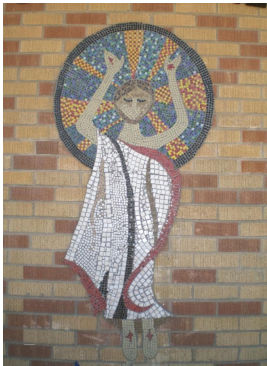




Growing in Faith, Knowledge and Loving Service since 1959



Our Mother of Sorrows Catholic School

Family Handbook

2023-2024

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OMOS Family Handbook
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Introduction

Diocesan Handbook

As a parish school in the Diocese of Tucson, the school aligns with all policies and procedures of the Diocese of Tucson handbook which can be found at www.diocesetucson.org under the schools link.

Right to Amend

Our Mother of Sorrows Catholic School reserves the right to amend this Handbook. Notice of Amendments will be communicated to families in a timely manner.

Chapter 1: Who We Are

OUR MOTHER OF SORROWS PARISH MISSION

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

OUR MOTHER OF SORROWS SCHOOL MISSION

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

OUR HISTORY

In November 1959, the south building of the school was completed and dedicated by Bishop Daniel J. Gerke. It housed four classrooms and three grades under the leadership of Sister Mary DeLellis and other Sisters of the Precious Blood. Over the years, the parish always attempted to have Religious teaching in the school; although successful in the early years, drawing from many religious communities, there has been no Religious presence since the early 2000s.

Without a religious community's charism to draw upon, the natural choice was for the school to define its philosophy around the charism of our patroness, Our Mother of Sorrows . Her fiat is the ultimate model for our SLEs: **God called and Mary answered**. The shareholders strive to do the same.

OUR PHILOSOPHY/ROOT BELIEFS

We Believe...

- Parents are the primary educators of their children.
- We partner with parents in this call to grow students in faith, knowledge, and service.
- Each child is unique and made in God's image and likeness.
- God calls us to holiness.
- God calls us to lovingly serve one another and all in need.

OUR CHARISM: OUR PATRONESS

As a community, we recognize Mary as a spiritual leader who continuously said yes to God's call. As a school, we recognize that God has given each of us a call, and we strive to model the "yes" or our Patroness by saying "yes" to God in our lives. Through events in her life and even in her greatest challenges, Mary continuously said yes to God as illustrated in the Seven Sorrows below.

- The prophecy of Simeon (Luke 2:27-35)
- The flight into Egypt (Matthew 2:13-15)
- Loss of the child Jesus in the temple (Luke 2:43-51)

- Mary meets Jesus carrying the cross (Luke 23:27)
- Mary stands beneath the cross (John 19:25-27)
- Mary receives the dead body of Jesus (John 19:38)
- Jesus is laid in the tomb (John 19:39-42)

SCHOOLWIDE LEARNING EXPECTATIONS

Our Schoolwide Learning Expectations (SLEs) are modeled after the charism of our patroness, Our Mother of Sorrows. Her fiat is the ultimate model for our SLEs: **God called and Mary answered**. The shareholders strive to do the same.

Prayer: God calls us to GROW IN FAITH, we answer by

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

Compassion: God calls us to LOVINGLY SERVE, we answer by

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

Reflection: God calls us to GROW IN KNOWLEDGE, we answer by

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

OMOS School Song

By Bren Chambers

We are OMOS students
 We are OMOS students and we are proud to say
 That OMOS guides us and OMOS teaches us to live the Christian way.
 No problem is too hard for us when we use the gifts God has given us.
 We live our lives as a prayer each day. to serve and protect all that God has made.
 We are OMOS students
 We are OMOS students and we are proud to say
 That OMOS guides us and OMOS teaches us to live the Christian way.

SCHOOL MASCOT: Manny the Mustang

The Mustang is a horse known for its intelligence and independent spirit. Mustangs do not all look alike; they come in a variety of colors and with limitless markings. While they are independent and adventurous, Mustangs are community animals that run with a herd.

Chapter 2: Admissions

Admissions

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

By enrolling their children, parents/guardians are agreeing to support the mission of the school in both the academic requirements as well as the formation of its students in Catholic faith, morals, and discipline. No person shall be admitted as a student at Our Mother of Sorrows unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Tucson. Whether Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.

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

Withdrawal

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

Chapter 3: Tuition

Tuition Payment Policy

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

Those families who have an inability to pay due to a specific hardship that arises during the school year must immediately contact the principal to discuss payment alternatives. That hardship must be documented by the principal, and reviewed by the pastor, before any alternative financial arrangements may be made. However, any relief that may be provided under this arrangement will only be temporary (current school year) due to limited financial resources. Financial arrangements will only be made once the family provides proof of a completed tax credit or ESA application. Any scholarship, CTSO, or private tax credit funds will be applied to the student(s) account, with the benefit to be shared equally between responsible parties.

Families are encouraged to meet with the Scholarship Manager to determine the tax credit organization(s) which may be available to provide funding for their specific needs. Additionally, families are encouraged to seek designated or referral funds in addition to applying for income dependent scholarships. Families should consider designating their individual income taxes to Our Mother of Sorrows through CTSO because this funding helps to support the students who attend the school.

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

Noncompliance with paying tuition on time may result in the student(s) being dismissed from the school.

All families should complete the financial information in FACTS to indicate whether payment should be automatically made by either using a credit card (Visa, Mastercard, Amex), debit card, or by direct withdrawal from a checking account.

Application of Discounts and Tax Credits

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

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

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

Chapter 4: Parents as Primary Educators

Parent Conferences

A conference may be requested by a student, parent, teacher, or other school official. Since it is a primary goal of the student who is called to grow academically, students are often included in formal conferences. Frequently, a conference will consist of the appropriate teacher(s) with parent(s) and the student. Such “group” conferences often give the best picture of the situation at hand and yield the best strategies for goal-setting and improvement. Conferences must be formally scheduled with the teacher with whom a parent wishes to speak. Unscheduled “drop-in” conferences will only be accommodated on a case-by-case basis.

Parents on Campus

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

All adults volunteering in classrooms, parents, grandparents, etc., must have completed the Safe Schools process outlined by the Diocese of Tucson (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.

Any parent visiting campus must enter through and sign in at the front office. Parents visiting campus (other than to attend school Mass) during school hours must be approved by administration.

Parent Access to Student Records

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

Our Mother of Sorrows School Parent Support Organizations

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

School Board

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

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- articulating the school's mission statement;
- creating better understanding and support for Catholic education;
- encouraging the ongoing evaluation of the effectiveness of the educational program;
- enacting policies relating to the planning, operating and maintenance of facilities and equipment;
- serving as a planning and building committee for expansion of educational facilities in conjunction with and under the guidance of the Building and Maintenance Commission of the Parish Ministries Council.

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

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

Our Mother of Sorrows Parent Ambassadors

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

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

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

Loving Ministry Service Program

As part of the school community, parents accept the responsibility of providing a minimum of 40 **Loving Ministry Service (LMS)** hours per family for the 2023-2024 school year. As the primary educator, it is important for students to see all community members modeling loving service.

The Parent **Loving Ministry Service** Program runs from August 1 through May 22. 20 hours need to be completed prior to December 31, and 20 hours are to be completed between January 1 and May 22. Single parent families and families who have a deployed parent are

expected to complete 20 hours: 10 in the fall and 10 in the spring. Any exceptions to the hours must be approved in writing by the principal.

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

Once hours are completed by a family for an event, the parent must complete a LMS form at the Front Office prior to the December 31 deadline for the fall and the May 22 deadline for the spring. Any hours not fulfilled will be billed to the parent.

Fundraising

Each year there are fundraisers and fundraising events that are part of the parent commitment. These will be communicated to families via email.

Parent Engagement and Volunteering

There are many opportunities for parents to volunteer and engage with the school community. These opportunities will be communicated via email by Administration or the Front Office Team. All parent volunteers must submit to Diocesan Compliance Procedures.

Any parent interested in volunteering with the school must complete the Volunteer application and be approved through the Diocese before being approved to volunteer. The application may be found through the Diocese of Tucson website under the Employment section.

Safe Environment Program

OUR MOTHER OF SORROWS SCHOOL

STANDING OPERATING PROCEDURES FOR EMPLOYEES AND VOLUNTEERS

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

I WILL:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Dress and behave in a manner appropriate for my employment or service with children and/or youth.
- Avoid situations where I am isolated or alone with a single child and/or youth at school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.

- Refuse to accept expensive gifts from children and/or youth or their parents or guardians without prior written approval from the pastor or school administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or administrator.
- Report suspected abuse immediately to Child Protective Services, in compliance with the *Mandatory Reporting Law* and understand that failure to report suspected abuse to civil authorities in a timely manner is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

I WILL NOT:

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

Important Reminders on Protecting Our Children

1. You do not need to ask anyone for permission to report abuse. If you suspect abuse then it is your duty to report it under the mandated reporting statute.
2. Remember if a child discloses to you that they have been abused, listen but do not question the child about the abuse situation or show signs of shock or disbelief.
3. If you suspect child abuse call both DCS and the police. You probably will not be able to answer some of the questions that you are asked. Understand that just as mandated reporting requires you to report abuse, investigators are required to ask you certain questions.

4. Once you have reported abuse to DCS and the police then contact the school or parish and let us know what happened. This way we can help provide any additional information that might be needed by investigators (addresses, phone numbers, name, etc.) We will also file a report with the Pastoral Center and they can help in making sure the child receives the support they need.
5. Always be aware that all school-related activities, whether by volunteer or employee, must be conducted under the auspices of the school, in a school-related setting. For example, if you are tutoring or assisting children in school-related activities, you should not arrange private tutoring or assistance for those children outside of the school setting.
6. **Remember as adults it is important that you do not put yourselves in situations where you are alone with a child or touch them in a way that might be considered inappropriate**—for example, being alone in a classroom, workroom, or off-campus school activity with a child. Remember loving hugs should not be forced on anyone. A good rule of thumb for touching is not to ever touch a child in a place that their bathing suit would cover.

Grievance and Appeals Process

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

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

Level I. Informal Reconciliatory Process

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice **between the people involved**. This should happen through open and honest communication via notes, email, and conferences with those **directly** involved stating their perceptions of the problem, mutual ownership of contribution to it, and forgiveness and future plans to avoid a recurrence.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, the parent or guardian must within 10 days of the issue make an appointment with the principal or assistant 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 start at the first step of Level I. If not reconciled, the parent may proceed to Level II.

Level II. Formal Reconciliation Process

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

Level III. Appeals

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

Processing

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

Chapter 5: School Hours and General Guidelines

School Day

The school day begins promptly at 8:00 a.m. for all grades. A student is considered tardy if not in his/her classroom prepared to begin the day at that time. Students may arrive beginning at 7:30a.m. The school day ends at 3:10 p.m. from Monday through Thursdays, unless stated otherwise on the school calendar or announced to parents. On Fridays, school ends at 1:10 p.m.

The extended day program runs to 5:30 p.m. unless otherwise communicated with families. Students should not be on campus before 7:30 a.m. or after 5:30p.m. unless under the direct supervision of the parent or guardian. In the case of school-sponsored events, the student is expected to remain under the direct supervision of the school personnel. Teachers will not be available to supervise students prior to 7:30a.m. Any students remaining after dismissal will be taken to Aftercare.

Parents should refrain from early pick up unless a family emergency arises. Calling students for early pick up and dropping students off late disrupts the learning environment; this should only happen when absolutely necessary.

Attendance - Absences and Tardies

It is extremely important that students begin the day on time. There are many routines that teachers have in place that prepare students for learning as soon as they walk through the classroom door.

Students are considered tardy if they are not in their classroom ready to learn at 8:00a.m. If your child will be absent, please alert the front office **and** the classroom teacher. Students with excessive unexcused absences may lose their scholarships. Scholarship policy indicates that students cannot miss more than 18 days (10% of the school year) of school within an academic year. **(Pursuant ARS 15-803)**. Attendance for students in middle school (grades 6-8) will be taken at the beginning of each class period.

Students who are absent more than 18 days of school within an academic year are considered truant per Arizona law **(ARS 15-803)** and may be reported to the Tucson Police Department as well as the Department of Child Safety if necessary.

A parent/guardian is required to give an explanation for absences and tardiness. Excessive absences and/or tardiness will result in a call to the parent, a meeting with parents, and consequences to children, and may be cause for retention or withholding credit.

While absence due to illness cannot be avoided, parents are urged to avoid taking students out of school when it is not absolutely necessary. Although classroom learning experiences

cannot be truly replicated, students are responsible for making up work due to tardies or absences.

Participation in School Activities Following an Absence

If a student is absent from school for more than three hours, they may not participate in any on-site or off-site school-sponsored event scheduled for the day of the absence. This includes sports practices and games, dances, skate parties, play practices or performances, field trips, or any other event or activity affiliated with Our Mother of Sorrows Catholic School.

School Uniform and Dress Code Policy

Our dress code will be enforced every day. Please be mindful of purchasing items that are in line with our school dress code. If your child is found to be in violation of the school dress code, you will be contacted and will be expected to bring a change of clothes that align to our dress code. Repeated dress code violations will result in disciplinary action.

Lands' End or ScreenCraze! are the only authorized vendors for items bearing the school logo. Our Mother of Sorrows **plaid** skirts/skorts/jumpers may only be purchased online through Lands' End ("white plaid")

Dress code is in effect before, during, and after school hours when students are determined to be under the supervision of school personnel.

All students in all grades are required to wear the school uniform as described below.

The administration reserves the right to determine what dress is acceptable or unacceptable, and the consequences that result when a student is in violation of the outlined policy.

<p>Basic/Everyday Uniform</p>	<ul style="list-style-type: none"> ● Shirts: White, navy, or chambray blue polo shirt with or without the OMOS school logo; shirts must be tucked in at all times ● Bottoms: Navy blue or khaki/tan pants or shorts. Must be Dockers style; no cargo style, joggers, leggings, sweatpants, or jeans. No logos or embellishments. Shorts must be no shorter than 1" below the fingertips when the arms are resting by the side and no longer than the bottom of the knee cap. ● Bottoms (Girls): Option to wear "white plaid" jumper (grades K-4), or tan/khaki, navy, or "white plaid" skirt or skort. Plaid must be purchased through Land's End. All bottoms must be of modest length and no shorter than 1" below the fingertips when the arms are resting by the side. Plain black, white, or navy spandex shorts must be worn under jumpers or skirts, and must not be longer than the jumper or skirt. In colder months, solid white or navy tights may be worn under jumpers, skirts, or skorts. Tights should be neat and clean, with no holes. ● Belts: A black or brown belt must be worn with pants or shorts if belt loops are present (no belts for grades K-2). Cloth, leather or leather-like belts are acceptable, but no chain belts or belts with studs are to be worn. ● Socks: Plain white, black, or navy socks must be worn with all shoes. ● Shoes: Athletic shoes must be worn. No sandals or flip flops, boots, high heels, light up shoes, shoes with wheels, or excessive decorations.
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<u>Mass Uniform</u>	<ul style="list-style-type: none"> • White polo shirt with or without OMOS logo • Boys may wear khaki or navy Docker style pants • Girls may wear khaki or navy Docker style pants, a tan/khaki or navy skirt or skort, or “white plaid” jumper (grades K-4) or skirt • For belts, socks, and shoes all “basic/everyday uniform” guidelines are followed
<u>Outerwear (Sweatshirts, Lightweight fleece)</u>	<ul style="list-style-type: none"> • Solid navy blue sweatshirt (crew neck or zipper style), cardigan, or sweater vest with or without OMOS school logo; no logos other than the school logo • No pullover hoodies • During colder weather, students may wear a solid white long-sleeved shirt under their school uniform. No patterns are allowed. • The only logo approved for outerwear is the OMOS school logo.
<u>Hair</u>	<ul style="list-style-type: none"> • Hair is to be neat and clean. Boys wearing longer hair for cultural purposes, it must be pulled back into a ponytail; documentation may be required to be shown to Administration. No mohawks or haircuts that resemble mohawks. • Only natural colors may be worn in hair • No partially shaved/skinned haircut is allowed; no shaved art on scalp and/or eyebrows • Bangs may not go past the eye brows; hair should remain out of the student’s eyes and face.
<u>Jewelry and Accessories</u>	<ul style="list-style-type: none"> • Earrings: Not to be worn by male students. Female students may wear one pair of small posts in the earlobe only. No hoops. • Necklaces: One religious medal or crucifix is allowed. • Other Jewelry: No bracelets or rings, as they can cause distractions during instructional time; one wristwatch is allowed, but it may not be a smart watch and cannot have cellular and/or internet capabilities. • Hair Accessories (Girls): Must not be excessive or distracting • Makeup: May not be worn by any male student or by female students in grades K-5. Girls in grades 6-8 may wear lightly applied makeup in natural color; eye makeup must not be excessive. Chapstick, lip gloss, etc. must be plain, no color, and no glitter. No false lashes. • Nails: Fingernails must be cut short for safety. Girls may wear nail polish that is clear or clear with glitter. No fake nails are allowed. • No visible tattoos, brands, or other body art is allowed. Students may not write on themselves and/or their clothing. Students will be required to remove any writing on their body and/or clothing.
<u>Hats</u>	<ul style="list-style-type: none"> • Hats may be worn on the field during the school day; bills are to be faced forward when worn. Hats must be removed indoors. • No reference to drugs, alcohol, racism, or sexual innuendo may be worn
<u>P.E. Uniform (Grades 6-8)</u>	<ul style="list-style-type: none"> • Our Mother of Sorrows physical education t-shirt (purchased through ScreenCraze!) must be worn for p.e. • Solid navy blue basketball length shorts or navy blue sweat pants are to be worn. No leggings or form-fitting clothing is allowed.
<u>Face Coverings*</u>	<ul style="list-style-type: none"> • *Based on transmission levels, CDC, PCHD, and Diocese of Tucson guidelines, face coverings may be required. • Face masks may be patterned, school logo, athletic teams, solid colors, brands, positive images, etc. • Face coverings should align with the spirit of the “no-dress cod/ special dress” policy.
<u>General Notes</u>	<ul style="list-style-type: none"> • No oversized or form fitting clothing is allowed. • Students who attend <u>field trips</u> are representatives of our school community. Students are expected to wear their daily uniform on field trips, unless otherwise stated by the administration. Exceptions may be considered depending on the nature of the field trip.

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

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

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

We thank you for observing our dress code daily and encouraging students to always carry themselves in a respectful manner.

School Logo or Picture Use

Use of the school's logo, name, 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. Apparel, signs, and other items representing the school may not use any school logo or image without the written approval of the school principal.

Picture Use in Publications and Media

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

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

promotional purposes involving the Diocese or parish/school, news or feature stories in any media, or other purpose whatsoever.

Photos and Videos

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

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

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Under FERPA, a parent or eligible student must provide a signed and dated written consent before a school discloses personally identifiable information (PII) from education records unless an exception to this general consent requirement applies.

School Lunch Program

The school provides breakfast and lunch in conjunction with the National School Lunch Program (NSLP). Menus are posted on Renweb and parents should pre-order meals online using Renweb.

Families who have completed the NSLP form and have qualified for free or reduced lunch prices will be billed using the reduced price as set by administration and the National Food Lunch Program.

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

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

Drop Off Procedure

Drop off will follow a rolling drop off system that will be communicated to parents by administration. It will begin at 7:30a.m. and the gates will close at 7:50a.m. Any students arriving after 7:50a.m. will need to be brought to the office by a parent or guardian; children should **never** walk through the parking lot unattended.

Dismissal Procedure

Dismissal will follow a rolling pick up system that will be communicated to parents by administration. Any students not picked up at the end of rolling pick up will be sent to Aftercare and parents will be billed. Students will only be released to individuals designated on their Emergency Information Card. Students participating in co-curricular activities after school will be walked to that program by a staff member.

The drop off procedure may be adjusted on days of inclement weather. This will be communicated to families via email.

For both drop off and pick up, anyone driving through the parking lot at any time must exercise caution to keep everyone safe.

Extended Day Program

Our Mother of Sorrows Extended Day Program is established as a childcare alternative for parents whose children attend Our Mother of Sorrows School in grades K-8. It will operate on school days during the school year, and ends promptly at 5:30p.m.

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.

If you are interested in enrolling your child in the Our Mother of Sorrows Extended Day Program, please contact the school office for details regarding registration and payment.

Chapter 6: Religious Formation

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 taught. In the 2nd, 7th and 8th grades, sacramental preparation is done both at home and in school. Every Friday students attend Mass as a community of faith, as well as on Holy Days of Obligation. Learning takes place during Mass as we try to teach the meaning of worship in the Mass; appropriate, respectful behavior during Mass; and the role of Christian leadership by participation as lectors, servers, ushers, choir members and extraordinary ministers of the Eucharistic. Communal Penance services for grades 3-8 are held twice yearly, during Advent and Lent.

Each school day begins and ends with prayer. 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. At day's end, students pray again.

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

Students support outreach programs such as food drives for St. Vincent de Paul Food Pantry, the Angel Giving Tree project during Advent, Reachout Women's Center, Casa Maria, Sister Jose Women's Shelter, Poverello House, and Stand Up for Kids. The Student Council spearheads activities wherein our students participate in community service. Every year, a considerable number of our middle school students volunteer to man booths, and work on set-up and clean-up crews for the annual parish Fiesta, a three-day party which celebrates parish life.

Students participate in various Liturgical Events throughout the year, and each event is infused with prayer.

Chapter 7: Curriculum and Instruction

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

Our curriculum is regularly evaluated and updated to be in accordance with Diocesan guidelines. The academic program is aligned to the Arizona Common Core Standards and the Diocese of Tucson Standards: Integration of Catholic Identity.

Our faculty participates in regular professional development and spiritual formation. Teachers meet regularly with administration and curriculum & instruction coaches to grow in their craft and plan instruction to meet the students' needs.

Standardized test results are used to inform instruction and support students' growth and achievement.

In the spirit of a commitment to academic growth for *all* students, as our mission states, we also have a Resource program with staff dedicated to meeting the needs of students with individualized learning needs.

Assigning Students to Classrooms

As a faculty, we study each child in relationship to skills, social functioning, and academic blend. Teachers are instructed to consider such aspects when addressing the task of assigning students to a specific class for the subsequent school year. Teachers do so as objectively and prayerfully as possible. Parent requests for specific teachers cannot be honored.

Homework

Homework is assigned to reinforce material already taught and to foster habits of independent study, and to give students an opportunity to further develop skills and concepts. Each grade should have approximately 30 minutes of homework or more nightly.

Homework will be communicated by the teacher and written either in the student's agenda or on a homework sheet, depending on their grade.

Academic Honesty

Academic dishonesty, including plagiarism, will not be tolerated and may result in serious consequences.

Test Taking Following an Absence

Students are responsible for being prepared for tests on the days they are given, and must confer with teachers on the day of their return after an absence to schedule make-up tests. Teachers will decide when a reasonable expectation of preparedness can be achieved. If a test is missed due to tardiness or planned early dismissal, it is the student's responsibility to make arrangements with the teacher to take the test at another time during that same day.

Grading

Teachers will update their gradebooks on RenWeb at least weekly. Parents are expected to check RenWeb to monitor their child's progress.

Kindergarten Grading Policy

At the kindergarten level teachers are primarily interested in the developmental level of each individual child. Progress is measured by a student's ability to perform a task based on the state and diocesan academic standards for Kindergarten. The marking codes for Kindergarten are:

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

Grades 1-4 Grading Policy

The students in grades 1-4 are graded based on their individual achievement when measured against the state and Diocesan standards. The codes below are used to measure and communicate students' progress toward mastering the grade-level standards:

Progress Indicators for Grade-level Standards	Numerical Equivalent	Meaning
E	4	"Exceeds" - Student demonstrates advanced/above grade-level mastery of the standard being assessed
M	3	"Meets" - Student demonstrates grade-level/full mastery of the standard being assessed
A	2	"Approaching" - Student demonstrates some/limited mastery of the standard being assessed
FB	1	"Falls Below" - Student demonstrates little mastery of the standard being assessed

In the categories for student effort, the following marks are used on the report card:

Progress Indicators for Effort	Meaning
++	Consistently displays the behaviors noted in the category
+	Displays the behaviors noted in the category some of the time
-	Rarely displays the behaviors noted in the category

Grades 5-8 Grading Policy

Academics in grades 5-8 are a stepping stone to high school success; therefore, additional expectations are placed on students. Each content area is graded on achievement and effort. Grades will be designated by percentage instead of letter, and the grade will indicate the student’s academic achievement in the content area. Grades will be the result of assessments that are completed independently and individually. The marking codes used at this level in all subject areas are as follows:

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

There is a strong relationship between effort and academic achievement. For each of the core content areas, students will receive marks related to their effort in the core content. The categories for student effort include punctuality (turning work in on time), homework, respect, works independently, and works well with others, the following marks are used:

Marking Codes for Learning and Effort Indicators	
S	Satisfactory
P	Progress Noted
N	Needs Improvement
U	Unsatisfactory

Late Work Policy and Academic Accountability

Grades are a measure of a student’s knowledge and skills in each class. Homework and assignments are practice opportunities to help students learn, grow, and master the benchmarks in each course. Because these practices are important to the learning process, completing assignments on time is very important. Students are expected to take ownership of their education and complete all assignments.

If a student misses an assignment, it is critical that they communicate with their teacher and complete the missing assignment. Students are permitted to turn in one late assignment per class per day without penalty. Assignments that are completed beyond the 1-day deadline will earn 50% of the total assigned points.

Retake Policy

The opportunity to retake an assessment in grades 5-8 may be available, but will be evaluated on a case-by-case basis. Parents and students may contact teachers for more information.

Ancillary Grading Policies

Progress codes for Ancillary classes such as Physical Education (P.E.), Art, and Music are as follows for grades 1-8:

Progress Codes for Ancillaries	
1	Excellent
2	Satisfactory
3	Needs Improvement
4	Poor

For grades 5-8, Ancillary teachers issue both progress codes and marking codes for learning and effort indicators (included as subcategories for the subject) on students’ report cards.

Progress Reports and Report Cards

Progress reports will be sent electronically to parents/guardians twice during the quarter. Report cards will be printed and sent home at the end of each quarter.

Assessments

Students grades K-8 take the MAP (Measure of Academic Progress) three times each year—in the Fall, Winter, and Spring. Students in grades K-3 are assessed three times yearly on DIBELS (Dynamic Indicators of Basic Early Literacy Skills). Students in grades 2-8 take the ARK (Assessment of Religious Knowledge) during the Spring. In English Language Arts (ELA), students are assessed using the HMH Growth Measure test three times yearly apart from the

MAP testing window. Teachers are expected to assess student progress weekly and as outlined in their approved curriculum.

High School Placement Tests will take place in November or December for 8th grade students.

Promotion, Placement, and Retention

Promotion, placement, and retention may be made on a case-by-case basis.

8th Grade Transition

Diplomas/Transition Certificates may be withheld until students and/or their parents satisfy their educational, financial, and disciplinary obligations to the school.

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

Field Trips

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

In order to attend an in-person field trip, a parent or legal guardian must sign and return the official field trip form prior to the student's departure from the school. The form must be filled out in its entirety. On the field trip, students are expected to follow the school rules and expectations as well as the directions of the supervising adults. Additionally, each student is expected to follow the rules and guidelines for the location. **Students are not permitted to ride in parent cars for field trips.**

Academic Growth and Achievement Awards

Awards for academic growth and achievement, Honor Roll, and SLE awards will be given quarterly.

Student Academic Support

Consistent with the diocese of Tucson, it is the policy of Our Mother of Sorrows Catholic School to reasonably accommodate students with special learning needs consistent with the school environment. Parentally placed children with disabilities do not have an individual entitlement to services they would receive if they were enrolled in a public school. Instead, the LEA is

required to spend a proportionate amount of Individuals with Disabilities in Education Act, (IDEA) federal funds to provide equitable services to this group of children. Parents who desire IDEA services for their children should contact their local public school.

The CARE Team partners with parents and teachers to help meet the needs of students with academic and/or behavioral needs. Parents in need of support with an IEP or 504 should contact the Assistant Principal.

Chapter 8: Student Expectations and Support

At OMOS, we are committed to providing a positive, safe, and inclusive learning community for all students with expectations for emotional and physical safety, love, and care as a touchstone. We use the Multi-tiered System of Supports (MTSS) to help achieve that, with the goal of minimizing time away from learning due to behavioral issues. We commit to using both proactive as well as reactive strategies to keep our learning community healthy, productive, and safe.

PBIS (Positive Behavioral Interventions and Supports) is used as part of MTSS at Our Mother of Sorrows School. In conjunction with our SLEs (Schoolwide Learning Expectations), there will be a schoolwide set of shared agreements, as well as location-specific community agreements. Students will be expected to abide by these expectations, and parents are expected to support the school with upholding these expectations, which will be sent home for parents to sign at a later date. As positive reinforcement for meeting or exceeding expectations, some rewards may include Mustang Money, tokens to the Book Vending Machine, or classroom rewards.

Harassment/Bullying

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

A person is bullied or victimized when he/she is exposed, repeatedly over time, to intentional, negative actions on the part of one or more persons, (Olweus, 1991). Bullying behavior manifests itself in any of the following forms of abuse: a) intimidation; b) harassment, (racial, cultural, or sexual); and c) aggression, (physical, social, verbal, or written). Examples include but are not limited to such actions as verbal taunts, name-calling and put-downs, derogatory written words, graffiti, gestures, and extortion of money or possessions. Such conduct is disruptive of the educational process and violates a safe, Christian environment.

Cyberbullying

If, in the judgment of school officials, cyber activity has occurred off school premises that could result in the harassment, intimidation or bullying of a student, such cyber activity may be treated as an offense under the Diocese of Tucson Catholic Schools' Bullying Policy. Examples of proscribed cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials via social media or through a cellphone that, in the judgment of school officials, might pose a threat to another.

2. Posting threatening statements or distressing material about others via social media or through a cell phone.
3. Disclosing personal or intimate information (whether true or not), 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).

Administrative Disciplinary Actions

If a student is in public violation of the law or morality outside of school, the Administration reserves the right to take disciplinary action, including expulsion, when the name of the school community is jeopardized. (**Diocese of Tucson Handbook of Policies and Procedures, Section 3.14 - 3.17**).

The consequences for any action violating the behavioral expectations can range from non-verbal cues, reflection, redirection, lunch detention, recess detention, after-school detention, research assignment, exclusion from a scheduled event, suspension, and even expulsion. The consequence will always depend upon the severity and frequency of the infraction(s).

Probation

Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period. Probation can occur because of a serious or continued misconduct or serious academic deficiency, and will include an agreement in writing. All students who are new to Our Mother of Sorrows Catholic School will have at least a six-week probationary period.

Suspension

Suspension refers to the isolation of students from some or all school activities, and may include in-school suspension or out-of-school suspension. In-school suspensions may require the parent to pay the cost of a substitute teacher (typically \$100-\$150 a day) to monitor the suspended student.

Out of school suspension is utilized when a student’s actions have become disruptive to student safety and function of the classroom/school. This is invoked when the student demonstrates a deliberate disregard for the school’s guidelines and rules. While suspended, the student may not attend regular classes nor participate in any school activities or functions. The student is responsible for all class work missed and may not make up any tests, etc. This time will be considered as “unexcused”.

Serious or egregious behaviors are grounds for automatic suspension.

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.

The Administration Team determines the length of suspension. A suspension notice stating the reason for suspension is written and sent home, keeping a copy in the student's cumulative file. In addition, the student must be accompanied back to school by his/her parents or guardians. A student may not return to school until a parent/administration meeting has occurred.

Three or more suspensions in any one school year may result in permanent expulsion from Our Mother of Sorrows Catholic School.

Expulsion - Required Withdrawal

Expulsion refers to the permanent dismissal of a student from school. Expulsion is an extreme measure to be taken after all other efforts at motivation and remediation have failed, and when attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of others. 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, the student shall be immediately suspended out of school until the process has been followed.

Parents shall be informed of the expulsion by written notice that expulsion is being contemplated by the school. The pastor will be consulted on expulsion issues. A conference shall be held with the parents, student, principal, and teachers at which time the grounds for dismissal will be presented. 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.

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.

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. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice.

The principal shall notify the parents/guardians of the Due Process/Parent's Appeal procedure. The student permanent record should indicate that the reason for transfer was expulsion or withdrawal.

Student Withdrawal on Grounds of Parental Behavior

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.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. In the event the parents/guardians have caused a serious disruption, the principal may restrict parents/guardians from being present on the school premises or attending school activities.

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.

Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, should be retained on file. If the parents refuse to accept the recommended withdrawal, the procedures for expulsions shall be followed, as previously outlined.

Criminal Activity

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

Public Displays of Affection (PDA)

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

Plagiarism

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

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

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

Profanity

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

Student Behavior Towards Faculty and Staff

Anything considered disrespectful or threatening toward a member of the faculty or staff will not be tolerated, and will result in administrative disciplinary action.

Searches

The principal, pastor, or a representative of the school administration may conduct a search of the school campus and every aperture thereof, including lockers and desks. School searches should be based on a reasonable suspicion that a school rule has been broken and related to ensuring a safe learning environment. Searches will be conducted in the presence of at least two school officials.

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property. Our Mother of Sorrows reserves the right to inspect when there is a suspicion of a threat to the health, welfare, or safety of students.

Personal property may be searched if the search is (1) justified at its inception, (i.e., reasonable belief that the student has broken a school rule), and (2) the search is reasonable in scope. Searches will be conducted in the presence of at least two school officials.

Counseling

Counseling services are available as needed for the needs of the students. The counselor can see a student one time without permission from the parent/guardian. Any times thereafter require a permission slip to be completed.

Our Mother of Sorrows will offer students, teachers, and families counseling services. Our Mother of Sorrows does not provide therapy. Most individual work involves dealing with short-term issues, providing some coping strategies, and/or conflict resolution techniques. Group counseling topics depend upon the needs of the students but can range across social-emotional skills learned and practiced for school-aged children. The Counselor also works with families by providing information on referrals to outside agencies/therapists. Counselors work extensively with other school personnel in consultation as the personal, social/emotional, and academic well-being of each student is considered.

Cell Phones

Students are discouraged from bringing cell phones to school. If a cell phone must be brought to school, it must remain turned off and put away for the entire school day, and is brought at your own risk. If a cell phone is seen, it will be confiscated by the supervising faculty or staff member and taken to the office. It must then be picked up by a parent or guardian from the office. If the problem persists, the child will be required to turn the phone in at the beginning of the day.

Other Electronic Devices

Any electronic device that is not a cell phone may not be brought to school. This includes Smart watches. Digital wristwatches must not have cell phone and/or internet capabilities. If a student is using an electronic device without permission or if a device is found in your child's possession, it will be given to the school office immediately and may only be picked up by a parent or guardian.

Confiscated Items

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

Lost or Stolen Items

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

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

Care of School Materials and Property

Students will be assigned specific books and materials, and they are expected to use textbooks/workbooks and other school materials with care. Students who lose their books or damage them will be charged for the lost or damaged texts.

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

Party Invitation Policy

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

1. No invitations will be passed out on school property unless every child in the home room class is invited. This supports the SLEs by not excluding any students. To ensure this, no invitations may be handed out in the homeroom class by the student. Instead, students must give the invitations to the teacher, who will then hand out all invitations once it has been determined there is an invitation for every child in the home room class.
2. In the Middle School, in order for invitations to be distributed at school, an invitation must be extended to every student in the grade. Gender specific invitations will be distributed as long as all girls or all boys in the grade are included. Again, teachers must hand out all invitations.
3. Birthdays may be celebrated at the end of the day only, so as not to interfere with instructional time. Parents must get approval from the teacher before dropping off birthday treats. Parents may deliver goodies to the office and a staff member will deliver the goodies to the classroom. Balloons or other decorations may not be brought to the class. Goodies must be store-bought; no homemade goods.
4. Celebrations will comply with Diocesan Wellness Policy.

Chapter 9: Student Health and Safety

Acceptable Use of Technology

Each student and parent must sign an acceptable use policy relating to electronic usage (see separate handout) before students may use school technology. The purpose of this policy is to ensure that the use of computers, Chromebooks, and Internet resources are consistent with our stated mission, goals, and objectives. It is also to ensure the safety of all students, faculty and staff.

Please read the Acceptable Use Policy handout carefully, and ensure your child(ren) understand it as well.

Crisis Management Plan

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

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

School Health Office

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

Emergency Information Card

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

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

No student will be permitted to enter school without the information being on file.

Health and Physical Examinations

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

Health Screening

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

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

Parent volunteers are recruited to assist with our health screening program each year. Volunteers will need to apply as a Volunteer and complete all Diocesan Safe Environment Clearance steps **prior** to volunteering. Those who are selected to help with screening will also receive a short training for their assigned task.

Medication Policy

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

- Every medication (either over-the-counter* or prescription) to be given to a student must have 1) a medical provider's written order and 2) a completed Parent's Consent for Giving Medication, available in the school health office.

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

PLAN AHEAD. Suggestions to make things easier:

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

Sick Children/Communicable Diseases

This information is not intended as a substitute for the advice of your medical provider, and we recommend seeking medical advice from a medical professional related to all symptoms.

Fever

If a child has a temperature of 100.4 degrees or above, s/he must be kept home. Likewise, if a child develops a fever of 100.4 degrees or above while at school, s/he will be sent home. Students who have a fever, must be fever-free for 72 hours without medication prior to returning to school or cleared to return with a doctor's note.

Shortness of Breath, Sore Throats, Cough

If a child is experiencing a cough, sore throat, and/or shortness of breath, the student should be kept home until he or she is symptom free for 72 hours.

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.

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

Rashes

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

Other Complaints

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

Toothache: Consult your dentist.

Earache: Consult your doctor.

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

Lice

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

Nutrition

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

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

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

Accidents

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

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

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

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

Food Allergies

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

Family's Responsibility

- Notify the school of the child's allergies and provide emergency contact information.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, lunchroom, after-care program, and during school-sponsored activities.
- Although Our Mother of Sorrows provides food for school lunches, the school cannot guarantee that their lunches are always allergen-free. As such, parents should provide their child's lunches from home, for maximum safety.
- Provide the classroom teacher with a supply of alternative food treats for the child to have during class parties, etc. This should be done by the first day of the child's attendance at school.
- Provide written medical documentation and instructions from the family physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on the Allergy Action Plan. This should be done by the first day of the child's attendance at school.
- Provide properly labeled medications and replace medications after use or upon expiration. This should be done by the first day of the child's attendance at school.
- Educate the child in the self-management of their food allergy including:
 - identifying safe and unsafe foods
 - not trading food with others
 - how to refuse anything with unknown ingredients or known to contain any allergen
 - how to avoid exposure to unsafe foods (e.g., refusing offers of food, sitting away from problem foods, etc.)
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)

- Review policies/procedures with the school staff, physician, and the child (if age appropriate) after a reaction has occurred.

School's Responsibility

- The school health aide will review the health records submitted by parents and physicians.
- The school health aide will assure that all staff who interact with the student on a regular basis are trained to recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's educational tools, arts and crafts projects, or class rewards.
- The principal will assure that all staff who have been informed about the student maintain the confidentiality of the student's health information, following applicable federal laws, including FERPA and HIPAA.
- Faculty and staff will practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency or effectiveness of the plans.
- The school health aide will ensure that an emergency kit, provided by the child's parents, containing the child's emergency medications and the Allergy Action Plan with physician's standing orders is readily available in an easily-accessible, secure location.
- The school health aide will review policies/prevention plans with the teachers, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- The school health aide will assure that there is at least one person available on field trips who is trained to administer emergency medication to food-allergic students and that the emergency kit is sent with the responsible teachers on every field trip.
- The faculty will assure that food-allergic students are included in school activities. Students should not be excluded from school activities based solely on their food allergy.
- Our Mother of Sorrows faculty and staff will take threats or harassment against an allergic child seriously.

Student's Responsibility

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

This policy was adapted from a document developed by the following organizations: American School Food Service Association, National Association of Elementary School Principals, National Association of School Nurses, National School Boards Association, The Food Allergy & Anaphylaxis Network

Chapter 10: Co-curricular Activities

After School Sports Program

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. A sports fee is required to participate. All students who participate in sports must submit diocesan parent consent forms and an up to date physical on file in the office. All students and families must follow all guidelines found in the Sports Handbook. Any violation of these policies will result in being removed from the team.

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 two separate sports seasons; volleyball and basketball.

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 grade student and is on a try-out basis. Athletes in 6th and 7th grade, who do not make the 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.

Sports Students in grade 4-8 are invited to join our school sports.

The success of our sports programs depends on parent and family participation. Coaching, referees, scorekeepers, and donations all count toward Parent Participation Hours. Parents interested in helping with any of our sports teams should contact the school office. All volunteers must be in compliance in accordance with the Diocese of Tucson policies.

Prayer

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

Father God,
Be with us
As we begin this competition.
We thank you for the gifts
Of our health and strength.
May we represent our parents, teachers, coaches, and You well.
May we enter this game with
Spirit, good sportsmanship
And appreciation of each other and the game.
Amen.

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

Driving

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

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

Coaching

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

Parent & Fan Behavior

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

Physical Examination

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

Permissions Forms and Fees

The fees for the sports help fund the cost of the sports program, and are important in order for the school to be able to pay officials and coaches. Fees are paid on a per-sport, per-student basis. Fees are non-refundable and will be charged through FACTS. If sports fees from a previous sports season have not been paid through FACTS, students may not be permitted to practice for the next sports season until the previous fee is paid.

Diocesan Sports Program Eligibility

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

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

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

Student Council

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

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