

# OUR MOTHER OF SORROWS CATHOLIC SCHOOL



## 2019/2020 PARENT HANDBOOK

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## Preface

### Our Patroness

Our Mother of Sorrows School is under the patronage of Mary, the mother of Jesus, under the title of Mother of Sorrows. The Sorrows of Mary are scripture based. They are:

1. The prophecy of Simeon (Luke 2:27-35)
2. The flight into Egypt (Matthew 2:13-15)
3. Loss of the child Jesus in the temple (Luke 2:43-51)
4. Mary meets Jesus carrying the cross (Luke 23:27)
5. Mary stands beneath the cross (John 19:25-27)
6. Mary receives the dead body of Jesus (John 19:38)
7. Jesus is laid in the tomb (John 19:39-42)

As a community, we recognize Mary as a spiritual leader who constantly said yes to God's call. As a school, we recognize that God has given each of us a call, and we strive to say yes to God too.

# Chapter 1

## Mission, Philosophy, and Schoolwide Learning Expectations

### **Our Mother of Sorrows *Parish* Mission**

Filled with the joy of the Gospel, our parish proclaims an ongoing encounter with Jesus Christ through community, Word, Sacrament, and loving service.

### **Our Mother of Sorrows *School* Mission**

With a commitment to academic growth for all students, and filled with the joy of the Gospel, our school proclaims an ongoing encounter with Jesus Christ through community, Word, Sacrament, and loving service.

### **Our Mother of Sorrows *School* Philosophy**

At Our Mother of Sorrows Catholic School, we try to emulate Mary by responding to God's call with a yes. Mary modeled God's call by trusting in God and practicing prayer, compassion, and reflection.

We believe parents are the primary educators of their children, and we partner with parents in this call.

We believe each child is unique and made in God's image and likeness.

We believe God calls us to holiness.

We believe God calls us to lovingly serve one another and all in need.

## **Our Mother of Sorrows Schoolwide Learning Expectations**

Schoolwide Learning Expectations (SLEs) are defined by the Diocese as what all shareholders should know, understand, and be able to do. The SLEs “exhibit a culmination of their learning in a real world context that has significant purpose and meaning for them and others.” The SLEs are a way of putting the school’s mission into action for the students.

As members of Our Mother of Sorrows Catholic School:

Prayer: God calls us to grow in faith, we answer by

- Praying everyday
- Participating in Mass and other religious celebrations
- Reading and spreading the message of the Gospel

Compassion: God calls us to lovingly serve, we answer by

- Seeing the unique dignity of each person
- Serving the people around us
- Respecting God’s creation

Reflection: God calls us to grow in knowledge, we answer by

- Setting academic goals and working toward our goals
- Participating in learning experiences outside the academic classroom

## Chapter 2

# General Information of Admittance

### **Admissions**

Admission to Our Mother of Sorrows is available to students whose parents seek a Catholic religious foundation for a preschool, elementary and junior high school education. Because every Catholic child has a right to a religious education and formation, preference for admission is given to Catholic students. Students will not be refused admission to Our Mother of Sorrows based on sex, race, color, national/ethnic origin, or disability (unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the child).

No person shall be admitted as a student at Our Mother of Sorrows unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Tucson. Whether Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.

Students entering kindergarten should be 5 years of age prior to September 1 of that school year. A student entering the first grade should be 6 years of age prior to September 1 of that school year. If after consultation with the school administration, it is determined that beginning school is in the best interest of the child, a child may be admitted to Our Mother of Sorrows prior to turning the required age provided the child reaches the required age by January 1 of the current school year.

Parents wishing to enroll their children in special programs, academic or otherwise, during the school day, may do so only with the written consent of the principal. Such requests shall be judged on a case-by-case basis. Granting this type of enrollment is solely at the discretion of the principal.

Admission preference is given, respectively, to families who are active, participating members of Our Mother of Sorrow Parish; to students whose siblings are currently enrolled; and to active members of other Catholic parishes.

An annual Registration Calendar is established. The calendar includes important registration dates as well as the admission and registration process. A Tuition Rates and Fees Schedule is available to all interested parents through FACTS. Transfer students can be required to complete an assessment test to determine admission.

### **Withdrawal**

When a parent plans to withdraw a child from Our Mother of Sorrows, the school office should be notified as soon as possible. Parents or guardians must bring any outstanding fees current, and indicate the exact date of withdrawal.



## Chapter 3

# Financial Information

### Tuition Payment Policy

Parents are expected to fulfill all financial obligations to the school within the academic year. As a non-profit institution, the entire school operations are predicated upon parents or those deemed financially responsible honoring their financial commitments. Failure to do so impacts not only their own students, but all students.

Those families who have an inability to pay due to a specific hardship that arises during the school year must immediately contact the principal to discuss payment alternatives. That hardship must be documented by the principal, and reviewed by the pastor, before any alternative financial arrangements may be made. However, any relief that may be provided under this arrangement will only be temporary (current school year) due to limited financial resources. Financial arrangements will only be made once the family provides proof of a completed tax credit or ESA application. Any scholarship, CTSO, or private tax credit funds will be applied to the student(s) account, with the benefit to be shared equally between responsible parties. In addition, the amount of tax credits including CTSO will normally not exceed 90% of the total tuition liability.

Those families who do not keep their accounts current shall be given adequate warning before being put on probationary status, which will occur at the end of each trimester. In addition, parents with accounts in arrears may not be allowed to ‘charge’ lunches, sports fees, etc. on their FACTS account. If a parent’s account is not made current, their students may not be allowed to return to school after the next break. The specific timeline is below:

Placed on Probationary Status:	If not current, student removal from school:
First trimester (11/5/19)	After Christmas break (1/6/20)
Second trimester (2/19/20)	After Spring break (3/23/20)
Third trimester	Next school year

In addition, the school may pursue legal action to collect all amounts owed, including any past due or overdraft charges, and any fees associated with the recovery of the past due amounts.

All families should complete the financial information in FACTS to indicate whether payment should be automatically made by either using a credit card (Visa, Mastercard, Amex), debit card, or by direct withdrawal from a checking account. Establishing online payment through FACTS is required as it helps lower our administrative costs, which helps keep tuition lower for all.

## **Parish Stewardship Rate**

The minimum level of annual stewardship/tithe giving to the parish is \$520, or \$10 per week, for a dual parent family and \$260, or \$5 per week, for a single parent family in order to qualify for the special parish stewardship tuition rate. A pattern of honest giving must be established for at least two months before the discount will be applied. Additionally, the discount will be prorated based on the month the family becomes eligible for the discount. Parishioners' Sunday stewardship giving to the parish is typically through the EFT (Electronic Funds Transfer) process or through the regular use of Sunday envelopes. Please note that if pre-printed Sunday envelopes are not used, especially in the case of cash contributions, the Parish will be unable to attribute those donations to your family.

Families maintaining the minimal designated Sunday stewardship/tithe contribution to the parish will continue to receive the stewardship tuition rate on a year by year basis during the enrollment of their student(s) at the school.

At certain intervals during the calendar year, the parish stewardship office reviews the giving patterns of families benefiting from the stewardship tuition rate.

Families not fulfilling their commitment through their minimum weekly offertory gifts are notified and alerted to the possibility that full-rate tuition may be charged. Families who do not maintain their minimum designated Sunday stewardship/tithe giving to the parish lose the benefit of the special parish stewardship tuition rate, and the full tuition rate becomes retroactively applicable for the entire school year.

## **Application of Discounts and Tax Credits**

Our Mother of Sorrows works to ensure that the financial needs of the families are met. The school works with many tax credits. Families who need financial assistance must apply for assistance. The school works with families and applies tax credits or STOs as well as discounts in the following order for tuition:

1. Tax credits
2. Parishioner Discount when applicable for tithing families
3. Multi-sibling Discount
4. Faculty/Staff Discount

Discounts are only applied if there is a remaining family commitment for the tuition. If the family tuition commitment is met, the remaining discounts will not be applied toward other financial obligations. Registration fees and other fees including lunch, sports, field trips, and afterschool are the financial responsibility of the family and cannot generally be offset by financial support.

## Chapter 4

# Parents as the Primary Educators

### ***Parent Conferences***

A conference may be requested by a student, parent, teacher, or other school official. Since it is a primary goal of the student who is called to grow academically, students are often included in formal conferences. Frequently, a conference will consist of the appropriate teacher(s) with parent(s) and the student. Such “group” conferences often give the best picture of the situation at hand and yield the best strategies for goal-setting and improvement. Conferences must be formally scheduled with the teacher with whom a parent wishes to speak. Unscheduled “drop-in” conferences cannot generally be accommodated.

### ***Parents on Campus***

Parents are invited to be in student classrooms at the invitation of the teachers, but may not confront students on any behavioral or disciplinary issues. Any issues involving behavioral or disciplinary issues must be brought to the attention of the teacher responsible for the students at that time, or the principal or assistant principal if the teacher is not available.

All adults volunteering in classrooms, parents, grandparents, etc., must be Class A volunteers (see section on Parent Volunteers). Generally parents are not allowed to observe classrooms as doing so may disrupt the flow of learning for the children in that classroom. Parents may eat with their children, but if they choose to do so they may be required to sit in an area separate from the other children.

### ***Parent Access to Student Records***

All records pertaining to a child's academic status, and the financial status of the tuition and fees account pertaining to the child, are open to review by the child's parents and guardians absent a court order restricting the dissemination of such information.

### ***Our Mother of Sorrows School Parent Support Organizations***

The school recognizes that parents are integral to the school community, so there are several ways that parents can become involved.

### **School Board**

The School Board is an advisory board which assists the principal in:

- articulating the school's mission statement;
- creating better understanding and support for Catholic education;
- encouraging the ongoing evaluation of the effectiveness of the educational program;
- enacting policies relating to the planning, operating and maintenance of facilities and equipment;

- serving as a planning and building committee for expansion of educational facilities in conjunction with and under the guidance of the Building and Maintenance Commission of the Parish Ministries Council.

The School Board consists of the Pastor or his representative, and the Principal as ex-officio members. The voting members consist of between 9 and 12 members.

To become a School Board member, candidates follow a discernment process and then are appointed by the Pastor. Each voting member serves a two year term which is limited to three consecutive terms.

## **Our Mother of Sorrows Parent Ambassadors**

Every parent of an Our Mother of Sorrows School student is a member of the Parent Ambassador Team.

The Parent Ministry Team is under the umbrella of the School Board and acts as a hospitality and fund-raising body. The activities of the Parent Ministry Team are under the direction of the School Board President with the collaboration of assigned Board Leads that oversee the various school events and activities. All parents are encouraged to attend.

The Parent Ministry Team organizes and plans fundraising events like the jog-a-thon, Christmas Concert, Mother-Son Event, Father Daughter Dance and the Summer Kick-off. They provide service to our school by helping with Health Screening Week, helping with the Open House, and sponsoring receptions for visiting groups such as WCEA teams.

## **Loving Ministry Service Program**

As part of the school community, parents accept the responsibility of providing a minimum of 40 **Loving Ministry Service (LMS)** hours per family for the 2019/2020 school year. As the primary educator, it is important for students to see all community members modeling loving service.

The Parent **Loving Ministry** Program runs from August 1 through May 30. 20 hours need to be completed prior to December 31, and 20 hours are to be completed between January 1 and May 30. Single parent families and families who have a deployed parent are expected to complete 20 hours: 10 in the fall and 10 in the spring. Any exceptions to the hours must be approved in writing by the principal.

In order to ensure that special events and activities have the support needed to be successful, specific grades are asked to support specific events.

Once hours are completed by a family for an event, the parent must log their hours onto Renweb prior to the December 31<sup>st</sup> deadline for the fall and the May 30<sup>th</sup> deadline for the spring. Any hours not fulfilled will be billed to the parent.

## ***Parent Involvement and Volunteering***

All parent volunteers must submit to Diocesan Compliance Procedures. At Our Mother of Sorrows, there are two types of volunteers: those who may have, at any point, direct supervision of children, and those who do not. Class A volunteers are the former, Class B are the latter. For clarification, the definition of each class of volunteer is as follows:

- Class A volunteers have direct interaction with students, and although will always be encouraged to work with students with other parents present, may from time to time supervise children without any other adult present.
- Class B volunteers will never be working with children without the direct supervision of professional teachers or persons who otherwise have had a criminal background check.

To assist volunteers in understanding the differences in the classes of volunteer positions, the following examples are provided:

<b>Class A Volunteers</b>	<b>Class B Volunteers</b>
Classroom volunteers	Lunch servers
Field trip volunteers	Football game fundraisers
Co-curricular mentors/coaches	Book-fair workers
School guard/parking lot attendants	Jog-A-Thon workers
Health screening volunteers	Office volunteers

The process to obtain either Class A or Class B clearance is as follows:

**Class A** volunteers must complete the compliance training, and have submitted their Diocesan Volunteer application and fingerprints for clearance checks. The school office pays for the clearance check, submitting the paperwork to the Human Resource Department of the Diocese.

**Class B** volunteers must complete the compliance training before completing any service, and submit their Diocesan volunteer application to the school office.

Volunteers who have a current DPS card do not need to have their fingerprints taken again. Also, as of 2012, a Concealed Weapons Permit is no longer considered a valid form of clearance.

# **Safe Environment Program**

## **OUR MOTHER OF SORROWS SCHOOL STANDING OPERATING PROCEDURES FOR EMPLOYEES AND VOLUNTEERS**

Our children are the most important gifts God has entrusted to our care. It is our responsibility to protect and guide them as best we can. With this in mind, as a condition of my employment or service with children and youth of our school,

### **I WILL:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Dress and behave in a manner appropriate for my employment or service with children and/or youth.
- Avoid situations where I am isolated or alone with a single child and/or youth at school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents or guardians without prior written approval from the pastor or school administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or administrator.
- Report suspected abuse immediately to Child Protective Services, in compliance with the *Mandatory Reporting Law* and understand that failure to report suspected abuse to civil authorities in a timely manner is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

### **I WILL NOT:**

- Wait before reporting a suspected case of abuse that I've become aware of.
- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while teaching or volunteering with children and/or youth.
- Pose any health risk to children and/or youth (i.e., no fevers or contagious illnesses.)
- Strike, spank, shake, push, slap or otherwise assault a child or youth.
- Humiliate, ridicule, threaten, or degrade a child or youth.
- Touch a child or youth in a sexual or other inappropriate manner, always being mindful of age-appropriate touch (e.g., a small child can be held on the lap, but not a 10-year-old.)
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Make private arrangements at some other setting, for school-related activities with the children I assist at school in my volunteer activities.
- Correspond by email or phone text-message with the children/youth I am assisting in my volunteer duties.

### **Important Reminders on Protecting Our Children**

1. You do not need to ask anyone for permission to report abuse. If you suspect abuse then it is your duty to report it under the mandated reporting statute.
2. Remember if a child discloses to you that they have been abused, listen but do not question the child about the abuse situation or show signs of shock or disbelief.
3. If you suspect child abuse call both DCS and the police. You probably will not be able to answer some of the questions that you are asked. Understand that just as mandated reporting requires you to report abuse, investigators are required to ask you certain questions.
4. Once you have reported abuse to DCS and the police then contact the school or parish and let us know what happened. This way we can help provide any additional information that might be needed by investigators (addresses, phone numbers, name, etc.) We will also file a report with the Pastoral Center and they can help in making sure the child receives the support they need.
5. Always be aware that all school-related activities, whether by volunteer or employee, must be conducted under the auspices of the school, in a school-related setting. For example, if you are tutoring or assisting children in school-related activities, you should not arrange private tutoring or assistance for those children outside of the school setting.
6. **Remember as adults it is important that you do not put yourselves in situations where you are alone with a child or touch them in a way that might be considered inappropriate**—for example, being alone in a classroom, workroom, or off-campus school activity with a child. Remember loving hugs should not be forced on anyone. A good rule of thumb for touching is not to ever touch a child in a place that their bathing suit would cover.

## ***Grievance and Appeals Process***

As Catholics, we have been called to teach as Jesus taught and to put those lessons into practice. In the course of our daily lives together, conflict, confrontation and hurtful words and behaviors will occur. These incidents can occur between students, teachers, parents and administrators. When these events happen, it is important that a spirit of reconciliation and forgiveness is fostered throughout the conflict resolution process.

Occasionally matters may arise which will require an objective review by third parties in order to assure the maintenance of positive relationships within the school community. To facilitate this reconciliation, Our Mother of Sorrows has adopted the following informal and formal processes of conflict resolution.

### **Level I. Informal Reconciliatory Process**

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice **between the people involved**. This should happen through open and honest communication via notes, email, and conferences with those **directly** involved stating their perceptions of the problem, mutual ownership of contribution to it, and forgiveness and future plans to avoid a recurrence.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, the parent or guardian must within 10 days of the issue make an appointment with the principal to discuss and resolve the situation. If the principal feels that the issue is not school related or outside the school's jurisdiction, he or she may refuse to become involved and/or refer the parties to an appropriate mediator. If the issue is with the principal, the procedure would proceed to the first step of Level II.

### **Level II. Formal Reconciliation Process**

1. If the parent or guardian is not satisfied with the results of the informal conference or has a conflict with the principal, the parent must within five working days file a formal written grievance to the principal. The grievance shall clearly state the nature of the complaint and the solution sought. Formal grievance forms shall be available in the school office.
2. The party of interest may request a conference prior to the time a decision is rendered. The parent may discuss the grievance personally and is able to be accompanied by an individual to help with translation if language is a barrier. Within five working days of the receipt of the written grievance, the principal shall give a written decision to the parent or legal guardian and send a copy to the grievance file.

### **Level III. Appeals**

1. If the written decision does not resolve the issue satisfactorily, a parent or guardian may appeal the decision in writing to the pastor or his designee within three business days. The document should include the subject of the appeal, all factual information pertaining to the issue, the individuals involved and all the efforts made in the process to that point. The pastor may investigate by calling in any of the parties involved. The pastor has ten working days to respond in writing to the appeal. If the pastor feels that the issue does not merit further investigation, he may state this in writing as his decision.

2. If the decision is still not satisfactory, the parent or guardian may appeal in writing to the Superintendent of the Diocese within three business days. Ultimately the final decision is made by the pastor, following the formal processes to its completion and is final and binding.

## **Processing**

1. All documents and records of the process shall be kept in separate files from the personal files of the parties involved.
2. All meetings shall be held when there is a mutual agreement of time and place.
3. At all levels, all pertinent information shall be made available to the parent or legal guardian.
4. Time limits imposed at any level may be extended by mutual consent, in writing.
5. Failure at any step in the procedure to communicate decisions in writing within the specified time limits shall permit the grievance to advance to the next step.
6. Failure at any step of the procedure to advance to the next level within the specified time limits shall be deemed as an acceptance of the decision given at that step and there shall be no further right of appeal.

## Chapter 5

### School Hours and General Guidelines

#### School Day

The school begins promptly at 8:00 a.m. A student is considered tardy if not in his/her classroom prepared to begin the day at that time. For that reason, students are encouraged to be at the school early; supervision of students begins at 7:30, and classrooms open at approximately 7:50. The school day ends at 3:10 p.m. from Monday through Thursdays most weeks, unless stated otherwise on the school calendar or announced to parents. On Fridays, school ends at 1:10 p.m. A school calendar is available online, and by request for those parents without Internet access.

The extended day program runs from 7:00 a.m. to 6:00 p.m. unless otherwise communicated with families. Students should not be on campus before 7:00 a.m. and after 6:00 p.m. unless under the direct supervision of the parent or guardian. In the case of school-sponsored events, the student is expected to remain under the direct supervision of the school personnel.

#### Attendance

Students are to avoid being absent, if at all possible. While it may be possible to complete some assignments missed due to absence, many classroom learning experiences cannot be truly replicated. **While absence due to illness cannot be avoided, parents are urged to avoid taking students out of school when it is not absolutely necessary.** This is also true for both late arrival and early dismissal.

Per diocesan policy: "A parent/guardian is required to give an explanation for absences and tardiness. Excessive absences (10% of the number of required attendance days) may be cause for retention or withholding credit...a student who is considered to be a habitual truant may be subject to dismissal or adjudication. —Habitual truant as defined by state law means a child who is truant (unexcused absences) for 5 school days within a school year."

Parents should make every effort to have children in class from the start of the day to dismissal. When a student is consistently tardy, he/she misses instruction on a daily basis. This can have a negative effect on a student's progress and may be cause for retention or withholding credit. For students in grades K-5, once the accumulated tardy time reaches four (4) hours the student will be marked as being absent for one day. it will equal one day absent.

For students in grades 6-8, students will be marked present for each class period. Students who are tardy three times will be considered to have been absent from the class for one day. The accumulation of tardiness will be added to the number of absences, and the excessive absence policy stated above will be followed.

#### General Policies Related to Absences

- In the event of a planned absence, parents should alert all teachers (not just the home room teacher) with as much notice as possible. Only with plenty of advance notice

can teachers organize work that may be done while the student is away. It might not be possible for all learning experiences to be prepared for completion outside of school. Teachers may require that some assignments/quizzes/tests be done BEFORE the student is absent from school.

- A student present for any portion of a school day is expected to turn in all homework, whether or not he/she attends all classes. The student is responsible for the work's delivery to teachers.
- A student present for any portion of a school day is also responsible for getting any materials or worksheets needed for that evening's homework in any class missed due to late arrival, early dismissal, or mid-day pull-out.

### **Participation in School Activities Following an Absence**

Anytime a student is absent from school for more than three hours, the absence precludes the student's participation in any on-site or off-site school-sponsored event scheduled for the day of the absence. This includes sports practices and games, dances, skate parties, play practices or performances, field trips, or any other event or activity affiliated with Our Mother of Sorrows Catholic School.

## ***Uniform Dress Policy***

### **Uniform and Dress Code**

The Our Mother of Sorrows Uniform and Dress Code has been established to maintain appropriate dress for students. A student's appearance cannot be a distraction from the learning environment; students are expected to dress cleanly and modestly without reminders.

Compliance with the uniform and dress code is not voluntary, but parents are afforded options in choosing their vendor. If, however, parents select a vendor other than Lands' End or ScreenCraze, they must thoroughly familiarize themselves with the dress code requirements and restrictions before making purchases. Dress code is in effect before, during, and after school hours when students are determined to be in the control of school personnel.

Dress code violations may result in disciplinary action. Ultimately the school administrators make the final interpretation of what is acceptable or unacceptable, and the consequential disciplinary action for objectionable dress.

### **Uniform and Dress Code Vendors**

- Lands' End or ScreenCraze are the only authorized vendors for items bearing the school logo
- School uniform collections at various department stores, provided the clothing adheres to the OMOS code
- OMOS **plaid** skirts/skorts/jumpers may only be purchased online through Lands' End ("white plaid")

## OMOS Uniform and Dress Code guidelines are as follows:

	The administration reserves the right to determine what dress is acceptable or unacceptable, and the consequences that result when a student is in violation of the outlined policy.
<b><u>Girls/Boys Shirts</u></b>	<ul style="list-style-type: none"> <li>• <b>All</b> students must have at least <b>one</b> polo shirt (white, navy or chambray blue) with the OMOS school logo. This shirt will be worn for weekly Masses and other special occasions.</li> <li>• In addition to white, navy or chambray blue, “U of A” red or hunter green short or long sleeve polo shirts may be worn on days when there is no Mass.</li> <li>• White long or short sleeved, collared blouse or turtleneck in school colors may be worn under a jumper.</li> <li>• A matching solid long sleeved turtleneck or t-shirt in school colors may be worn under short sleeve polo.</li> <li>• <b>The <u>only</u> logo approved for shirts/sweatshirts/sweaters is the OMOS school logo.</b></li> </ul> <p>*Beginning for the 2020/2021 school year: Shirts may only be white, navy, or chambray blue</p>
<b><u>Girls Jumpers Skirts/Skort</u></b>	<ul style="list-style-type: none"> <li>• Jumpers (Grades K-4), skirts/skort may be tan/khaki, navy, or “white plaid” (plaid must be purchased through Land’s End). All garments should be of modest length or no shorter than 1” below the fingertips when the arms are resting by the side.</li> <li>• Black, white, or navy spandex shorts or ankle length leggings may be worn with jumpers, skirts or skorts. Shorts must not be longer than the jumper or skirt.</li> </ul> <p>*Beginning for the 2020/2021 school year: skirts, jumpers and skorts will only be permitted for students in grades K-5.</p>
<b><u>Girls/Boys Pants, Shorts (Docker style) Capris (Girls only)</u></b>	<ul style="list-style-type: none"> <li>• Khaki/tan or navy pants, shorts, or capris</li> <li>• No stretch knit material, leggings, denim, extra logos or embellishments on pants or shorts</li> <li>• All garments must sit at the waist and fit appropriately; <u>no oversized or form fitting clothing is allowed.</u></li> <li>• Pants must be ankle length; they may not be rolled to capri length.</li> <li>• Shorts must be no shorter than 1”below the fingertips when the arms are resting by the side and no longer than the bottom of the knee cap.</li> <li>• Capri length is acceptable at mid-calf only.</li> </ul>
<b><u>Girls/Boys Sweatshirts Lightweight fleece</u></b>	<ul style="list-style-type: none"> <li>• Navy with OMOS school logo or other solid dress code colors (with or without OMOS logo); crew neck/pullover or zippered styles allowed</li> <li>• Sweatshirts may not be oversized and should not have a front pouch-style pocket</li> <li>• Hoods may not be worn indoors.</li> <li>• <b>The <u>only</u> logo approved for shirts/sweatshirts/sweaters is the OMOS school logo.</b></li> <li>• <b>*Beginning for the 2020/2021 school year, all sweatshirts will need to be white, navy, or chambray</b></li> </ul>
<b><u>Girls/Boys Sweaters</u></b>	<ul style="list-style-type: none"> <li>• White, navy, chambray blue, “U of A” red or hunter green buttoned or zippered cardigan; V-neck or crew neck pull over; or V-neck sweater vest</li> <li>• <b>The <u>only</u> logo approved for shirts/sweatshirts/sweaters is the OMOS school logo.</b></li> <li>• Hoods may not be worn indoors.</li> </ul> <p>*Beginning for the 2020/2021 school year, all sweaters will need to be white, navy, or chambray</p>
<b><u>Girls/Boys Shoes</u></b>	<ul style="list-style-type: none"> <li>• Athletic shoes/sneakers/rubber soled bottom shoes that are closed toe, fully heeled, and with laces or Velcro. No sandals, shoes, or other footwear will be permitted and nothing may dangle from the laces.</li> </ul>
<b><u>Girls/Boys Socks</u></b>	<ul style="list-style-type: none"> <li>• Socks or tights must be worn with all shoes.</li> <li>• Socks/tights must be solid white, black, or navy. No character socks or patterns permitted.</li> <li>• Sock logos must be no bigger than 2”x2”</li> <li>• Knee socks must not rise above the knee.</li> </ul>
<b><u>Girls/Boys Belts</u></b>	<ul style="list-style-type: none"> <li>• Belts must be black, brown, navy, tan or white. Cloth, leather or leather-like belts are acceptable, but no chain belts or belts with studs are to be worn.</li> </ul>
<b><u>Girls/Boys Jewelry and Accessories</u></b>	<ul style="list-style-type: none"> <li>• Earrings are not to be worn by male students. Female students may wear one pair of small post or small hoop earrings (no larger than dime size) in the earlobe only.</li> <li>• A religious medal or crucifix neck adornment is allowed. Only one bracelet may be worn. No rings are to be worn.</li> <li>• Fitness trackers and watches without Internet access are permitted; no “smart watches” allowed</li> <li>• Hair barrettes, bows or headbands must be plain, in dress code colors, or gold/silver.</li> </ul>
<b><u>Girls/Boys Hats</u></b>	<ul style="list-style-type: none"> <li>• Hats may be worn on the field during the school day; bills are to be faced forward when worn.</li> <li>• No reference to drugs, alcohol, racism, or sexual innuendo may be visible on a hat.</li> </ul>
<b><u>Girls/Boys Hair</u></b>	<ul style="list-style-type: none"> <li>• Hair is to be neat and clean.</li> <li>• No dyed hair of an unnatural color.</li> <li>• No partially shaved/skinned haircut is allowed; designs may not be shaved into the hair.</li> <li>• Bangs may not go past the eye brows; hair should remain out of the student’s face.</li> </ul>
<b><u>Girls/Boys Makeup</u></b>	<ul style="list-style-type: none"> <li>• Makeup may not be worn by any male student or by female students in grades K – 5.</li> <li>• Girls in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade may wear lightly applied makeup in a natural color;</li> </ul>

<b>Body Art</b>	<p>eye makeup must not be excessive.</p> <ul style="list-style-type: none"> <li>● Girls in grades 5 - 8 may wear clear nail polish and lip gloss that is plain, without color or glitter.</li> <li>● Chapstick, lip gloss etc. must be plain, no color, and no glitter.</li> <li>● <b>No visible tattoos (permanent or removable)</b>, brands, piercing or other body art is allowed.</li> </ul>
<b><u>P.E. Uniform</u></b> <b>(Grades 6-8)</b>	<ul style="list-style-type: none"> <li>● Our Mother of Sorrows physical education t-shirt (purchased through Screen Craze) must be worn for p.e.</li> <li>● Solid Navy blue basketball length shorts or navy blue sweat pants are to be worn</li> </ul>

### **No-Dress-Code-Days (or Special Dress Days)**

Occasionally, students have No-Dress-Code days or special-dress days. Dress code for the special-dress themes will be dictated by the school administration and communicated to students and parents in advance of the event. On all such occasions, all clothing shall be within the guidelines of decency and good taste as appropriate for Our Mother of Sorrows Catholic School. Clothing should maintain a level of modesty. All clothing shall be sufficient to conceal undergarments at all times. The same length regulations as stated above apply to skirts, shorts, and skorts on no-dress-code days. *Any clothing that has reference to drugs, alcohol, considered racist or contains sexual innuendo will not be allowed at school or at any school-sponsored functions, including those occurring after school hours.*

Furthermore, no garment may be worn that is cut-off, ragged or torn. Bare midriffs, spaghetti straps, sleeveless tops, tank tops, low cut or revealing tops or bottoms are not acceptable. “See through” or “fish net” type clothes or shirts are not acceptable. Denim blue jeans may be worn during these special occasions, however, they must be free of holes and decorative patches. In other words, jeans must be in a neat and acceptable condition. Pants may not be jeggings, yoga pants, leggings, and skin tight.

### **Mass Dress Code**

Mass is a time for our community to recall the Sacrifice that Jesus made for us all. As a community, we encourage our students, teachers, and families to focus on the Eucharistic celebration by avoiding distractions in dress. For Mass, students are expected to tuck in their shirts. On Mass days, students need to wear a white, navy blue or chambray blue polo with the logo on it.

## **Crisis Management Plan**

Our Mother of Sorrows Catholic School is compliant with the State of Arizona and the Diocese of Tucson in the requirement that all schools must have a crisis response team and a crisis management plan.

We have developed a comprehensive Crisis Management Plan which is reviewed and updated each year, and we conduct frequent practice drills of basic emergency events throughout the school term.

## ***School Logo or Picture Use***

Use of the school's logo or picture must be approved, in writing, by the school principal. No solicitations, fundraisers, or representations for the school may be made without the approval of the school principal.

## ***Picture Use in Publications and Media***

Parents have the right to choose how much information is shared with other school families and the larger community. The following processes are in place to protect the privacy of families.

- **Publications:** Parents will have the opportunity to opt out or limit the information available on the family directory on Renweb. Personal student or family information shall not be made available to anyone outside the Diocese.
- **Media:** Written permission from parents is required before a student's name or likeness (whether in still, motion pictures, audio or video tape, photograph and/or other reproduction, including voice and features with or without name) can be used for any promotional purposes involving the Diocese or parish/school, news or feature stories in any media, or other purpose whatsoever.

## **Photos and Videos**

The school asks that all families sign a photo release form that allows a student's photo to be used in school publications. Photos that are taken by the school will not be used unless the school has consent forms for all the students in the photo or image.

In order to honor the privacy wishes of other families, the school asks that discretion be used when parents are taking photos and videos at school events. Videos and photos should be used for personal use. Photos and videos posted to social media and other public outlets should be done only after the parent has consent from the other parents of the children who are present in the video or photo.

## ***School Lunch Program***

The school provides cold breakfast and hot lunch in conjunction with the National School Lunch Program. Menus are posted on Renweb and parents are encouraged to pre-order meals online using Renweb.

The regular cost for breakfast is \$2.00 and \$3.75 for lunch. Families who have completed the NSLP form and have qualified for free or reduced lunch prices will be billed using the reduced price of \$0.25 for breakfast and \$0.40 for lunch.

All students, regardless of whether their lunches are free, reduced or paid, who order a double entrée will be charged \$2.00 for the extra entrée.

Any student who does not come to school with a lunch will receive an emergency lunch. Parents will be billed \$3.75 for the emergency lunch.

## ***School Dismissal Procedures***

Students need to be signed out by a parent or designated person who is listed on the Emergency Information Card. Students will not be released to individuals who are not on the list. Families are welcome to edit the Emergency Information Card at any time. In the event of an emergency when a parent cannot pick up a child, families can designate an individual to pick up a student if a phone call is made to the office as well as a signed letter is provided to designate who can pick up a child.

At the end of the school day, students in grades K-8 who are being dismissed in the courtyard must be signed out by a parent or designated adult at the specified grade area. Students who are participating in co-curricular activities or tutoring can be signed out by the adult who runs the program. Any student who is not picked up by 3:20 will be walked to the after school program by a teacher.

In grades 5-8, many students stay on campus after school; select teachers will monitor those students in the classroom during dismissal time. At 3:20, the teachers will walk the students to sports practice, afterschool or the appropriate tutoring location.

At the end of the day, students in the preschool must be signed out by a parent or designated official. Any student who is not picked up by 12:00 p.m. for half day students and 5:30 p.m. for full day students will be charged.

## ***Parking Lot Drop Off/Pick Up Guidelines***

There are two ways parents may bring their children on campus: either drop them off in the north parking lot using the drive-through procedure, or by parking their car in the main lot and walking the students to the main gate adjacent to the office. With respect to using the main parking lot, parents are cautioned that the parking lot can be very dangerous, and students should NEVER walk through the lot unattended. Many of our students are not easily visible to drivers of large cars, and are especially at risk if the students dart through rows of parked cars.

We ask that parents drive cautiously and observe the driving rules including following the arrows for the parking lot flow, drive slowly, remain free from distractions including cell phones, and not park in handicapped spaces unless the occupant inside the vehicle has a handicap permit.

### **Drive-through procedure**

Traffic is designed to flow around Our Mother of Sorrows property using the city streets of Calle Ileo, Calle Crucis and Calle Denabola (see map in Appendix B).

Morning Drop off uses the entrance to the north of the Our Mother of Sorrows parking lot adjacent to the school field by the way of Calle Crucis.

This area will be marked with cones so that students may enter the Our Mother of Sorrows field area using the gate and sidewalk area on the north end of the school field. You must pull as far forward as possible and drop your children off in a timely fashion.

Exit this north parking lot area by either turning left onto Calle Denabola, or turn right and very slowly and cautiously drive through the Our Mother of Sorrows parking lot to Calle Ileo. Supervision of these areas will begin at 7:30 a.m. and end at 7:50 a.m.

**Afternoon Pick Up:** Parents use the same routings as described above.

Parents should drive up for afternoon pick up with a sign noting the last names of the students who they are picking up. This will allow for the teachers at the back gate to call for students in the event that the students are not present at the back gate.

Students will be escorted by their classroom teachers to the pick up/drop off area in the north parking lot. They will be released to parents as they drive up to the designated gate.

Teachers assigned to pick up duty will not allow children to run to the car picking them up. Students should stay by the teacher's side until the vehicle is immediately in front of the teacher, at the gate of the north end of the school field.

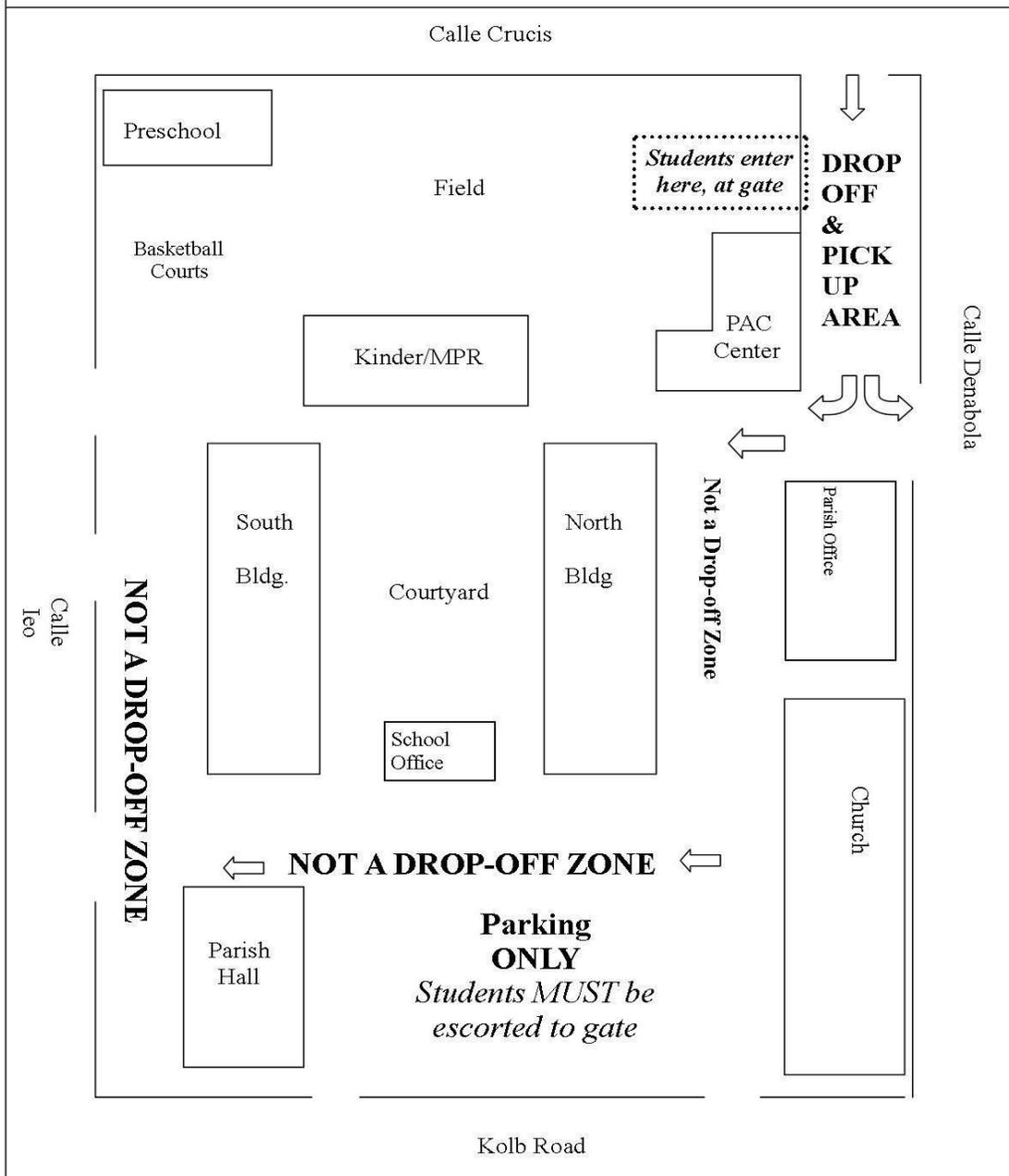
### **Rainy Day Procedure**

On days when it's raining hard, the north pick-up area will not be used. Instead, parents should park and pick their children up from the courtyard from their designated ramada or classroom if the rain is too heavy.

### **Lightning Procedure**

On days when there is thunder and lightning, it is a safety concern for students to be exposed to the elements or standing under metal ramadas. The north pick-up area will not be used. Parents should park and pick up their children in their classroom.

# Our Mother of Sorrows Drop-off/Pick-up Map



## ***Extended Day Program***

### **Program Description**

Our Mother of Sorrows Daycare Center is established as a childcare alternative for parents whose children attend Our Mother of Sorrows School in grades K-8. It will operate during the school year only.

Our Before School Program begins at 7 am. Parents should not expect to have their children at the school before that time. Additionally, due to a lack of resources, the school cannot provide any crossing guards for any street intersection surrounding the school. The After School Program ends at 6 pm. All students must be picked up by then, no exceptions.

The Our Mother of Sorrows Daycare Center's goal is to provide a safe, healthy, and caring environment, which assists in developing positive self-concept, appropriate social and play skills, increased physical coordination and creativity. The program provides activities that are active and quiet, educational and recreational, indoor and outdoor, adult-directed and self-directed. The Christian values that are an integral part of the school program are carried over into the daycare program. Participants respect adults, other children, and all facility property.

A separate parent handbook is available online for the Before and After School Extended Day Program.

## Chapter 6

# Religious Formation

### ***Religion Programs***

As a Catholic school, one of our primary goals is to use the Gospel message to individually teach children what Jesus expects of them. This teaching takes place in every subject and in every aspect of life at Our Mother of Sorrows Catholic School.

Each day during religion classes, the basic teachings of our Church are covered. In the 2<sup>nd</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, sacramental preparation is done both at home and in school. Every Friday students attend Mass as a community of faith. Learning takes place during Mass as we try to teach the meaning of worship in the Mass; appropriate, respectful behavior during Mass; and the role of Christian leadership by participation as lectors, servers, ushers, choir members and extraordinary ministers of the Eucharistic. Communal Penance services for grades 3-8 are held twice yearly, during Advent and Lent.

Each school day begins and ends with prayer. In the morning, the school gathers as a community either in the courtyard or via the intercom classroom to classroom, as our principal and student readers lead prayer. Each classroom has a designated "sacred space" where sacramentals are displayed. In the course of the day, students will pray Grace Before Meals, and many will say a decade of the Rosary after lunch. At day's end, students pray again.

The Children's Choir (Angel Choir) sings at the parish Masses twice monthly and at the monthly Children's Family Mass. Seventh and eighth grade students may sing in the parish youth band, Jammin' for Jesus.

As part of our Schoolwide Learning Expectations (SLEs), students support parish outreach programs such as food drives for St. Vincent de Paul, the Angel Giving Tree project during Advent, and mission work in Haiti. The younger children make cards for the extraordinary ministers of the Eucharist deliver to shut-ins. The Student Council spearheads activities wherein our students participate in community service. Every year, a considerable number of our middle school students volunteer to man booths, and work on set-up and clean-up crews for the annual parish Fiesta, a three-day party which celebrates parish life.

During Advent, a daily prayer service is conducted in each classroom for the lighting of the Advent wreath. Special Lenten observances include praying the Stations of the Cross weekly. Holy Day Masses are planned by different grade levels. Classroom bulletin boards often reflect the liturgical season. Art work done by children that is appropriate to the Church year is displayed prominently in classrooms and in the hallways.

Prayer is used to begin most school gatherings. Whether the gathering is one of children, adults or a mixture of both, facilitators lead participants in prayers of thanksgiving and for those that

seek blessing. Before the weekly Mass, the gathered community stands to say a decade of the Rosary.

The pastor and principal make obvious efforts to be present to the children in times of joy and celebration, and at times of stress and anxiety. Priests visit classrooms periodically, and are willing to make special visits upon request. Members of the faculty serve as extraordinary ministers of the Eucharist at all Masses, and distribute ashes on Ash Wednesday. Parents are welcomed to attend all school Masses and devotional practices, and they may sit with their children at Mass if they choose.

## Chapter 7

# Academic Programs

### ***Curriculum and Instruction***

Our Mother of Sorrows Catholic School strives to provide a challenging, comprehensive and relevant curriculum. Our children are offered the basic core subjects of religion, mathematics, language arts, science and social studies. Because our philosophy is to educate the whole child, we offer enrichment courses, which include music, art and physical education taught by specialists in these areas.

Our curriculum is regularly evaluated and updated to be in accordance with Diocesan guidelines. In addition, we incorporate Arizona state-mandated or national guidelines so that our children are prepared to enter other academic institutions upon graduation.

Our faculty participates in regular on-site in-service professional development. Teachers also participate in spiritual formation through Diocesan in-service training. Primary, intermediate and middle school levels meet regularly to ensure curriculum continuity.

The curriculum results in achievement of our Schoolwide Learning Expectations (SLEs). We evaluate standardized test results yearly and address any deficiencies indicated.

The continuum of learning is built through the use of the Diocesan standard guidelines for each grade. Teachers meet regularly to discuss cross-grade level concerns and to make curriculum adjustments as necessary. Additionally, that the school provides a Resource Center with two full-time resource teachers for students who require more individualized assistance in achieving mastery of core subject material or to be challenged above the content standards. As a community, we are invested in educating each child according to his/her needs in order to fulfill our mission and practice what the Catholic Church calls us to do.

### ***Assigning Students to Classrooms***

As a faculty, we study each child in relationship to skills, social functioning, and academic blend. Teachers are instructed to consider such aspects when addressing the task of assigning students to a specific class for the subsequent school year. Teachers do so as objectively and prayerfully as possible. We ask that parents not request a specific teacher. Permanent class lists in grades K-5 and a student schedule in grades 6-8 are emailed out just prior to the new school year.

# ***Homework Policy***

## **Philosophy**

Homework is assigned to reinforce material already taught and to foster habits of independent study, and to give students an opportunity to further develop writing skills. At times, homework is an opportunity to finish material that was started in school but time limitations prevented completion.

## **Premises**

1. That the teacher is staying within the Diocesan guidelines that define the amount of time suggested for homework assignments. These guidelines are determined by the time it would take to do this homework in school under supervision, generally about 10 minutes per grade.
2. That the teacher, each day, clearly writes out the exact assignment. This must be replicated in Renweb, and available to parents by 3:30 pm on the same day as the assignment.
4. Each student has a homework sheet (supplied by teachers for grades 1-3) or a homework notebook (grades 4-8) to record the assignments that are written on the whiteboard.
5. Each student is given enough time at the end of the day (grades K-5) or class (grades 6-8) to check the homework notebook or sheet and to assemble the necessary materials to take home.
6. Students who are absent from school should have the opportunity to do the homework.

## ***Test Taking Procedures***

During a test, the student will:

- Face forward while sitting properly in the desk
- Sit with feet on the floor and hands on the desktop
- Keep eyes focused on his or her own paper
- Come prepared with all tools/materials allowed for use during the test
- Clear the desk surface of all superfluous materials and place all other personal possessions on the desk rack under the seat or on the floor
- Remain seated at all times; permission to leave the desk must be granted by the teacher
- Raise his or her hand if assistance is needed

It will be considered an honor violation if a student

- Allows another student to look at their paper or shares answers with another student
- Fails to keep his or her eyes on their own paper
- Has in possession or on their person, notes or information pertaining to the test
- Leaves notes or other materials exposed within sight
- Uses information from any external source; all work during test time must be the product of the student's own brain
- Provides information about the exam to another student who has not taken the test yet

An honor violation may result in a disqualification of the student's grade, and the student will need to retake the test. Discipline actions may occur.

## **Test Taking Following an Absence**

Teachers give anywhere from four days to two weeks notice for each major test. Students are responsible for being prepared for the tests on the days they are given. Students must confer with teachers on the day of their return after an absence to schedule make-up tests. Teachers will decide when a reasonable expectation of preparedness can be achieved. **Generally, all make-up tests will be administered after school.**

If a test is missed due to a late arrival, or will be missed because of a planned early dismissal or mid-day pull-out, it is the student's responsibility to make arrangements with the teacher to take the test at another time during that same day.

## **Grading**

The philosophy of grading and reporting is based on the following premises:

1. Each individual student is unique in his/her academic, emotional, physical, spiritual, and social development.
2. Each school in the Diocese is individual in its organization, administration and curricula.
3. The home and the school are coupled together in co-educating each child.
4. The teachers have a responsibility to report the progress and achievement of each child to the parents.
5. The parents have a responsibility to communicate with the teachers concerning the progress and achievement of each child.

Our Mother of Sorrows Catholic School has officially adopted this philosophy of grading and reporting academic progress, using four grade-related report cards:

1. Kindergarten
2. Primary Grades 1<sup>st</sup> through 4<sup>th</sup>
3. Intermediate Grade5
4. Middle School 6<sup>th</sup> – 8<sup>th</sup>

Parents are encouraged to monitor their child's progress throughout the year through Renweb.

### **Kindergarten**

At the kindergarten level teachers are primarily interested in the developmental level of each individual child. Since each child has a unique internal time clock, progress is measured on his or her ability to perform a task. The marking code for kindergarten is:

M	Meets the Standard
AS	Approaches Standard
FB	Falls Below Standard
NA	Not Evaluated

A parent-teacher conference is held at the end of the first marking period in lieu of a report card.

### **Primary (Grades 1-4)**

Grades are a method of showing parents and students what a student has learned, and grades should be a reflection of a student's mastery of specific concepts contained in the standards. The students in grades 1-4 will be graded based on their individual achievement when measured against the diocesan standards. This grading will ensure that parents and students can more accurately determine their child's learning strengths and struggles.

Only work completed individually and independently will be used to determine the child's performance as measured by the standards, and each subject will be broken into 3-6 subcategories based on the standards for the subject.

The marking code indicates how a student compares to expected grade norms. The marks used in the standards for the major subject areas are:

E	Excellence
M	Meets Standard
AS	Approaching Standard
FB	Falls Below

Work habits have merit as well since it aids the learning process, and those grades will be recorded in the effort category of the grade on the report card. The categories for student effort include punctuality (turning work in on time), homework, respect, works independently, and works well with others. In the categories for student effort, the following marks are used:

++	Consistently displays behaviors
+	Displays behavior some of the time
-	Rarely displays behavior

### Intermediate (Grade 5)

The intermediate grades use the A, B, C, D and F marking code. Letter grades are given in the content areas of religion, mathematics, science, social studies and English language arts.

A+ = 100-97  
 A = 96-94  
 A- = 93-90

C+ = 79-77  
 C = 76-74  
 C- = 73-70

B+ = 89-87  
 B = 86-84  
 B- = 83-80

D+ = 69,68  
 D = 67  
 D- = 66, 65  
 F = 64 and below

In the categories for student effort which include punctuality (turning work in on time), homework, respect, works independently, and work well with others, the following marks are used:

++	Consistently displays behaviors
+	Displays behavior some of the time
-	Rarely displays behavior

Music, physical education, handwriting, Spanish, and art are graded as follows:

1	Excellent
2	Satisfactory
3	Needs Improvement
4	Poor

### **Middle School(Grades 6-8)**

Middle school grade academics are a stepping stone to high school success; therefore, additional expectations are placed on students. Each content area is graded on achievement and effort. Grades will be designated by percentage instead of letter, and the grade will indicate the student's academic achievement in the content area. Grades will be the result of assessments that are completed independently and individually. The marking codes used at this level in all subject areas are as follows:

A+ = 100-97	C+ = 79-77
A = 96-94	C = 76-74
A- = 93-90	C- = 73-70
B+ = 89-87	D+ = 69, 68
B = 86-84	D = 67
B- = 83-80	D- = 66, 65
	F = 64 and below

Effort helps to determine whether a student has the work habits for successfully acquiring the skills needed for academic growth. While these indicators do not necessarily guarantee high academic achievement, there is a high relationship between effort and academic achievement. For each of the core content areas, the students will receive marks related to their effort in the core content. The categories for student effort include punctuality (turning work in on time), homework, respect, works independently, and works well with others, the following marks are used:

++	Consistently displays behaviors
+	Displays behavior some of the time
-	Rarely displays behavior

## Promotion, Placement, and Retention

### Promotion

Promotion of students shall be based on the completion of academic work and some mastery of academic skills. The teacher will make the evaluation of the student's progress and will consider the social, emotional, physical, moral, and academic development of the student.

*(Diocesan Policy #3.9)*

### Placement

A student who successfully achieves grade level requirements will be promoted. Those students who may require close monitoring for academic success in the next grade level will be placed on a probationary status to gauge academic, social, emotional, physical and moral success.

### Retention

A student shall be retained on the recommendation of the teacher and the principal. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical, moral and academic development of the student.

1. The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial to him/her.
2. If, in the teacher's judgment, retention is probable, the case must be discussed with the principal and then arrangements made for a conference with the parents. This will be done no later than mid-February. A written summary of this conference will be kept.
3. A follow-up conference with the parents will be held to evaluate the progress of the student.
4. Evaluations and reports to the parents should indicate lack of student progress before retention would be considered.
5. A student who is retained in seventh or eighth grade will not be permitted to attend Our Mother of Sorrows Catholic School the subsequent year.
6. If, contrary to the retention recommendation of the teacher(s) and administration, parents/guardians request that their child be placed in the next higher grade, the administration may honor this request. However, such a request should be documented and placed in the student's cumulative file along with the school's documented recommendation. The student is then placed in the next higher grade on a probationary status and progress documented and communicated with parents. If retention is again recommended the following year, and not accepted by the parents/guardians, then the parents/guardians may be directed to withdraw their student and find an alternative educational setting.

### 8th Grade Transition

- The parents/guardian of the students who are at risk of not being promoted/graduating should be notified in writing **no later than** the beginning of the second semester (see promotion and retention policy above).
- Diplomas/Transition Certificates may be withheld until students and/or their parents satisfy their educational, financial, and disciplinary obligations to the school;

however, under such circumstances, it is not advisable to withhold student record transcripts if such a request is made from a transferring institution.

- Participation in transition/graduation exercises is a privilege, not a right. A student may be excluded from participation in the exercises even if he/she is eligible for a diploma/certificate for reasonable cause as determined by the administration in consultation with the pastor and/or the Superintendent of Catholic Schools.

## **Student Records**

Our Mother of Sorrows maintains the required records as designated by the Office of Catholic Schools.

- Cumulative records: A cumulative record is the student's official record and shall contain only academic transcripts (including attendance), academic **standardized** test results, and immunization records.
- Transcripts: Upon written request, schools shall release official records (see cumulative records above) to another school in which the student intends to enroll at the request of the parent or student (if over 18 years of age). Official records will not be given to the student or parent/guardian; they will be sent to the receiving school.

## **Standardized Testing**

Standardized tests are given for the purpose of measuring individual developmental skills level, and not used to compare one student to another. Teachers also use the testing results to analyze which areas of curricula need to be studied, revised or intensified. Parents are given a copy of the testing results so they are kept informed of their child's progress, in both areas of strengths and areas for growth.

Kindergarten children are tested to measure an individual's readiness for kindergarten activities before the beginning of the kindergarten school year and to assist the teacher in knowing the child's developmental skill level from the first day of school. All students in Grades 3 through 8 take standardized tests in math, reading, and language arts. Test scores will be provided to parents, and be reviewed by faculty and administration.

## **Field Trips**

Field trips are opportunities for students to engage in learning outside the classroom. While field trips connect to the curriculum being taught, they are not a student right. The administration may deny a student participation if the student does not meet the academic or behavioral requirements expected of a student at Our Mother of Sorrows.

In order to attend a field trip, a parent or legal guardian must sign and return the official field trip form prior to the student's departure from the school. The form must be filled out in its entirety. On the field trip, students are expected to follow the school rules and expectations as well as the directions of the supervising adults. Additionally, each student is expected to follow the rules and guidelines for the location.

## ***Academic Growth and Achievement Awards***

Awards are determined by the various grade levels. Examples of such awards include:

- Principal's Reading Achievement Award – student must read 25 grade-level books in an academic year
- Honor Roll-student must receive meets or excellence for all the standards in grades 3-4 that have a minimum of three grades comprising the category
- Honor Roll – student must have a B- or better average in each subject for grades 5-8
- High Honor Roll – student must have an A- or better average in each subject for grades 5-8
- Progress Award – student meets his/her growth goal on the NWEA MAP assessment for grades 3-8

## ***Student Academic Support***

Consistent with the diocese of Tucson, it is the policy of Our Mother of Sorrows Catholic School to reasonably accommodate students with special learning needs consistent with the school environment. Such accommodations should meet the requirements that apply to Catholic schools. Parentally placed children with disabilities do not have an individual entitlement to services they would receive if they were enrolled in a public school. Instead, the LEA is required to spend a proportionate amount of Individuals with Disabilities in Education Act, (IDEA) federal funds to provide equitable services to this group of children. Parents who desire IDEA services for their children should contact their local public school.

### **Accommodation**

If the principal, teacher, and interventionist have determined a child's academic, social, and or behavioral needs can be met by the school, teachers should accommodate. An Instructional Service Plan (ISP) for students who have identified special learning needs shall be written by the school personnel with parent approval to include:

- a. Accommodations that are realistic and attainable
- b. Quarterly parent and school meeting dates
- c. A section for Parent Input

## Chapter 8

# Student Expectations and Support

### Discipline Philosophy

The Discipline Policy at Our Mother of Sorrows is rooted in its Schoolwide Learning Expectations. Students are expected to behave in a manner consistent with the values we hope to instill. By acting in a manner that is responsible, respectful, and courageous, students model the SLEs.

	Be Responsible	Be Respectful	Be Courageous
All Setting	Be ready and prepared. Do your best. Follow the dress code. Move safely throughout the school. Make sure an adult knows your location at all times.	Follow directions the first time. Use kind words and actions. Take pride in school appearance and property.	Help others when they need assistance. Stand up for what is right. Speak the truth. Notify an adult of unsafe behaviors.
Arrival	Be on time to school. Walk.	Once inside, use voice level 1.	
Courtyard	Walk. Carry supplies and sports equipment.	Stop and listen to announcements or prayer.	
Hallways	Walk facing forward Go directly to where you need to go.	Wait so other classes may pass. Use voice level 1.	
Bathrooms	Use restroom facilities appropriately: flush the toilet and wash your hands. Keep trash and water off the floor.	Use voice level 1 level. Respect other's privacy.	
Lunch Room	Get everything you need before sitting to eat. Eat your own food. Leave area clean for the next class.	Ask permission if you need to get up. Use level 2 voice when it is time to speak. Use table manners.	Invite others to sit with you.
Field	Wait for the teacher before entering the play area. Stay within sight of a teacher.	Take turns. Follow game and equipment rules. Use positive and encouraging language.	Include others in your game.

	Put equipment away and lineup when the whistle blows.		
Courtyard Dismissal	Walk directly to your dismissal location.	Wait patiently to be signed out.	
Church	Tell an administrator or teacher if you need help.	Sit, kneel, and stand reverently.	Actively participate in Mass.
Special Events and Assemblies	Sit safely and correctly on the chair or floor until dismissed.	Actively listen and participate. Applaud appropriately.	Be willing to volunteer.

## ***Administrative Disciplinary Actions***

Students represent Our Mother of Sorrows at all times. Students who engage in conduct, whether in school or out of school, that is detrimental to the reputation of the school, may be disciplined by the school administration.

The consequences for any action violating the behavioral expectations can range from non-verbal cues, reflection, redirection, recess detention, after-school detention, suspension, and even expulsion. The consequence will always depend upon the severity and frequency of the infraction(s). For example, a student calling another a name might be given a recess detention, but a student bullying another through verbal abuse could be suspended or even expelled. The principal will ultimately determine any consequence resulting in a student losing instructional time.

Other disciplinary actions are outlined below.

### ***Probation***

Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period.

1. Probation can occur because of a serious or continued misconduct or serious academic deficiency.
2. Probation shall include an agreement in writing. The student, parent and principal will address the student's misconduct. The duration of probation, corrective measures to ensure compliance and the consequences of any violation of the terms of the probation will be stated. The agreement, signed by all concerned parties, will be given to the parents and a copy will be kept on file in the school office.
3. All students who are new to Our Mother of Sorrows Catholic School will have at least a six-week probationary period.
4. Subject to compliance with the terms of the probation agreement, probation shall not exceed two semesters.

## ***Suspension***

1. Suspension refers to the isolation of students from some or all school activities.
2. The student may be required to attend school, but be separated from his/her classmates (in-school suspension). In-school suspensions may require the parent to pay the school the cost of a substitute teacher to monitor the suspended student. The fee associated with this cost will be \$100/day. In some cases, the student may be required to be off campus (out of school suspension).
3. Whether in-school or out-of-school, suspension shall not exceed five days, except in extraordinary circumstances. Both in-school and out of school suspensions encompass co-curricular activities.
4. Reasonable efforts to notify parents or guardians are to be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents or guardians are to be notified as soon as is practical under the circumstances. Suspended students shall only be released to a parent or legal guardian.
5. Parents are to be informed of the reasons and decision for the suspension.
6. A conference must be held with the parents before the student returns to his/her classroom.
7. A written record of the suspension, including date, reasons, and conference with the parents will be kept on file in the school office.
8. The suspended student is held responsible for school work missed during the time of suspension.

## ***Expulsion - Required Withdrawal***

1. Expulsion refers to the permanent dismissal of a student from school.
2. Expulsion is an extreme measure to be taken after all other efforts at motivation and remediation have failed, and when attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of others.
3. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances as defined in line 2 above, the student shall be immediately suspended out of school until the process has been followed.
4. Parents shall be informed of the expulsion by written notice that expulsion is being contemplated by the school.
5. The pastor will be consulted on expulsion issues.
6. A conference shall be held with the parents, student, principal, and teachers at which time the grounds for dismissal will be presented.
7. Expulsion should be determined only after consultation with the Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor and Superintendent of Schools.
8. Prior to expulsion, parents ordinarily shall be given a maximum of two school days to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.
9. Once the decision has been made to expel a student, notification of the decision must be made known to the parents and the Superintendent of Catholic Schools.

10. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice.
11. The principal shall notify the parents/guardians of the Due Process/Parent's Appeal procedure.
12. The student permanent record should indicate that the reason for transfer was expulsion or withdrawal.

### ***Student Withdrawal on Grounds of Parental Behavior***

1. Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child(ren) from the school for any of the following reasons:
  - Refusal to cooperate with school personnel;
  - Refusal to adhere to the Diocesan or local policies and regulations;
  - Or interference in matters of school administration or discipline.
2. In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. In the event the parents/guardians have caused a serious disruption, the principal may restrict parents/guardians from being present on the school premises or attending school activities.
3. If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that they withdraw their children.
4. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, should be retained on file.
5. If the parents refuse to accept the recommended withdrawal, the procedures for expulsions shall be followed, as previously outlined.

# ***Our Mother of Sorrows Bullying Policy***

## **Overview**

Our Mother of Sorrows School is committed to providing a learning environment that is free from harassment and bullying. Harassment or bullying of any student by any other student or school employee or volunteer is prohibited. The school treats allegations of harassment or bullying seriously and will promptly investigate such allegations and take appropriate corrective action.

A complaint of harassment or bullying does not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment or bullying, however, will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal.

Harassment or bullying occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs—either ethnically- or gender-based, derogatory written words, drawings or gestures, and extortion of money or possessions. Such conduct is disruptive to the educational process and the Christian and spiritual environment. Therefore, harassment and bullying are unacceptable behaviors at Our Mother of Sorrows Catholic School.

Our Mother of Sorrows is also concerned about cyber-bullying and its impact on children. It causes emotional harm, and can result in children's depression, anger, school failure and physical harm to themselves and others.

If in the judgment of school officials any cyber activity occurring off-school premises could result in the harassment, intimidation or bullying of an Our Mother of Sorrows student, such cyber activity may be treated as an offense under the school's Bullying Policy. Examples of proscribed cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials online or through a cell phone that, in the judgment of school officials, might pose a threat to another;
2. Posting threatening statements or distressing material about others either online or through a cell phone;
3. Disclosing personal or intimate information (whether or not true), including photos, addresses and phone numbers, about another in an "imposter" website (a website created by a person other than the person depicted on the website).
4. Posting hateful or derogatory material about another student either online or through a cell phone.

This policy shall apply to activities on school property, all school-sponsored events whether at school or away from the school, and to activity (whether on school property or not) which causes harassment or bullying to be suffered by an Our Mother of Sorrows student or any bullying

taking place with an Our Mother of Sorrows issued device. The following components are part of this policy:

- A procedure for pupils to confidentially report to school officials incidents of harassment, intimidation, or bullying
- A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation, or bullying
- A requirement that school employees or volunteers report suspected incidents of harassment, intimidation, or bullying to the appropriate school official
- A formal process for the documentation of reported incidents of harassment, intimidation, or bullying, except that no such documentation shall be maintained unless the harassment, intimidation, or bullying has been proven
- A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation, or bullying
- Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation, or bullying
- Disciplinary procedures for pupils who have submitted false reports of incidents of harassment, intimidation, or bullying

Our Mother of Sorrows Catholic School will give notice of this policy to students, parents/guardians, staff and volunteers in the Parent Handbook and Faculty Handbook.

### **Reporting Procedure**

- Our Mother of Sorrows School encourages any student who believes s/he has been the victim of harassment or bullying, or any student who has witnessed acts of harassment or bullying, to report the incident(s) at once to any teacher, staff, or administrator of the school.
- Oral complaints should be documented by the adult receiving the complaint.
  - ❖ A simplified children's version of the form may be used for younger children.
  - ❖ Oral or written reports should be made to the administrator as soon as possible.
  - ❖ Oral reports must be followed up within 10 working days with a written report.
  - ❖ Teachers may provide an anonymous procedure for reporting
- Harassment and bullying reports are treated as confidential data and will not be disclosed except as permitted by law. The privacy of the complainant, accused, and witnesses will be protected as much as possible within the framework of the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- Submission of a good faith complaint or report of harassment or bullying will not affect the reporter's education or work environment. No retaliation will be allowed as a result of a harassment or bullying report.

### **Investigative Procedure**

Upon receipt of an oral or written complaint, the principal (or designee) will:

1. Interview the reporter (volunteer, faculty or staff member),
2. Victim,
3. Witnesses,
4. Accused

These interviews will generally be conducted individually, in a manner to protect the privacy of all involved persons. Parents of the victim and the accused will be notified. Depending upon the severity of the alleged action, law enforcement or Child Protective Services personnel may also be contacted.

### **Disciplinary Procedure - Student Violators**

At Our Mother of Sorrows, proscribed harassment or bullying is a form of misbehavior outside the realm of minor, everyday mischief or schoolyard squabbles and involves a pronounced imbalance of personal power between aggressor and victim as well as an element of repetition. For this reason, incidents of harassment and bullying will be treated in a more formalized manner.

- For mild or moderate incidents of harassment, intimidation, or bullying, parents of the victim and the aggressor will be contacted and informed of the incident; the aggressor will receive an oral reprimand and be assigned detention—either during school or after school and will be allowed to return to class; the victim will receive oral support and assurance. A repeat offense against the same victim by the same aggressor will involve for the aggressor a parent conference, detention, and referral to the counselor. Further offenses will result in suspension; and if there is no evidence of progress, the parents may be asked to withdraw the child from school.
- For severe incidents the aggressor will be removed from class and parents of victim and aggressor will be contacted. For the aggressor, mandatory, documented counseling will be required; and s/he will face suspension, at minimum, and possible expulsion or legal action, depending on the nature and severity of the incident. The victim will be offered counseling by the school counselor and be given supportive care, increased vigilance, and reassurance.
- Students making false claims of harassment, intimidation, or bullying will be sent for a conference with the principal after the first offense. A second false claim will result in a phone call to parents, counseling, and detention. Repeat offenders will face suspension or possible expulsion at the discretion of the principal.

### **Disciplinary Procedure - Failure to Act; Reprisals**

- Failure of a volunteer or staff member to inform administration in a timely manner of harassment or bullying incidents may subject the volunteer or staff member to disciplinary action in accordance with Diocesan policy and legal requirements.
- Any administrator, teacher, staff member, volunteer, or student who retaliates against a person making a good faith report of harassment or bullying, or assisting in the investigation of a harassment or bullying incident will face discipline or other appropriate action. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

### **Education and Training**

Our Mother of Sorrows School will provide education and information to students, parents, and employees regarding harassment and bullying, including information regarding this policy, what constitutes harassment or bullying, the harmful effects of harassment or bullying, how to seek help, how to give help, and other initiatives to prevent harassment and bullying.

## *Student Harassment*

Our Mother of Sorrows Catholic School will not tolerate and prohibits harassment of its students at school by any person (including fellow students) and in any form.

1. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature" when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluations;
  - Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such student;
  - Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile or offensive academic environment.
2. Harassment on the basis of race, color, religion, gender, national origin, age, or disability is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends, or associates, and that:
  - Has the purpose or effect of creating an intimidating, hostile or offensive academic environment;
  - Has the purpose or effect of unreasonably interfering with a student's academic performance;
  - Otherwise adversely affects a student's academic opportunities.
3. Our Mother of Sorrows Catholic School cannot take corrective measures to remedy the situation of harassment unless it is informed of such an event. Any student of Our Mother of Sorrows Catholic School who believes that he or she has been or is a victim of harassment, should immediately report the matter to the principal, pastor, or Superintendent of Catholic Schools. Each complaint will be fully examined individually.
4. Any student, parent or employee who has been found, after investigation, to have engaged in behavior that the school deems inappropriate or in violation of this policy will be subject to discipline, which may include immediate suspension, expulsion, or termination.

## ***Other Disciplinary Issues***

### **Criminal Activity**

Possession, use, or being under the influence of tobacco, alcohol, or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs will result in suspension and/or expulsion from the school. Possession or use of a weapon, knives, etc. on school premises or at school-sponsored activities will result in suspension and/or expulsion from school. Other criminal activity, such as theft, vandalism, or other activities construed as criminal in nature, can also result in immediate suspension or expulsion. Any criminal activity can result in the notification of the crime to the proper authorities.

### **Public Displays of Affection (PDA)**

The nature of a preschool through Grade 8 setting presents unique challenges in defining "appropriateness" in terms of developmentally normal social behavior. By the middle school years especially, students may develop attractions for one another, and it is appropriate that they engage in well-supervised group activities such as our school dances or skating parties. It is inappropriate, however, especially in view of the range of ages of our school population, for students to engage in public displays of affection anywhere on school property or at any off-campus Our Mother of Sorrows-sponsored event.

### **Plagiarism**

The American Heritage Dictionary defines *plagiarism* as "the use and passing off as one's own the ideas or writings of another." Plagiarism is a serious offense. Students generally understand that copying directly from published works constitutes plagiarism, but frequently they mistake other acts as permissible. Plagiarism also occurs when:

- Text is cut from a web site or document and pasted into one's own document
- An author's words are simply rearranged and placed into one's paper
- The student substitutes a few synonyms for an author's original word choices
- Ideas found elsewhere are passed off as original ideas

Students are taught how to correctly paraphrase, cite sources, and attribute credit. As such, students who plagiarize will be subject to disciplinary action, which may include receiving a 'zero' on the plagiarized assignment until it is completed correctly.

### **Profanity**

Inappropriate language and words or phrases that sound similar to inappropriate words will not be tolerated. Inappropriate language includes but is not limited to slurs including all racial, ethnic, religious, and gender-based insults as well as slang including jargon used to describe sexual acts, body parts and bodily functions. Violation of this policy may result in administrative disciplinary action.

## **Student Behavior to Teachers**

Anything considered disrespectful or threatening toward a teacher will not be tolerated, and will result in administrative disciplinary action.

## **Search and Seizure**

1. The principal, pastor, or a representative of the school administration may conduct a search of the school plant and every aperture thereof, including lockers and desks.  
School searches should be based on a reasonable suspicion that a school rule has been broken and related to insuring a safe learning environment. The search should be made in the presence of at least two school officials.
2. A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property.
3. Schools can search personal property if the search is (1) justified at its inception, (i.e., reasonable belief that the student has broken a school rule), and (2) the search is reasonable in scope. The search should be made in the presence of at least two school officials.
4. Inspections will occur when there is a suspicion of a threat to the health, welfare, or safety of students. Inspection of personal property (i.e. pockets, handbags, book bags, etc.) should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials.

## **Pregnancy**

1. Students who become pregnant may remain enrolled in the school at the discretion of the principal, provided the principal consults with and obtains the approval of the Superintendent of Catholic Schools and pastor prior to making a final decision. In every case, the best interest of both the student and the school must be considered.
2. Pregnant students who remain enrolled in the school must undergo outside, formal, professional counseling.
3. This policy applies to the father of the child if he is a student in the school.

## ***Cell Phone Use Policy***

### **Presence/Possession/Use of Cell Phones**

Possession and use by students of cellular telephones are prohibited on campus. If a parent wishes for their child to bring to school such devices they shall be switched off, labeled and turned into the front office as soon as students arrive to campus each morning. These devices will be kept in a secure, locked container in the office during the school day. Students will be permitted to use their cell phones during the day at the discretion of a teacher. They can retrieve their cell phones as they are leaving campus.

Due to this procedure, students will need to allow ample time to check in their phones at the beginning of each day. Checking in cell phones will not be counted as an excused tardy. In addition, if any student leaves school early, the student is responsible to check out his/her phone before exiting school property. Cell phones that are left after 6 p.m. will remain in the office until the office opens on the next school day.

If a student is found to have a phone on his/her person or in his/her backpack, any or all of the following consequences may be used:

1. Confiscation of the device and notification of parent/guardian. The cell phone will only be returned to the parent/guardian.
2. Detention.
3. Suspension (depending upon how phone was used, or if a recurring offense).
4. Referral to law enforcement if violation involves illegal activity.

### **Other Electronic Devices**

Laptops, tablets, Kindles, Nooks, personal iPads and iPods may not be brought to school without the expressed permission of a teacher as they constitute a security liability as there is no secure area for storage, and also provide an opportunity for students to access inappropriate websites or material. Only under special circumstances, agreed to by a teacher, will students be allowed to use such devices at school. These devices, when approved for use at school, are subject to the rules for acceptable use of technology at school, including those established for the Chromebooks.

### ***Confiscated Items***

The school will hold any confiscated property, such as electronic equipment or inappropriate reading material or pictures with the school principal. All confiscated property must be retrieved by the student and parent by appointment only.

### ***Lost or Stolen Items***

If an item is lost or stolen, it should be reported to a teacher immediately. However, the school is not responsible for any lost or stolen items. Please do not bring items of value to school.

All backpacks, sports bags, and lunch boxes must be labeled with the student's first and last name, and grade by the parent.



## ***Care of School Materials and Property***

Students are expected to use textbooks/workbooks and other school materials with care. Specified textbooks are to be covered at all times. Do not use the “stick-on” book covers, they leave a residue when removed. Students who lose their books or damage them will be charged for the lost or damaged texts.

School property is to be treated with respect. If property is defaced or damaged, the student(s) responsible will be charged for the repairs and may incur other disciplinary action.

## ***Party Invitation Policy***

In order to continue our emphasis on religious and academic pursuits, the following guidelines have been instituted:

1. No invitations will be passed out on school property unless every child in the home room class is invited. This supports the SLEs by not excluding any students. To ensure this, no invitations may be handed out in the homeroom class by the student. Instead, students must give the invitations to the teacher, who will then hand out all invitations once it has been determined there is an invitation for every child in the home room class.
2. In the Middle School, in order for invitations to be distributed at school, an invitation must be extended to every student in the grade. Gender specific invitations will be distributed as long as all girls or all boys in the grade are included. Again, teachers must hand out all invitations.
3. Monthly birthday celebrations are held to minimize interruptions to instructional time. A single celebration for summer birthdays will be held at the end of the year.
4. Celebrations will comply with Diocesan Wellness Policy.
5. Celebrations should be approved by the classroom teacher one week prior to the event, and food or treats must be given to every student.

## Chapter 9

# Acceptable Use of Technology Plan

### ***Acceptable Use Policy***

Each student and parent must sign an acceptable use policy relating to electronic usage. The purpose of this policy is to ensure that the use of computers, Chromebooks, and Internet resources are consistent with our stated mission, goals, and objectives.

The smooth operation of computer resources relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided in the Acceptable Use Policy, which is distributed to students before they begin using classroom computers. Students are required to take the policy home to parents so the guidelines may be reviewed together, and then signed by both parents and students.

Students may not go off task while using computers; students may not access online games nor may they visit websites not specifically related to the parameters of the assignment for which they were given. Any violation of the acceptable use policies or rules either stated in the handbook or made by a teacher specific to an assignment will cause the student to forfeit computer privileges and may result in disciplinary action. Consequences may include the termination of technology privileges. A student may be charged for the repair or replacement of any computer or Chromebook damaged by his or her negligence or irresponsible behavior.

# Chapter 9

## Student Health

### ***Health and Safety***

Our school has a health office that is managed by a health aide who is certified in first aid and CPR. We are diligent at documenting all incidents and keeping you informed if any incident appears to be serious or in need of your attention. Our school policy is that if a child is ill or feverish before school, that child should be kept at home. This policy helps to prevent the spread of contagious illness and prevents your child from being uncomfortable at school. If a child shows symptoms of extreme discomfort, fever, vomiting, or an injury that needs medical attention, the parent or the parent's designated person must pick up the child.

### ***Emergency Information Card***

For all of the above reasons, an Emergency Information card is required for each child. This card provides the school with home, work, and emergency contact numbers. It has room for listing allergies or any other problems of which we should be aware. This card also indicates persons who are not permitted to pick up your child, if applicable. It is essential that you notify the school of any changes of address, phone numbers, or new contact persons throughout the school year.

In addition, any student with a condition that can be identified with a medical bracelet should wear that bracelet during any school activity. This is intended for the safety of the child, so that a quick identification of their medical needs can be easily determined.

**The Emergency Information Card must be turned in prior to the student beginning the school year. No student will be permitted to enter school without the information being on file.**

## ***Health and Physical Examinations***

According to Diocesan policy, all new students are required to have a health history and physical examination completed before beginning school. At enrollment time, parents are given a form to complete and have their medical provider complete the physical examination portion on the reverse side. Additional forms are available in the school office.

## ***Health Screening***

According to Arizona school law and Diocesan guidelines each school child must have vision, hearing, and height and weight checked, following the state-recommended schedule. In addition, scoliosis (abnormal spinal curvature) screening is performed (with parental permission) for students in grades 5-8, and 8th grade students receive blood pressure checks.

Health Screening Week (usually during September) is the designated time for these checks. After this initial screening, students who showed potential problems with hearing or vision are re-tested within a short period of time. If a student still has difficulty with the hearing or screening tests, or shows significant spinal curvature during scoliosis testing, parents are sent a referral letter by mail. This letter will explain the problem and advise further medical examination. Parents and/or medical providers are asked to provide feedback to the school health aide who will then make a note in the student's health file and inform the teacher, if appropriate.

Parent volunteers are recruited to assist with our health screening program each year. In order to comply with the Diocesan Safe Environment Program (SEP), prospective volunteers will be required to complete necessary paperwork, view the training video, and show evidence of fingerprint clearance (if applicable) *prior* to helping with the health screening. Those who are selected to help with screening will also receive a short training for their assigned task.

Volunteer sign-up sheets and SEP compliance information are sent out each year in the "Acceptance Packets" that are sent to parents of registered children.

## **Medication Policy**

Our Mother of Sorrows Catholic School adheres to the Diocesan Medication Policy which has been promulgated for the health and safety of all students. The following is our statement of the Our Mother of Sorrows School Medication Policy:

- Every medication (either over-the-counter\* or prescription) to be given to a student must have 1) a medical provider's written order and 2) a completed Parent's Consent for Giving Medication, available in the school health office.
- Parents are asked to complete a separate Parent's Consent for Giving Medication form for each medication for each child. These forms are available in the school health office. The medical order can be either a note from the medical provider or a prescription label and can be brought in by the parent or faxed from the doctor's office to us. Our fax number is 747- 0797.
- Each medication must be brought in its original, labeled container with the child's name on it. No loose pills in baggies, envelopes, or other containers will be allowed.
- Children are not permitted to have medications in their possession. All medications must be brought to the health office by a responsible adult where they are placed in a locked cabinet or refrigerator. The only exception to this rule is students with severe asthma whose parents have submitted a "Permission for a Student to Self-Administer an Inhaler" form with their medical provider's signature.
- If there is a change in dose or frequency of a daily medication given at school, the health aide must be notified in writing.

### **PLAN AHEAD.** Suggestions to make things easier:

- During the summer, when you take your child for a physical examination, ask your medical provider to write orders for all over-the-counter medications you want your child to have at school.
- If your child has or will have braces or dental work, ask the dentist to write an order for pain medication. If your child has a cold or allergies, ask the doctor to write an order for the medications you might want to send to school.
- When you get a prescription filled, ask the pharmacist for a separate container for school, if needed.
- If your doctor gives you free samples of medications to use at school, including inhalers, have him/her write the prescribed order to send to school with the sample medication.
- ***Examples of over-the-counter medications:*** Tylenol, Ibuprofen, Benadryl, Sudafed, Pepto-Bismol, vitamins, cold, cough, or allergy medicines, antacids, eye or ear drops, throat sprays, cough drops, medicated ointments, medicated strips that dissolve in the mouth, generic forms of any medication, herbal or naturopathic remedies, etc.

## **Sick Children/Communicable Diseases**

***This information is not intended as a substitute for the advice of your medical provider.***

Should I send my child to school? Is s/he sick?

Children are known to have been kept home from school for reasons other than illness. Unnecessary absence from school may have a negative effect on a student's attitude, work, and academic progress.

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. For example, allergies are often the cause of headaches, stomach aches, sore throats, and earaches. You may find the following guidelines to be of help.

### **Fever**

If a child has a temperature of 100 degrees or above, s/he should be kept home. Likewise, if a child develops a fever of 100 degrees or above while at school, s/he will be sent home.

### **Colds, Sore Throats, Cough**

The common cold and allergies present the most frequent problems to parents. A child with a "mild" cold but otherwise feeling well and without fever, usually may go to school. A child with a "heavy" cold and/or deep, hacking cough belongs home in bed even though s/he has no fever. If s/he has a minor, nagging cough due to allergies or at the end of a cold, be sure to send a water bottle with him/her to help minimize classroom disruption. The school health aide will advise warm salt-water gargles and frequent sipping of water for pesky coughs.

If your child complains of a sore throat and has no other symptoms, s/he usually may go to school. If white or yellowish spots can be seen in the back of the throat or if fever is present, keep him/her home and call your doctor. A child with strep throat must be on antibiotics for at least 24 hours before returning to school. Be sure to inform the school health aid of your child's strep throat, as this disease is monitored by the health aid.

### **Stomach Ache, Vomiting, Diarrhea**

Consult your doctor if your child has a stomach ache which is persistent or severe enough to limit activity or if there is a pattern of frequent stomach aches. If vomiting occurs, keep your child home until s/he can keep food down. Children with chronic allergies will sometimes cough so much they "spit up". The material spit up is usually a small amount of mucus as opposed to a larger volume of stomach contents containing food. This is usually not cause for keeping the child home but may be treated with saltine crackers and frequent sips of water. Let your best judgment be your guide.

A child with diarrhea should be kept home. Call your doctor if prompt improvement does not occur.

### **Rashes**

A rash may be the first sign of any number of illnesses. There may or may not be fever present. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with an extensive rash to school, until your doctor has said that it is safe to do so. A child coming to school with a rash will be asked to seek medical advice in order to determine if the rash is contagious, and a note will be needed in order for the child to return to class. If your child has received medical attention, please provide a doctor's note clearing the child to attend school.

## **Other Complaints**

Pink Eye: The child should be on antibiotic drops for 24 hours before returning to school.

Toothache: Consult your dentist.

Earache: Consult your doctor.

Headache: A child whose only complaint is headache without fever usually need not be kept home.

## **Lice**

If you suspect your child may have head lice, please wash your child's hair and inspect it carefully. Using a flashlight and a fine toothed comb, look for the presence of tiny silvery-white ovals. These are the eggs (nits) which are laid on individual hair strands close to the scalp and adhere firmly to the hair shafts, around 1/4" from the scalp. They are about the size of sesame seeds and don't fall off easily as dandruff flakes would. The nape of the neck and around the ears are common sites of infestation.

If you see any sign of lice or nits you will need to use a lice shampoo or rinse on your child's hair and remove all nits with a fine-toothed comb. **An important part of lice treatment is following directions exactly as written on the product container.** The other important component in successful lice control is a very thorough house cleaning and washing (in hot water) of clothing and linens which could harbor additional lice. Once identified at home or notified by the school, your child must be treated before being brought to school. We ask that you notify the school so that other children may be checked, and the school health aid can assist you with questions you may have.

## **Nutrition**

Nutrition is a basic part of being a healthy person. Please make sure your children eat before they come to school. Children cannot be expected to be attentive without proper nourishment. If your child is too sick to eat breakfast, keep the child at home. Eating breakfast every school morning will help prevent headaches and stomach aches that occur when a child comes to school with an empty stomach. It also provides brain energy necessary for learning.

In an effort to confront the rising rates of overweight and obesity among children and youth in our schools, the Diocese of Tucson has developed a Wellness Policy. This policy sets nutrition standards for meals provided to students in the school setting. Our Mother of Sorrows Catholic School has implemented this policy and as a result, we strive to provide a hot lunch program that adheres to these standards. We have also established some guidelines for acceptable foods for classroom parties.

The main goals of the nutritional standards are to serve meals which are lower in sugars and fats; incorporate more fresh fruits and vegetables; and make them appealing to the students. For classroom parties, parents are being asked to provide fewer sugary, fatty snack foods and more healthful fun foods such as nuts, fruits, veggies, cheeses, etc. Toward this end we also ask parents who send lunches for their children to focus on healthful foods and not to send sodas or candies in their lunches.

## **Accidents**

Accidental injuries are handled in various ways, depending on the nature and severity of the injury. Minor bumps, bruises, cuts, scrapes, and sprains are treated in the health office where the health aide can make an assessment of severity and determine if the child is okay to return to class without parent notification. Blows to the head which leave a bump or bruise merit a call to the parent for informative purposes, even when the child feels well enough to return to class after treatment. Other bruises or scrapes may merit a call to explain what happened. Sprains can often be managed at school, but those beyond the most minor will merit an informational call to the parent.

Injuries of a slightly more severe nature may require further medical care or treatment at home. If a child receives an injury which may need further medical attention--though not necessarily emergency care--a parent will be called to pick up the child and may be advised to call the doctor to determine if an office visit is necessary. Some examples are: cuts which may need stitches, potential broken bones, and more severe sprains, just to mention a few.

More serious injuries such as possible broken leg, back or neck injury, loss of consciousness due to a head injury, or any other life-threatening injury will merit an immediate call to 9-1-1, followed by a call to the parents.

***The possibility of accidental injury at school underscores the importance of parents keeping the emergency information card complete and up-to-date at all times.*** If a parent is advised to seek medical care or chooses to seek medical care for their child, an accident report is made using the Diocese of Tucson Accident Report form. This report would be used in the event that parents lack medical insurance coverage and need help paying for medical care. If this is the case, they may file an insurance claim with the school for partial reimbursement of medical expenses incurred during treatment of their child's injury.

## **Our Mother of Sorrows Food Allergy Policy**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work in partnership with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### **Family's Responsibility**

- Notify the school of the child's allergies and provide emergency contact information.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, lunchroom, after-care program, and during school-sponsored activities.

Although Our Mother of Sorrows provides food for school lunches, the school cannot guarantee that their lunches are always allergen-free. As such, parents should provide their child's lunches from home, for maximum safety.

- Provide the classroom teacher with a supply of alternative food treats for the child to have during class parties, etc. This should be done by the first day of the child's attendance at school.
- Provide written medical documentation and instructions from the family physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on the Allergy Action Plan. This should be done by the first day of the child's attendance at school.
- Provide properly labeled medications and replace medications after use or upon expiration. This should be done by the first day of the child's attendance at school.
- Educate the child in the self-management of their food allergy including:
  - identifying safe and unsafe foods
  - not trading food with others
  - how to refuse anything with unknown ingredients or known to contain any allergen
  - how to avoid exposure to unsafe foods (e.g., refusing offers of food, sitting away from problem foods, etc.)
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, physician, and the child (if age appropriate) after a reaction has occurred.

### **School's Responsibility**

- The school health aide will review the health records submitted by parents and physicians.
- The school health aide will assure that all staff who interact with the student on a regular basis are trained to recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's educational tools, arts and crafts projects, or class rewards.
- The principal will assure that all staff who have been informed about the student maintain the confidentiality of the student's health information, following applicable federal laws, including FERPA and HIPAA.
- Faculty and staff will practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency or effectiveness of the plans.

- The school health aide will ensure that an emergency kit, provided by the child's parents, containing the child's emergency medications and the Allergy Action Plan with physician's standing orders is readily available in an easily-accessible, secure location.
- The school health aide will review policies/prevention plan with the teachers, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- The school health aide will assure that there is at least one person available on field trips who is trained to administer emergency medication to food-allergic students and that the emergency kit is sent with the responsible teachers on every field trip.
- The faculty will assure that food-allergic students are included in school activities. Students should not be excluded from school activities based solely on their food allergy.
- Our Mother of Sorrows faculty and staff will take threats or harassment against an allergic child seriously.

### **Student's Responsibility**

- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should not share food with others and should refuse offers of food from others without prior arrangements with parents.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic, or if they are feeling any symptoms of allergic reaction.

*This policy was adapted from a document developed by the following organizations:*

- American School Food Service Association
- National Association of Elementary School Principals
- National Association of School Nurses
- National School Boards Association
- The Food Allergy & Anaphylaxis Network

## Chapter 11

# Co-Curricular Activities

### *After School Sports Program*

#### **Statement of Philosophy**

The Diocesan after-school sports program exists to provide positive, well-organized activities that contribute to the development of the whole child. The program is meant to model and teach Christian principles and the ideals of good sportsmanship. It is offered to boys and girls, in grades 4 through 8.

#### **Goals and Objectives**

- To develop in all participants those skills related to athletic achievement
- To develop qualities that reflect good sportsmanship
- To develop within all participants a sense of team spirit and responsibility while fostering an appreciation for individual accomplishments
- To provide experiences of healthy, fair competition

#### **Structure**

Students participate in three separate sports seasons; volleyball, basketball and track.

Junior Varsity level program, beginning in 4<sup>th</sup> grade, primarily teaches skills and prepares athletes for the next level of competition, which is the Varsity level program. Junior Varsity is structured to offer many students an opportunity to compete. In order to accomplish this, schools may field as many Junior Varsity teams as is necessary to accommodate the number of students interested in competing. It is important to note that no 8<sup>th</sup> grader may play on a Junior Varsity team.

The Varsity level program offers a level of competition that prepares our athletes for high school. The Varsity program is open to any 6<sup>th</sup> - 8<sup>th</sup> grade student and is on a try-out basis. Athletes in 6<sup>th</sup> and 7<sup>th</sup> grade, who do not make Varsity squad, still have the opportunity to develop their skills through the Junior Varsity program. No 8<sup>th</sup> grade student will be cut from the Varsity program because of his or her skill level.

#### **Prayer**

The after-school sports program represents the school, and teams must exhibit not only a high degree of good sportsmanship, but an attitude reflective of our school's values and mission. For that reason, the following prayer is provided for all students to recite:

Father God,  
Be with us  
As we begin this competition.  
We thank you for the gifts

Of our health and strength.  
May we represent our parents, teachers, coaches, and You well.  
May we enter this game with  
Spirit, good sportsmanship  
And appreciation of each other and the game.  
Amen.

It is the intention that this prayer is prayed in unison with participating teams prior to the start of the competition, and that it be led by an individual (i.e., coach or AD) of the HOME team. It is strongly suggested that the prayer be prayed prior to the start of each practice as well.

## **Driving**

Parents who drive students to or from extracurricular activities are required to fulfill all of the child safety requirements of the Diocese or parish.

If the driver has a front passenger air bag, no student younger than 12 years may be seated in the front passenger seat. If the driver/parent (at their own risk) wants to seat their own child in the front passenger seat (with the airbag on or off), they personally take that risk. All drivers should consult their owner's manual for all limitations and restrictions regarding the vehicle's airbag safety. Further, Diocesan policy requires drivers to be 25 years of age.

## **Coaching**

As a participant and supporter of the Diocesan sports program, the coach will conduct himself/herself in a manner consistent with the values and teachings of the Catholic Christian faith and will follow the rules and procedures outlined in the Diocesan Sports Handbook.

## **Parent & Fan Behavior**

One of the major goals of our program is to develop qualities in our athletes that reflect good sportsmanship. Parents and fans are also expected to model good sportsmanship by respecting coaches, players and officials.

## **Physical Examination**

- A physical examination must be completed and the form turned in to the school office prior to the first day of practice. (Diocesan Policy #2210)
- Physical examinations are valid for one year. Exams done during the summer are much more convenient and will cover the child for a full school year.
- The required Diocesan Sports Medical Form is available in the school office. Please have your physician complete and sign the form.
- The student may not participate in practice if the form is not on record by the first day of practice.

## **Permissions Forms and Fees**

The fees for the sports help fund the cost of the sports program, and are important in order for the school to be able to pay officials and coaches. Fees are paid on a per-sport, per-student basis. Fees are non-refundable and will be charged through FACTS. If sports fees from a previous

sports season have not been paid through FACTS, students may not be permitted to practice for the next sports season until the previous fee is paid.

### **Diocesan Sports Program Eligibility**

The school recognizes, as written in Canon Law, that parents are the primary educators of their children. As such, parents have the right to determine whether their child should participate in the sports program. However, parents and students should also understand the impact the many hours of participation in the co-curricular sports program may have on the student's ability to successfully complete the current academic program necessary to move to the next grade. Parents of students experiencing academic difficulties will want to seriously consider the ramifications of the time demands after-school sports will require of their child.

Regardless of the academic considerations, since the student represents the school, the principal may remove a student from the diocesan sports program for consistent and/or severe behavior problems. Also, children who show poor sportsmanship or inappropriate behavior in the co-curricular activity may also be removed from that activity, and face disciplinary action.

Additionally, the school recognizes the importance of effort in order for a child to succeed both on and off the court. Children participating in sports must demonstrate their effort in order to remain eligible throughout the season. Renweb grades will be monitored weekly, and students who have missing assignments in the "practice" category may be ineligible for games until the following grade check.

### **Sports Seasons (2019/20)**

Fall	Girls Volleyball
	Boys Basketball
Winter	Boys Volleyball
	Girls Basketball
Spring	Boys and Girls Track Field

Boys and girls rotate starting each season on a yearly basis

### ***Student Council***

This is the student form of government at Our Mother of Sorrows.

Students must be at least in 4th grade before they are eligible to participate. Each classroom selects two Student Council Representatives and one alternate. Officers are chosen from the 7th and 8th grade. The representatives attend meetings and are actively involved in Student Council sponsored events. Student Council is intended to provide leadership to the student body.

### ***National Junior Honor Society (NJHS)***

The NJHS is an honor group at Our Mother of Sorrows for students in junior high. The organization is for students who apply for the society and demonstrate specific pillars including

high academic achievement, integrity, and a spirit of service. The society works to promote academics and service in our community.

## Chapter 12

# Right to Amend the Handbook

### ***Diocesan Handbook***

As a parish school in the Diocese of Tucson, the school also follows the policies and procedures in the Diocese of Tucson handbook which can be found at [www.diocesetucson.org](http://www.diocesetucson.org) under the schools link.

### ***Handbook Changes***

Due to unforeseen events, some aspects of this handbook may change or be modified during the year. Any changes made will be communicated to parents in a timely manner.

