OUR MOTHER OF SORROWS
CATHOLIC SCHOOL

2012/2013
PARENT HANDBOOK

Our Mother of Sorrows Catholic School
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MISSION

OUR MOTHER OF SORROWS Parish Mission

Rooted in the spiritual tradition of the Catholic faith and called to be disciples of Jesus Christ, we the people of Our Mother of Sorrows Parish are here to proclaim the Good News of God’s love for all people.

A dynamic faith community, we desire to grow in our faith and to share faith and love with one another. We encourage one another in prayer, in worship, in continuing to learn and to live daily the meaning of the Christian life.

As disciples of Jesus we are called to love and to care for one another. As a parish we accept our call to reach out to all God’s people, especially to those in need, so that the reign of God may be realized in our community, in our nation and in our world.

OMOS School Mission

Our Mother of Sorrows School is a PreK-8 Catholic school that serves the Tucson community. By working collaboratively with all stakeholders, the school achieves its mission by fostering the growth of students’ spirituality, academic potential, and community involvement.

OMOS School Philosophy

Our school philosophy is based upon the charism of our patroness, Our Mother of Sorrows: Prayer, Contemplation, and Compassion. As a community of educators and learners, we incorporate these gifts from the charism of Mary into our Mission Statement towards fostering the growth of students’ spirituality, academic potential, and community involvement:

- We pray so that we may become more Active (God/Conscious) Christians and grow in spiritual awareness.
- We are called to be compassionate so that we may grow in commitment to community, becoming Active Community Builders and Responsible Global Citizens.
- We are called to be contemplative in an awareness of all God’s gifts to us, so that we may realize our full spiritual and academic potential.

We believe that the charism of Mary through our faithfulness and prayer will guide collaboratively parents, students, and members of our larger Catholic community. It is through this charism in partnership with Mary that our students will grow spiritually and academically.

OMOS Student Learning Expectations

Student Learning Expectations (SLEs) are defined by the Diocese as what students should know, understand, and be able to do by graduation. 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.
Our Mother of Sorrows students are:

Active Christians who:
  • live prayer in daily life
  • actively participate in liturgical, and sacramental celebrations
  • read, comprehend, and spread the message of the Gospel

Active Community Builders who:
  • develop and use life skills to build community
  • show respect and tolerance toward diverse people and ideas
  • demonstrate ethical and moral behavior and decision making

Responsible Global Citizens who:
  • practice corporal and spiritual works of mercy
  • recognize the dignity and worth of those whom we serve
  • show consideration and responsibility toward God’s creation

Engaged Learners who:
  • meet academic goals individually and collaboratively
  • can apply problem solving techniques to a variety of situations
  • use a wide variety of educational resources including technology
  • participate in ancillary programs such as Spanish, music, art and physical education

ADMISSION AND ENROLLMENT

Admissions
Admission to OMOS is available to students whose parents seek a Catholic religious foundation for an 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 OMOS 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 OMOS 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 must be 5 years of age prior to September 1 of that school year. A student entering the first grade must be 6 years of age prior to September 1 of that 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. Transfer students can be required to complete an entrance test to determine admission.

Withdrawal

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

Student Records

OMOS 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 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).
- Publications: Before publishing the Family Directory, parents will have the opportunity to opt out of the directory. 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.

Also, 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.

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. 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.

Those families who do not keep their account current shall be given adequate warning before being put on probationary status, which will occur at the end of each trimester. If their account is not made current, students will 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 (11/10/11) | After Christmas break (1/4/12) |
| Second trimester (2/20/12) | After grading break (3/19/12) |
| Third trimester            | Next school year                |

In addition, the school will 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 are expected to make all tuition payments via Renweb except if making annual or semi-annual payment. Each family was provided with a Tuition Payment Options Form to indicate whether payment should be automatically made in Renweb by either using a credit card (Master Card, Amex), debit card, or by direct withdrawal from a checking account. For those payments made using a Web Check (direct withdrawal), the school will pay the $.91 transaction fee. There is a fee of 3.75% for EACH credit/debit card transaction made using Renweb.

Payments for other services/activities (band, orchestra, lunches, sports, daycare for K-8 and Preschool, class trips, graduation fees, etc.) must also be made in Renweb, and paid in advance. Doing so reduces the school administrative costs, helping to restrain tuition increases.

**Our Mother of Sorrows Parish Stewardship/Tithe Tuition Rate Policy**

The minimum level of annual stewardship/tithe giving to the parish is $520, or $10 per week, for a family benefiting by the special stewardship tuition rate. The stewardship tuition rate is made possible by the parish’s contribution of a significant subsidy toward the school operational budget on an annual basis. Parishioner’s 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 by the stewardship tuition rate.

Families not fulfilling their commitment through their minimum weekly offertory gift 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.
PROMOTION 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 #2160-A)

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 gage 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 must indicate lack of student progress.
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.

HUMAN SEXUALITY

In 1978, the United States Catholic Conference and the administrative Board of the United States Catholic Bishops selected a panel of twenty-three persons to serve on a national committee for human sexuality education. The work of this committee was published in the publication Education in Human Sexuality for Christians.

Our Mother of Sorrows policy and curriculum on human sexuality will be based on this committee's publication. The principles and goals will be utilized intact.

The basic premise of the OMOS human sexuality program is that it is a cooperative effort among home, school and Church. Each member of this group relies on the other to impart the Christian teaching on human sexuality.

There are seven theologically based principles that form the foundation for a Christian description of human sexuality:

1. Each person is created unique in the image of God.
2. Despite original sin, all human life in its physical, psychological and spiritual dimensions is fundamentally good.
3. Each person is created to be loved and to love, as Christ, loved by the Father, loves us.
4. Human relationships are expressed in a way that is enfleshed and sexed.
5. Human sexuality carries the responsibility to work toward Christian sexual maturity.
6. Mature Christian sexuality, in whatever state of life, demands a life-enriching commitment to other persons and the community.
7. Conjugal sexuality is an expression of the faithful, life-enriching love of husband and wife and is ordained toward the loving procreation of new life.

Corresponding to the Seven Principles are Seven Goals:
1. The person will develop a deep appreciation that he or she is a unique reflection of God and therefore possesses inestimable worth.
2. The person will acknowledge and understand the physical, psychological and spiritual aspects of his or her nature as fundamentally good.
3. The person will be open to receive love and will love others in accord with his or her level of maturation.
4. The person will be open to the growth which takes place within interpersonal life and will participate in relationships as a sexual person in accord with his or her own state of life.
5. The person will appreciate the responsibility demanded in the transition from immature self-centeredness to mature Christian altruism and generosity.
6. The person will appreciate the role played by sexuality in establishing relationships of commitment and fidelity.
7. The person will appreciate the fundamental purposes of Christian marriage by affirming the mutually related unitive and procreative ends of this sacramental relationship.

For curricular purposes, OMOS School will adopt a developmental approach to human sexuality just as it has used a developmental approach to the entire academic program. Guidelines for this curriculum are printed by the National Catholic Education Association.

CLASSROOM INFORMATION

School Day
The school begins promptly at 8:00 a.m. A student is considered tardy if not in their classroom prepared to begin the day at that time. For that reason, students are encouraged to be at the school early; the courtyard is open at 7:30, and classrooms open at approximately 7:40. 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.

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, 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.

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 and 8 take standardized tests in math, reading, and language arts. Test scores will be provided to parents, and be reviewed by faculty and administration.

**Assignments of 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 are mailed out just prior to the new school year.

**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, and 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 1st and 2nd
3. Intermediate Grades 3rd – 6th
4. Junior High Levels 7th – 8th

Renweb also offers parents the opportunity to monitor their child’s progress throughout the school year.

**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:

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<th>Skills Achieved</th>
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<tr>
<td>+</td>
<td>Satisfactory Progress</td>
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<tr>
<td>✓</td>
<td>Needs Improvement</td>
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<td>NA</td>
<td>Not Evaluated</td>
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A parent-teacher conference is held at the end of the first marking period in lieu of a report card.

**Primary (Grades 1 and 2)**

There are still many tasks in first and second grade that are related to development. It is for this reason that neither percentage nor letter grades are used at these grade levels on the report card. Rather, the marking code
indicates how a student compares to expected grade norms. The marks used in major subject areas are:

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<td>1</td>
<td>Excellent</td>
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<tr>
<td>2</td>
<td>Satisfactory</td>
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<tr>
<td>3</td>
<td>Needs Improvement</td>
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<td>4</td>
<td>Poor</td>
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In the sub-categories that are being evaluated, the following marks are used:

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<tr>
<td>+</td>
<td>Shows Improvement</td>
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<tr>
<td>✓</td>
<td>Needs Improvement</td>
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**Intermediate (Grades 3 - 6)**
The intermediate grades use the A, B, C, D and F marking code. Letter grades are given the content areas of religion, reading, spelling, mathematics, science, social studies and English.

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

Sub-categories in these content areas are marked with + for shows improvement and ✓ for experiencing difficulty.

Effort/Study habits, conduct, music, physical education, handwriting, Spanish, and art are graded as follows:

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<td>1</td>
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<td>2</td>
<td>Satisfactory</td>
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<tr>
<td>3</td>
<td>Needs Improvement</td>
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<tr>
<td>4</td>
<td>Poor</td>
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**Junior High (Grades 7 and 8)**
7th and 8th grade academics are a stepping stone to high school success; therefore, additional expectations are placed on students. Each content area is graded on achievement, effort, study habits and conduct. Grades will be designated by percentage instead of letter. Definitions for these are found on the report card. The marking codes used at this level in all subject areas are as follows:

A+ = 100-97  
A  = 96-94  
A- = 93-90  
B+ = 89-87  
B  = 86-84  
B- = 83-80  
C+ = 79-77  
C  = 76-74  
C- = 73-70  
D+ = 69,68  
D  = 67  
D- = 66,65  
F  = 64 and below
Effort/Study Habits and Conduct are graded as follows:

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<td>3</td>
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**HOMEWORK POLICY**

**Philosophy**

Homework is assigned to reinforce material already taught and to foster habits of independent study. 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:

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<td>K</td>
<td>When appropriate</td>
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<td>1-3</td>
<td>15-30 minutes per day</td>
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<td>4-6</td>
<td>30-60 minutes per day</td>
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<tr>
<td>7-8</td>
<td>60-90 minutes per day</td>
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2. That the teacher, each day, clearly writes out on the board the exact assignment.
3. That 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 board.
4. That each student be given enough time at the end of the day to check the homework notebook or sheet and to assemble the necessary materials to take home.
5. That each student will be responsible for daily SEATWORK, and if it is not completed during the day, it will be considered homework. **This work will not be considered in the homework time-frame.**
6. Long-term projects (over 2 weeks) may fall outside of the homework times. The long-term projects should include timeline milestones for the students to help them manage their time for these projects.
7. That students who are absent from school will have one day for each day of absence to make up missed work, not to exceed five days. (i.e. 3 days absent - 3 days to make-up; 7 days absent - 5 days to make up). Parents should call the school office the day of the absence to arrange for the homework to be picked up. If at all possible, requests for homework should be made by 10:00 a.m. Generally, homework will only be available for pick up after dismissal.

**Procedures**

Grades 1-3

1. Each student must have a green (2 pocket) folder. This will be the official "homework folder."
2. Each week the students in grades 1-3 will be given a homework sheet that is kept in the green homework folder.
3. Each day the student will place the green folder on his/her desk. The teacher will check to see if last night's homework is in the folder and/or assist the student in its location. Missing homework is
then recorded by the teacher.

4. Homework will be checked for completeness and accuracy and collected during class time for each subject.

5. When the student brings home the green folder, a parent will be able to tell exactly what has occurred with the daily homework. The parent is asked to check the assignments for completeness and sign the homework sheet daily.

6. Written homework in grades K-6 will not be given on Fridays or other days designated by the principal. However, some students may need to read or study on the weekends. On a rare occasion, a project that covers more than five school days may need some work. Junior high students may be given light homework on Fridays and other principal-designated days.

Grades 4, 5, 6, 7, and 8

1. The students are encouraged to be more independently responsible; therefore, they will not have homework folders as the lower grades. They will have assignment notebooks meant to provide a broader scope of planning for a week or more at a time.

2. Parents will be notified if a student does not do his/her homework consistently. This notification will be in the student's assignment notebook. Parents should monitor the assignment notebook on a regular basis.

**Conclusion**

All homework must be completed and of acceptable quality (sloppy, quick work may be subject to lower grading). All late work is subject to a lower grade.

**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 Spanish, 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 junior high levels meet regularly to ensure curriculum continuity.

The curriculum strengthens Catholic identity. Our school day begins with community prayer and religious instruction. Individual class prayer is encouraged throughout the day. Our religious values are integrated into other core subjects. Our students attend Mass weekly and on Holy Days. Beginning in second grade, each class is responsible for planning one liturgy during the year. Students are encouraged to participate as servers, readers, ushers and singers. We have two active school choirs that regularly participate in parish community Masses and activities. Each class selects and studies a patron saint for the year. We develop children with strong moral consciences who model proper behavior for others.

The curriculum results in achievement of our Student 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 curriculum guidelines for each grade. Teachers meet regularly to discuss cross-grade level concerns and to make curriculum adjustments as necessary. Additionally, we are one of the only schools in the Diocese that provides a Resource Center for students who require more individualized assistance in achieving mastery of core subject material.

Parental and student feedback indicates that each grade indeed builds upon the material previously taught. We feel that the fact that our standardized test scores are consistently above grade level illustrates this cumulative effect. The high standards of our exit criteria, which our graduating 8th graders meet, clearly demonstrate the cumulative effect of our challenging, comprehensive curriculum.

**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 2nd and 8th grades, sacramental preparation is done both at home and in school. Every Wednesday students attend Mass as 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 Eucharistic ministers. 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, our principal and student readers lead us in 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 sing in the parish youth band, Jammin’ for Jesus.

As part of our Student 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 Eucharistic Ministers to take to shut-ins. The Student Council spearheads activities wherein our students participate in community service. Every year, a considerable number of our junior high 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 attending 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 the classrooms and 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 in those that seek blessing. Before Wednesday Masses, the gathered community stands to say a decade of the Rosary.
The faculty and staff use frequent prayer opportunities as a means of expressing unity. Every morning before the school day begins, the faculty gathers for prayer in the principal’s office. On the second Friday of the month, the entire school and parish staff attend Mass together after school in the Daily Chapel.

One statement in the text of school philosophy and mission states: "We support parents in their role as primary educators of their children.” Sacramental preparation is addressed at the second-grade level (First Eucharist), fourth-grade level (Reconciliation), and the seventh and eighth grade levels (Confirmation). Classes for the parents of the school children and the parents of the children in the weekend Religious Ed programs are conducted by the parish Religious Education Director. Central to the message of these classes is the idea that parents are fulfilling the promises they made upon their child's baptism to raise the child in the faith.

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 Eucharistic ministers at all Masses, and distribute ashes on Ash Wednesday. Teachers offer blessings to their students on a regular basis. Parents are welcomed to attend all school Masses and devotional practices, and they may sit with their children at Mass if they choose.

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 have a B- or better average in each subject
- High Honor Roll – student must have an A- or better average in each subject

SCHOOL UNIFORM DRESS POLICY

Uniform and 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.

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, 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.

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.
**Uniform and Dress Code Colors:**

**tops:**
- solid white or navy following dress code guidelines
- chambray blue, evergreen or burgundy apparel must be purchased through Lands’ End and feature the school’s logo
- only JR. HIGH may wear yellow (maize/chamois) tops from Lands’ End with Jr. High logo

**bottoms:**
- navy or tan/khaki only

**Uniform and Dress Code Vendors:**
- Lands’ End school uniform collection (please access through school web page)
- 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:

**Blouses:** Long or short-sleeved, collared blouses in white only. They must remain tucked in at all times. Collars should be free of frills.

**Shirts:** Lands’ End collection or solid white or navy non-logo 2 or 3 button polo shirts (boys or girls) are allowed in either long or short sleeves. Shirts should be of the classic polo style, with traditional sleeves and cut so as not to be form-fitting. Shirts must be of a sufficient length to remain tucked in at all times. If desired, white or navy turtlenecks and white t-shirts may be worn under shirts.

**Pants/Slacks:** Navy or tan/khaki pants/slacks must be ankle length, belted if it is a belt loop style (except for Kindergarten and Grade 1), and kept at waist level. Pants should be made of a traditional gabardine/twill fabric. Pants/slacks may not be ripped, torn, ragged, oversized, or skin tight. Denim material, low rise, cargo pockets, or rivets are also not acceptable.

**Capris:** Navy or tan/khaki Capri pants are subject to the same requirements and restricts as stated for pants/slacks. Capri length is acceptable at mid-calf only. Regular length slacks may not be rolled up to Capri length.

**Shorts:** Navy or tan/khaki shorts are subject to the same requirements and restricts as stated for pants/slacks. Shorts should be a modest length of not more than 4” above the knee and no longer than knee length. They may not be oversized or skin tight. Cargo pockets are not acceptable.

**Skirts:** School uniform vendor, Lands’ End collection; navy, tan/khaki, or plaid skirts should be a modest length of not more than 4” above the knee and no longer than knee length. Spandex shorts may be worn underneath.

**Skorts:** School uniform vendor, Lands’ End collection; navy, tan/khaki or plaid skorts may have a front panel or not. They should be a modest length of not more than 4” above the knee and no longer than knee length.

**Jumpers:** Lands’ End collection (navy, tan/khaki or plaid jumpers for grades K-6 only). Spandex shorts may be worn under jumpers, and blouses or OMOS shirts or turtlenecks must be worn underneath. Jumpers should be a modest length of not more than 4” above the knee.

**Sweatshirts:** Only Lands’ End collection or solid white or navy sweatshirts without front pockets or hoods are permitted (no sport or other logos are allowed) to be worn in the classroom.
Sweaters: Only standard white or navy button up or zippered sweaters without front pockets or hoods are permitted to be worn in the classroom. Boys may wear navy v-neck sweaters or sweater vests.

Coats/jackets: Coats and jackets may be of your choosing, however, no outerwear that has reference to drugs, alcohol, is considered racist or contains sexual innuendo will be allowed. Coats or jackets are to be worn outside of the classroom (unless under special circumstances).

Shoes: Students are required to wear athletic shoes/sneakers that are closed-toe, fully heeled, and with laces or velcro. No sandals, shoes, or other footwear will be permitted in grades K – 6 and nothing may dangle from the laces.

Socks or Hosiery: Socks, peds, or tights must be worn with all shoes, must be visible, and must be either white, black, or navy color.

Belts: Belts must be in black, brown, navy, tan, or white, and are mandatory if there are belt loops present on the slacks, Capri pants, skorts, or shorts. Leather or leather-like belts are acceptable, but no chain belts, belts with studs, or colored cloth belts are to be worn.

Jewelry and Accessories: There shall not be excessive ornamentation (heavy necklaces, large wallets, wallet chains or key chains extending outside the pants or shirts, etc.). 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.) A small religious medal or crucifix neck adornment is permitted. No rings or bracelets are to be worn. No sunglasses are to be worn indoors. Hair barrettes must be plain, in dress code colors, gold, or silver and only 2 allowed. Hair accessories must also be of dress code colors and not excessive.

Hats: Hats may be worn on the field during the school day. Hats may be of your choosing, however, no hat that has reference to drugs, alcohol, is considered racist or contains sexual innuendo will be allowed. Hats must also be worn so that their bill covers the student’s face.

Hair: Students must keep their hair neat and clean. No dyed hair color, no ornamental cuts or staining/streaking/highlighting is allowed. Male students must wear their hair above the collar and are not allowed to wear ponytails/tails. Spiked or exaggerated mousse, and shaved or partially skinned haircuts are not allowed. Any hairstyle or ornamentation that is outlandish, inappropriate, or gang-related, in the judgment of the administration, is prohibited. Male students must be clean-shaven, with no mustaches, beards or goatees. Sideburns must be trimmed.

Make-Up: Male students may not wear make-up. Female students in grades K-6 may not wear make-up. Female students in 7th and 8th grade may wear lightly applied make-up in a natural color. Likewise, only female students in the 6th through 8th grade may wear clear nail polish on both fingers and toes; Chapstick, lipgloss etc. must be plain, no color.

Body Art: No visible tattoos, brands, piercing or other body art is allowed.

Scout Uniforms: Complete Scout Dress uniforms are allowed; however, they may only be worn on the day of the meeting.

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.
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.

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.

**Junior High Dress Code**

Students in the Junior High are expected to comply with all Dress Code directives. However, junior high students
are afforded a few additional options, including oxford shirts and maize/chamois as an additional color choice.

A detailed clarification of the Dress Code as it pertains to Junior High is published in the Junior High
Student-Parent Handbook.

**DISCIPLINE**

**Discipline with Purpose**

The Discipline with Purpose approach to school discipline, currently being implemented at OMOS, assumes
that schools can provide a system of rules and regulations that govern the conduct of adults and children to
allow for effective interaction so that learning can take place. This system has been modified to our school
population. Values inherent in DWP are appreciation for work, mutual cooperation, taking personal
responsibility for one's actions and the idea that the aims of education and school discipline are the same - to
help children become self-directing people.

The DWP program, developed by Vasiloff and Lenz, both highly experienced educators, is based on the belief
that self-discipline can be taught and learned. They have identified fifteen age-appropriate self-discipline skills
to be taught in the classroom. The 15 self-discipline skills of DWP are as follows:

**Basic Skills**

1. Listening
2. Following instructions
3. Questioning
4. Sharing: Time, Space, People and Things
5. Basic social skills

These skills can generally be mastered by age 8 (3rd grade)

**Constructive Skills**

6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks on your own
9. Exhibiting leadership
10. Communicating effectively

These skills can generally be mastered by age 12 (7th grade)

**Generative Skills**

11. Organizing: Time, Space, People and Things
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/serving others

These skills can generally be mastered by age 17 (12th grade.) Many opportunities exist for parents to teach children these skills at home.

"Opportunities to teach children the 15 self-discipline skills abound within any school day. Because teachers believe that confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. All disruptive behavior is routinely handled on the spot by the adults in the school." (DWP)

**Broad Rules**

These affect the daily living together of all members of the school community:
1. Show respect to self, others and your school.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

**Classroom Rules**

Each classroom teacher has adopted some version of these three rules and developed their own classroom rules. The reasons for the rules are taught and each teacher works with the class to make sure that all the students understand what these rules mean in his or her classroom. The rules are posted in the classroom in the form of a T-chart to show the students what their rules will look/sound like and not look/sound like.

**Classroom Discipline Cycle**

A Discipline Cycle is posted in the classroom and lists consequences for not following the rule.

**Junior High Discipline Policy**

The Junior High has a separate discipline policy, articulated in their handbook, which encompasses a demerit system.
OMOS ALL SCHOOL RULES

1. Respect Yourself, Others and Things

<table>
<thead>
<tr>
<th>Looks and Sounds Like</th>
<th>Doesn’t Look/Sound Like</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending to classroom learning, talking with pride about your school</td>
<td>Being unprepared, tardy or absent</td>
</tr>
<tr>
<td>Being silent/quiet in the halls</td>
<td>Distracting others</td>
</tr>
<tr>
<td>Participating attentively and seriously in learning activities</td>
<td>Negative or disrespectful talk about school/staff/students/parents</td>
</tr>
<tr>
<td>Following class and school homework policy</td>
<td>Running or yelling in the halls and courtyard</td>
</tr>
<tr>
<td>Playing safely at recess</td>
<td>Unwillingness to cooperate with others</td>
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<tr>
<td></td>
<td>Failing to work independently</td>
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<td></td>
<td>Endangering others when playing</td>
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</tbody>
</table>

2. Contribute to the Learning Environment

<table>
<thead>
<tr>
<th>Looks and Sounds Like</th>
<th>Doesn’t Look/Sound Like</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents calling the office if a student will be absent and requesting homework</td>
<td>Being in possession of sexually explicit material, birth control, weapons or drugs</td>
</tr>
<tr>
<td>Reporting to the office with a parent if tardy</td>
<td>Using a phone without permission</td>
</tr>
<tr>
<td>Following lunch and recess procedures</td>
<td>Chewing gum at any time or eating during or between class</td>
</tr>
<tr>
<td>Leaving from the office for any early dismissal and signing out</td>
<td>Entering any part of school buildings before or after school hours without permission</td>
</tr>
<tr>
<td>Keeping medication in the nurse’s office</td>
<td>Riding bicycles, skateboards or roller blades on OMOS property</td>
</tr>
<tr>
<td>Listening to local media for school closings</td>
<td></td>
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<tr>
<td>Practicing fire and safety drills</td>
<td></td>
</tr>
<tr>
<td>Completing field trip permission forms</td>
<td></td>
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<tr>
<td>Using appropriate behavior on bus</td>
<td></td>
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</tbody>
</table>

3. Follow School and Classroom Procedures

<table>
<thead>
<tr>
<th>Looks and Sounds Like</th>
<th>Doesn’t Look/Sound Like</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being neat and clean in appearance</td>
<td>Unclean, sloppy dress or appearance</td>
</tr>
<tr>
<td>Following Dress Code</td>
<td>Speaking without permission; blurtling or calling out</td>
</tr>
<tr>
<td>Asking for help in an appropriate way</td>
<td>Disturbing others in church</td>
</tr>
<tr>
<td>Being prayerful at church</td>
<td>Getting into others’ desks or private storage space</td>
</tr>
<tr>
<td>Honoring other’s space and things</td>
<td>Borrowing without permission</td>
</tr>
<tr>
<td>Including classmates in activities</td>
<td>Cliques, using putdowns, gossip</td>
</tr>
<tr>
<td>Giving attention at assemblies and during PA announcements, prayers and pledges.</td>
<td>Laughing at the mistakes of others</td>
</tr>
<tr>
<td>Showing common courtesies and manners</td>
<td>Showing unsportsmanlike behavior at a game or assembly</td>
</tr>
<tr>
<td>Following safety directions on and off campus</td>
<td>Fighting, pushing, name-calling</td>
</tr>
<tr>
<td></td>
<td>Lying, cheating, stealing</td>
</tr>
<tr>
<td></td>
<td>Vandalism, graffiti, defacing property</td>
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OMOS BULLYING POLICY

Overview

Our Mother of Sorrows (OMOS) 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 of the educational process and the Christian and spiritual environment. Therefore, harassment and bullying are unacceptable behaviors at Our Mother of Sorrows Catholic School.

OMOS 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 OMOS 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).

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 OMOS student. 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**

- OMOS 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, such as a “problem box.”
- 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

OMOS School follows the Discipline With Purpose model as a general school disciplinary policy. At this school, 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

OMOS 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 HARRASSMENT

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 of 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 situations 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 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.
Search and Seizure

1. The principal, pastor, the Department of Catholic Schools may conduct a search of the school plant and every aperture thereof, including student storage areas and desks. A student assigned a storage area or desk has use of, but not proprietary right to the storage area or desk. Desks are school property.
2. School searches must be reasonable and related to the school official's responsibilities.
3. 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 also applies to the father of the child if he is also a student in the school.

Student Behavior to Teachers

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

ADMINISTRATIVE DISCIPLINARY ACTIONS

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.

(From Diocesan Policy 2320-B2)
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 $85/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. Suspension encompasses extracurricular 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. Credit for work completed during the suspension will be determined by the principal prior to the beginning of the 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 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 contemplated.
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.

**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.
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, must be retained on file.
5. If the parents refuse to accept the recommended withdrawal, the procedures for expulsions shall be followed, as previously outlined.

**GRIEVANCE AND APPEALS POLICY**

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, OMOS 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 14 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. 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. 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.
BEFORE AND AFTER SCHOOL 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. 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.

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 4th 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 8th 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 6th - 8th grader and is on a try-out basis. Athletes in 6th and 7th grade, who do not make Varsity squad, still have the opportunity to develop their skills through the Junior Varsity program. No 8th 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.
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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 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**

Fees are paid on a per-sport, per-student basis. Fees are non-refundable. The student may not participate in practice if the fees are not paid in full by the first day of practice.

**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 extra-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, such as those meriting a “4” in conduct on the report card. Also, children who show poor sportsmanship or inappropriate behavior in the extracurricular activity may also be removed from that activity, and face disciplinary action.

**Sports Seasons (2012/13)**

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<td>Girls Volleyball</td>
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<td>Spring</td>
<td>Boys and Girls Track Field</td>
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Boys and girls rotate starting each season on a yearly basis.
OMOS PARENT T.E.A.M.

The OMOS Parent T.E.A.M. (Together Everyone Accomplishes More!) is the school’s parent association and exists to provide our families with opportunities to be stewards through community building, hospitality, and fundraising events. The Parent T.E.A.M.’s commitment is to provide a network of parental stewardship for the students, families, teachers, and staff of Our Mother of Sorrows Catholic School, bring our school and parish together in the spirit of Christian community, and to generate financial support for the benefit of our children.

The importance of the Parent T.E.A.M. for the financial support of the school is significant. Each year the cost to educate our students (what is referred to as “Per Pupil Costs,” or PPC) grows, if only to cover the cost of benefits increases, mostly in the form healthcare costs. Our tuition, which is only roughly 80% of PPC, cannot increase at the same rate as PPC because of limitations as to how much parents can afford and the amount of financial aid we have available. One of our biggest challenges is clearly funding the difference between PPC and tuition. The Parent T.E.A.M. meets that challenge.

The OMOS Parent T.E.A.M. works in conjunction with the School Board and the school administration.

All funds raised by any school organization, including the Parent T.E.A.M., must support the mission of the school. Depending upon the type of need, spending decisions may be made in collaboration with various stakeholders in the community - the pastor, the School Board, the faculty, the Strategic Planning Committee, or even certain parish groups and committees. Unilateral spending decisions made by the school’s administration are only done to support an existing component of the school’s strategic plan, curriculum requirements, or accreditation needs.

Every parent of an OMOS student is a member of the OMOS Parent T.E.A.M. Our parents and families provide stewardship through their time, talents, and treasures to meet the needs of our school so it can continue its function and provide a high-quality level of education, while establishing and maintaining a positive Catholic environment for student learning. In choosing the Our Mother of Sorrows Catholic School and parish community and enrolling our children in our school, parents accept the partnership offered by the school and the mutual commitment it takes for it to succeed. An integral part of Our Mother of Sorrows Catholic School’s ability to educate our children is fulfilled through a partnership between the school and parents.

Parent Participation Program

As part of the school community, parents accept the responsibility of providing 30 hours per family for the 2012-2013 school year. The Parent Participation Program runs from April 1 through March 31. Any hours served after April 1 will apply to the next school year. The program year is divided as such to allow the school office enough time to reconcile each family’s Parent Stewardship account. Any hours not fulfilled will be billed to the parent.
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. (Diocesan Policy #2200) Our school policy is that if a child is ill 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 gives us 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.

HEALTH HISTORY AND PHYSICAL EXAMINATION

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 (Policy #2230), 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 the last week in 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 nurse 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 (Policy #5250) which has been promulgated for the health and safety of all students. The following is our statement of the OMOS 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 nurse 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, medicated lollipops, generic forms of any medication, herbal or naturopathic remedies, etc.

**FLUORIDE DENTAL RINSE PROGRAM**

OMOS offers a fluoride dental rinse program for students whose parents want them to participate. It is offered to grades K-6. Tucson water has an insignificant amount of naturally-occurring fluoride and is not fluoridated. According to the DHS Office of Dental Health, studies have shown that fluoride rinses are beneficial in reducing cavities, even in children who are poor brushers.

Here is how the program works:

Participating students are signed up for the school year by their parents; a form is provided to parents in the "Acceptance Packet". Students without parental permission do not participate.

Once a week, the fluoride solution (one of a variety of flavors) is brought into the classrooms in individual disposable cups and dispensed to participating students. They swish the solution around in their mouths for one minute and spit it back into their cups. The cups are then disposed of in the trash.

**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 nurse
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 nurse of your child's strep throat, as this disease is monitored by the nurse.

**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. If the child comes to school with a rash that has been cleared by the doctor, please have him/her write a 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. 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 nurse 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 nurse can make an assessment of severity and determine if the child is okay to return to class. 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.

**Crisis Management**

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.

**OMOS 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 OMOS provides catered 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.
• OMOS 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
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.

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 SLE of Active Community Builder by not excluding any students. To ensure this, no invitations may be handed out in the home room 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 Junior High, 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 classroom teacher one week prior to the event.

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.

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.

All backpacks, sport bags, and lunch boxes must be labeled with the student’s first and last name, and grade.

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 their child to bring to school such devices they shall be switched off, labeled and turned into the school office at the start of each school day. These devices will be kept in a secure, locked container in the school 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 their phones 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 on their person or in their backpacks, 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 re-occurring offense).
4. Referral to law enforcement if violation involves illegal activity.

**Other Electronic Devices**

Laptops, tablets, Kindles. Nooks, 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 COW laptops.

**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.

**Acceptable Use Policy**

Each student and parent must sign an acceptable use policy relating to computer usage. The purpose of this policy is to ensure that the use of computers 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.

If a student violates any of the provisions in the policy, his or her computer privileges will be terminated and future access could be denied in accordance with the rules and regulations discussed with each user during Internet training sessions.
**School Lunch Program**

The school provides a hot lunch program with food pre-cooked by outside commercial vendors and prepared onsite. Lunch menus are posted in Renweb. Parents who order lunches online with Renweb by the designated due date will pay $3.75 per lunch; those who order the day of or after the designated date will pay $5.00 per lunch.

Any student who does not come to school with a lunch, whose parent does not order a hot lunch, or whose parents has not made some other arrangement, will receive an emergency lunch, consisting of Cheerios, fruit, and milk. Parents will be billed $5.00 for the emergency lunch.

**Parent Volunteers**

All parent volunteers must submit to Diocesan Compliance Procedures. A volunteer is a person who works one or more days per month on a regular basis. At Our Mother of Sorrows, we distinguish between 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, OMOS will provide examples in the Parent Handbook. They are shown here for illustrative purposes.

<table>
<thead>
<tr>
<th><strong>Class A Volunteers</strong></th>
<th><strong>Class B Volunteers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom volunteers</td>
<td>Lunch servers</td>
</tr>
<tr>
<td>Field trip drivers</td>
<td>Football game fundraisers</td>
</tr>
<tr>
<td>Field trip volunteers</td>
<td>Book-fair workers</td>
</tr>
<tr>
<td>Science Olympiad coaches</td>
<td>Jog-A-Thon workers</td>
</tr>
<tr>
<td>Extracurricular mentors/coaches</td>
<td>Office volunteers</td>
</tr>
<tr>
<td>School guard/parking lot attendants</td>
<td></td>
</tr>
<tr>
<td>Health screening volunteers</td>
<td></td>
</tr>
</tbody>
</table>

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

**Class A** volunteers must watch the compliance video, 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 watch the video 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.

**OMOS 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 into 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.

*Drive-through procedure*

Traffic is designed to flow around OMOS 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 OMOS PARKING LOT ADJACENT TO THE SCHOOL FIELD BY WAY OF CALLE CRUCIS.

This area will be marked with cones so that students may enter the OMOS 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 OMOS parking lot to Calle Ileo. Supervision of these areas will begin at 7:30 a.m. and end at 8:00 a.m.

**AFTERNOON PICK UP**: PARENTS USE THE SAME ROUTING AS DESCRIBED ABOVE.

Students in grades 1—4 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 teachers 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.
### Appendix A – Bully Behavior Chart

*For ongoing behavior*

#### PHYSICAL AGGRESSION

<table>
<thead>
<tr>
<th>MILD</th>
<th>MODERATE</th>
<th>SEVERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pushing</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Kicking</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Shoving</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Hitting</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Spitting</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Defacing property</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Stealing</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Destroying lunches</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Physical acts that are demeaning and humiliating, but not harmful; e.g., bra snapping, de-panting, wedgies, locking in a confined space</td>
<td>Physical violence</td>
<td>Threatening with a weapon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inflicting bodily harm</td>
</tr>
</tbody>
</table>

#### SOCIAL ALIENATION

<table>
<thead>
<tr>
<th>MILD</th>
<th>MODERATE</th>
<th>SEVERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gossiping</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Embarrassing</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Setting up to look foolish</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Spreading rumors</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Excluding</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Setting up to take the blame</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Public humiliation</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Social rejection</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Malicious rejection</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Manipulating social order to achieve rejection</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Malicious rumor mongering</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Isolation from peers</td>
<td>→</td>
<td>→</td>
</tr>
</tbody>
</table>

#### VERBAL AGGRESSION

<table>
<thead>
<tr>
<th>MILD</th>
<th>MODERATE</th>
<th>SEVERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mocking</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Name calling</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Dirty looks</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Taunting</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Teasing about appearance or possessions</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Inappropriate telephone</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Calls or e-mail</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Verbal threats of aggression against property or possessions</td>
<td>→</td>
<td>→</td>
</tr>
<tr>
<td>Verbal threats of violence or inflicting bodily harm</td>
<td>→</td>
<td>→</td>
</tr>
</tbody>
</table>
Appendix B – Safe Environment

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 CPS 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 CPS 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 that 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.
Appendix C – OMOS Drop-off/Pick-up Map