8 during the spring of each year. The OCS shall designate specific dates for testing, with an extended "testing window" for schools to provide testing for students who were absent during testing week or who require accommodations (as expressly detailed in their ICEP).

In administering standardized tests, school officials shall carefully read and follow the published testing procedures. Printed testing materials shall be collected by the principal (or designee) immediately after administration and locked in a secure location. Standardized tests shall be administered only by licensed educators employed by the school. Following published testing controls is vital in maintaining the integrity of the testing process and ultimate results.

The principal (or designee) shall compile and analyze test scores, and promulgate scores to relevant personnel. Scores shall be used in defining school and student academic goals. Standardized test scores shall not be used as the primary factor in assessing teacher performance.

Individual student test scores (whether from standardized or local assessments) are considered confidential and shall not be published publicly. Class, grade, and school-level assessment results may be published at the discretion of the principal for the purpose of displaying the impact of the school's academic program. Scores shall not be published for the purposes of providing comparisons between Catholic schools.

Reporting on Student Progress

At the conclusion of each academic marking period, parents receive information on their student's progress. Parent-student-teacher conferences are scheduled at the midpoint of the first and second trimesters and parents are expected to attend. Students in grades 1st-8th are expected to attend the conference along with their parents. If there is concern about a student's lack of progress, communication from the teacher can be expected. Teachers may ask parents to come in to discuss in more detail. Parents are always encouraged to set up an appointment with the teacher for any concerns they may have. Grades are accessible through the Parent Portal in PowerSchool starting in third grade.

Promotion and Retention

Students at Old St. Mary's School are promoted to the next grade in accordance with the stated policies and curriculum of the school. *Promotion* relates to students matriculating to their second (or third) year of preschool, or advancing to kindergarten through 8th grade. *Graduation* relates to students who are advancing beyond eighth grade.

Students may not be promoted or graduate unless they have successfully completed the curricular and behavioral expectations of the school. Curricular expectations must reflect the required time allotments of the Archdiocese.

Students will be promoted to the next grade level if all academic expectations of the current grade are met. Promotion will be communicated to students and parents on the final report card.

Schools shall not exclude a student from promotion due to outstanding financial obligations to the school.

Graduation Requirements

Diplomas will be awarded to those students who have:

- ☐ Completed the school's academic requirements
- ☐ Achieved a passing grade on the Constitution of the United States and the State of Illinois examination
- ☐ Adhered to the school's code of conduct
- ☐ Returned all school materials

Diplomas will not be awarded until all financial obligations are paid in full.

Student Services

Student Support Services

The goal of Student Support is to promote academic success for all students.

The Student Support Department at Old St. Mary's consists of interventionists trained to work with students in Kindergarten through eighth grade with differing academic needs. Using evidenced based programs, the staff works with students who have diagnosed learning differences and at risk students identified through progress monitoring as not meeting grade level benchmarks. Work may take place one on one or using small group instruction outside of the classroom. Student Support works closely with classroom teachers to provide inclusion services through differentiated instruction.

Student Support conducts progress monitoring for all students through benchmark tests given three times a year. Students that fall well below the benchmark target receive immediate intervention for a period of six weeks. At the end of this time period students who continue to fall below grade level benchmarks may be recommended for further outside evaluation to identify potential underlying learning differences.

Student Support also assists families through the evaluation process through CPS or a private evaluator and coordinates the follow up ICEP, IEP or 504 plan if needed. Student Support provides testing accommodations and modifications for standardized testing and in class assignments and assessments for children with documented needs through their ICEP, IEP, or 504 plan.

Response to Intervention

Student progress is evaluated and monitored on an on-going basis using Star360. Star360 is a system based on direct, frequent, and continuous student assessment. It will be used to assess students in both reading and math. These assessments will be administered three times each year (fall, winter, and spring). Progress monitoring is conducted for identified students. Classroom teachers and student support teachers work closely together to implement and evaluate the impact of intervention to meet the needs of students below and above the grade-level target.

Inclusion

Catholic schools shall strive to provide an education that is inclusive of a diversity of student learning styles and needs, with consideration of the available resources of the school. Schools are encouraged to develop specialized programs for students with defined learning/behavioral needs, students that are advanced, and students who are learning English as a New Language (ENL). The OCS is able to provide specific services and support to schools to assist with inclusive education.

Individual Catholic Educational Plan (ICEP)

Schools shall formulate and implement an Individual Catholic Educational Plan (ICEP) for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. ICEPs shall outline the precise nature of the special need(s) and all strategies, accommodations, and interventions that shall be implemented. ICEPs require the affirmation

of both the student's parent/guardian as well as school officials. The Inclusive Education Handbook shall guide school personnel in formulating and implementing ICEPs.

ICEPs are generally established following the creation of an Individualized Educational Plan (IEP) by a local public school districts. IEPs are typically written when students are diagnosed with learning/behavioral needs by a public school district or licensed private practitioner.

School personnel shall not attempt to diagnose students with a defined learning/behavioral need. *If a school official suspects that a student may have a defined learning/behavioral need*, he/she shall speak with the principal (or designee). The principal (or designee) may initiate the ICEP formation process, as outlined in the Inclusive Education Handbook.

If a student is enrolled for the first time with an existing IEP or ICEP from another school, the principal (or designee) shall meet with the parents to discuss the IEP/ICEP, and formulate a new, local ICEP via the process outlined in the Inclusive Education Handbook.

ICEPs represent a mutual agreement for services between the parent/guardian and the school. Catholic schools are not legally obligated to implement all services recommended on an IEP. ICEPs shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that ICEP goals, strategies, accommodations, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the ICEP.

Counseling Services

Under the direction of the principal, the counselor plans and provides for appropriate services for students: Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of all students. Monitor and evaluate student outcomes. Communicate and interact with students, parents, staff and community. Develop, select and modify guidance lessons and materials to meet the needs of all students.

OSM has one full time school counselor. The primary duty of the PK - 8th grade school counselor is to ensure that students have access to the resources necessary for academic and social development. Counseling services include educating students of all grade levels of the role of the school counselor and resources available. **School counseling services are part of the regular education curriculum and parental permission is not required for a student to see the counselor. Permission will be requested when a student is scheduled to meet with the counselor on a regular basis in an individual or group setting.**

The school counselor provides the following services:

- ☐ Individual meetings with students who have been identified through IEP/ICEP/504 or teacher recommendations as being able to benefit in meeting with a school counselor on a regular basis. Topics of these meetings will vary and may include social emotional skills, regulation of emotions, family or school concerns.
- ☐ Unscheduled individual or group meeting with students in response to an immediate situation at home or school
- ☐ Scheduled small group sessions with students
- ☐ Work with students to develop skills of time management, organization, and overall study habits
- ☐ Help students understand and overcome social and/or behavioral problems
- ☐ Collaborate with teachers, administrators, and parents for student success

- ☐ Participation in parent/teacher conferences
- ☐ Report signs of neglect or abuse to outside legal resources
- ☐ Specific classroom and grade level lessons requested by teachers
- ☐ Provide academic records and parent information for student transition to secondary school
- ☐ Implementation of schoolwide programs to benefit the entire OSM community
- ☐ Recommendations for outside individual or family services for situations requiring long term counseling
- ☐ Consulting and information exchange with community agencies and providers

Academic support and tutoring by Old St. Mary's School Staff

Students needing additional academic support are urged to speak with their teacher first. Private individual tutoring should be an exception.

- Parents who would like to arrange on-site individual tutoring for their child should contact Mike Masterton, OSM Counselor.
- The tutoring must take place at school or via Zoom. Off-site tutoring is not permitted with the exception of extraordinary circumstances (i.e., student hospitalization).
- Please note that a student may not be tutored by teachers at his/her current grade level or by teachers at the student's subsequent grade level.
- Tutoring will be billed through the family's tuition account at the rate of \$60/hour, of which 100% will be disbursed to the teacher through the bi-weekly payroll system.

Student Records

An **Education Record** is a record directly relating to a student which is maintained by a school of the Archdiocese of Chicago or an individual, agent, department or organization acting for the school.

Schools in the Archdiocese of Chicago are required to keep a cumulative, permanent record and a student temporary file for each student enrolled in the school. The student temporary file shall be maintained in a separate file folder within the student cumulative (permanent) folder. Cumulative files should be maintained alphabetically by grade until graduation or withdrawal of the student. All records shall be available in the school at all times.

Confidentiality

Education records are to be secured and treated as confidential. The Principal shall be the custodian of all education records. Access to education records must be limited to persons authorized by the Principal. Parents and students over 18 years of age have the right of access to their records unless specifically prohibited by court order.

Transfer

When an elementary or high school student transfers to another school, a duplicate of the student's Permanent Record File shall be sent to the school that the student is entering. A duplicate copy may also be given to the parents/guardians upon request. Before any records are transferred, the school must have the signed permission of the parents/guardians. The school may charge the actual cost of copies of education records. No parent/guardian or eligible student shall be denied a requested copy of education records due to the inability to pay the cost of such copying.

Any records forwarded to a school from another Catholic elementary or high school in the Archdiocese of Chicago must be accepted and made a part of the student's permanent record in the school of entry. Full credit must be allowed for satisfactory work completed. Students who transfer to a Catholic

elementary or high school from another type of school (e.g. public school, charter school, non-Catholic private school, Catholic school outside the Archdiocese, etc.) shall be placed in the appropriate courses or grades according to their education records and any data generated from the admissions screening process.

Amendment of Records

Parents/Guardians may request that any entry in the education records, except for academic grades, be amended if the parent believes the entry is inaccurate, misleading, or violative of a student's privacy. Schools shall provide parents with the name and contact information of the official records custodian.

Transfer Credit

No student shall be admitted to a Catholic elementary or high school as a transfer student unless a record of accomplished work in schools previously attended is presented (with the exception of students entering Preschool or Kindergarten). If an investigation should reveal records are being withheld for a valid reason, the student may be admitted at the discretion of the Principal. For the placement of a student without records, an educational history shall be compiled in cooperation with the parents/guardians and the student. Based upon the information received, the student shall be placed at the grade level best suited to his/her achievement. The Principal may, if deemed desirable, require the student to be tested to help in the determination of grade level. The final decision as to placement shall be made by the Principal.

Birth Certificates

In accordance with the Illinois *Missing Children Records Act* 325 ILCS 50/5(b), schools are required to notify parents/guardians enrolling a child that they must provide a certified copy of the child's birth certificate or other reliable proof (in accordance with the law) of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate within thirty (30) days.

When a certified copy of the birth certificate is provided, the school or other entity shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the child.

"Other reliable proof" of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity.

Upon failure to provide this record, the school shall immediately notify the Illinois Department of State Police or local law enforcement of such failure, and shall notify the person enrolling the child in writing that they have 10 additional days to comply.

Flagged Records

As required by the Illinois *Missing Children Records Act*, 325 ILCS 50/5(a), and the Illinois *Missing Children Registration Law*, 325 ILCS 55/5(a), the education record of a current or former student who has been identified as a missing child must be flagged as such when the school is notified that the student is missing. Whenever a flagged record is requested or knowledge as to the whereabouts of any missing child, the school is required to immediately report the request or information pertaining to the child's whereabouts to the Illinois Department of State Police. The Illinois Department of State Police will notify the school when the flag may be removed from the student's file.

Retention and Storage of Records

Student permanent records must be maintained in the school or in the Archives and Records Center of the Archdiocese for seventy-five (75) years after graduation, transfer, or any other permanent withdrawal from the school.

The Class or Grade books used in elementary or high schools shall be retained by the school (in electronic or hard copy form) for as long as the student is enrolled by the school and for at least one year after the student leaves the school.

The records of students currently enrolled shall be kept separate from the records of former students. Permanent Records shall be stored in a fireproof metal file and kept under lock and key in the Principal's Office or other suitably secured area.

No school/parish person shall destroy a student permanent record from an Archdiocesan school without approval from the Archives and Records Center of the Archdiocese. Education records may not be destroyed if there is a pending request by the parent/guardian or eligible student to inspect the records.

Student temporary records shall be purged five years after graduation (or expected graduation date) by the local school/parish authority.

Student Permanent Record

The following **SHALL** be included in each student's permanent record:

- ☐ student name, address, birth date, place of birth, sex
- ☐ names and addresses of at least one of the student's parents/legal guardians
- ☐ original birth certificate verifying date of birth
- ☐ student attendance record
- ☐ academic grade reports
- ☐ standardized test scores
- ☐ placement and promotion information
- ☐ transfers from or to another school
- ☐ accident and incident reports
- ☐ health and immunization records
- ☐ graduation date
- ☐ record of release of permanent record information.

Student Temporary Record

Student temporary records should be maintained in a separate file folder within the student cumulative (permanent) folder. The following **MAY** be included in each student's temporary record:

- ☐ psychological evaluations, intelligence, aptitude or achievement test scores that are not part of the school's formal standardized testing program
- ☐ personality test results
- ☐ teacher/administrator notes/evaluations/comments/anecdotal records
- ☐ disciplinary records and information
- ☐ parent/guardian notes/comments

- ☐ family background information
- ☐ ICEP documentation (or other documentation related to a defined learning/behavior need)
- ☐ extracurricular activities
- ☐ completed home language survey
- ☐ information provided under the Abused and Neglected Child Reporting Act
- ☐ health-related information
- ☐ accident reports
- ☐ biometric information
- ☐ a record of release of temporary record information.

Student Activities

Student Activities refer to all co-curricular and extracurricular activities officially sponsored by the school. These include (but are not limited to): athletics, student organizations, arts programs (e.g. drama, band, etc.), publications, social activities (e.g. dances), clubs, etc.

All Student Activities shall be reflective of the Catholic mission of the school and the teachings of the Church. Activity sponsors, participants, and attendees shall reflect and uphold these values, regardless of their personal religious affiliation.

Student Activities shall not be scheduled on Sundays before 12:00 PM or on Holy Days of Obligation without the permission of the Regional Director. In scheduling of activities, principals should be mindful of the school's academic calendar and prominent events within the parish(es).

Official recognition shall be given to a Student Activity only if it operates under the supervision of a paid school employee approved by the principal of the school in accordance with the stated policies of the school. This employee shall be designated as the Moderator. If the Moderator is a teacher, the supervision of an activity shall not infringe upon the Moderator's regular instructional duties. In some cases, the principal may appoint multiple moderators, provided that the delineation of duties is made clear.

Athletics shall be moderated by an appointed Athletic Director.

Student Activities must be properly supervised by at least one employed school staff member at all times, in accordance with the Child Protection policies of the Archdiocese. This includes all gatherings, practices, and rehearsals for Student Activities. The moderator serves as the primary supervisor of their designated Student Activity, although some supervision may be delegated by the moderator to other employees. Volunteers are permitted to assist with the Student Activity, with the approval and under the supervision of the Moderator, and provided that Volunteers are not left alone with students. Volunteers must adhere to the Child Protection policies of the Archdiocese.

A chapter and/or branch of a national or regional student organization (e.g. Boy Scouts, National Junior Honor Society, etc.) within a given school shall not be granted official recognition unless the organization has been approved by the principal. Such organizations shall be properly vetted by the principal (or designee) to ensure that their philosophy and practices are consistent with the mission of the Catholic Church.

The principal is responsible for establishing clearly defined procedures to be used by student organizations for the management of their funds. All funds must be deposited in the parish/school

account.

Athletic programs affiliated with Regional Catholic Elementary Leagues are exempt from this requirement, as funds are managed directly by the league.

Extended Day Program

An Extended Day Program is a program for students that takes place outside of instructional hours, and serves students whose parents are unable to drop off or pick up their child at the designated start or end of the school day. Unlike extra-curricular activities, Extended Day Programs do not focus on a specific athletic, social, or academic activity.

Old St. Mary's offers an Extended Day Program that provides supervision for students before and after the instructional school day. Only students enrolled in the school are eligible to participate in this program. For the 2020-21 school year, both before school care and after school care are \$8.50 an hour per child.

Old St. Mary's Extended Day Program utilizes a defined structure that provides for constant supervision, enriching activities, and time for students to complete homework. Students will eat a snack during the Extended Day Program. Students are provided with a snack each day. The following is a list of commonly served snack items. **Any student with an allergy needs to provide his/her own snack each day.**

Fruit (bananas, apples, grapes and strawberries)

Graham crackers

Pretzels

Raisins

Cheese and crackers

Celery and cheese

Goldfish

Juice (100% fruit juice)

Students at all grade levels will also enjoy time outside each day. Please ensure that your child is appropriately dressed for the weather.

Preschool students, new to the routines of school, often find the school day exhausting. They are ready to go home at 3:00 p.m. and enjoy some unstructured playtime. **Three year olds are accepted into the Extended Day Program on a trial basis.** If remaining after school seems to overwhelm the child, his/her parents will be notified and asked to make other after school arrangements.

Students shall only be signed in/out of Extended Day programs by an adult listed as a parent/guardian or emergency contact. Extended Day Programs shall keep an accurate accounting of times, dates, and responsible parties in which students were signed in or out.

Students must be picked up by 6:00 p.m. In the event that a parent/guardian is unable to pick up their child(ren) by 6:00 p.m., a parent/guardian must notify the school via telephone. Parent/Guardian must reach a live person, not voicemail. a minimum late fee per child will be assessed. Incremental late fees per child can be assessed at the discretion of the school accordingly:

Minutes Late	Fee Assessed (Per Child)
6:01-6:15PM	\$25.00
6:16-6:30PM	\$50.00
6:31 and beyond	\$100.00

In the event the parent/guardian is more than 30 minutes late and no telephone contact has been established with the school, the school will attempt to contact the emergency contacts on file. If neither parents nor emergency contacts can be reached, local authorities may be contacted.

Athletics

Athletics are suspended until further notice for the 20-21 school year, due to COVID concerns.

See the Old St. Mary's Athletic Handbook, available on the OSM Website under the Athletic tab. All parents and OSM athletes are expected to be familiar with information in this handbook. Signing the Old St. Mary's Parent Student Handbook Acknowledgement Form includes acknowledgement of the OSM Athletic Handbook as well.

Social Activities

Definition

Social Activities are defined as a school-sponsored program for students outside of everyday instruction for the purposes of socializing, playing games, non-liturgical celebrations, team building and/or other activities as defined.

Supervision

All school-sponsored Social Activities require the approval of the principal. All social activities must be in accord with the mission, vision, and goals of Old St. Mary's School and the Child Protection policies of the Archdiocese. For such activities, student behavior expectations and staff/volunteer roles shall be clearly defined by the Moderator and approved by the principal.

Dances

All school dances shall require the approval of the principal. At least two paid school employees shall be present at dances, and additional staff/volunteers are recommended to ensure proper supervision of students at a school-sponsored dance. Students shall be immediately corrected to ensure that conduct is reflective of the school's Catholic Identity. Music selections shall be pre-screened for appropriate content and approved by the Moderator. Student dances shall not be conducted for students younger than sixth grade without the permission of the Regional Director (with the exception of dances that involve direct parent/guardian participation, e.g. a "Father-Daughter Dance").

Dances will be held on the property of the school/parish. Exceptions may be made by permission of the Regional Director.

Birthdays

Birthdays can be exciting days in the life of young children. Birthdays will be honored at school. Summer birthdays will be celebrated as half birthdays. **For students in preschool through 3rd grade**, birthday

crowns, special privileges, prayers and small mementos may be used to celebrate the day. In keeping with our wellness policy and being sensitive to the many children who have serious allergies, no food items may be brought to school. Some families enjoy donating a special book to the classroom in honor of their child's birthday. No goody bags, performances, or gifts may be sent to school to celebrate the day as this would be disruptive to the teaching and learning taking place. Birthday invitations for parties taking place outside of the school day may only be distributed in school if there is one for each student in the class.

Expectations for Conduct

Code and Consequences

A positive, respectful approach to discipline is the hallmark of a Catholic school. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of a Catholic school. Some characteristics of positive discipline include:

- Students learn decision-making skills related to their own behavior and choices.
- Discipline techniques are based on teaching appropriate behavior and effective consequences rather than power and punishment.
- Student self-esteem is maintained and enhanced.
- Students share in classroom responsibilities.
- The environment encourages self-discipline and self-control.

In order to promote an atmosphere conducive to learning and to maintain a safe learning environment, students are expected to comply with behavior guidelines and will be held accountable for behavior that is not compatible with the mission and philosophy of Old St. Mary's School. The Discipline Policy reflects the philosophy of Old St. Mary's School and is in place to serve the greater good, maintain order, and promote a safe learning environment and a culture of kindness. Students will be held accountable and responsible at all times for their actions; suitable measures will be taken at all times to ensure this. In support of the school authority, we expect full cooperation of the parent community by enforcing school rules and regulations. Failure by parents/guardians to cooperate as determined by the school administration may result in the exclusion of the child from the school.

Old St. Mary's School continues to implement a Responsive Classroom model for the 2020-21 school year.

In classroom management, teachers always endeavor to be firm, just, consistent, impartial, positive, and sensitive to the needs of the individual student. Students are expected to meet and respect the requirements of the school, which may, of necessity, be different than rules in the home. The development of individual responsibility and self-discipline are essential skills necessary to meet the challenges for students at the next level of education. Conduct which is detrimental to or negatively affects the mission and reputation of the Catholic school, regardless if the unacceptable conduct takes place during school hours or outside of school and off school property, may result in disciplinary measures. In all cases, respect and kindness must be tempered with justice and fairness. No student shall be disciplined corporally or corrected with abusive or demeaning language.

Each teacher in grades PK-8 has a classroom discipline policy in place that reflects the philosophy at Old St. Mary's School and is developmentally appropriate for their grade level. All behavior consequences

shall be educational in nature; schools should seek to educate the student as to their inappropriate choices and encourage the student to make better choices in the future. When possible, teachers and administrators should highlight the positive behavior of other students (i.e. utilize positive reinforcement). These classroom systems are used in dealing with discipline that stems from academic matters or personal accountability/responsibility situations.

Old St. Mary's works every day to create a Culture of Kindness. To this end, the school-wide Behavior Rubric is used in grades K-8 for any behavior that is deemed 'mean behavior' directed towards another person. This behavior may include verbal "teasing", lying, physical contact including poking, pushing, tripping, or intentional exclusion of a person or any type of bullying or harassment.

Teachers in grades PK-8 will discuss and distribute discipline procedures to parents at the beginning of the school year. If an incident is severe, or becomes a pattern, a process of intervention will commence that may include but is not limited to the following:

- Teacher brings concerns along with rubric to student and parents.
- Teacher brings concern to the Administration.
- Teacher schedules a meeting to discuss interventions. This meeting may include Administration, parents, and the student.
- If behavior continues, Administration may oversee the discussion and an individual behavior plan may be implemented.
- If unacceptable behavior continues, the result may be an after-school detention, an in-school or out-of-school suspension, moving the student to eLearning or, in severe cases, expulsion from Old St. Mary's School at the discretion of the principal.

A diploma may not be denied as a disciplinary measure for a student who has completed the requirements for graduation from elementary school. However, a student may be denied the privilege of participation in the formal graduation ceremony as determined by the principal, pastor and School Board for criminal or egregious actions contrary to the mission of the school and church community.

Please reference the Supplemental Middle School Handbook for a more detailed Middle School discipline policy and procedures.

Bullying

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated. Harassment, intimidation and bullying will not be tolerated; these negative behaviors impair a student's ability to learn and a school's ability to provide a safe and productive learning environment.

Bullying can be defined as meeting the following three criteria: (1) Repeated words or actions (2) that intend to cause harm, humiliate, or discriminate (3) and create an imbalance of power. Bullying is contrary to the Catholic mission of our schools and shall not be tolerated. School officials should vigilantly monitor all students for bullying behavior and take immediate action when bullying occurs. Bullying shall not be tolerated at any time at the Catholic school, including during extra-curricular activities and other after-hours gatherings. **No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or**

school vehicles, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

Adults may also be perpetrators of bullying (toward children or other adults). School officials should also correct cases of bullying that occur between parents, volunteers, or other adult nonemployees. In some cases, parents, volunteers, or other adult non-staff members should be asked to have restricted access to the school or leave the school entirely for bullying behavior. Bullying by employees (toward children or other adults) is not tolerated and should be immediately addressed.

As leader of the school, the principal is the ultimate example of Christian behavior. He/she should model such behavior, and establish a culture of acceptance, compassion, and forgiveness. Students should be taught to address bullying in a manner consistent with our Catholic mission. The best way to combat bullying is through preventative (vs. reactive) measures. The principal and staff should seek to establish a climate in which bullying never occurs.

Bullying acts may be:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, coughing, spitting, pinching, and excessive tickling, theft, destruction of property;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through **any** form of electronic communication or social media, the Internet or written communication;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.
- All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative, or other) should report the bullying incident to a teacher, staff person, or principal.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.) any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media).

Harassment

The Pastor, administration, and staff of Old St. Mary's School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

School administrators recognize and respond to harassment which includes, but is not limited to:

- Verbal or written taunting, teasing, gossip, threats, name-calling, whether in person, through any form of electronic communication or social media, the internet or written communication
- Physical acts which include punching, poking, stalking, hair pulling, beating, biting, strangling, spitting, pinching, destruction of property, theft, or excessive tickling
- Rejecting, intimidating, humiliating, defaming, terrorizing, extorting, blackmailing, isolating, ostracizing, peer pressure, hostile, rating or ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, or any other offensive, unwanted conduct
- Jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Harassment of any type is unacceptable in Catholic schools. Parents/Guardians shall be notified when their child is the victim of another student's harassment or if their child is the harasser of another student. Disciplinary consequences include:

- Conferences between the student and teacher
- Conference between the student and principal
- Conference with student, parent and principal
- Suspension
- Move to eLearning
- Expulsion

Gang Activity

Gang activity shall be considered a violation of school rules and cannot be tolerated in Catholic schools. School personnel should monitor student behavior and the school environment for signs of gang activity. In cases where gang activity occurs, the school should address the situation through its defined Student Code of Conduct, and appropriate disciplinary actions shall be taken. The Principal should contact local law enforcement when, in his/her opinion, the safety and welfare of students and/or staff are threatened by illegal gang activity, the illegal use of drugs/alcohol, or use or possession of weapons.

Hazing

The Illinois Compiled Statutes (720 ILCS 5/12C-50.1) defines hazing as follows: "A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution in Illinois for the purpose of induction or admission into any group, organization, or society associated with the institution, if: the act is not sanctioned or authorized by that educational institution; and the act results in bodily harm to any person. Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.

Hazing is defined as an instance in which a person knowingly requires the performance of any act by a

student or other person in a school for the purpose of induction or admission into any group, organization or society associated with the school where the act is not sanctioned or authorized by the school, and the act can result in bodily harm.

Hazing is not tolerated in Catholic schools, and shall be explicitly listed as a violation of the Student Code of Conduct in all promulgated policies. If any school administrators, teachers, support staff, and/or volunteer coaches observe hazing at a Catholic school, they are obligated to report it to the principal and the Principal shall notify their Regional Director as well as local law enforcement if the act of hazing results in death or great bodily harm.

Public Scandal Involving Students

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others.

School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for, but not limited to:

- Actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- Actions which are detrimental to the school's reputation;
- Grave offenses which may include a violation of criminal law;
- Actions so outrageous as to shock the conscience or behavior of the community;
- Sexting- each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Substance Abuse

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed. Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School Procedures for Handling Violations

- Notify the parent/guardian and suspend the student during the school investigation.
- Notify local law enforcement authorities immediately as directed by law.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).
- Notify the school's Regional Director of the incident; fax a copy or send a PDF. of the completed Accident/Incident Report within 24 hours to the Regional Director.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure school:

- Students shall not carry, possess, or use weapons or firearms in school, or on school premises.
- Weapons include, but are not limited to the following: knives, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.
- Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots and school campus property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

Resolving Disagreements or Conflicts

Issues between individuals should, first of all, be discussed respectfully. Whether between students, or parent and teacher, the classroom teaching routine or school day should not be disrupted. All encounters and discussions should maintain the respect of all. If a parent/student/guardian becomes aggressive or confrontational, a teacher and/or staff member has the right and the obligation to walk away from said confrontation. OSM staff will NOT be expected to engage in/suffer through disrespectful or confrontational behavior.

Arguing and emotional outbursts are non-productive when inappropriate behavior occurs. Matters should be discussed calmly, away from others. Students or parents who wish to discuss an issue with a teacher should request a mutually agreeable appointment time. The administration should not be approached until the matter has been discussed with the teacher or staff member.

The appropriate sequence for questions of responsibility of fairness should be:

1. Private, scheduled discussion among the people directly involved.
2. Administration requested to review the situation, if needed.
3. Follow up meetings are available to resolve any outstanding issues.

Suspension of Students for Disciplinary Reasons

In general suspensions are reserved for serious or chronic behavior infractions. The following procedures are intended to ensure that the imposition of suspension is fair and consistent.

Procedures include:

- An investigation of the alleged misconduct by a qualified school employee.
- An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations.
- Written notice to parent(s)/guardian(s) citing the misconduct and the length of the of the proposed or actual suspension (typically provided after the in- person conference).
- Written notification to the Regional Director and Pastor (when applicable).

Suspensions may occur away from the school or within the school. Students who serve in- school suspensions must be monitored by a qualified staff member at all times.

Students are not permitted to participate in school-sponsored extra and co-curricular activities for the duration of their suspension.

Students may be transferred to eLearning in place of a suspension.

Expulsion of Students for Disciplinary Reasons

Any student may be expelled for serious or chronic violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; chronic or serious bullying; serious and chronic lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Principals shall submit the details of the allegations, the results of their investigation, and the reasons supporting their recommendation to the Regional Director in writing before the expulsion is implemented. Consultation and approval must take place before the expulsion proceeds.

The following procedures are intended to ensure that the imposition of an expulsion is fair and consistent.

1. An investigation of the alleged misconduct by a qualified school employee.
2. An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations.
3. Written notice to parent(s)/guardian(s) citing the misconduct and the length of the proposed or actual suspension (typically provided after the in-person conference described in #2).

Principals should consider suspension as an alternative to expulsion for infractions that occur within the last month of the school year. In some cases, it may be better to suspend the student for the remainder

of the school year and allow him/her to complete and submit work from home. Such arrangements shall be decided by the Principal in consultation with the Regional Director.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to the health and safety of school employees, students, volunteers etc., principals may, in their discretion, offer parents/guardians the opportunity to voluntarily withdrawal from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school. Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled.

In cases where a student is expelled, these procedures shall be followed:

- a) The advice of a psychologist, physician, social worker, counselor, or other appropriate person may be sought (at the discretion of the Principal or designee).
- b) The student is placed on suspension for the duration of steps below.
- c) Written note is sent to the parents/guardians describing the reasons for the student's suspension and proposed expulsion. For parish, consolidated, and inter-parish schools, the designated pastor should likewise be apprised. In most cases, it is advised that the principal (or designee) contact the parent/guardian via phone before sending home the written note.
- d) A face-to-face conference shall be held between the Principal, other appropriate school staff, and the parents/guardians. The student may attend at the discretion of the Principal. Attorneys, parent-advocates, or other parties invited by the parents/guardians may not attend.
- e) For Archdiocesan schools, the Principal shall submit the details of the issue and rationale for the expulsion to the Regional Director *in writing*. Permission must be obtained from the Regional Director before the expulsion proceeds.
- f) Parents/Guardians should be given the opportunity to voluntarily withdrawal from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdrawal their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school.
- g) Principals should consider suspension as an alternative to expulsion for infractions that occur within the last month of the school year. In some cases, it may be better to suspend the student for the remainder of the school year and allow him/her to complete and submit work from home. Such arrangements shall be decided by the Principal in consultation with the Regional Director.
- h) Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled.
- i) Parents/Guardians of Archdiocesan schools may submit an appeal to the expulsion, in writing, to the Superintendent.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Students may be withdrawn due to the conduct of their parent/guardian. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, chronic disrespect, or other behavior that violates the parent code of conduct. In such cases, the Principal shall contact their assigned Regional Director and Pastor (if applicable) before the withdrawal is implemented.

Communication

Information from the Principal

The OSM Principal will issue a weekly update, via email, each Sunday evening.

Communication with Teachers

If a parent needs to communicate with a teacher, they are encouraged to email the teacher. For students in grades 4-8, students should be encouraged to speak with the teacher first.

Family Privacy

Parents/guardians must provide permission for their own contact information to be shared with room parents. Parents must also be asked if the school has permission to share a child's photo or academic work.

Safety & Security

Campus Safety and Security

The school building(s) and properties shall comply with the requirements of the Illinois Building Code, the State Fire Marshall's Office, the State Department of Health, and the policies of the Archdiocese of Chicago. The building(s) and properties shall be regularly inspected by local personnel to ensure that they are safe and in good repair. For all elementary schools, external doors shall be locked at all times during the school day (locked doors are *recommended* for high schools). Doors shall only be opened by qualified school employees. Doors shall be propped open only for brief periods of time, and under the direct supervision of a qualified employee.

Each school shall have a security camera monitoring the designated main entrance. Schools should consult with local law enforcement regarding the regular monitoring of security on the school's campus.

School Visitors

For the 20-21 school year, there will be no visitors permitted in the school without the Principal's permission due to COVID concerns.

Inspection of School Property

School properties are regularly inspected by the local health and fire departments/districts, in compliance with applicable local or Illinois state law. School employees shall fully cooperate with all inspections, and shall work to remediate any violations. Local employees shall regularly inspect school property to ensure that it complies with legal requirements.

Safety Drills

All Catholic schools are required to comply with the School Safety Drill Act (105 ILCS 128) which outlines the schedule of safety drills and reporting for public and non-public schools. Each school shall submit an Annual Review Report to ISBE and their assigned Regional Director by *June 1 of the current school year*. Proper documentation of each Safety Drill shall be kept by the principal, and may be accessed at any time by OCS personnel.

At least three Evacuation Drills (or "Fire Drills") shall be conducted each school year, in compliance with the School Safety Drill Act (105 ILCS 128). Proper documentation of each Evacuation Drill shall be kept

on file in the principal's office. All drills require the participation of the local fire department/district. The three drills must occur during the following time periods:

- Before September 1st: The school's local fire department/district is required to contact the principal no later than September 1st of each year to arrange for the first Evacuation Drill (which shall include fire department/district participation). If the local fire department/district does not make contact by September 1st, the principal shall make appropriate contact.
- October: The principal shall contact the local fire department/district no later than September 15th to arrange for an Evacuation Drill date to take place within the month of October.
- Additional Date: The school shall conduct a final Evacuation Drill after the month of October, on a date of mutual agreement between the principal and the local fire department/district.

Additional Evacuation Drills may be conducted at the discretion of the principal.

Law Enforcement Drills

Each school shall conduct at least one Law Enforcement Drill (or "Lockdown Drill") per school year, in compliance with the School Safety Drill Act (105 ILCS 128). Law Enforcement Drills shall include specific procedures for handling intruders, school shootings, bomb threats, and similar incidents in the school building. Law Enforcement Drills *must* include the participation of the local law enforcement agency (principals should contact the local agency prior to a Law Enforcement Drill). The Law Enforcement Agency shall certify the drill once it is complete. Schools may complete additional Law Enforcement Drills at the discretion of the principal.

Emergency Procedures

Emergency Crisis Plan

Old St. Mary's has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. School personnel are encouraged to remain calm and use common sense, as it is impossible to know in advance all of the circumstances one might face.

The safety of students is insured by drills and precautionary measures which are followed in the event of a disaster from fire, storm, tornadoes, threats or civil defense alerts. The faculty will make students aware of these precautions and the entire school community will participate in multiple practice drills during the course of the school year. Evacuation plans are posted in each classroom.

In most emergencies, your children will remain and be cared for at the school or in the Church. In the rare event of an emergency that prohibits reentry to the school building (broken gas or water main, fire or toxic spill) or otherwise necessitates the evacuation of the school, the students will walk to designated evacuation areas:

- Krolls at 1736 S. Michigan Avenue
- Day Star School at 1550 S State Street
- Firehouse Restaurant, 1401 S. Michigan Avenue

We ask parents to follow this procedure if you hear of any school emergency:

1. Turn on your radio or television.
2. Please do NOT telephone the school. OSM has limited phone lines. These MUST be used to respond to an emergency. We will activate our School Messenger notification system to update you on the status of any emergency. Please do NOT drive to OSM or the relocation site unless you are requested to pick up your child. Any emergency involving OSM may mean emergency vehicles and workers must be able to get to the building. In extreme situations, the superintendent of Catholic Schools reserves the right to close some or all Catholic Schools in the Archdiocese of Chicago. This could mean only city schools, schools in a certain geographic area of the city or Archdiocese or all Catholic schools in the Archdiocese. The announcement will be communicated to the principals as efficiently as possible.

Emergency School Closing

Principals are empowered to close school temporarily for unforeseen circumstances (e.g. inclement weather, facilities issues, excessive illnesses, etc.). Principals carefully consider the needs of their students, staff, and facilities when deciding whether to close school. If school is closed for reasons other than inclement weather, principals shall first seek permission from their Regional Director. In extreme circumstances, the Superintendent is empowered to close all Archdiocesan schools (across the Archdiocese or in defined geographic areas). Local and state agencies (e.g. health department, law enforcement agency, etc.) are also empowered to close schools for a variety of reasons; principals shall contact their Regional Director if told to close by a local or state agency.

If schools experience excessive student illnesses (defined as over 25% of the total student body) or excessive faculty/staff absences (defined as over 50% of the faculty/staff), the principal shall consult with their Regional Director. Further consultation may take place with the local health agency. The school shall only be closed for excessive illnesses with the permission of the Regional Director. **Please note: COVID19 requirements may affect this provision.**

Schools shall generally not cancel classes for excessive heat or cold. Principals are encouraged to make modifications to the instructional environment so that positive student learning can still occur (such as moving students to different areas of the building, conducting indoor recess, etc.). Principals who feel that there are legitimate reasons for the school to close due to excessive heat or cold shall first receive permission from their Regional Director before announcing a closure.

Supervision of Students

Old St. Mary's has a duty to exercise reasonable supervisory care for the safety of students and may be liable to injuries resulting from the failure to supervise. Students must be under the supervision of school employees at all times and in all places during school hours of the local school. Supervision may be supplemented by trained volunteers. Visiting speakers or instructors do not have the authority to supervise students in schools.

Parents/guardians are responsible for the care and supervision of their children travelling to and from school and outside the times of school supervision before and after school. Students who arrive before the school grounds are supervised in the morning or who remain on school grounds unsupervised after school must be enrolled in the Before/After School program or find other arrangements.

The school will not be responsible for the supervision of children not formally enrolled in the local school. Parents or guardians who volunteer in the school may not bring other children (babies, toddlers, guests, visitors) with them to the school during their assigned volunteer hours.

Safe Environment

Under Article 12 of the Charter for Protection of Children and Young People from the United States Council of Catholic Bishops:

“Dioceses/eparchies are to maintain safe environment programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents/guardians, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people.”

In order to implement this requirement Old St. Mary’s will provide students with an annual training that teaches how students can be safe from all forms of abuse. The program may include information from outside providers, such as Chicago/suburban/county police department school programs.

Parent Involvement

Requirements for Volunteers

Adult individuals seeking to volunteer with children must complete the following requirements:

- ☐ Complete and submit the Archdiocese of Chicago Application for Employment or Volunteer Service.
- ☐ Complete an application on the Virtus online system to register for a Protecting God’s Children training and a criminal background check.
- ☐ Complete and submit Form 689 through the Child Abuse and Neglect Tracking System (CANTS).
- ☐ Submit the Archdiocesan Code of Conduct.
- ☐ Participate in the Virtus/Protecting God’s Children program for Adults (arranged by the school/parish through the designated Site Administrator).
- ☐ Complete Virtus bulletins on a monthly basis.

School officials shall carefully vet volunteers to ensure that they possess the appropriate skills necessary to working with children. Principals have the sole discretion to remove a volunteer from service at Catholic schools.

Volunteers shall not work with children unless they are in the presence of a school/parish employee. Exceptions to this policy may be made at the discretion of the principal for certain volunteer roles (e.g. coach-volunteers). Principals shall exercise extreme discretion in making such exceptions. Volunteers shall not be given access to confidential student information, such health records, grades, parental contact information, etc. Volunteers shall not be utilized to grade student assignments or administer tests (including standardized assessments).

Detailed information on how to complete each step can be found on the OSM Website under the Volunteer Section.

All parents who have completed these requirements should send these documents to the main office. Completion of these SAFE ENVIRONMENT REQUIREMENTS is necessary in order to volunteer where children are present.

Additional requirements apply to parents who volunteer as coaches. Please refer to The OCS Handbook for Athletics in the Catholic Elementary School and the OSM Athletic Handbook; both are available on the school website.

Parent/Guardian Conduct

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the Administration, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors at school and extracurricular events include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Professional Communication with Parents/Guardians

Appropriate Topics

When communicating with parents/guardians, employees shall refrain from discussing the performance of other employees. Employees shall discuss only the performance/behavior of other students if that student's behavior relates directly to the performance/behavior of the parent's/guardian's child. Employees should exercise great care in discussing personal or potentially controversial topics with parents/guardians. Employees shall avoid discussing inappropriate topics with parents/guardians, or conveying personal opinions that are contrary to the teachings of the Catholic Church.

Physical Contact with Parents/Guardians

Employees shall exercise great care in physically interacting with parents/guardians. Employees should request that an administrator be present when discussing sensitive topics with parents/guardians.

Contact Away from School

Employees shall not allow parents/guardians to visit them at home or at locations/events not related to school activities without the permission of the principal. Employees should exercise great care when communicating with parents/guardians outside of school hours and away from extra-curricular events (including electronic and phone communications).

Electronic Communications and Social Media

Employees shall exercise extreme care when interacting with parents/guardians through social media; it is highly recommended that employees not engage in such communication. Employees should be aware that electronic communications and social media can affect their employment status if used inappropriately with parents/guardians.

Family School Association

Old St. Mary's School has established a Family and School Associations (FSAs) for the purposes of

building community and generating support. Each FSA shall develop and implement a set of bylaws that describe the purpose of the FSA and how it functions. Bylaws, including any changes/amendments, require the approval of the principal and pastor/local governing authority.

The Family and School Association is an organization of the school dedicated to collaboration between parents/guardians and members of the school and parish staff in the pursuit of a quality, faith-centered Catholic education.

Unlike School Boards, FSAs shall not debate or decide school policy. FSAs shall never discuss individual parent concerns or personnel issues. FSAs may be disbanded by the pastor/local governing authority.

All FSA funds shall be housed within the school/parish accounts. Fundraising and spending shall require approval of the principal.

The Church and school community recognizes that parents/guardians are the primary educators of their children in the Catholic faith.

The Family and School Association promotes and fosters the following goals:

- ☐ Spiritual, educational and formational development for parents/guardians and families who are part of the school community
- ☐ Support of the school in its role of educational and spiritual development of children
- ☐ Regular communication that fosters the partnership of home and school
- ☐ Social interaction among the members of the school community
- ☐ Networks that support family life and the school community
- ☐ Volunteer service to the school
- ☐ Service to the poor and marginalized
- ☐ Promotion of and in recycling, development of green spaces and other environmentally sound activities
- ☐ Involvement in legislative action that supports non-public schools
- ☐ Promotion of the school in the local community

The Family and School Association is not:

- ☐ A school policy-making organization
- ☐ Primarily a fund-raising organization
 - ☐ Although the organization may sponsor fund-raising activities
- ☐ A forum for complaints

The members of the Family and School Association may be involved with fundraising activities for the school. They work together with the school administrators to accomplish the school's funding goals.

The Family School Association was formed to support the work of the school by sponsoring a variety of activities that contribute to our students' physical, emotional, intellectual and spiritual growth.

These include:

- ☐ Creating and promoting service projects to benefit both our students and our community
- ☐ Sponsoring social and fundraising events that support the school mission

- Fostering closer relationships between home and school life.

All parents of children enrolled at Old St. Mary's School are members of the Family School Association. Parents are encouraged to become involved by attending meetings, joining or leading a committee, participating in our fundraising and outreach efforts, and volunteering at events and programs. There are so many ways to get involved. By working together, we help continue to make the Old St. Mary's School community strong and vibrant.

The proceeds from fundraising efforts are used to support our mission, including funding programs, hosting social events, and purchasing unbudgeted items/equipment for the school.

Volunteer Hours

Old St. Mary's School needs more than tuition dollars to operate efficiently and effectively – family involvement is essential for our school's success. Parent participation helps to hold down tuition costs, helps create a community-building atmosphere, and is a great way to meet other parents. We have had outstanding volunteer support starting the day Old St. Mary's School opened. Parents, extended family and friends have all pitched in to help make daily activities and special events successful, safe, and fun. As Old St. Mary's School expands and we welcome more students, we also increase our need for volunteer support. More activities and more children in activities will require the community of Old St. Mary's to not only continue its current generous level of volunteer support, but to also look to where the community can increase that involvement for the benefit of everyone.

Our Old St. Mary's School Service Hours Commitment is as follows:

- For the 2019- 2020 school year, each family is asked to commit to a **minimum of 20 hours of volunteer service**.
- We understand that the most significant barrier to volunteerism is finding the time. In lieu of making a commitment to service hours, families will make a financial contribution of \$500. Financial contributions will help offset expenses incurred when the school must expend financial resources because volunteer services could not be provided.
- The Service Commitment is per family, not per student, and can be achieved through the efforts of multiple family members (parents, 18+ years of age older siblings, grandparents, family friends, etc.).
- For the 2020-21 school year, service hours can be completed beginning in June through the month of May.

Please refer to the OSM website for more details on our Volunteer Program.

All Volunteers need to complete the SAFE ENVIRONMENT REQUIREMENTS before participating in any activity involving students. (See **Safe Environment Requirements** in this Handbook).

Attacks on School Personnel

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

School Property

School Facilities Management

All school facilities (including buildings, grounds, athletic centers, etc.) shall adhere to relevant state and local regulations and policies. The principal shall ensure that regular fire, safety, and health inspections take place and are properly documented, and that safety drills occur as required.

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Storage of Equipment on OSM Property

Students may choose to ride bicycles or scooters to school. Helmets are recommended. Equipment that is stored on OSM property during the school day should be locked in the bicycle rack. The school/parish is not responsible for any damage to or thefts of equipment on school/church grounds.

Teen Dating Violence

Illinois Compiled Statutes (ILCS) {105 ILCS 110/3.10 new}. Section 3.10. is a policy on teen dating violence. As used in this section, “Dating” or “dating relationship” means an ongoing social relationship of a romantic or intimate nature between two persons. “Dating” or “dating relationship” does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

“Teen dating violence” means either of the following: 1) A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age. or 2) Behavior in which a person uses or threatens to use sexual violence against another person who is in the dating relationship with the person, where one or both persons are 13 to 19 years or age.

Teen dating violence is unacceptable and is prohibited. Each student has the right to a safe learning environment. Age-appropriate education about teen dating violence will be incorporated into the educational program. Incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation must be immediately reported to the principal, who will notify the parents/guardians and local authorities as the situation warrants.

Sexual Harassment

The Archdiocese of Chicago is committed to maintaining a work environment free of sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall be considered harassment when:

- ❑ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- ❑ Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; OR

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

All instances of alleged sexual harassment are to be reported to the immediate supervisor, or pastor, parochial administrator, principal or agency director. If any employee believes that he or she has been subjected to conduct which may constitute sexual harassment, that employee is to immediately report the offensive conduct to his or her immediate supervisor. The supervisor will then report the allegation to the pastor, principal or director, who will then report the allegation to the Office of Employee Services and/or the Office of Legal Services.

Notification of Police

Principals are mandated to document and report all instances of drugs, substance abuse, weapons, firearms, and written complaints of battery committed against school personnel in the school or on school property to the proper authorities as directed by Illinois State Law.

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the reporting of incidents to the ISP requirement, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which does not satisfy the requirement to report incidents to local law enforcement authorities.

Local law enforcement and the Illinois State Police will be notified in the event of serious violations, including, but not limited to, the following:

- Incidents involving firearms or other weapons
- Incidents involving drugs
- Incidents of battery committed against school personnel

Child Protection Procedures

Staff Relationship with Students Outside of School

Employees of Old St. Mary's School represent Old St. Mary's at all times, even after school hours. Staff members are cautioned to maintain professional boundaries with students outside of school.

Expectations include, but are not limited to:

- As a rule, teachers/staff and students should not communicate privately over text or social media.
- Students may not be dismissed from school into the care of a staff member.

Child Abuse

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion

of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Child Custody

Guardianship of a Student

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the **Office of Legal Services (312-534-8239)** should be contacted immediately to discuss the situation.

Custody/Guardianship Issues

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the **Regional Director** or the **Office of Legal Services** immediately.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

Release of a Child to Non-Custodial Parent

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

Generally, in situations where there are concerns regarding the release of a child to a non-custodial parent, it is best to contact the Regional Director and/or the Archdiocesan Office of Legal Services.

In the absence of a court order, a school should provide the non-custodial parent the opportunity for a parent-teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information with the custodial parent pertinent to the child should also be provided to the non-custodial parent in a timely fashion.

Access to a Student's Records by a Non-Custodial Parent

Under Illinois law, a non-custodial parent cannot be denied access to the school records of his/her child, unless that parent is prohibited by an order of protection from inspecting or obtaining the records. Questions regarding the validity of an order of protection should be directed to the Office of Legal Services.

Proective Custody

The Abused and Neglected Child Reporting Act (ANCRA) states that only the following may take protective custody of a child if urgent and immediate necessity exists regarding the safety and well being of the child:

- Law Enforcement (Police)
- Physician treating the child
- DCFS Department of Child Protection (DCP) investigators

In these situations, it is important that the school notify the parent/guardian. However, the police and/or Department of Child Protection (DCP) Division investigators from the Department of Children and Family Services (DCFS) are not required to wait for the arrival of the parent/guardian and may leave immediately with the child.

The police and DCFS Department of Child Protection (DCP) investigator do not need the other's presence to take protective custody. Either entity can do so independently of the other agency. DCFS caseworkers are not authorized to take protective custody of a child.

In all such cases, the school should inspect and document the identification of the individual taking protective custody of a student.

Health and Wellness

Bathroom Accidents

All children are expected to be completely independent in their bathroom needs. Pull-ups are not an option. Preschool and Kindergarten children keep a change of clothing in their cubbies in case of an accident. If a child has no change of clothes or experiences a second accident on the same day, parents will be contacted.

If bathroom accidents become frequent, a preschool student, at the discretion of administration, may be moved from the full day to half day program or not be able to continue the preschool program for the current school year.

Health Requirements and Records

Old St. Mary's School is responsible for complying with laws that protect the health and safety of faculty, staff, and students at school and at school-sponsored events. Before the school year begins, your child's health forms need to be on file in the office.

Medical Examination

As required by Illinois State Law, all children in Catholic schools shall present proof of having had a medical examination and received such immunizations against preventable communicable diseases. These records are to be presented to the school *before the first day of school*.

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the medical examination and presents proof of having received required immunizations.

State law requires medical examinations:

- ☐ Prior to entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois,
- ☐ Within one year prior to entering preschool, kindergarten or the first grade, and
- ☐ Upon entering sixth and ninth grades.

Vision Examination

Illinois State Law requires that all children (except preschool students) enrolling in public, private or parochial schools for the first time and/or entering kindergarten receive a vision screening. Parents/Guardians shall be notified of this requirement at registration. Proof by a physician licensed to practice medicine in all its branches or a licensed optometrist shall be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist (at the discretion of the Principal). This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist (at the discretion of the Principal).

Hearing Examination

Illinois State Law requires that, once a child begins school, hearing screening are required at grades K, 1, 2, and 3 and with teacher or parent referrals.

Dental Examination

Illinois State Law requires that all children in kindergarten, Grade 2, and Grade 6 have a dental examination by a licensed dentist. Schools shall remind Parents/Guardians of this requirement at least 60 days before May 15 of each school year.

If a student in Grade 2 or Grade 6 fails to present proof of a dental exam by May 15, the school may hold the child's report card until the student presents proof of the School Dental Examination for or a Dental Examination form. School dental examinations must have been completed within the 18 months prior to May 15 of the Grade 2 or Grade 6 school year.

Medical Exemptions

Parents/Guardians are able to exempt their child from state-required medical examinations in two ways: through a **physician statement of immunity** or a **religious objection**.

A **physician statement of immunity** shall be signed by a licensed physician and attached to the student's Certificate of Child Health Examination form.

Religious objections to immunizations shall be provided to the school from the parent/guardian in

writing, and must set forth the specific religious belief which conflicts with each immunization. The parent's statement of religious objection should be attached to the student's Certificate of Child Health Examination form. The Principal shall determine whether to accept or deny the immunization exemption request. As required by Illinois State Law, parents/guardians must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time such objection is presented.

Medical Treatment of Students

Student Illnesses

Children who attend school ill or become ill at school will be sent to the School Office. Parents will be immediately notified and will be expected to pick up their children promptly. If parents are not available, people listed on the emergency contact list will be called.

When a school becomes aware of a student with a contagious/communicable disease, the school shall notify the appropriate parents/guardians in writing. Faculty, staff and students who have been diagnosed with a communicable disease are not necessarily excluded from school unless their illness poses a significant health risk to others or renders them unable to perform their jobs adequately or to pursue their studies. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may return to school. Questions regarding communicable diseases should be directed to the local health department. Parents will be immediately notified and will be expected to pick up their children promptly.

School staff shall take all necessary action to maintain a school environment that is clean, safe, and kept free of communicable diseases. Students who are diagnosed with a communicable disease may be asked to leave school and remain at home at the discretion of the Principal (or designee). Certain Communicable Diseases are required by Illinois State Law to be reported to the local health department.

If the illness or accident is an emergency, the Principal (or designee) shall immediately contact 911 and then the parent/guardian. An approved authority from the school shall accompany the student to the hospital if a parent/guardian (or other person approved by the parent/guardian) is not available to do so. The Principal shall also notify their assigned Regional Director from the OCS.

The school shall document all injuries on school property and retain such records. The Student Accident Form shall be used in cases where:

- ☐ A student or adult is seriously injured.
- ☐ A student or adult threatens a student or staff member.
- ☐ A student or adult possesses drugs or firearms.
- ☐ The police, fire department or emergency personnel are notified and called to the school.
- ☐ In other unfortunate and/or unexpected incidents, especially those resulting in injury, damage, harm or loss to a student, employee, volunteer, visitor, including damage to school property.

We are asking that all Old St. Mary's families take the following precautions:

- ☐ Stay home if you or your child is sick until at least 24 hours after there is no longer a fever or signs of a fever (without the use of a fever-reducing medicine) and/or vomiting. Keeping sick

students at home means that they keep their viruses to themselves rather than sharing them with others. Stay home even if you are taking antiviral medicines.

- ❑ Cover coughs and sneezes. Clean hands with soap and water or an alcohol- based hand rub often and especially after coughing or sneezing.
- ❑ Keep sick household members in a separate room (a sick room) in the house as much as possible to limit contact with household members who are not sick.
- ❑ Consider designating a single person as the main caregiver for the sick person.
- ❑ Monitor the health of the sick child and any other household members by checking for fever and other symptoms of flu. A fever is a temperature taken with a thermometer that is equal to or greater than 99.9 degrees Fahrenheit (37.8 degrees Celsius). If you are not able to measure a temperature, the sick person might have a fever if he or she feels warm, has a flushed appearance, or is sweating or shivering.

Administration of Prescriptions and Regular Medical Treatment

Schools may administer prescriptions to students, as well as regular medical treatment for health conditions, at the discretion of the Principal. Parents/Guardians shall provide documentation from a licensed medical practitioner on the type, dosage, and frequency of the prescription or treatment. It is recommended that all prescriptions be kept in a secured, central area of the school (rather than retained by the individual student or their teacher). The Principal shall ensure that appropriate, approved school personnel are properly trained in administering the prescription or medical treatment.

Allergy Policy

Food allergies are becoming more common in children. Allergic reactions can range from mild skin rashes to severe, life-threatening reactions with breathing difficulties. It is important to work together and reduce the likelihood that these reactions will take place while the child is in the care of Old Saint Mary's School. The school strives to be inclusive and sensitive to the needs of students who have particular medical or dietary issues such as food allergies. In order to protect all children from allergic reactions, the following guidelines and procedures have been set in place.

Procedures:

When children with allergies attend Old Saint Mary's School, their parents are required to submit a Food Allergy Action Plan and a Medication Authorization (to be filled out by the child's health care provider). These forms and the child's emergency medications must be completed and submitted BEFORE the first day of school. If a child is not in compliance by the first day of school, the Principal shall exclude the child from Old Saint Mary's until the family presents proof of the medical forms and emergency medications. For the safety of the children at Old Saint Mary's School, there will be NO EXCEPTIONS to this policy. Based on the child's plan, staff will receive the following training:

1. Preventing exposure to specific food(s) that trigger the allergy
2. Recognizing signs and symptoms of an allergic reaction. School personnel should be aware of the student's allergic symptoms, which will be included on their Emergency Action Plan
3. Treating an allergic reaction
4. Education on use of an EpiPen
5. Identify the locations of the AEDs and educate on usage
6. Educate staff the importance and function of the Classroom Emergency Backpack
7. Establish cleaning procedures for common areas. Educate staff of all surfaces used at lunch need to be properly cleaned and sanitized before and after lunch
8. The importance of hand washing or using hand sanitizer prior to lunch

Parent Responsibilities:

1. Parents of children with allergies will have their health care provider complete a Food Allergy Action Plan/Medication Authorization form to be given to the school nurse. The Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form must be completed by a licensed health care provider. It also requires the signature of the parent/guardian of the student with food allergies.
2. Parents will arrange for Old Saint Mary's to have appropriate medication on site
3. All emergency medications will be at school PRIOR to the first day of school.
4. Parents will fill out an Allergy Waiver concerning individual lunch time protocol for their child

Staff Responsibilities:

1. Old Saint Mary's will inform and share the Food Allergy Action Plan/Medication Authorization with respective staff.
2. Old Saint Mary's staff will be trained annually on protocol/action plans for allergies.
3. Staff will recognize the signs and symptoms of possible anaphylaxis.
4. Staff will take proper steps outlined in the Action Plan if a reaction occurs while at school.
5. Staff will notify parents of any allergic reaction while on site of Old Saint Mary's School
6. An Allergy Free table will be provided for lunch in each classroom.
7. The School Nurse will visit each classroom at the beginning of each school year to educate and inform students to recognize and understand food allergies

Guidelines for outside food policy

1. No outside food is permitted at OSM this year due to COVID concerns.
2. All food brought to school must be consumed ONLY by the student who brought it in.
3. OSM will not allow outside fast food (parents may not bring Subway, Jimmy John's et etc)
4. In-class birthday celebrations: No food will be permitted in the classroom as part of the celebration. Please consult with your child's teacher for alternative ideas and activities.
5. Students will not be allowed to share food with other students.
6. Food free parties will be held during the school year. These parties include Halloween, Winter Holidays, and Valentine's Day.
7. Food will not be used as gifts or party favors

Students with Diabetes

The State of Illinois enacted the Care of Students with Diabetes Act in December 2010 (the "Care Act"). Under the Care Act, a student cannot be denied access to any school or any school related activities on the basis that the student has diabetes. This law applies to Catholic schools as well as public schools. The Care Act does the following:

- allows parents/guardians to request assistance with their child's diabetes management from a "delegated care aide" during the school day and at school-related activities,
- allows capable students to manage their own diabetes care during the school day and at school functions, and
- mandates certain minimum training requirements for all school employees in schools that have a student with diabetes.

The Diabetes Care Plan

To receive assistance with diabetes management at school, the student's parent/guardian must submit a "Diabetes Care Plan" to the school. The Diabetes Care Plan is a document that specifies the

diabetes-related services needed by a student at school and at school-sponsored activities. It identifies the appropriate staff to provide and supervise these activities. The parent/guardian must include the following information in the Diabetes Care Plan, including:

- the treating health care provider's instructions concerning the student's diabetes management during the school day,
- a copy of the signed prescription and the methods of insulin administration,
- appropriate safeguards to ensure that syringes and lancets are disposed of properly,
- requirements for diet, glucose testing, insulin administration, treatment for hypoglycemia, hyperglycemia, and what to do in emergency situations,
- procedures regarding when a delegated care aide (defined below) must consult with the parent/guardian, school nurse (if available), or health care provider to confirm that an insulin dosage is appropriate, and
- the signature of the student's parent/guardian.

Student Management Students must be allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plans. The diabetes care plan should specify the nature of the student's self-management and may include:

- allowing the student to check blood glucose levels when and wherever needed; self-administration of insulin;
- self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including syringes, food and drink.

Faculty/Staff Training

The Care Act mandates basic diabetes training for all school employees in any school that has a student with diabetes during the required annual school in-service training which should be completed before the beginning of the school year. School employees shall receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency. It is the principal's responsibility to arrange for this annual training with a Certified Diabetes Educator or a licensed health care provider with experience in diabetes care. The training requirements of the Care Act also include providing an information sheet to any school employee who transports a student for school-sponsored activities that identifies the student(s) with diabetes, identifies potential emergencies and appropriate responses to such emergencies, and contains emergency contact information.

Delegated Care Aide

A school employee who has agreed to receive training in diabetes care and to assist students in implementing their diabetes care plan is referred to as a "Delegated Care Aide." To become a Delegated Care Aide, a school employee must enter into a written agreement with the student's parent/guardian and the school. School employees who agree to serve as Delegated Care Aides must be trained to perform these functions:

- Check blood glucose and record the results.
- Recognize and respond to the symptoms of hypoglycemia and hyperglycemia according to the student's care plan.
- Estimate the number of carbohydrates in a snack or lunch.

- Administer insulin according to the student's diabetes care plan.
- Keep the uniform record of glucometer readings and the amount of insulin administered using the standardized Insulin Administrative Chart provided by the Illinois State Board of Education.
- Respond in an emergency, including how to administer glucagon and call 911.

It is important to note that the position of Delegated Care Aide is voluntary; no school employee can be compelled to become a Delegated Care Aide. The school is not expected to hire additional personnel to serve in the position of Delegated Care Aide. A school may not take disciplinary action against a school employee who chooses not to serve as a Delegated Care Aide. Initial training of a delegated care aide shall be provided by a licensed healthcare provider with expertise in diabetes or a certified diabetic educator and individualized by a student's parent or guardian. Training must be consistent with the guidelines provided by the U.S. Department of Health and Human Services in the guide for school personnel entitled "Helping the Student with Diabetes Succeed." Written documentation that the Delegated Care Aide has successfully completed the training for the six functions listed in the section above and is able to perform them independently should be presented to the principal and to the school's Delegated Care Aide by the trainer before the agreement with the parent/guardian is signed. The training shall be updated when the diabetes care plan is changed and/or at least reviewed annually.

REFERENCE: (105 ILCS 145/) Care of Students with Diabetes Act

Medication

No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medical Authorization Form, (that includes the Physician Order) approved and signed by the school principal. The Medical Authorization Form is available online under Family Forms.

No medication can be administered and/or taken by a student during school hours or during a school related activity until the following criteria is met:

1. Parent has read the Office of Catholic Schools School Medication Procedures
2. Medical Authorization Forms have been thoroughly completed by the student's parent and submitted to the Nurses Office.
3. The Medical Authorization Form, providing a written physician order for administration of medication, has been completed by the student's physician and includes the following:
 1. Student's name
 2. Date of Birth
 3. Diagnosis requiring medication
 4. Licensed medical provider signature
 5. Licensed medical provider's phone numbers name of medication, frequency and time of administration, purpose of medication
 6. Possible side effects of medication
 7. Date of prescription and date of order
 8. Discontinuation date

Medication must be brought to the Nurses office. Medications will be in the original packaging or an appropriately labeled container which includes the following:

1. Student's name
2. Prescription number
3. Medication name & dosage

4. Time of day for administration Administration routine and/or other directions

NOTE: Medication intended to be administered by school personnel during school hours cannot be stored in the student's backpack.

IL School Code Provision on the Self-Administration on Medication, 105 ILCS 5/22-30 (2010):

The Illinois school code allows for self-administration of medication by a student with asthma or the use of an epinephrine auto-injector by a student, provided that the parent/guardian of the student provide to the school written authorization for the self-administration of medication or use of an epinephrine auto-injector; and a written statement from the student's medical provider.

Asthma Inhalers

Students who are diagnosed with asthma are required to have an Asthma Action care plan and a Medication Authorization (to be filled out by the child's health care provider) on file. These forms and any emergency asthma medication must be submitted PRIOR to the first day of school. If a child is not in compliance by the first day of school, the Principal shall exclude the child from Old Saint Mary's until the child presents proof of the medical forms and emergency medications. For the safety of the children at Old Saint Mary's School, there will be NO EXCEPTIONS to this policy.

Storage and Maintenance of Medication

Medication will be locked and stored in the Nurse's Office, or kept on site in the personalized classroom Emergency Backpack. It is the responsibility of the parent/guardian to keep track of expiration dates of medications. Each homeroom teacher will receive an Allergy List of all students who have a medical condition for which emergency medication is needed.

Illness

A student should remain home when ill and must not return to school until he/she is completely recovered. A child who is sent back to school without fully recovering typically experiences a relapse and inadvertently spreads illness to others. If a student becomes ill during school time, the parents or the emergency contact will be called. In the case of a contagious disease, consult with your family doctor as to when it is permissible for the student to return to school. Please inform the school at the outbreak of a communicable disease.

When deciding whether or not to keep a child home from school, Old Saint Mary's uses the following criteria:

1. Having a fever of 99.9° or higher orally.
8. The child should be fever free for 24 hours without the aid of a fever reducing medicine.
3. Children should be symptom free from intestinal upsets (vomiting or diarrhea) for 24 hours.

Please do not send children who are not feeling well to school. We do not have the facilities or personnel to care for them. If your child becomes sick at school, you will be called to take your child home

?

For your information, the following are The Academy of Pediatrics Guidelines for the exclusion of a student from school:

1. The illness prevents the child from participating comfortably in program activities.
2. The child has fever, unusual lethargy, irritability, persistent crying or difficulty breathing.
3. Diarrhea not contained by toilet use.

4. Vomiting two or more times in the previous 24 hours.
5. Rash with fever or behavior change until a physician has determined the illness non-communicable.
6. Conjunctivitis (Pinkeye) until examined by a physician and approved for re-admission, with or without treatment.
7. TB, until the child's physician states the child is non-infectious.
8. Hand, Foot, Mouth disease until 24 hours after treatment has been initiated.
9. Streptococcal pharyngitis, until 24 hours after treatment has been initiated, and until the child has been afebrile for 24 hours.
10. Scabies, until after treatment has been completed.
11. Pertussis (Whooping cough), until after 5 days of appropriate antibiotic therapy.
12. Varicella (Chicken pox) until the 6th day after the onset of rash or sooner if all lesions have dried and crusted.
13. Mumps, until 9 days after the onset of parotid gland swelling.
14. Hepatitis A. until 1 week after the onset of illness and jaundice has disappeared or until passive immunoprophylaxis has been administered.

If an accident occurs, first aid will be administered and the parents will be notified or a Nurses Note will be sent home with your child. If the parents cannot be reached, the emergency contact will be called. This individual's name should be listed on the Student Information Sheet filled out at the beginning of the school year. Please instruct this person as to what to do in the absence of the parent, especially if both parents work. Inform the school of a new emergency person if a change occurs.

Lice

Per Archdiocesan lice policy, OSM can not mandate how lice is treated by individual families, but we can require students to stay home from school during treatment.

OSM lice protocol:

- Students found with live lice or nits will be sent home from school.
- A classroom check will also be performed to ensure students are lice/nit free
- The Parent/guardian will be provided with information on head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits
- The school nurse will send a general informational letter or email to the parents of all the students in the classroom, keeping the identity of the initial student confidential.
- Students excluded from school will be readmitted after assessment by the school nurse or designated personnel to confirm no live lice or nits are present.
- Proof of treatment from either a box label, note from the physician, or professional salon will be required prior to the student returning to school.

Medical Guidelines

Old Saint Mary's School follows the guidelines set forth by the City of Chicago, Cook County Health Departments and the State of Illinois. All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the School Nurse before the first day of school. According to law, students with incomplete records may be excluded from school. Health Examinations and Proof of Immunization include the following:

1. Medical examinations in pre-kindergarten, kindergarten, sixth grade and new students
2. Eye exams for students in kindergarten and new students
3. Dental exams are required for students in kindergarten, second grade and sixth grade.

Smoke Free Environment

The Archdiocese of Chicago acknowledges the importance of student and staff health and wellness and its relationship to the educational and academic achievement. It further acknowledges and understands that use of tobacco and all related products including the presence of secondhand smoke present a health risk and environmental hazard. To protect the health of staff and students, it is the policy of the Archdiocese of Chicago to remain tobacco free on school premises at all times, 24 hours a day, in school buildings, school vehicles and school grounds. This policy shall be promoted by the Archdiocese of Chicago and enforced by the administrator at the local school.

No individual, including students, staff members, or school visitors, is permitted to use any tobacco product or look-alike smoking product, with or without nicotine, with or without smoke, at any time, including non-school hours:

- ☐ in any school building or school vehicle, and
- ☐ on school grounds and/or property of the school which may include athletic fields and parking lots.

Individuals who violate this policy are subject to disciplinary action.

Wellness Policy

Old St. Mary's School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for

students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health. Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Lunch & Snack Program

Children bring their own lunch to school. **The school is unable to offer refrigeration or microwave use to the students**, so parents are asked to plan accordingly. **Parents are asked to pack all the necessary components of a lunch, such as a napkin and a utensil, if the meal requires it.** Every attempt is made to provide special classroom areas assigned at lunch for those with severe food allergies. No sharing of food is permitted at school during snack or the lunch period. A staff member and compliant volunteer parents will supervise the lunch period. The younger children are often encouraged to put uneaten food back in the lunch box, so that parents can be aware of what was consumed during the day. Old St. Mary's School wants to promote the health of every child, so we ask parents to pack only healthy items in their children's lunches. **Pop and candy are not appropriate lunch choices.** The school is unable to take delivery of food from local restaurants. **Food from fast-food restaurants may not be dropped off to the school.**

All students have a daily snack. Kindergarten – 8th grade students are asked to bring their snack along with their lunch each day. Preschool students are provided with a snack each day in their classroom. The following is a list of commonly served snack items. **Any student with an allergy needs to provide his/her own snack each day.**

Fruit (bananas, apples, grapes and strawberries)
Graham crackers
Pretzels
Raisins
Cheese and crackers
Celery and cheese
Goldfish
Juice (100% fruit juice)

Animals

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that the animal is properly housed, humanely cared for, and properly handled. Students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators.

School Logo

The OSM school logo is property of the school. It may not be used or reproduced without the written consent of the Administration.

Uniforms

Uniforms are provided by Big Kahuna in Bridgeport or the Dennis Uniform Company

Preschool students may wear a navy blue sweatshirt and sweatpants or a navy blue jumper and cardigan sweater. Preschool t-shirts are white with the OSM logo.

Kindergarten students through 3rd grade students wear a plaid jumper or skort, or navy blue pants with a sweater or sweater vest.

Students in 4th grade and up wear a plaid skirt or navy blue pants. All blouses and shirts must have the OSM monogram on the collar. The boys are required to wear ties for special occasions, including the weekly school mass. If a student forgets his tie, he is able to rent one from the office for a \$1 fee. On these days boys must wear an oxford shirt. Ties should not be clipped onto a polo shirt.

If students are cold in the classroom, OSM sweatshirts or sweaters may be worn. Sweaters or sweatshirts must contain the OSM logo.

Gym uniforms: On gym days, children in K-8th are required to wear their gym uniforms and appropriate gym shoes. Children without appropriate gym clothes and/or shoes may not be able to participate in gym class. The gym uniform should be worn only on gym days. The gym uniform consists of shorts (from April 15th–October 15th) or long pants and a monogrammed t-shirt. There is also the optional zip-up jacket for cooler months.

Shoes: On uniform days, soft soled solid colored brown, blue, or black shoes are required. School shoes should be soft soled and not heeled to provide safe walking and playing for students. If your child cannot yet tie, lace shoes are not the best choice.

Socks: Required and must be visible. On all uniform days, socks must be white, blue or black.

Leggings/Tights: Girls who enjoy wearing jumpers or skirts may wear white or navy blue solid tights. Leggings are permitted, but must be solid navy or white. Leggings must be full length. **No leggings or running pants are allowed under gym shorts for both regular and gym uniforms.**

Snow boots: Students are encouraged to wear snow boots to school when there is snow on the ground. They must have their school shoes with them to change into.

Students are required to wear a belt with all pants and uniform shorts and shirts must be tucked in at all times.

While the faculty and staff have the responsibility to review and respond to student appearance, the school expects parents to monitor the appearance and dress of their children before entering the building for the school day.

On non-uniform days, student dress should be comfortable and in good taste. Shorts, skirts, and dresses must conform to uniform length. Sleeveless blouses with a full shoulder may be worn. Inappropriate images or messages, contrary to the Christian ideals and purpose of the school are not permitted on any article of clothing. Jeans, polo shirts, sandals and athletic shoes are acceptable if properly laced. Shoes

worn should still be safe, practical, and age appropriate. For safety reasons preschool -4th grade students should have a full backed shoe with an age appropriate heel. Although slip on shoes may be worn by students in grades 5-8th they should not wear flip flops or slippers of any kind.

The Administration reserves the right to prohibit any distracting accessory. All aforementioned dress code policies are up to the discretion of the administration.

Legislative Action

The Office of Catholic Schools Legislative Advisory Board works with the Catholic Conference of Illinois to promote effective action for the Catholic schools in the Catholic dioceses in the state of Illinois. The Legislative Action Network of the Archdiocese of Chicago Office of Catholic Schools includes one or two Legislative Action Persons (LAPs) from each school. The LAPs are appointed by the Principal.

The role of the Legislative Action Person (LAP) is to:

- connect to the legislative action email at the Office of Catholic Schools and the Catholic Conference of Illinois
- communicate legislative action alerts, in collaboration with the Principal, to the shareholders in the local school community
- inform the pastor, parents/guardians and parishioners about appropriate legislative activity
- provide legislative reports to the local family and school organization and the parish council
- build a relationship between the school and local legislators – write, visit, and/or call legislators and invite them to visit the school
- attend rallies sponsored by the Catholic Conference of Illinois and the Office of Catholic Schools
- participate in Legislative Action workshops and conferences sponsored by the Office of Catholic Schools

Old St. Mary's Middle School Handbook - 2020-2021

WELCOME TO OSM MIDDLE SCHOOL

A Message to Parents

The goal of our middle school is to support parents as the prime educators of their children. We seek to help our students become respectful and responsible young men and women, and are grateful for your support, understanding and cooperation in all middle school matters. This supplemental handbook is provided to all families that have students in middle school at Old St. Mary's School. It includes additional policies, as our program is designed to meet the needs of middle school students and the information provided is specific to this age group.

Statements in this handbook are subject to amendment with or without notice. The school principal will keep the families informed of all changes as soon as practical. By signing the acknowledgement form, you and your child agree to be aware and comply with the school policy as stated in the handbook.

Mr. Bill Riddle - Assistant Principal for Middle School

briddle@osmschool.com

Mrs. MaryCarol Berchman – 8th Grade Homeroom /6th and 8th Grade ELA/7th SEL

mcberchman@osmschool.com

Mr. Frankie Caruso - 7th and 8th Social Studies

fcaruso@osmschool.com

Ms. Elizabeth Duff - 6th Grade ELA/8th SEL

eduff@osmschool.com

Mr. Dennis Goettl – 8th Grade Homeroom / 7th and 8th Grade Math / 8th Grade Algebra

dgoettl@osmschool.com

Mr. Liam Greenwell - 7th Grade Homeroom /7th and 8th Grade ELA/6th SEL

lgreenwell@osmschool.com

Mr. John Hogue - 6th Grade Homeroom / Middle School Religion

jhogue@osmschool.com

Ms. Marilyn Kennedy – 7th Grade Homeroom / 7th and 8th Grade Science

mkenedy@osmschool.com

Ms. Elizabeth Rudakas - 6th Grade Homeroom/7th ELA and 6th Social Studies

erudakas@osmchool.com

Mrs. Kacey Russell - 6th Grade Math and Science

Lead through Faith, Grow in Knowledge, Serve with Love

School Philosophy

Old St. Mary's Catholic School is dedicated to educating the children of its growing parish by:

- Providing a solid foundation in Catholic faith, prayer and service while complementing the role of the family in nurturing a strong sense of dignity and self worth in each child.
- Developing an appreciation of every child and their connection to others by fostering a sense of concern and a commitment to service.
- Collaborating with a community of teachers, clergy, parents and parishioners who are dedicated to providing children with a Catholic education and developing them to their full potential – spiritually, ethically, intellectually, socially and physically in a caring, nurturing environment.
- Encouraging habits that build strong minds in healthy bodies and that nurture secure and poised individuals who will be ready to meet the challenges of the present and future.

The OSM Knights Middle School Code of Honor

Prepared: bring all necessary materials for all classes

Prompt: be in your seat and ready to learn at the start of every class

Productive: complete all assignments by the assigned due date

Polite: demonstrate respect for all and adhere to the code of conduct in your handbook

Proud: demonstrate pride in your work and Old St. Mary's School

SET A POSITIVE EXAMPLE. YOU ARE THE ROLE MODELS OF OUR SCHOOL.

Students Responsibilities

- **Start Time**
 - Please refer to the drop-off and pick-up times and procedures as communicated by the school
 - In order to ensure on-time arrival, students should arrive in school by 7:45AM
 - Students must be in their classrooms, prepared and ready to learn by 8:00AM.
 - Students who are tardy will be marked in Powerschool and are subject to the school tardy policy.
- **Materials**
 - Students will have access to their lockers upon arrival at school, before lunch, and at the end of the day.
 - Any school issued textbooks/novels need to be returned in a reasonable state in a condition that reflects normal wear and tear. If textbooks are damaged or lost, students will be responsible to pay for a replacement.

- Students must keep an independent reading book at home and another book at school
- **Homework**
 - Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons and to supplement and enrich class work. Homework is not busy work. Assignments should be completed thoroughly.
 - Printed assignments need to be printed ahead of time, prior to 8am.
 - Late assignments may result in a loss of academic credit at the discretion of the individual teacher.
- **Absence Policy**
 - If a student is too ill to come to school, we want them to spend their time recovering, not attending eLearning or doing homework. A student will have one day to complete assignments for every day missed.
 - Students are strongly encouraged to schedule shadow days when OSM has a day off and the shadow high school is in session.
 - For planned vacations, teachers will not provide assignments in advance. The student is responsible to make up their work upon return.

Student Conduct

- **Classroom Conduct**
 - Respect yourself, your teachers and your classmates
 - Pay attention and participate
 - Follow directions the FIRST time they are given
 - Promote a positive learning environment
 - Take responsibility for your actions
- **Hallway Conduct**
 - Students of the same cohort (homeroom) are expected to maintain 3-6 feet between each other due to COVID safety measures. Students from other cohorts must be at least 6 feet from one another.
 - Disruptive or loud talking will result in a demerit.
 - When students travel throughout the school, students will be silent at all times.
- **Church Conduct**
 - Students should enter and exit the church reverently.
- **Outside Conduct**
 - Demonstrate good sportsmanship and refrain from aggressive or physical behavior.

- Follow all physical distancing and hygiene procedures (see Covid section at the bottom).

General Guidelines and Procedures

- **Snacks**

- Snacks are optional. Students will have the opportunity to have a morning snack each day. The snack is to be placed at their seat at the beginning of the day, not in their lunch bag.
- Snacks should be a snack/breakfast bar only. No fruit, yogurt, food in bags, or finger food (these foods would be appropriate for lunch only). This is a working snack, not a break. If there are any dietary restrictions, please contact the homeroom teacher.

- **Backpack / Lunch Bag Policy**

- Small backpacks may be used this school year.
- If necessary, students may bring a small personal bag or purse.
- Lunch boxes are kept in their lockers and only taken out at lunch time.

- **Dress Code - Uniform Days**

- **Parental Role:** While the faculty and staff have the responsibility to review and respond to student appearance, the school expects the parents to monitor the appearance of their children before the child enters the building. We suggest the following standard at home: If it is questionable whether an item of clothing would be acceptable, then students should not wear it to school.
- Shoes: Shoes must be dark colored (solid brown, black or navy blue). They may be dress or athletic shoes.
- Socks: Blue, brown or white socks are required and must be visible. No-show socks are not acceptable.
- Leggings / Tights: Must be solid white or solid navy blue. If students wear leggings they must wear visible socks.
- Snow boots: If students wear snow boots to school, they must change into school shoes before entering the classroom.
- Gym Uniform: On assigned gym days, all students must wear the official gym pants/ shorts and t-shirt through either Big Kahuna or Dennis Uniform.
- Sweaters / Sweatshirts: Big Kahuna or Dennis uniform sweatshirts and OSM spirit wear purchased through OSM Merchandise can be worn all year long.
- Students are required to wear a belt with pants and shorts.
- Shirts must be tucked in at all times.
- Church Attire: Boys are required to wear a tie with a button up oxford shirt on days they will attend Mass in person. Alternatively, during the 20-21 school year, they may wear an OSM polo shirt and khakis. Church attire is required for the whole day.

- All aforementioned dress code policies are up to the discretion of the teachers and administration.
- Please refer to the OSM handbook for more details about uniforms and uniform infractions.
- Dress code infractions will result in a demerit.
- Look your best, feel your best, do your best.
- **Dress Code - Non-Uniform Days**
 - For all out of uniform days, students are expected to dress in neat, clean, modest, and appropriately fitting clothing.
 - If leggings are worn, a modest, long shirt or dress (finger-tip length) must be worn.
- **Grading Scale**
 - A...100-90
 - B...89-80
 - C...79-70
 - D...69-60
 - U...59 and below
 - Extra credit projects are not offered in middle school.
- **Academic Integrity**
 - Each student is expected to complete and present their own work. **Collaboration on certain projects is only allowed when permission is given.** Any and all work submitted individually (i.e. with one student's name on it), ***must*** be that student's own work in his or her own words.
 - Assignments or projects assigned as individual work may not be shared
 - Cheating and plagiarism are serious infractions. *Any cheating and/or plagiarism will result in loss of credit and/or an additional assignment, along with other possible disciplinary action.* This is up to the discretion of the teacher and administration.
- **Service Hours**
 - All middle school students are required to complete service hours, modified for Covid considerations. Students will be informed during the school year of the requirements and the many available opportunities. The completion of the required service hours is part of the religion grade.
- **OSM Ambassadors**
 - Interested middle school students may apply to be an OSM Ambassador. Ambassadors are students who are chosen to represent our school and help with

school related activities such as school tours, performances, assistance with social justice activities and many other exciting opportunities.

- Ambassadors should possess the following qualities: enthusiasm, leadership, responsibility, dependability, maturity, initiative, dedication, punctuality and confidence in public speaking.
- Service as an ambassador is over and above the requirements for middle school service hours.
- Any student may apply to be an ambassador. Interested students should email our Enrollment Director Ms. Palacios: npalacios@osmschool.com

- **Cell Phones**

- Students will place their cell phones and/or smart watch in their locker each morning.
- CELL PHONES MAY NOT BE USED DURING THE SCHOOL DAY OR IN EXTENDED DAY.
- A violation of the above will result in the phone being confiscated. Parents will be notified and the phone will be given to the school office. ONLY the parent / guardian may retrieve the cell phone.

- **Technology and Chromebooks**

- Users of Old St. Mary's services are expected to adhere to a high standard of ethical use supporting our mission, philosophy and goals.
- Technology services may not be used to access, download, store and/or distribute any material which is defamatory, abusive, obscene, profane, threatening or sexually explicit.
- 6th grade students and parents will be required to attend a technology meeting and sign a separate technology agreement that contains more details. This will be discussed at the beginning of the year.
- Please contact the front desk if you need to communicate with your child. *Please do not email them during school.*

- **Knights Honor Code**

- The Honor Code is a system that will help the middle school students be prepared, prompt, polite, productive and proud.
- The middle school is now using “**LiveSchool**”, a program which communicates both positive reinforcements “the awarding of Knights” and individual student demerits in real time. Both students and parents receive an alert when an entry is made by an OSM staff member.
- After 3 infractions of the honor code, an email notice to parents is sent home and a ZOOM meeting with parent(s), student and teacher will take place.
- A fourth demerit results in a meeting with the student, parent(s) and the Assistant Principal.
- A fifth demerit results in a meeting with the student, parent(s) and the Principal.

- Any further demerits will result in the student moving to eLearning until further notice.
- Please note: at the Administration's discretion, the Administration reserves the right to move a student to eLearning due to an accumulation of infractions or pattern of behavior.
- **Covid-Specific Procedures**
 - Masks must be worn at all times, with the exception of lunch and snack.
 - Maintain physical distance at all times.
 - Sanitize hands upon entering or leaving a classroom
 - Discipline will result for any student who intentionally coughs, sneezes, or removes their mask to breathe on another student in a harmful manner.
- **E-Learning**
 - Zoom protocol
 - Log onto Zoom meetings 3 minutes prior to the start of a Zoom session.
 - Have all class materials ready for the start of class.
 - While the full dress code will not be enforced, Students are expected to be in attire similar to the handbook's out of uniform dress code. Each student's face must be visible on the screen--sit in a well-lit area, at a table or work area. Student cameras must be on, but an appropriate background may be substituted if desired.
 - Behave respectfully during distance learning, as if in the classroom.
 - Check Google Classroom for all assignments and announcements
 - Submit all work thoroughly, carefully completed and on time

Our middle school represents Old St. Mary's School philosophy and mission statement. We ask that you support us in our endeavors to maintain a safe and effective learning environment. We look forward to a positive and productive school year.

Sincerely,
OSM Administration and Middle School Team