

Middle School Handbook 2019-2020

Welcome to a new school year at OLG! Your teachers want to welcome you back and let you know that we are here for you. Let us know how we can help you. The following guidelines are for your knowledge and convenience and will help to eliminate a lot of guesswork about everyday things. Keep this handbook in your binders throughout the year and feel free to share it with your parents.

If this handbook conflicts with the Student Parent Handbook, the stricter version is what you should follow.

Tardies

Tardies will be strictly monitored. Most of you have no problem, but for those of you who do, here's the lowdown. Please be at school between 7:30 and 7:50. Have your parents drop you off at the Middle School Gate and report to your homeroom. You will not be allowed to wander the parking lot or the halls. At 7:55 the tardy bell rings and the gate closes. After that, you and your parent have to check in at the front office so you can get an admission slip to your class. **If students are not in the classroom when announcements start, they are late.** Three unexcused tardies in a quarter make you ineligible for perfect attendance. Please be responsible to set your own alarm clocks, get ready on time, eat a decent breakfast, and don't be late!



Students are not allowed to leave campus for lunch. Parents are welcomed and encouraged to come to lunch at St. Jude's Hall during the Middle School lunchtime.

Dress Code

School Uniform Rules

- School Spirit Shirts – First Day of Week
- White Polos – Mon – Thurs
- Dress Shirts – Friday (or any day of the week)

No logos, images, etc.

All shorts & Skirts 2 inches or more below fingertips

Uniform shorts above knee

Plain, no logos

Tennis shoes only
(no sandals, boots, Sperry's, Dress Shoes, etc.)

No clothing with holes or tears.

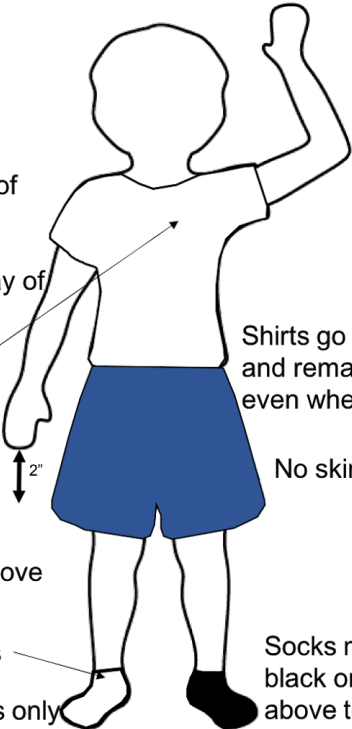
Undergarments should be white or skin-tone with no designs.

Shirts go past waistline and remain tucked in – even when arm raised

No skin tight shorts or pants

NEW

Socks must be solid black or white and seen above tennis shoe (no visible logos)

A line drawing of a student in a school uniform. The student is wearing a white short-sleeved shirt tucked into blue shorts, and black socks with black tennis shoes. The student's right arm is raised. Various callouts with arrows point to different parts of the uniform, providing specific rules. A starburst graphic with the word 'NEW' is placed near the sock rule.

Any acceptable form of the uniform may be worn except on dress uniform days (Fridays). If the dress shirt is worn on an ordinary dress day, the tie does not have to be worn.

In regards to tightness, a garment is considered too tight if the lines of the undergarments are showing.

All jackets or sweaters worn in the classroom or school must be solid dark blue (no pictures or other colors - exception given for the official Mariner logo from Lands End). Coats, sweaters, and jackets that are not uniform may be worn to school but must be taken off and put away **IN YOUR LOCKER** until you leave the building. No one will be allowed to wear a non-uniform jacket in 80 degree weather or warmer.

Uniform jackets must fit correctly and not go past the hips. Students may be required to remove uniform jackets at any teacher's discretion.

Ladies, post earrings only may be worn. Please leave all hoops, dangles, etc...at home! Again, if in doubt, ask us.

All crosses, necklaces and religious items (like medals or scapulars) must be worn inside the shirt for your safety. We should not be able to see any of your necklaces of any type. If we can see your necklace, you will be asked to remove it.

No make-up may be worn during school hours, girls, except for clear lip gloss. Only clear nail polish for girls is acceptable. This will be strictly enforced. If you wear make-up to school or apply it at school, a trip to the restroom to wash it off and a mark against dress code will be the consequence. Tinted acne medicine is allowed.

Uniform shirts must be tucked in all times except for the ladies' dress blouses. If your shirt is continually un-tucked, you will be required to wear a blue/black/brown belt. You will probably earn a dress code mark if you are repeatedly untucked.

P.E. Classes

All students must participate fully in each P.E. class unless you have a note from a doctor or parent. No one will be able to sit out without a note from a doctor or parent.

Sixth, seventh, and eighth grades have P.E. together and dressing out is REQUIRED by the P.E. program. P.E. clothes include solid Blue/Black/Grey shorts (no print) and OLG gray t-shirts, tennis shoes, and white/black socks. Shorts must extend two inches below the fingertips. **PE shorts may be purchased through the school for 6th-8th grades PE classes and all OLG athletic participants (this is highly recommended).** On cold weather days, students may wear blue/black/gray (no print) sweats over their shorts. Please bring deodorant to school. Not dressing out will impact your grade. **Shirts must not expose any part of stomach when both arms are fully raised.**

Ladies if your hair is long enough to be pulled back, then it must be pulled back during PE.

Discipline Policy:

Each class will have a weekly **Class Conduct Tracking Form** that runs from Thursday to Wednesday (just like last year) and is taken to every class by an assigned "runner".

Your teachers will use the weekly **Class Conduct Tracking Form** to ensure you follow 4 basic rules and to track when you do not:

1. **Turn In Completed Assignments on Time**
2. **Be on Time to Class with All Your Supplies**
3. **Follow the Dress Code**
4. **Respect Yourself, Your Classmates, Your Teachers and other's property (this includes following the Teachers' instructions and avoiding horseplay)**

Rules 1,2 & 3 are about being fully engaged in the academic atmosphere. To keep you focused and on the road to learning, the conduct form will be reviewed **each day at the Close of Business**.

For Rule 1, if one mark is earned, a 10 point deduction is given for that assignment.

Rule #2 involves preparedness. You should be in class on time with all necessary supplies. Once you enter a classroom, you may not leave to go and get supplies, or homework you forgot, or to go to the bathroom. Your homework will have to be turned in late. **Bathroom breaks are to be taken at designated times and are not an excuse for being late to class.**

If you break Rule #3, you will lose your merit free-dress day. If you consistently break Rule #3, it will be seen as disrespect and you will earn a mark for Rule 4. If you enter a classroom with the incorrect uniform, you earn a mark for Rule #3. Your uniform will be corrected within the school (change shirt, shorts, etc.) whenever possible. Only if it cannot be corrected within school, will your parents be contacted to bring you the correct item.

If you receive no marks (#1-4) during a marking period, your name will be placed in a drawing which will be held for a free dress pass. This drawing is held across grades 5-8 and two names will be drawn every week.

Rule #4 is all about respect and reverence (a.k.a. The Mariner Way). It is also about self control. It is about you becoming the Christian adult God meant you to be. Violations of Rule 4 show lack of self control and poor judgment and include:

- Disrespect or defiance to a teacher (not following instructions or ignoring instructions)
- Horseplay or disrespect to another student(s) (including name calling, foul language of any kind, teasing, intimidation, etc.)
- Disrespect to yourself by putting yourself down or physically hurting yourself.
- Disrespect other's property (school, student or faculty).
- Talking in the ZONE OF SILENCE

Three marks against Rule # 4 within one marking period will earn you Lunch Isolation & Detention during P.E. on Friday or the day designated on the detention note sent home to your parents to keep them informed. Each additional mark earned during a marking period (4+) will earn you another day of detention to be served as soon as possible (a.k.a. we won't wait for Friday). If you earn 6 marks within one marking period (Thursday - Wednesday), you'll be headed for the Principal's Office. Keep in mind, these marks are for **disrespect**, not forgetting a pencil or leaving your homework in the car. Earning 6 marks in less than 5 days shows a **severe** lack of self control and/or very poor judgment and the principal and your parents will need to get involved to help you in these areas.

Also for Rule 4: Three marks for disrespect in a month will lose your chance at merit free dress for that month. Three marks in a quarter will lose your chance at the merit party. Three marks in a day will earn a trip to the office. As always, automatic detentions will be issued for severe disruption of any kind.

Celebrating Success!

We will again have Free Dress days once a month for students who have earned it (2 or less Rule 4 marks, no unexcused tardies or absences, and no Rule 3 marks). Free dress has very specific requirements. Jeans are allowed but no low-cut versions can be worn. Shorts must be two inches below fingertip length. Same fingernail polish policy applies. Wear tennis shoes with appropriate socks, leave your sleeveless, tight, and low-cut shirts at home...and, of course, no inappropriate t-shirt sayings, logos, or pictures. If we can see skin

when you raise your arms, that shirt should stay home, too. If in doubt, wear something else. We are everywhere and always a Catholic school and we are proud to appear in a manner that would make Jesus and Mary proud.

Also, to celebrate good conduct we will hold a merit party every 9 weeks. To attend you must not have "N's" or "U's" in any subject or in any conduct area of your report card for the 9 weeks. You also can not have received a P.E. Detention or more than 3 marks total for rule #4 over the 9 week period.



The Daily Drill

First priority is to get your name boldly printed on the outside of your backpacks. Backpacks will not go with you into the classroom. Instead, you'll get the supplies you need prior to your class and take just those supplies into the class with you (especially your planner which you need for every core class). **Your empty backpacks will be stored in the hall on a hook. Nothing should be left on a bench or on top of lockers. All books, etc. should be kept in your locker during the school day except when you need them in class.** Pencils, markers, etc. may be brought into class in a zipper pencil bag.

Each day you will meet in your homeroom for Close Of Business (COB), at this time you will bring in your backpacks and organize them with any work you need to take home that evening (including that ever present planner - an organized person's best friend). After C.O.B., the benches outside on the outside Middle School wing should be free of all student items.



Keeping hydrated is an important part of the puzzle - your brain needs water to function! You may have water bottles in the classroom that are see-through and spill proof. Water only is allowed in these bottles.

You may NOT bring cell phones, smart watches, or other personal electronics, for the safety of your property and so that we can stay focused on why we are all here. As we are making this very clear up front, bringing such items to school will be a breaking of Rule #4. If you accidentally bring such an item to school, it must be taken to the office for safe keeping until the end of the day. If there is a special occasion where you can bring these things (like a long bus ride or a fun day), we will notify you ahead of time. Students' backpacks, lockers etc. may be checked by faculty at anytime for any reason.

On the Move!

No one is allowed to go to the office without permission. Go through your teachers if you need permission to make a phone call or have the nurse check something. If you go to the school office between classes without teacher approval you could earn yourself a tardy. If you come to the school office and are asked if your teacher knows you are at the office, the answer should always be "YES" (even after church). This also could earn you a tardy or worse a mark for defiance/disrespect. **SO ASK FIRST.**

All phone calls home, require a teacher's approval.

Please tell your rides to pick you up on time! School is out at 3:45 on normal days and at 1:00 on First Fridays and Early Out Days. Any students still at school after 4:00 will be escorted to OLG After School Care Program and your parents will be charged accordingly.

Putting It All Together!

These rules and regulations are for your (and our) sanity and well-being! They are the key to helping you follow THE MARINER WAY - reverencing God, reverencing others, and reverencing ourselves. Don't be afraid to succeed Mariners and make sure everything we do gives glory to God!

OLG Catholic School 2020



Focused on what matters