

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



**Old St. Mary's School  
1474 S. Michigan Avenue  
Chicago, IL  
Main Office: 312-386-1560**

**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.

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## **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

- **Study Hall Conduct**

- Students stay in seats (no Silent Ball!)
- No game websites
- No listening to music
- Students must work silently. Study hall time should be used primarily to work individually.
- If you are working with another student you must be using Zoom and working silently.
- Students should not be the hallway during study hall time.
- Teachers may have students working in groups in the hallway during their specific class time.

- **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), white, or grey. They may be dress or athletic shoes.
- Socks: Blue, brown, black, or white socks are required and must be visible.
- Leggings / Tights: should be solid black, blue, or dark green.
- 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. No pajama pants on gym days.
- Coats: Coats should not be worn in school or the church. Students may wear a sweater or sweatshirt.
- Sweaters / Sweatshirts: Big Kahuna or Dennis uniform sweatshirts and OSM spirit wear purchased through OSM Merchandise can be worn all year long. School team or outside team sweatshirts may only be worn on dress-down days.
- After spring break, 8th grade students may wear a sweater or sweatshirt from their accepted high school.
- 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 2020-21 school year, they may wear an OSM polo shirt and navy pants. 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 be recorded as a demerit in Liveschool.
- Look your best, feel your best, do your best.

- **Dress Code - Non-Uniform Days - Spirit Wear**

- For all out of uniform days, students are expected to dress in neat, clean, modest, and appropriately fitting clothing.

- **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](mailto:npalacios@osmschool.com)

- **Cell Phones**

- Students will place their cell phones and/or smart watch in their locker each morning. If seen in your hand, it is confiscated. Students may not use their phones while in the school building.
- 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.
- Students should only have the tab(s) opened required by the teacher delivering instruction
- Chromebooks should be charging whenever possible (during lunch, any other time they are not being used)
- 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 pulled up over the nose and worn at all times, with the exception of lunch and snack.
- Absolutely no talking while your mask is down and while you are (quickly) eating lunch inside.
- Maintain physical distance of at least 3 feet at all times.
- Sanitize hands upon entering or leaving a classroom or after blowing your nose
- Discipline will result for any student who intentionally coughs, sneezes, or removes their mask to breathe on another student in a harmful manner.
- Keep hands to yourself and no sharing of materials

- **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