

Old St. Mary's  
Middle School Handbook  
2024-2025



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

# Old St. Mary's Middle School Handbook

2024-2025

## WELCOME TO OSM MIDDLE SCHOOL

The middle school program prioritizes supporting parents and caregivers in their role as the primary educators of their children. By fostering a collaborative environment between the school and home, we hope to create a strong foundation for the students' social, emotional, and academic growth. We seek to prepare students to be productive, responsible and impactful members of the world community. We are grateful for your support, understanding, and cooperation in all middle school matters.

This addendum to the Parent-Student Handbook is provided to middle school families at Old St. Mary's School. The Middle School Handbook has been tailored to meet the unique developmental needs of middle school students.

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 at the end of this handbook, you and your child agree to be aware and comply with the school policy as stated in the handbook.

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## 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:** On task, completing all assignments by the assigned due date
- **POLITE:** Demonstrate respect for all, adhere to the code of conduct in your handbook
- **PROUD:** Demonstrate pride in your work and Old St. Mary's School

*\*The Code of Honor is also known as the 5 Pillars or 5 Ps.*

## 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 should 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 are not permitted to bring a backpack from class to class. Instead, they will visit their locker and carry necessary items to class. Backpacks will be stored in student lockers throughout the day.
  - If necessary, students may bring a small bag/purse to carry personal items.
  - Lunch boxes are kept in students' lockers and only taken out at lunch time

- Students will have access to their lockers upon arrival at school, before lunch, and at the end of the day.
- Unless otherwise noted by the teacher, students are expected to bring the following items to every class:
  - Charged Chromebook
  - Notebook
  - Assignment Notebook or Planner
  - Pencil, blue pen, or black pen\*
  - Headphones\*
  - Teachers suggest storing all writing utensils in a soft zipper pouch that is easy to carry from class to class.
- Any school issued textbooks or novels need to be returned 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 the day they are due.
- Late assignments will receive a 10% deduction for each day they are late, down to 50%. Students can still submit assignments for at least half credit up to two weeks after the due date. After two weeks, late assignments will not be accepted.

## Absence Policy

- If a student is too ill to come to school, we want them to spend their time recovering. 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. Students are responsible for communicating with teachers regarding planned absences and are expected to take initiative in making up missed work.

## Code of Conduct

### Classroom Conduct

- Follow the “5Ps”
- Respect yourself, your teachers and your classmates
- Pay attention and participate
- Follow directions the FIRST time they are given

- Take responsibility for your actions

## Hallway Conduct

- Students will have two minutes to travel from one class to the next.
- Students will move safely through the hallway by walking and sharing the space with other students.
- Disruptive or loud talking will result in an infraction, as this disrupts the learning environment of those students who are blocked classes and do not rotate during a given passing period. Middle school students are also expected to be cognizant of the fact they share the third floor hallway with a fifth grade class.
- When traveling throughout the school off of the third floor, students will be silent at all times until they exit the building or reach their classroom.
- Students are expected to move immediately from one class to the next. They should ask their teacher for permission to go to the bathroom after class has begun and instructions have been given.

## Church Conduct

- Students should enter and exit the church reverently and silently.
- Students will set a good example for appropriate church behavior with their younger “buddies.”
- Students should participate in the mass to the best of their ability.

## Outside Conduct

- Demonstrate good sportsmanship and refrain from aggressive or physical behavior.
- Respect OSM grounds by not trampling plants, climbing trees, or disturbing mulch.

## Uniforms

- (Grades 4 - 8) Plaid uniform skirt
- (All grades) Plaid uniform skort
  - Skirts and skorts must be no more than 4 inches above the knee
  - Skirts and skorts must be worn with a tucked-in shirt
- Solid white/navy/black/dark gray/dark green tights or leggings may be worn under skirts
- Navy uniform pants (year-round)
  - Pants must be worn with a tucked-in shirt and a belt
- Shorts (no more than 4 inches above the knee) may be worn ONLY during the first four and last four weeks of the school year.
  - Shorts must be worn with a tucked-in shirt and a belt
- White Peter Pan blouse with OSM logo
- Navy / white polo (long or short sleeved) with OSM logo
- White oxford shirt with OSM logo
- Navy uniform or v-neck scalloped edge cardigan, long sleeved sweater, shawl collar pullover sweater, or vest

- **Note:** Students will no longer be permitted to wear OSM sweatshirts during the school day, with the exception of gym days. On non-gym days, students should be sure they have appropriate school-sanctioned uniform layers to wear during the cooler months.
- White, navy, gray, or black socks only
- Shoes should be a majority color of white, black, brown, gray, or navy only. Either dress or gym shoes. No flip flops, sandals, crocs, or platform shoes are allowed at any time.
- Boots may be worn to and from school, and on the playground, but not in the classroom. Please send a pair of shoes with your student to wear in the classroom on days that they wear boots to school.
- On weekly mass days and school photo day, students will be in “Perfect Uniform.” Boys are expected to wear a white button down oxford shirt with OSM logo and school-issued plaid tie.
- Accessories with inappropriate images or messages, contrary to the Catholic ideals and purpose of the school are not permitted
- Accessories with political messaging is not permitted
- Accessories that distract or become disruptive to student learning are not permitted

### **UNISEX GYM UNIFORM**

#### **Middle School**

- Gray or navy gym uniform shirt or long sleeved gym shirt with OSM logo
- OSM gym pants or shorts (no more than 4 inches above the knee) with OSM logo
  - Unisex or girls shorts are available
- Gym shoes of the student’s choice with rubber soles

### **Accessories and Spiritwear**

- Gym uniform should only be worn on designated gym days
- All sweatshirts worn on gym days must be OSM issued, with the OSM logo
- On rainy / snowy days, boots may be worn to and from school, and on the playground, but not in the classroom. Students should bring a pair of school shoes to wear in the classroom on days that they wear boots to school.
- All spiritwear is available for purchase from Big Kahuna and the OSM website.
- On Spirit Days, students may dress out of uniform in “spiritwear:”
  - OSM-affiliated t-shirts (short-sleeved or long-sleeved only)
  - OSM sweatshirts
  - OSM flannel pants
  - OSM track pants
  - Navy, black, or gray sweatpants
  - Navy, black, or gray leggings
  - Blue or black jeans (no rips or tears)
  - Gym shoes (no open-toe or open-heel shoes)
  - Shirts must cover students’ midriffs

***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 code of their***

***children before entering the building for the school day. All aforementioned dress code policies are up to the discretion of the administration.***

## General Guidelines and Procedures

- **Water Bottles & Snacks**
  - Snacks are permitted at teacher discretion in middle school
  - Water bottles must be reusable, leakproof, and not made of glass. Water bottles should be filled before students come to school each day.
  
- **Grading Scale**
  - A...100-90
  - B...89-80
  - C...79-70
  - D...69-60
  - F...59 and below
  - Extra credit assignments 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. 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.
    - 6th Grade: 20 Hours
    - 7th Grade: 30 Hours
    - 8th Grade: 40 Hours
  - Half of all service hours must be completed by the end of first semester. Eighth graders' may use their Confirmation services hours to count for their 40 hours.

- **OSM Ambassadors**

- Interested middle school students must 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 may count towards a student's required service hours.
- Any student may apply to be an ambassador. Interested students will be notified of a time in which applicants will be reviewed.

- **Cell Phones and Smart Watches**

- Students will power off and turn in cell phones and/or **smart watches** to the homeroom teacher each morning.
- CELL PHONES MAY NOT BE USED DURING THE SCHOOL DAY OR IN EXTENDED DAY.
  - Exception: Some teachers allow use of cell phones for class projects. For example, they may be allowed to use the app, iMovie, or to take pictures/videos of class activity. When this is the case, phones must be placed on airplane mode.
- A violation of the above will result in the phone/smart watch being confiscated and the student serving a detention. Parents will be notified and the phone will be given to the school office. ONLY the parent / guardian may retrieve the cell phone/smart watch at the end of the school day.

- **Technology and Chromebooks**

- Review and sign the technology agreement at the end of this handbook.
- 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 brought to school 100% charged. If a student's Chromebook dies during the day, they will receive an infraction for not being prepared. Students are welcome to leave their Chromebook charging at school overnight if they have an alternate device to use at home.
- 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.



- Parents, please contact the front desk if you need to communicate with your child.  
***Please do not email students during school.***

**TYPES OF DISCIPLINARY ACTION**  
**DETENTIONS**

Level 1	Level 2	Level 3
INFRACTION	INFRACTION	INFRACTION
<ul style="list-style-type: none"> <li>- Violation of Code of Honor</li> <li>- Dress Code</li> <li>- Inappropriate use of technology</li> <li>- Class Disruption</li> <li>- Unaccounted for During Class</li> <li>- Bell Tardy</li> <li>- SmartPass Violation</li> <li>- Stairwell or Hallway Disruption</li> <li>- Not using assigned Locker</li> <li>- Profanity</li> <li>- Disrespectful during Mass</li> <li>- Leaving Desk Untidy or Messy After Lunch</li> <li>- Leaving Hallway, Stairwell, or Common Area untidy or messy</li> </ul>	<ul style="list-style-type: none"> <li>- Technology abuse</li> <li>- Theft</li> <li>- Racial or sexual slurs</li> <li>- Microaggressions</li> <li>- Bullying or harassment</li> <li>- Cyberbullying</li> <li>- Major class disruption</li> <li>- Academic integrity</li> <li>- Defacement of school Property (Vandalism)</li> <li>- Personal use or possession of vaping products or drugs</li> </ul>	<ul style="list-style-type: none"> <li>- Hate Speech</li> <li>- Distribution of sexual materials</li> <li>- Fighting</li> <li>- Bringing weapons to school</li> <li>- Dealing Drugs</li> </ul>
CONSEQUENCE	CONSEQUENCE	CONSEQUENCE
<ul style="list-style-type: none"> <li>- After 3 Level 1 infractions are issued and recorded, the Assistant Principal will notify parents that each additional infraction will result in a detention until the end of the quarter.</li> </ul>	<ul style="list-style-type: none"> <li>-Immediate detention and notification to family.</li> <li>-May also include suspension</li> <li>-Matters may be referred to the Chicago Police Department depending on severity</li> </ul>	<ul style="list-style-type: none"> <li>-Immediate meeting with administration, family, and students.</li> <li>-Suspension; <a href="#">Suspension Policy</a></li> <li>- Expulsion; <a href="#">Expulsion Policy</a></li> <li>-Matters may be referred to the Chicago Police Department depending on severity.</li> </ul>
<p><b>*If a student accumulates enough Infractions in Level 1 and Level 2 to earn a third detention, the parents and student will meet with administration to discuss a behavior plan or removal from Old St. Mary’s School.</b></p> <p><b>**The OSM School Administration reserves the right to determine the severity of the offenses not explicitly listed within the Infraction levels.</b></p> <p><b>*** FINES will be assessed for school property or school device damage.</b></p>		

**DETENTION LOGISTICS:**

- **START TIME:** Students are expected to check in by 3:05 PM
  - Entrance will not be allowed after 3:05 PM
- **NO ELECTRONIC DEVICES.** A student caught with an electronic device will receive another detention.
- **SLEEPING WILL NOT BE TOLERATED**
- **FOOD or BEVERAGES ARE NOT PERMITTED.** A water bottle is acceptable for hydration.
- **END TIME:** 4:00 PM

**DETENTION ABSENCE:**

- **EXCUSED ABSENCE:** Student is eligible for a non-penalty makeup date.
  
- **UNEXCUSED ABSENCE:** Student must serve 1 additional detention for missing a scheduled detention.

**Outstanding detentions will result in ineligibility to attend school dances, participate in student government or other clubs, or scholarly and athletic competitions.**

**SEARCHES**

Students and their personal effects are subject to search set forth in the Illinois Compiled Statutes, Section 10-22.6(e): *“To maintain order and security in schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or consent of the students, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these areas.”*

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



## **Technology Agreement**

### **Chromebooks:**

You are responsible for keeping your devices clean, safe, and in good condition.

This includes, but not limited to:

- Keeping the chromebook clean from any scuff and scratches. DO NOT use near liquids. NO STICKERS ON CHROMEBOOK.
- **You are not allowed to use chromebooks during lunch or recess.** Be mindful of the environment your chromebook is placed in.
- **Do not remove the asset tag** underneath the chromebook.
- **Do not remove the name tag** on the chromebook.
- Keep your chromebook properly charged overnight. For middle school, this means charging your chromebook at home and ready for use the next school day.
  - Make sure the orange light is on when plugged in, to ensure the chromebook is charging correctly.
- Come prepared. **If you are not prepared with a charged chromebook at hand you will need to take out a loaner and that will be a level 1 for not being prepared.**
- Be careful with the ports, this includes the usb ports, audio ports, and charging port. Do not wiggle or force the ports in. Treat your device with care.
- Take care of the chromebook. While we are able to fix certain issues and send them out for repair, YOU are responsible for the cost of the device if anything were to happen to the screen. This includes cracks, tears, or screen damage of any kind.

### **Chargers:**

For middle school: Since you are able to take a charger home with you, you must remember to return it at the end of the school year.

For all students: You are responsible for keeping your chargers clean, safe, and in good condition.

This includes, but not limited to:

- keeping the charger clean from any scuff and scratches. KEEP AWAY from liquids.
- Do not remove the name tag from the charger.
- Do not lose your charger. You are responsible for it, if it is lost. We will do our best to find it, but if we cannot locate it, you are responsible for the cost of replacement.

### **Loaners:**

Loaner devices are given out for two reasons:

1. You forgot your personal chromebook at home and need a loaner for the day. This will result in a level 1 for not being prepared for school.
2. You are experiencing issues with your device and need a loaner for the day to use while the tech team tries to solve the issue. If the issue is not solved by the end of the day, you will be given a Temp computer.

As a reminder, Loaners are not your personal chromebook. **You may NOT keep it. It must be returned at the end of the day.** You are responsible for keeping the loaner chromebooks clean, safe, and in good condition.

This includes, but not limited to:

- **You are not allowed to use chromebooks during lunch or recess.** Be mindful of the environment your chromebook is placed in.
- keeping the loaner chromebook clean from any scuff and scratches. DO NOT use near liquids.
- RETURNING the loaner at the end of the day. You are responsible to return the loaner to Mr. Tapia so he may clean it, charge it, and have it ready for the next day for anyone who may need to take out a loaner.
- Do not remove the asset tag underneath the chromebook.
- Do not remove the LOANER tag on the chromebook.
- Be careful with the ports, this includes the usb ports, audio ports, and charging port. Do not wiggle or force the ports in. Remember, this is not your personal device, keep the loaner with care.

### **Temporary Chromebooks:**

Temps are given out when your personal chromebook is sent out for repair. While this is not your personal chromebook, you are to treat it as if it were your own. This means, keeping the temp chromebooks clean, safe, and in good condition.

- **You are not allowed to use chromebooks during lunch or recess.** Be mindful of the environment your chromebook is placed in.
- Keep your chromebook properly charged overnight. For middle school, this means charging your chromebook at home and ready for use the next school day.
  - Make sure the orange light is on when plugged in, to ensure the chromebook is charging correctly.
- keeping the temp chromebook clean from any scuff and scratches. DO NOT use near liquids.
- Do not remove the asset tag underneath the chromebook.
- Do not remove the TEMP tag on the chromebook.
- Be careful with the ports, this includes the usb ports, audio ports, and charging port. Do not wiggle or force the ports in. Remember, this is not your personal device, keep the loaner with care.
- Once your chromebook is returned from repair. The temp will be exchanged for your previous device.

REMEMBER that you are responsible for the maintenance of the devices given to you: Your personal chromebook, temp, loaners and chargers. You must keep devices clean, safe, and in good working condition.

YOU ARE RESPONSIBLE for any damage that may affect the screen of your device or your peers device.

YOU ARE RESPONSIBLE for keeping your device safe from falls, spills, or anything that may cause damage to your device or your peers device.

If your device/charger is stolen, lost, or misplaced where we are unable to locate it, unfortunately, you are responsible for it.

**What you are responsible for:**

- Broken screen :
  - **\$100.00**
- Broken or misplaced/lost charger :
  - **\$60.00**

- New battery for chromebook: When a student fails to keep their laptop in good condition, there may be issues with the battery consumption. If there is damage to the battery compartment due to the Mishandling of the device's charging port or from dropping the device :
  - **\$50.00**
- Non-repairable damage or loss to chromebook :
  - **The cost of the chromebook (\$300.00 - \$350.00)**

### **Updates:**

Please make sure to manually update your Chromebook at home. Check for updates at least once a week to keep your device up to date with the latest software. Failing to do so will result in some applications not working properly, and not being able to do work.

### **Headphones:**

While we do not have a huge collection of headphones, we do have some available to loan out. Headphones are delicate. And will be handed out similarly to how Loaners are handed out. Remember, these are not your devices, so you must treat them with care. They should work as fine as the moment you got them.

### **Chargers:**

As a reminder, if you are in middle school, you already have a charger, but if you need to borrow one to charge your device while in use, you must sign it out similarly to how you would a headphone and loaner laptop.

### **Printer:**

This goes for both the student printer on the 3rd floor and ALL other printers.

REMEMBER to wait before you yank the sheet out of the printer, let it settle down. Pulling it WILL cause the printer to tear up the sheets and cause a paper jam. DO NOT leave any liquids near the printers, this includes water bottles of any kind, food, or other objects. Treat the printers with respect and care. If there is no ink on the printer, no paper, or any other issues, please let me know. Failure to follow these rules will result in a LEVEL 1 for Inappropriate use of technology, potential detention, and depending on the severity of the situation will result in a meeting with the principal.

**SmartBoards:**

Each room has a smartboard. Smart Boards are to be used for educational purposes only. Students are not allowed to play around with the board, this includes but not limited to: drawing, searching websites, pressing buttons or messing around with ports, and using other apps. Students must have permission from their teacher to use the board, and smartboard must never be used by students during aftercare. Failure to follow these rules will result in a LEVEL 1 for Inappropriate use of technology, potential detention, and depending on the severity of the situation will result in a meeting with the principal.

**Chromebook OS:**

Students should not tamper with the settings that are installed and set on your devices. This includes changing filtering systems, attempting to change internal settings, and using unauthorized apps to tamper with the settings. Failure to follow these rules will result in a LEVEL 1 for Inappropriate use of technology, potential detention, and depending on the severity of the situation will result in a meeting with the principal.

**AI:**

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

**In addition, Chromebooks are to be used for educational purposes only.** You are not allowed to play video games of any kind on your device, unless it is an educational game that is pre-approved by your teacher and Mr. Tapia.

**SmartPass:**

Ipads are used for SmartPass. Ipads are not to be played around with and should only be used for SmartPass.

- Be mindful of the time being used for SmartPass.

- Do not change settings or profile information on your account.
- You are responsible for your SmartPass app, do not let other students manipulate your settings or SmartPass.
- You should only input time for yourself.

Failure to follow these rules will result in a LEVEL 1 for Inappropriate use of technology, potential detention, and depending on the severity of the situation will result in a meeting with the principal.

**With all devices that are handed out, from laptops, headphones, chargers, etc. You MUST return them to the tech office by the end of use, or by the end of the day. Failing to do so will result in a LEVEL 1.**