OUR MOTHER OF SORROWS
CATHOLIC SCHOOL

JUNIOR HIGH STUDENT/PARENT
HANDBOOK ADDENDUM

A supplement to the OMOS Parent Handbook

Required reading for Junior High parents and students

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Revised 8/2017
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Junior High Honor Code

We, the junior high students of Our Mother of Sorrows Catholic School, have written an honor code which reflects our commitment to live our faith, to meet the goals of the OMOS Schoolwide Learning Expectations, to act as leaders, and to practice self-discipline. We also pledge to CARE - to show courtesy, accountability, respect, and effort.

1. We will act faithfully in His love in our daily lives. Whether it is at Mass or saying Grace, we know we are following God’s path. We will spread the Gospel message.

2. We will lovingly serve the Church, our community, and our peers. We will help others who are in need to the best of our abilities. We will care for our planet.

3. We will grow in knowledge by listening to our teachers and trying to reach our academic goals. We will strive to exceed expectations and become wise.

4. We will show discipline, proper etiquette, and well-mannered behavior through practice and patience, and with Christ’s helping hand. We can perfect the idea of a positive environment.

5. We will take full responsibility for our actions and admit when we are wrong. We will tell the truth and encourage others to be truthful.

6. We will respect ourselves, our teachers, and our fellow students. We will follow the Golden Rule to the best of our ability.

7. We will strive to do our best and never give up when problems become difficult. We look forward to success and not failure.

8. As leaders, it is our responsibility to bring in everyone, to lead by example, and make decisions that will benefit the school, the community, and the Church as a whole.

9. As we prepare for Confirmation, we pray that the Holy Spirit guides us as we deepen our relationship with God by going to Mass, supporting one another, and helping the community.

Composed by the 7th and 8th grade students at Our Mother of Sorrows Catholic School on August 4, 2017.
OMOS 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:

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

God calls us to service, we answer by

• Seeing the unique dignity of each person
• Lovingly serving the people around us
• Respecting God’s creation

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
Religious Education and Confirmation Preparation

The junior high religion classes also serve as a two-year preparation for the sacrament of Confirmation. We desire to send students to high school not just equipped with academic and social skills, but also confidently embracing their spiritual gifts.

Choosing to receive the sacrament of Confirmation is a matter of discernment. However, all students enrolled in the OMOS junior high program are expected to participate in formation activities, even if they do not plan to be confirmed in their 8th grade year. This is also true for students who may have already received the sacrament in another parish. As growth experiences related to the fulfillment of the SLEs, participation in the Christian service projects component of the program is required for all students.

Parents of 8th grade Confirmandi are expected to attend the sacrament preparation meetings organized by the Director of Religious Education. In general, all concerns related to the Confirmation program should be directed to Mrs. Stehle.

Justice Mondays

Four times a year, Junior High students participate in day-long activities known as Justice Mondays. Justice Mondays provide students with opportunities to engage in service and to grow in awareness of the needs of the least in our community. Two of the days involve field trips while two are staged at OMOS. The 7th and 8th grades alternate travel days. Parents are billed through FACTS to cover the cost of bus rental when their student’s grade travels.

Service Requirements

Students in both 7th and 8th grade are required to engage in works of Christian community service over the course of the school year. Five individual projects are required in 7th grade and five in 8th grade. It must be noted that 7th graders who do not complete their five projects will find those missing projects added on to their 8th grade commitments. Additionally, students must spend time in Adoration of the Blessed Sacrament, two 30-minutes sessions per year.

Students should spend time discerning what the Gospel is calling them to do in the way of service. Students should choose projects that they find fulfilling and worthwhile, projects that make them feel as though they were called to the experience. Projects should address some issue or need related to Catholic Social Teaching or to the Works of Mercy.

After the service project or Adoration time has been completed, students must fill out a pink reflection sheet and write about the experience. Parents are asked to sign the forms as affirmation the project was completed. Pink sheets are turned into to designated boxes located in the student’s homeroom.
8th Grade Confirmation Program 2017 – 2018 Important Dates to Remember

November 13  Confirmation Parent, Student, and Sponsor Gathering #1 in the Church 7:00 – 8:30 p.m.  
(Attendance at this gathering will fulfill your Adoration requirement.)

November 19  Welcoming Ritual for all Confirmandi, Parents and Sponsors will be at the 12:30 p.m. Mass.

January 8  Confirmation Parent, Student and Sponsor Gathering #2 in the Parish Hall 7:00 – 8:30 p.m.

January 27  Letter to Bishop Kicanas and Msgr. Cahalane requesting the sacrament of Confirmation due;  
follow format requirements. The letter should be typed.

March 10  Youth Fest at the Tucson Community Center. Attendance is required. Fees should be  
approximately $25.00.

March 19  Confirmation Parent, Student, and Sponsor Gathering #3 in the Parish Hall 7:00 – 8:30 p.m.

March TBA  Confirmation Retreat during school hours – Lunch will be provided; students bring snacks to  
share.

April 21  Confirmation Vigil is part of the Saturday, 5:30 p.m. Mass. Confirmation students, parents, and  
sponsors (if possible) are to attend

April 23  Confirmation Mass at 7:00 p.m. Confirmation students and sponsors must arrive in the Parish  
Hall by 6:15 p.m.

7th Grade Confirmation Program 2017 – 2018 Important Dates to Remember

November 27  Confirmation Saint name due.

January 8  Confirmation students should have completed at least 2 Christian Community Service Projects  
and ½ hour in the Cenacle Chapel.

January 22  Confirmation Sponsor name due.

March 10  Youth Fest at the Tucson Community Center. Attendance is required. Registration fees will be  
about $25.00.

April 23  Confirmation Mass for 8th grade at 7:00 p.m. Parent volunteers from 7th grade families will be  
needed to set up the Parish Hall for the reception following Mass. Volunteers will gather at 7:00  
to cut cakes, set out servings, make and set out lemonade/water, and act as hosts and  
hostesses for the event, replenishing cake and beverages as needed.
Works of Mercy

**Corporal Works of Mercy**

- Feed the hungry: Casa Maria, Thanksgiving food baskets
- Give drink to the thirsty: Casa Maria
- Clothe the naked: Clothing drive for Casa Maria
- Shelter the homeless: Help at a homeless shelter or welcome a stranger/refugee
- Visit the sick: Visit nursing homes
- Visit the imprisoned: The elderly and disabled are often prisoners in their home
- Bury the dead: Attend funerals of friends and family

**Spiritual Works of Mercy**

- Counsel the doubtful: Help those in need of guidance and support
- Instruct the ignorant: Religious Ed aide, Vacation Bible School
- Admonish the sinner: Lovingly warn others when their ways are leading to sin
- Comfort the sorrowful: Comfort friends & family who are suffering
- Forgive all injuries: Forgive those who hurt you and rebuild relationships
- Bear wrongs patiently: Do not take revenge for injustices done to you
- Pray for the living and the dead: Pray at the graves in the cemetery

Catholic Social Teaching

**Life and Dignity of the Human Person**

Human life is sacred because it is a gift from God. We are all God’s children, and share the same human dignity from the moment of conception to natural death. Our dignity—our worth and value—comes from being made in the image and likeness of God. This dignity makes us equal. As Christians we respect all people, even those we do not know.

**Call to Family, Community, and Participation**

As Christians, we are involved in our family life and community. We are called to be active participants in social, economic, and political life, using the values of our faith to shape our decisions and actions.

**Rights and Responsibilities of the Human Person**

Every person has a fundamental right to life. This includes the things we need to have a decent life: faith and family, work and education, health care and housing. We also have a responsibility to others and to society. We work to make sure the rights of all people are being protected.

**Option for the Poor and Vulnerable**

We have a special obligation to help those who are poor and in need. This includes those who cannot protect themselves because of their age or their health. At different times in our lives we are all poor in some way and in need or assistance.

**Dignity of Work and the Rights of Workers**

Our work is a sign of our participation in God’s work. People have the right to decent work, just wages, safe working conditions, and to participate in decisions about their work. There is value in all work. Our work in school and at home is a way to participate in God’s work of creation. It is a way to use our talents and abilities to thank God for his gifts.

**Solidarity of the Human Family**

Solidarity is a feeling of unity. It binds members of a group together. Each of us is a member of the one human family, equal by our common human dignity. The human family includes people of all racial, cultural, and religious backgrounds. We all suffer when one part of the human family suffers, whether they live near us or far away from us.

**Care for God’s Creation**

God created us to be stewards, or caretakers, of his creation. We must care for and respect the environment. We have to protect it for future generations. When we care for creation, we show respect for God, the creator.
Called by Name

Our Mother of Sorrows
Sacrament of Confirmation

"Fear not, for I have redeemed you; I have called you by name: you are mine."
Isaiah 43:1

These words of God through the prophet Isaiah are powerful ones indeed. They tell us of a God who knows us so personally and deeply that he calls us by name.

Your name is a powerful symbol of who you are. It gives you an identity. When you were baptized, your parents chose your name. Now that you are about to be confirmed, it is time to choose the name you will take as a sign of your growth in faith. At the beginning of the Rite of Baptism the celebrant asked, "What name do you give your child?" From the moment your parents spoke your name, it was used in the Baptism rite.

During the Confirmation ceremony, the Bishop addresses you, the Candidate, by name to show that you are important and that the gift of faith is offered to you as an individual person. Some people choose their baptismal saint name as a sign of the connection between baptism and confirmation. However, you many choose a new saint's name.

Whether you use your baptismal name or choose a new saint’s name, it is important to look up some information on the saint whose name you chose, to learn as much as you can about your patron saint. Each saint has their own particular qualities or virtues. By imitating the qualities of the saint you chose, you can become a better Christian.

Candidate Information

Name of Confirmation Candidate: ____________________________ (print your full given name)

I have chosen as my Confirmation Name: ____________________________
because _______________________________________________________
_____________________________________________________________
_____________________________________________________________

Teachers Name
WALK WITH ME: 
CHOOSING A SPONSOR

WHY A SPONSOR?
From the earliest days of the Church, those seeking communion with the Church were supported by specific people chosen from the community. At your Baptism those significant people were your parents and godparents (your baptismal sponsors) who promised that you would be raised in the faith. They professed their faith because you could not speak for yourself. Your parents accepted the responsibility of training you in the practice of the faith. Your godparents promised to help your parents. In Confirmation you will speak for yourself; you will renew your baptismal promises. You will be supported by a sponsor who will stand with you and present you to the bishop for Confirmation.

CHOOSING A SPONSOR
The Church encourages you to choose, if possible, one of your baptismal godparents to be your sponsor for Confirmation because this expresses more clearly the link between your Baptism and Confirmation. The person you choose must meet the following requirements:

+ Has been close enough to you to have been supportive of your life so far;
+ is a Baptized Catholic who has received the sacraments of Eucharist and Confirmation;
+ is a practicing Catholic who participates in the Mass every Sunday;
+ if married they are married in the Catholic church;
+ is not a parent;
+ is at least 16 years of age.
(By submitting your sponsor name it is assumed you verified they meet these requirements.)*

ROLE OF A SPONSOR
The person you ask to be your sponsor should know you well enough to be able to testify, by his or her presence before the community, that you are someone who wishes to be fully incorporated into the Church as a believing, practicing Catholic; that you are one who takes part faithfully in the Church’s worship, witness, and mission. When you are anointed with the chrism during Confirmation your sponsor will be beside you with a hand place on your shoulder. This is the sign of your spiritual relationship.

If you have not yet chosen your sponsor, now is an excellent time to think about your choice. Ask yourself:
*Is this person someone with whom I feel comfortable;
*Does this person live near enough to me to truly be able to be a guide and a support?
*Will this person be willing and able to be my sponsor and take an active role in my faith life?

SPONSOR INFORMATION

Name of Confirmation Candidate ____________________________

(Name of Student)

I have chosen ____________________________
as my sponsor because ____________________________

Teacher ____________________________  * Parent Signature ____________________________
Junior High Classroom Management

Student Responsibilities:
1. To strive to embrace the SLEs as primary learning goals
2. To treat teachers and fellow students with respect and care
3. To take responsibility for his/her actions
4. To practice skills of self-discipline
5. To study, complete homework, and learn the subject content to the best of his/her ability
6. To communicate with teachers when help is needed
7. To uphold the Junior High Honor Code
8. To be open to the presence of the Holy Spirit in all we do

Teacher Responsibilities:
1. To place SLE outcomes at the core of learning experiences
2. To create a positive learning climate in which students can achieve their unique potential
3. To treat students with respect and care
4. To maintain a moral, ethical, and spiritual classroom environment
5. To teach skills of self-discipline
6. To teach the required subject content
7. To communicate with parents
8. To uphold the Junior High Honor Code

Parent Responsibilities:
1. To promote their child's understanding and practice of the SLEs
2. To treat teachers, school staff, and other parents and their children with respect
3. To provide a quiet place at home that is conducive to study
4. To establish daily routines that prioritize their child's need to study
5. To communicate with teachers, especially any information that may impact their child's performance in class
6. To limit their child's absences unrelated to illness and avoid tardy arrivals as much as possible
7. To support the Junior High Honor Code

Classroom Expectations:
1. Students are to demonstrate respect for themselves and their fellow classmates by being supportive and positive.
2. After the gates open at 7:30 a.m., junior high students report to and are seated under the northeast ramada in the courtyard. During this time, cell phones and other electronics must be turned off and stowed in the student's backpack. Students are to remain in the ramada area until 7:40 when a junior high teacher will arrive and direct students to classrooms. Anyone arriving after 7:40 a.m. should report directly to homeroom. Early arrival is especially critical on Mass days.
3. **Students should plan to arrive at school by 7:40 a.m. when classrooms open.** Students are to remain in their homerooms, be seated, and use the time before the bell to prepare for the academic day. In preparing for the day, students must hang up their backpacks and transfer books and materials they will need for class to their shelf/cubby space. Students may choose to transfer materials needed for class to a small book bag or satchel; students may not carry backpacks from class to class as they constitute a safety hazard. During this time of preparation, students may not leave the room without their teacher's permission, and they must use the sign-out sheets to log exit/return times and destination. By 8:00 a.m., students should be organized and ready for their morning classes.
In general, students are not permitted to return to homerooms to retrieve materials that are left behind. Returning to a classroom once class has begun disrupts the learning environment.

The previous night’s homework is to be completed before students arrive at school. Homework is DUE when the teacher asks for it and considered LATE thereafter.

Assignments from other subjects may not be worked on in class unless you have obtained permission to do so from the teacher whose class is actually in session.

Students are responsible for obtaining and completing all assignments and gathering pertinent information that is missed due to an absence, tardy, mid-day appointment, or early dismissal. Assignments must be turned in within the time frame prescribed by Junior High policy.

Students are expected to learn and follow the procedures established by teachers for their individual classrooms.

Junior High Discipline Cycle

Junior High Basic Rules

These affect the daily living together of all members of the school community:
1. Show respect to self, others and your school.
2. Come prepared to learn each day.
3. Follow school and classroom procedures.

The T-P-T Test for Students

Test your behavior by asking yourself three questions BEFORE you act:

1. Is this an okay thing to do?
2. Is this an okay place to do it?
3. Is it an okay time to do it?

If the answer to any of these questions is NO, then... STOP!

Philosophy

Skills of self-discipline are foundational life skills that, when practiced, lead students to a mature level of behavior reflective of our values and faith. Skills of self-discipline must be taught and modeled, and students need guided opportunities to practice these developmental skills. When such growth opportunities are required, teachers will exercise options to teach skills and redirect the student to self-discipline. When a student is unable or unwilling to demonstrate progress in practicing self-discipline, teachers reserve the right to defer to the school administration for further action. Teacher response will be geared toward individual need, but the following plan exemplifies a potential course of action.

We acknowledge and respect the parents’ right to be informed of formal disciplinary actions taken in response to student’s behavior. Minor issues that simply involve the student’s opportunity to self-correct or redirect behavior will not likely result in parent contact unless the behavior is repeated, is happening in more than one class, or is beginning to look a pattern.
**STANDARD DISCIPLINE CYCLE:**

<table>
<thead>
<tr>
<th>STUDENT ACTION:</th>
<th>RESPONSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is not practicing self-discipline or contributing positively to the learning environment.</td>
<td>Teacher communicates to the student that his or her behavior/conduct requires modification. Student is made aware of the teacher's expectations as to what constitutes appropriate behavior in the given situation. There is an expectation of self-correction and redirection.</td>
</tr>
</tbody>
</table>
| Student is still not practicing self-discipline skills, despite teacher redirection and self-correction opportunities. | Teacher options include:  
   1) The teacher may engage the student in a formal one-on-one conference.  
   2) Detention may be served during the lunch period. When a student serves a lunch detention, his/her parents will be notified via email.  
   3) The student may be asked to formally articulate his or her plan for behavior modification and address any need to make amends.  
   4) Loss of a privilege, such as a dance.  
   5) A 45-minute after-school detention may be assigned. Notification will be sent home via email. Generally, detention will be served on the day following its assignment or on the following Monday in the case of Thursday or Friday assignment. |

Desired results have not been achieved. Parent/teacher contact will be formally made. An action plan will be devised.

Violations of the "Big Three" automatically fall outside this protocol. Administrative intervention may be called upon at any time in the process.

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The “Big Three”

There are times when an adult may have to take immediate disciplinary action:

1. When a student is in or places others in physical or psychological danger.
2. A student is abusive in tone, gesture, or word.
3. A student’s behavior is out of control.
Clarification of Detention-Related Issues

After-school detention is a potential consequence of a student’s lack of self-discipline. Detention will be served Monday through Thursday from 3:15 - 4:00 p.m. Detention will be served on the day following its assignment or on the following Monday in the case of Thursday or Friday assignment. Notice will be sent to parents by email.

Generally, detention dates will not be altered to accommodate student schedules. Detention is a behavior modification strategy, and making it convenient for a student defeats its purpose. That said, exceptions will be made for medical appointments. Other exceptions may be made for urgent circumstances, but parents must communicate with teachers before rescheduling will be approved.

Should a student-athlete have to serve detention on a practice or game day, the student will forfeit the right to participation on that day. A student-athlete who usually reports to practice after school would be required to check into the after-school program rather than arrive late for practice. Parents may choose to pick their son or daughter up after detention if they prefer their child not attend the after-school program; either way, participation in any sports-related activity is forfeited for the day if a student serves detention. Forfeiture of other after school activities, such as Student Council or any other after-school activity - will also be enforced.

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 behavior. By the junior high years, young teens 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 OMOS-sponsored event.

Hugging

Again, while showing affection for one’s friends by exchanging brief hugs is perhaps age-appropriate, hugging at school can be problematic for several reasons. The “no PDA” policy is aimed at disallowing overt displays of affection between boys and girls who see themselves as a “couple.” Teachers, however, cannot be expected to judge when hugs at school are being exchanged between “just friends,” as opposed to those who view themselves as something more exclusive. Another concern is that hugging, especially among girls, often becomes a means of publicly identifying alliances while socially snubbing others. Public hugging declares who is in favor and who is out, and can be used as a bullying strategy. Finally, the hugging that goes on in the courtyard in the morning and at dismissal time can be disruptive. The dismissal process in the courtyard is hectic and crowded, and the area in front of the north building double doors tends to become congested as students dart around to collect hugs before exiting the courtyard.

Dance Decorum

Three dances are calendared each school year for currently enrolled OMOS junior high students. Guests are not permitted. The dances are chaperoned by OMOS personnel. Dances are viewed as developmentally appropriate opportunities for students to practice acceptable social skills. To that end:

- In a spirit of fellowship, a first invitation to dance should be accepted.
- Students will be gracious in accepting and in declining invitations to dance.
- Students may not engage in dance moves that are overtly sexual. No body slamming or “mosh-pit” behavior is permitted.
- When “slow” dancing, hands will be placed at the waist or upon the shoulders.
- Song dedications are not permitted.
- Cell phones will be collected at the door. Students will “sign-in” their phones when arriving at the dance.
Dismissal Procedures

Parents who elect to pick up their child in the courtyard must sign the student out on the classroom logs located under the northeast ramada. Two junior high teachers man the station to ensure that those signing out students have permission to do so. Parents must list all persons who have permission to pick up their child on the emergency contact form that must be on file in the school office. This is true of older siblings, extended family, neighbors, and friends; all must be specifically named. If your child will be picked up by someone who you know is not listed on the emergency contact form, please call or email the school office with this information. If you email your child’s teacher, there is no guarantee that the information will be seen by dismissal time.

“Daily Living”

- Each classroom has a space that goes by various names: the cloakroom, the tunnel, the cave. This space is used to store backpacks, coats, and other personal belongings and supplies. Because a portion of this space is blocked from view by an interior wall, it is essential that students behave with complete integrity and adhere to all rules when in this area. Students should never be in the cloakroom at a time that is not permitted by the teacher. Students may only enter the cloakroom in their own homeroom.
- If a student encounters something untoward in a bathroom (dirty words written on walls, spitballs, any destruction or abuse of fixtures, clogged sinks and/or toilets, etc.), it must be reported to a teacher immediately. This is the responsible thing to do.

Homework Policies

Diocesan guidelines define the amount of time suggested for homework in Grades 7-8 as 60-90 minutes per day. Many factors, however, can affect the actual time an individual student requires to complete homework. Key to a student’s efficiency is time management, both in class and out of school. Students who do not use class time efficiently often take home unfinished class work, adding to the time needed for actual homework and for preparation for the next day’s classes. Procrastination on assignments given several days to complete or on long-term projects can also give the appearance that homework has been “piled on” on any given evening. It is essential that students learn to effectively manage time before making the transition to high school. The use of the school-issued agenda is mandatory. Organization is a fundamental skill that must be taught, practiced, and learned.

Students are in error when they view homework as strictly the completion of “hard-copy” assignments. Students who say they “have no homework” are, in effect, telling parents that they have no unfinished work that will be collected the next day. While such may be true, time still should be devoted to study and review. The goal is to establish a routine and develop a work ethic that clearly marks school work as a student’s top priority.

Students should be encouraged to attend to homework early so that they are not staying up late to finish assignments. If a parent is seeing his or her child regularly working on homework well beyond the 90-minute mark, the teacher should be consulted.

General Homework Guidelines/Policies:

- Homework is the student’s responsibility. The parents’ responsibility is to provide a quiet space for study.
- All homework must be complete and of acceptable quality. Incomplete, sloppy, and/or hastily done work may be required to be redone.
- Homework is expected to be complete when the student arrives for school. The 7:40 – 8:00 a.m. homeroom period is not a time to finish homework that should have been done the night before, nor can students hope to find time in the course of a new school day to complete a previous day’s assigned work.
• Students present for any portion of a school day are expected to turn in all homework, whether or not they attend all classes. Students are responsible for the work’s delivery to teachers.

• Students present for any portion of a school day are responsible for getting any materials or worksheets needed for that evening’s homework in any class they miss due to late arrival, early dismissal, or mid-day pull-out.

• In preparation for the rigors of high school, some homework may be assigned over week-ends and on special event nights.

**Integrity Issues and Homework**

Generally, homework is assigned to promote independent mastery of content and skills. During the learning phase of any content or skill, however, it is reasonable for students on the road to mastery to require help from others. As such, cooperative learning can be an effective teaching strategy. What students are wont to understand, however, is that there is a world of difference between cooperative learning and simply exchanging answers.

Students are encouraged to:
- Seek out partners who will truly help facilitate learning
- Discuss processes that lead to solutions
- Teach others methods that will enable them to solve problems on their own

An honor violation occurs when:
- A student copies answers directly from another person’s work
- A student allows another person to copy their work
- A student verbally gives or receives answers

No student should be in possession of another student’s homework, worksheets, or workbooks. Any honor violation may result in disciplinary action. This will be true for both/all parties involved.

All of these statements address violations that would occur in the classroom setting. There are, however, perhaps more challenges to integrity and honor outside of the classroom. It is equally dishonest to share answers over the phone or via computer/internet. The tenets of the Junior High Honor Code should extend beyond the classroom.

**Academic Support (Tutoring)**

Teachers provide additional academic support to students in a variety of ways. When a student is struggling to make satisfactory gains, a teacher may require a student to attend after-school instructional sessions in order to reteach a concept or bolster skills. Such sessions are generally skill-specific and the student(s) benefit(s) from having the teacher’s individual attention. Other times, teachers offer extra review sessions before an assessment. These sessions, however, are generally intended to be for a small group; “sign-ups” for such sessions may be required. Teachers are available most days after school for help; students should feel free to ask a teacher for an appointment.
Absenteeism

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.

**General Policies Related to Absences:**

- If a student is absent one day, he/she must turn in the homework for the missed day on the day after returning to school. If a student is absent two days, he/she must turn in all work two days after returning. If he/she is absent three days, all work must be turned in within three days, etc., **not to exceed five days.**
- 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 part of a school day is also responsible for getting materials or worksheets needed for that evening’s homework in any class missed due to late arrival, early dismissal, or mid-day pull-out.

**Homework Requests**

When a student is absent, it is not necessary for junior high parents to request homework when calling the school office to report their child’s absence. Homework sheets are prepared and materials are gathered for absent students in the course of general junior high procedure. Parents may pick up their child’s homework at dismissal time; the collected materials will have been placed in a storage unit marked “HOMEWORK” which sits in the junior high hallway between Rooms 13 and 15.

Parents should make every effort to pick up homework when their child is absent from school. If, however, materials are not picked up for the absentee, the student must retrieve their gathered books and materials from the storage drawers upon his/her return to school.

**Participation in School Activities Following an Absence**

Anytime a student is absent from school, 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.

**Test Taking Policies**

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
• Looks on someone else’s paper or allows another student to look at theirs
• Fails to keep his/her eyes on his/her 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

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

Junior high 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. If a student is absent on the day a test is given, they should be prepared to take the test on the day they return to school. Policy, however, will allow students a minimum of one school day to prepare for a make-up test. 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 student is present for any portion of a school day on which a test is to be administered, the student should arrange to take the test in the course of that same school day, if possible. 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 arrange with the teacher to take the test at another time during that same day.

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. Junior high 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 passed off as original ideas

Students are taught how to acceptably paraphrase, cite sources, and attribute credit. As such, students who plagiarize will be subject to disciplinary action, which may include the nullification of the any grade earned on the assignment found to be plagiarized.
Communication/Conferencing Procedures

Both RenWeb, the OMOS school website, and the teacher webpages are key tools in our communication network. By accessing RenWeb, parents may check gradebooks for student progress and see homework posted for the week. The OMOS school website is your source for announcements, monthly calendars, hot lunch menus, down-loadable files, and links. Teacher web pages may be accessed at this site, as well. Teachers are most easily accessed via e-mail. Calls may also be placed to the school office, and a message will be left for a teacher. Every effort will be made to respond to a parent within 24-hour during the school week.

Parents are asked to check their email regularly, if not daily, to ensure they are informed of and act upon time-sensitive issues. If a parent does not have an email account and must receive hard copies of school letters and other notices, it is their responsibility to notify the school office and the student’s homeroom teacher of such need. A student’s verbal request for hard copies will not suffice; parents must make a written request to be placed on a “hard copy” list.

Daytime Emails from Parents

Teachers are rarely able to check email during the school day. Parents should not email messages that require immediate or before-dismissal responses as they will not likely be seen before action is required. Even notes placed in a teacher’s mail box in the school office might not be seen until after dismissal. If parents need a message delivered to a teacher – such as changes in pick-up arrangements or requests for information to be brought home by the student – a phone call should be made to the school office. Please state that the message is urgent and must be delivered to the teacher. If a parent needs to reach a teacher with some expediency, parents must communicate that need to the office personnel who answers the phone in the school office.

Formal Reports

RenWeb provides parents with the most current grade averages available at any given time. A progress report will be sent home at mid-trimester. A parent may request a hard-copy update of grades at any time. Allow 24-hours notice to fulfill the request.

Report cards will be issued three times per year. Report cards for the first two trimesters of the school year must be signed and returned to school.

Conferences

A conference may be called by a student, parent, teacher, or other school official. Students are often included in formal conferences. Frequently, a conference will consist of several teachers on the junior high team with parents 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.

First-Trimester Conferences

First-trimester progress report conferences are attended by the student and parents. Students are active participants in the conferences, and they share their insights as to their accomplishments, weaknesses, and future goals. Therefore, student attendance is mandatory.
Observing a "Chain of Command"

Good communication between home and school is essential for the well-being of students. It is inevitable, however, that situations will arise where miscommunication or simply a lack of communication will lead to parental concerns. In situations where parents are concerned about a classroom matter or where there may be a conflict, parents are expected to first contact the teacher involved and attempt to settle the matter at this basic level.

Contacting the school administration or the parish pastoral staff should not be the parent’s first step in resolving classroom concerns. Should a parent contact the principal or pastor as a first step toward any conflict resolution involving a teacher, he or she will be redirected back to the teacher. Such high-level intervention should only be sought when the parties directly involved cannot mediate a satisfactory solution.

Conflict Resolution

In general, conflicts between and among those affiliated with the junior high will be mediated in a manner closely aligned with policies outlined in the Parent Handbook. The goals of all conflict resolution are to bring about justice, to seek reconciliation among aggrieved parties, and to facilitate the making of amends.

Administrative Actions

The general OMOS Parent Handbook contains detailed policy statements regarding matters related to probation; suspension; expulsion-required withdrawal; student withdrawal on grounds of parent behavior; harassment; tobacco, drugs, and alcohol; pregnancy; weapons; searches; and promotion and retention. While all junior high policies are in alignment with these Diocesan mandates, there are some policy statements that refer specifically to the junior high student. Those statements are reiterated here. Also included are policies unique to the OMOS Junior High.

Probation

All junior high students new to Our Mother of Sorrows Catholic School will have at least a six-week probationary period. Probation for new students is both academic and social. At the end of the probationary period, a formal review of student progress will be made. Teachers will determine whether the student has assimilated well and is making satisfactory progress. If progress is unsatisfactory, teachers may recommend that the probationary period be extended or, if circumstances warrant, a Resource evaluation be done. In some cases, the principal may recommend that the student voluntarily withdraw.

Harassment

Harassment on the basis of race, color, religion, gender, national origin, age, or disability is 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. General harassment that is intended to intimidate, belittle, or erode self-esteem will not be tolerated. Any form of harassment that is repeated over time may fall into the category of bully behavior.

Sexual Harassment

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

During the adolescent years, there is a heightened awareness of matters related to sexuality that is developmentally
appropriate. Many behaviors with sexual overtones or implications displayed by teens, however, are inappropriate in our setting. In addition to policy statements regarding sexual harassment set by the Diocese, the OMOS Junior High adds the following points:

- No jokes, remarks, gestures, drawings, or photos with sexual connotations will be tolerated. This is true whether or not the content or action is directed at a person associated with Our Mother of Sorrows Catholic School or not.
- For some, touching of any kind is unwelcome. Students must respect each other’s “personal space.”

**OMOS Bullying Policy**

The OMOS Bullying Policy is enforced school-wide. The complete text of the OMOS Bullying Policy can be reviewed in the OMOS Parent Handbook. As the policy has implications related to off-campus behaviors that spill over and impact the school learning environment, parents of junior high-aged students should be aware of the increased incidence of cyber-bullying that can occur at this age. Parents are urged to closely monitor their children’s cyber-activities.

**Promotion and Retention**

Policies related to promotion and retention are detailed in the full OMOS Parent Handbook and are in accordance with Diocesan policies.

A student failing (earning below 65%) two core subjects for the year potentially may not be promoted to 8th grade. Core subjects include English, religion, social studies, algebra, and science. School policy states that a student who is not promoted or placed in our 8th grade may not repeat 7th grade at OMOS. If, however, Mrs. Vu and the junior high teachers determine that the student’s progress has been sufficient to indicate that a successful transition to 8th grade may be possible, the student may then be placed in 8th grade on a probationary basis. A review upon the issue of the 1st trimester progress report will determine whether probation has been passed.

**Transition to High School**

In late May, the students’ completion of their 8th grade year is marked with a Baccalaureate Mass followed by culminating activities. A simple reception held in the Parish Hall immediately follows. These are events at which all 8th graders and their families may celebrate this transition milestone.

**Promotion to 9th Grade**

A student is promoted to the 9th grade if the minimum 8th grade coursework requirements are met. A student’s academic record will not indicate promotion to 9th grade if a student earns as their final year-end grade a 64% average or below in two or more core subjects. Core subjects include English, religion, social studies, algebra, and science. Students who do not receive a Certificate of Completion will be issued a Certificate of Attendance. This distinction in no way impacts the student’s inclusion in the Baccalaureate Mass or other culminating events.

The fact that a student does not earn a certificate of completion from OMOS will not necessarily prevent him/her from enrolling in high school as a 9th grader. Any implications (e.g., the requirement of summer school, exclusion from some activities during the freshman year, or retention in 8th grade) will be determined by the high school at which the student plans to enroll. Earning a failing grade in any subject, however, can have serious consequences for a student admitted to a Catholic high school, a private school, or TUSD’s University High School (UHS). Acceptance to these schools is conditional until receipt of final transcripts and may be rescinded.
High School Planning

The seventh and eighth grade years are foundational in transitioning to the high school setting. For those interested in attending a high school that is selective in terms of admissions, it will be critical for the student to establish him or herself as well-rounded and dedicated to fulfilling academic potential. Parents and students should keep the following points in mind as they navigate the high school matriculation process:

• The primary responsibility for keeping abreast of high school registration procedures falls to parents. OMOS will post notices as they are received from various high schools. Parents should make inquiries directly to the high schools in which they have interest. Admissions packets must be obtained from the high schools or downloaded from their websites.

• Placement testing is required for Catholic high schools. All 8th grade students will take the High School Placement Test (HSPT). It will be administered at OMOS on November 14, 2017. Reports will be shared by the four Catholic high schools in the Tucson area. If a student misses the testing day at OMOS, arrangements for a make-up test must be made between parents and any of the high schools. Make-up test results will also be shared.

• **CRITICAL POINT:** In evaluating a student’s application for admission, Catholic high schools examine grades earned during the second half of the 7th grade year and the grades earned during the first half of the 8th grade year. All admissions, however, are contingent upon the receipt of a final transcript after the completion of 8th grade.

• Catholic high schools will require parish verification. The admissions packet will include a form that must be signed by the pastor of the parish to which the family belongs. Parents must send this form directly to their parish office.

• All Catholic and most private high schools require teacher and administrator recommendations. Again, these forms are included in admissions packets. As a courtesy, a student, not a parent, should give the recommendation form directly to the person who is being asked to complete it; also, a student should make a request of the writer, not just hand the teacher the form.

• If a recommendation is sought electronically, it is a matter of courtesy that the student informs the teacher that a request will soon arrive in his or her inbox.

• A parent release must be signed on the teacher recommendation form or it will not be completed. The form should also have the student’s name on it.

• All OMOS 8th graders may participate in visitation days to Salpointe and St. Augustine Catholic high schools if invitations are issued. “Shadow Days” may be scheduled at San Miguel and Immaculate Heart for interested students.

• Parents must provide the school with written requests (usually form letters supplied by the high school) for transcripts. OMOS will mail transcripts directly to the high school.

• Copies of report cards requested by high schools must be provided by parents.

• TUSD’s University High School (UHS) is the only local public high school that requires admissions (not placement) testing. The admissions process begins while the student is in the 7th grade. The admission process for the freshman class of 2018-2019 is already closed. Parents interested in the possibility of enrolling their child at UHS as a freshman in 2019-2020 should begin visiting their admissions webpage regularly to learn of important dates and deadlines. The school’s webpage is accessible at [http://uhs.tusd1.schooldesk.net/](http://uhs.tusd1.schooldesk.net/).
• Students who will enroll in local public schools are excused from class for scheduled orientation days and for registration.

• Open enrollment and magnet schools in TUSD are filled through an application process. Essentially, if a particular school has room, your child may enroll. Contact any school in TUSD for open enrollment or magnet school information or visit [http://tusd1.org/Information/Enrollment/OpenEnrollment/tabid/80260/Default.aspx](http://tusd1.org/Information/Enrollment/OpenEnrollment/tabid/80260/Default.aspx).

• Students wishing to enroll in honors and GATE classes in public schools will have special registration requirements. Teacher recommendations might be required; parents should forward any paperwork to be completed as soon as it is made available.

• If you live in a school district other than TUSD, visit your district’s home page on the web to begin the process and explore your options. If you are interested in your child attending school in a district in which you do not live, you may find that they do accept non-district students if the school in question is not a capacity. It is best to begin investigating early if you know your circumstances will put others above your child in terms of preference.

Junior High Uniform Dress Code

The OMOS 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. Dress code is in effect before, during, and after school hours when students are determined to be in the control of school personnel. Compliance with the uniform and dress code is not voluntary. A dress code violation may result in a disciplinary action. OMOS teachers and administrators make the interpretation of what is acceptable or unacceptable, and the consequential disciplinary action for objectionable dress.

Our Mother of Sorrows Junior High will strictly enforce the school's uniform and dress code. There are, however, some privileges extended to junior high students:

• When purchasing logo items through Lands’ End, indicate “Junior High logo” on your order. Junior high students may wear logo items with the plain OMOS design purchased in previous years or handed down from older siblings, provided the items are in good repair and still fit appropriately. New purchases made from Lands’ End specifically for a junior high student should be ordered with the junior high logo.

• 7th and 8th grade girls may wear lightly applied make-up in a natural color. Eyeliner (no product of any kind may be used to outline eyes), eye brow pencil, colored mascara, and other than neutral shades of eye shadow are not allowed. No glitter products (including lotions or moisturizers) may be used at school.

• Girls may wear clear nail polish on both fingers and toes; acrylic nails and French manicures are not allowed.

• Chapstick, lip gloss, etc. must be clear. Again, glitter products may not be used.

• Make-up may not be applied at school, nor may it be reapplied at school after PE.

Dress Code Restrictions

• Shirts will be neatly tucked for Mass and all liturgical events.

• Undershirts must be solid white or navy. White or navy turtlenecks may be worn under dress code tops. Colored undergarments should not be visible through a dress code top.

• Wristwatches may not be wide-band fashion styles. A wristwatch, including its face, should be of a plain, traditional style. Watches must be timepieces only and not high-tech models.

• Headbands and other hair accessories must be in dress code colors.

• No visible tattoos (either permanent or temporary), brands, piercing or other body art is allowed.

• Male students may not wear earrings.
- Students may not draw upon themselves or others with markers, paints, or other staining products.
- Students may not wear strongly scented body sprays or lotions.

**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. Any clothing that has reference to drugs, alcohol, considered racist, contains sexual innuendo or features anything deemed inappropriate or unwholesome 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. Clothing should maintain a level of modesty. All clothing shall be sufficient to conceal undergarments at all times. Bare midriffs, spaghetti straps, sleeveless tops, tank tops, low cut or revealing tops or bottoms are not acceptable. Shirts for girls must not be so short that movement results in the midriff or back exposed. Necklines must be low-cut. Dress, skirt, or shorts length must not be shorter than 4” above the back crease of the knee, the daily uniform standard. “See through,” “fish net,” or shredded styles 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. Jeggings, yoga pants, leggings worn as pants, and joggers are not permitted.

**Friday T-shirt Days**

Any OMOS t-shirt (with the exception of a PE shirt) or current YouthFest shirt may be worn with dress code bottoms. T-shirts may not be tight-fitting, or pulled and secured in some way to alter their original shape.

**Game Days**

Athletes on OMOS sports teams may wear their uniform jersey to school on game days. If a game day falls on a Mass day, students must wear a regular uniform shirt to Mass and change into the team shirt afterwards.

**Dance Dress**

Dances give students opportunities to practice age-appropriate social skills. This practice extends to their ability to choose appropriate clothing/costumes to wear to a junior high dance. While each dance generally has its own specific theme, the same dictates with regard to good taste and modesty that are in place for special dress or no-dress code days are in force for dances as well. Boys may not wear earrings or clothing generally disallowed under the “special dress” guidelines. Girls must wear leggings under outfits or costumes that are shorter than what is allowed under the regular dress code. Girls should not wear heavy make-up, and they are warned not to wear excessively high heels, especially if not accustomed to wearing them.

Students and parents are warned that if a student comes to a dance inappropriately dressed, he or she will sit with teachers at the door until parents arrive with suitable clothing.

**Junior High PE Dress Code**

Students must be dressed out for every PE class and follow PE dress code guidelines for junior high, unless they have a written doctor’s excuse. “Dress cuts” will result in a loss of points and may impact the student’s grade in PE.

Clothing must fit properly: not too tight or too loose, not too short or too long. Waistlines must be kept at waist height. The dress code for junior high PE class is as follows:

- **Gray OMOS PE shirts** (with OMOS logo). In cold weather, uniform outerwear may be worn over PE shirt. This
sweatshirt may or may not have the OMOS logo.

- **Navy PE shorts** must be mesh and of a sports/basketball style. They must be dress code length. **Navy or gray sweatpants** may be worn in cold weather. No low-slung sweatpants or butt slogans are allowed.
- **PE shoes** must be a true athletic shoe for the safety of the athlete. They do not have to be expensive. They must tie snuggly or have Velcro clasps. **Dress code socks must** be worn with PE shoes.
- **Stick deodorant** must be used after PE. No aerosol deodorants, no body sprays, no cologne or heavily scented body lotions are allowed.

**Technology**

At OMOS, we will do our best to ensure that all students have access to the best curriculum resources available to us. The policies and procedures outlined here apply to all iPads at OMOS and may include any other device considered by Administration to come under these guidelines. Teachers may also set additional requirements for use in their classrooms. School Administration also reserves the right to amend the technology policies with reasonable notice to families and students enrolled at OMOS.

**iPad Policies, Procedures, & Guidelines**

**Receiving the iPad**

iPads at OMOS are leased. Students will receive an iPad and accessories at the beginning of each school year during a scheduled **iPad Orientation**. Parents/Guardians and students must review the **iPad Policies, Procedures, & Guidelines** and sign the **iPad Participation Agreement** and **Student Pledge for Appropriate iPad Use**. Students must use the school issued iPads and will not be able to use their personal iPads for schoolwork.

**Returning the iPad**

iPad and accessories will be returned at the end of the school year so they can be checked, maintained, and reset for the following year. If a student withdraws from OMOS during the school year, the iPad will be returned at that time. Failure to return the iPad will be considered a theft and will be reported to local law enforcement.

In addition, families will be responsible for any damage to the iPad and accessories, consistent with the school’s iPad Protection plan and must return the items in satisfactory condition. **Students and parents/guardians are responsible for the iPad at all times. The school’s iPad insurance offers a certain amount of protection for accidental damage of the iPad during the lease period; however, it does not cover abuse or loss of the iPad.**

All damage and malfunctions must be reported to the school. After damage is assessed, the technology department or administration will contact the parent/guardian to explain what repair is needed and the cost (if applicable) to repair the iPad. Parents/Guardians are required to pay this cost to the school’s Finance Department.

**Care of the iPad**

**General Care**

- The iPad is considered school property and all users are responsible to follow this policy as well as the policies outlined in the **Acceptable Use of Technology Policy** in the Student Handbook.
- Only use a clean, soft cloth to clean the screen – no cleansers of any type.
- The iPad screen is made of glass and can crack or break if subject to misuse. Never drop or place heavy items on top of the iPad.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The student is responsible for ensuring that the iPad is recharged for school.
- Student will not “personalize” iPad or case with stickers, writing, drawing, labels, etc.
- Keep iPad away from food and drink.
- Excessive heat can damage the iPad and shorten the life of its battery. Do not leave the iPad in a hot place, such as a car, during the day.
- Charge iPad only with included charger using a standard outlet for power.
- iPad should always be kept in its case. These are designed to protect the iPad from normal treatment and provide a way to carry the device.
- Report any malfunctions or damage to the iPad to school administration.

**Responsible Use**

- iPad must not be left unattended in backpacks, classrooms, etc.
- iPad must not be left at school overnight.
- A student may not exchange his or her iPad with another student or allow other students to borrow the assigned iPad.
- Student may not modify the iPad in any way other than when instructed by an administrator or teacher.
- Student may not attempt to synchronize the iPad with another device outside of school or attempt to reset the iPad or any of its applications or passwords.
- The students will be responsible to adhere to school technology policies. Any violation of these policies will result in consequences outlined in the school’s *Guidelines for Acceptable Use of Technology* found in the Student Handbook.

**Using the iPad at School**

**Daily Use**

The iPad is for use at school each day. Each student is responsible for bringing the iPad to all classes unless instructed not to do so by the teacher. If a student leaves his or her iPad at home, it is the responsibility of the student to complete coursework as assigned.

**Charging the Battery**

The iPad must be brought to school each day fully charged. The iPad should be charged every evening. This can take several hours, so be prepared.

**Photos & Videos**

Photo, image, and video storage on the iPad is for school projects only. Storage of personal photos, videos, and downloaded images is not permitted.

**Apps, Sounds, Music, Games, etc.**

- The students are prohibited from downloading music from iTunes or any other music sharing site.
- Music is only allowed on the iPad if specifically approved by an instructor for educational purposes.
- Sound must be muted unless specifically approved by an instructor.
- Personal headphones/earplugs may be used when approved by an instructor.
- Games are prohibited on the iPad.
- All software and Apps will be provided by the school.

**Printing**

Printing will not be available at school with the iPad. The student should save any material that he or she may want printed to their Google Drive to be printed through a computer.
Off-Campus Internet Access

The student is allowed to connect to wireless networks on the iPad. This will assist with iPad use when off campus.

Managing Files

Saving Files

At times, the students may need to save work on the iPad. It is recommended that they use Google Drive or email documents to themselves for storage. It is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion.

School Wi-Fi Network

OMOS works to ensure that the Wi-Fi is in proper working order; however, it cannot guarantee that the network will be up and running 100 percent of the time.

Software and Apps

Installed Software and Apps

OMOS will synchronize the school’s iPads to contain the necessary software and apps according to each student’s schedule of classes. The software and apps installed on the iPads must remain on the iPads in usable condition and be accessible at all times. Periodic checks of the iPads will be made to ensure compliance and to synchronize updates when necessary. The student is not permitted to load extra software and apps on the school iPad.

Repairing and Replacing the iPad

iPad Participation Agreement

The iPad Participation Agreement is required of all students and families. The agreement is part of the school’s technology/curriculum fee, which includes cases, applications, and iPad protection in case of accidental damage.

Personal Insurance or Homeowners Coverage

Families may wish to carry their own personal insurance to protect the iPad in case of theft, loss, or accidental damage. Please consult your insurance agent for details on availability of insurance that would cover the iPad.

Theft or Vandalism Claims/Lost iPads

All claims must be reported to the school administration. Lost iPads are not covered under the school’s protection plan and parents/guardians will be responsible for the full replacement cost of the iPad and case.

Cost of Repairs

Students will be held responsible for all intentional damage to their iPads including, but not limited to broken screens, cracked plastic pieces, inoperability, etc. If the cost of repairs exceeds the cost of purchasing a new iPad, or if it
exceeds the limits of the school’s insurance plan, the student and his or her family will be responsible for the full replacement value. Lost items such as cases and power cables will be charged the actual replacement cost.

Cell phones and electronic devices

Cell phones and other electronic devices are to be kept turned off during the school day. Upon arriving in the classroom in the morning, junior high students will turn in their cell phones to their homeroom teachers (this procedure is unique to junior high). The phones will be locked in the classroom closet until dismissal time. A student may not carry a cell phone on his or her person during the day. If it is found that a student has not turned in his/her cell phone, the cell phone will be confiscated. Students may use cell phones or other electronic devices on school property before or after school hours **ONLY IF GIVEN PERMISSION** by school staff. Cell phones may not be used as cameras or to connect to the internet. Unless a cell phone is a necessity, we discourage students from bringing them to school. The school office phone is available for student use.

Laptops, tablets, Kindles Nooks, personal iPads and other electronic devices may not be brought to school without the expressed permission of a teacher or administrator. 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.

Any use of an electronic device at school without expressed permission from a teacher or school staff member may result in the device's confiscation. All confiscated items will be turned over to the principal or the assistant principal. The conditions under which any item will be returned to the student will be determined by them.

Social Media

It is the responsibility of parents to monitor their child’s activity on social media. However, parents must be aware that some practices violate privacy protections:

- Photos taken at school events that include students other than one’s own child may not be posted on social media without the expressed permission of the parents of every student in the photo.
- Photos taken at off-campus or non-school-related events where any student other than one’s own child is wearing the school logo may not be posted on social media without the expressed permission of the parents of every student in the photo. This is also true if there is anything in the photo, captions, or location tags to identify the students as affiliated in any way with Our Mother of Sorrows School.

Miscellaneous

Gum policy

**Gum is not allowed on school grounds, period.** Students caught chewing gum at school will not receive a warning prior to receiving lunch detention. **This notice constitutes the only warning students will get.** This rule is in effect at dances, field trips, and any other time students are under a teacher’s supervision.

Lunch

- Parents are asked to limit the frequency with which they provide their child with a special lunch delivered to school. Please avoid bringing the soda that comes with the “combo meals” if you are bringing restaurant fare. If you plan to treat your child to a special lunch, make sure he or she knows to check at office for pick up. Lunches are not delivered to classrooms.
While it is certainly age-appropriate for students to pack their own lunches, parents must be mindful about what students are actually bringing to school. Soda and energy drinks (those which pack additional caffeine) are not allowed as snack or mealtime beverages. Often students pack candy (especially after holidays) and large bags of chips or cookies, while omitting nutritious fare. Parents are asked to set guidelines regarding what their child must and may not pack for lunch and then monitor the packing process until habits are established.

All students must eat something at lunch. If a student has nothing to eat at lunch time, he or she will receive the hot lunch for the day and parents will be billed through FACTS. On Fridays or other early dismissal days, a junior high student may forego lunch if he/she brings a signed note from his/her parents indicating that lunch will be eaten off-campus after dismissal. **If the student has no note, the emergency lunch will be provided, regardless of whether or not the student says that other plans have been made.** Only written notes will be accepted.

**Snacks**

- Snacks may be eaten in class as teachers permit (and all teachers do, though each has some individual procedural guidelines). Parents/students must very intentionally provide a nutritious snack every day. Young teens need to eat at mid-morning. Snack should be healthy ones: fruit, yogurt, a low-fat granola bar, cheese sticks, a half-sandwich, or crackers are appropriate choices. Sugary snacks, finger-staining (Cheetos/Doritos/barbeque-flavored chips) potato/corn/tortilla chips, and excessively salty products are discouraged and might be disallowed by some teachers in their classrooms. If students bring such things to eat, teachers may confiscate the food and provide healthier alternatives.
- Water bottles are encouraged (but please avoid disposable bottles – choose a refillable bottle instead. This practice aligns with Catholic Social Teaching’s dictate to Care for God’s Creation). Water brought to class must be plain – no vitamin water, flavored drinks, or water with additives.
- Students may not share snacks.

**Party policies**

- In the Junior High, in order for invitations to be distributed at school or anywhere on OMOS property, 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. To ensure this, **no invitations may be handed out at school by anyone other than the student’s homeroom teacher.** Invitations must be given to the teacher, who will then hand them out once it has been determined that there is an invitation for every student.
- Monthly birthday celebrations are held on calendared dates throughout the year. The celebrations will occur in the lunchroom. Tradition holds that the birthday celebrants bring the treats. In some months, not all birthday children will need to bring food for all to receive a treat (as we will adhere to the Diocesan Wellness Policy), so their parents might wish to honor their child’s birthday by bringing an offering for the St. Vincent de Paul pantry.
- All junior high special events held at school will be planned with the oversight of a junior high teacher(s).

**Additional Dance Notes**

- Attendance at a dance is a privilege and not a right. As a consequence for a behavior infraction, a student may potentially lose the privilege to attend a dance, as outlined in the disciplinary cycle.
- When students arrive at the dance, they must sign in with teachers who will be at the door. Parents do not need to sign a student in.
- When picking a student up from a dance, a parent or designated party must sign the student(s) out. If a student is not signed out, the student will forfeit the right to attend the next scheduled dance. When a student is not signed out properly, teachers are required to make phone calls until it is confirmed that the child is safe.
**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 to school items of value.

**Confiscated items**

Any confiscated property, such as electronic equipment or inappropriate reading material or pictures, will be sent to the principal or assistant principal and held in the school office. All confiscated property must be retrieved from the principal or assistant principal by the student and parent, and done so by appointment only.

**Supplies**

As indicated on the supplies list issued to families with the acceptance packets, certain supplies must be maintained all year. Students should communicate regularly with their parents regarding any need to replenish supplies.

All backpacks, book bags, sport bags, and lunch boxes must be labeled with the student’s first and last name, and grade. Backpacks should have luggage-tags with student information attached.

**Notebooks/binders**

Student notebooks, binders, or other educational tools are to be free of photographs, magazine or Internet pictures, excessive personal ornamentation, or other markings deemed a distraction.

**Handbook changes**

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