



Our Mother of Sorrows Catholic School

1800 S Kolb Road
Tucson, Arizona 85710
School Office: (520) 747-1027

Parish Office: (520) 747-1321

Student/Parent Handbook 2025-2026

Accredited by
Western Catholic Educational Association

Pastor
Father George Holley

Principal
Ms. Pamela Tinley

The handbook includes the Diocesan and Our Mother of Sorrows Catholic School (OMOS) guidelines and policies. Due to unforeseen events some aspects of this handbook may change or be modified without prior notice. The principal/pastor is the final recourse and reserves the right to amend the handbook. Any changes made will be communicated to parents in a timely manner.

TABLE OF CONTENTS

Mission, Philosophy, Student Learning Expectations	5
School Schedule and Calendar	7
Enrollment, Admission, and Finances	9
Liturgy and Sacraments	13
Dress Code	14
Punctuality and Attendance Policy	17
Academic Achievement Guidelines	20
Guidelines for Success and Discipline Process	23
Disciplinary Consequences and Definitions	24
Health, Wellness, and Communications	31
Safety and Security	33
Volunteers and Compliance	35
Extracurricular Activities and Sports	37
General Policies	38
Student Technology Use Agreement	

.....	41
Diocese of Tucson Policies and Arizona Revised Statutes	43
Appendix A: Locker Contract for 5th through 8th Grade	45
Appendix B: Overnight Trip Opportunities	47
Parent and Student Handbook Contractual Agreement	48

Preface

Our Patroness

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

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

As a community, we recognize Mary as a spiritual leader who continuously said, “yes” to God’s call. As a school, we recognize that God has given each of us a call, and we also strive to say, “yes” to God in our lives.



MISSION, PHILOSOPHY, STUDENT LEARNING EXPECTATIONS

Our Mother of Sorrows Catholic School Mission:

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

Our Mother of Sorrows School Philosophy:

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

We Believe:

- We believe parents are the primary educators of their children and we partner with parents to grow students in faith, knowledge, and loving service.
- We believe each child is unique and made in God's image and likeness.
- We believe God calls us to holiness.

Our Mother of Sorrows Schoolwide Learning Expectations:

Schoolwide Learning Expectations (SLEs) are defined by the Diocese as what all shareholders should know, understand, and be able to do. The SLEs

“exhibit a culmination of their learning in a real world context that has significant purpose and meaning for them and others.” The SLEs are a way of putting the school’s mission into action for the students.

As members of Our Mother of Sorrows Catholic School:

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

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

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

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

School Motto:

Together we are OMOS, Together we Thrive!

School Mascot:

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

SCHOOL CALENDAR and OFFICE HOURS

Monday - Thursday
7:50 am - 3:00 pm

Friday
7:50 am - 1:00 pm

Aftercare available until 5:30 each day unless otherwise communicated.

School Office hours:
Monday-Thursday 7:15 am - 4:00 pm
Fridays 7:15 am - 3:00 pm

Diocese of Tucson Catholic Schools

Our Mother of Sorrows School

SCHOOL CALENDAR 2025 - 2026

Symbol Key

	Diocesan Holidays / No School
	No School
	1/2 Day / Early Release

JULY 2025						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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AUGUST 2025						
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SEPTEMBER 2025						
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OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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APRIL 2026						
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MAY 2026						
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31						

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JUNE 2026						
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Important Dates

First Day for Teachers	July	25
New Teachers' Orientation	July	23
First Day for Students	August	4
Parent/Teacher Conferences	October	13-17
Last Day for Students	May	22
Last Day for Teachers	May	22

Holidays/Vacation

Labor Day	September	1
Fall Break	October	9-10
Veteran's Day	November	11
Thanksgiving Break	November	24-28
Christmas Vacation	December - January	12/22-1/5
Dr. Martin Luther King, Jr. Day	January	19
Presidents' Day	February	16
Tucson Rodeo Days	February	26-27
Good Friday	April	3
Easter Vacation	April	6-10
Memorial Day	May	25

Special Events

Catholic Schools Week	January	1/25-1/31
DC/NYC Trip	April	4/6-4/10
First Holy Communion		
8th Grade Confirmation		
Graduation Day	May	15

Quarters Teaching Days Dates

Quarters	Teaching Days	Dates
First Quarter	44	8/4-10/3
Second Quarter	47	10/6-12/19
Third Quarter	45	1/6-3/12
Fourth Quarter	44	3/16-5/22
TOTAL	180	

Approved: Superintendent of Catholic Schools: *Shawn Hall* 3-5-25

ENROLLMENT, ADMISSIONS, AND FINANCES

Application Information (*see Diocese of Tucson Policy 3.1*):

Our Mother of Sorrows Catholic School adheres to Federal Policies 306.1 and 601.1 in admission, educational programs, and activities. Our Mother of Sorrows Catholic School does not discriminate against an applicant or student because of sex, race, color, or ethnic origin.

Admission:

Admission to Our Mother of Sorrows Catholic School is based on space availability and when applicable, the results of placement exams, review of school records, and any relevant information which may affect a child's school performance. Applications for admission must be made in the spring for the fall term. (The admissions process is not complete until all applicable previous school records have been received and reviewed by Our Mother of Sorrows Catholic School administration.)

- A student entering Kindergarten in the fall must be 5 years old by September 1 of the current year.
- A student entering 1st Grade must be 6 years old by September 1 of the current year.

Order of Acceptance:

1. Existing school families & siblings
2. Parishioners of Our Mother of Sorrows Parish (Verification required from Pastor)
3. Students of Alumni Our Mother of Sorrows Catholic School
4. Parishioners from other Catholic parishes (Verification required from Pastor)
5. Non-Catholics

Special Needs Students (*see Diocese of Tucson Policy 4.12*):

Diversity is part of the Our Mother of Sorrows Catholic School philosophy. Every effort will be made to provide special accommodations for students with specific needs. A meeting between families and the Principal will aid in determining whether Our Mother of Sorrows Catholic School is able to meet specific student needs.

Registration Process:

Interested families should first complete the online pre-registration form. This response is followed by an interview and tour by the principal. Students may request a Shadow Day which involves an entrance assessment. Once all parties agree that this school is the best fit for their family, an appointment is scheduled with the Scholarship Manager to proceed with enrollment. Spaces are filled on a first come first served basis with returning school families being allowed to register first.

Registration Fee:

A non-refundable application and registration fee must be paid at the time of

registration. No student will be registered without payment of the application and registration fee. The cost to register will be detailed in the registration materials.

Continuing Student Registration: *(see Diocese of Tucson Policy 3.1):*

- All fees due to Our Mother of Sorrows Catholic School must be paid in full prior to registration for the upcoming year.
- The registration packet must be completed online via FACTS by the specified deadline. Failure to complete it by the specified date will jeopardize your student's enrollment for the upcoming school year.
- A current physical exam must be on file for students involved in sports.

New Student Admissions:

- The admission application and enrollment must be completed online via FACTS by the specified deadline.
- Academic assessment may be given to any students entering Kindergarten through 8th grade to ensure proper placement.
- Transcripts, if applicable, must be forwarded to Our Mother of Sorrows Catholic School upon request.

Mid-Year Registration:

- Our Mother of Sorrows Catholic School accepts transfers on a space availability basis.
- The Principal will examine each transfer on a case by case basis.
- Transfer students must adhere to the Probationary Acceptance Policy listed below.

Wait List Policy:

If enrollment is closed, a student may be placed on the waitlist. Students on a waitlist will be contacted for enrollment once space becomes available.

Probationary Acceptance *(see Diocese of Tucson Policy 3.1):*

All transfer students entering Our Mother of Sorrows Catholic School at the beginning of an academic year or mid year will be accepted on a probationary basis. The length of probation will be determined by the Principal.

Continued enrollment will be contingent upon:

- Satisfactory academic progress
- Student/Parent conduct
- Parental/guardian cooperation with school policies

Withdrawal Policy *(see Diocese of Tucson Policy 3.12):*

If a student must withdraw from Our Mother of Sorrows Catholic School before the end of the school year, it is mandatory that the parent/legal guardian provide the necessary information to the school in order to process the withdrawal.

- Student account balance must be \$0 (all outstanding fees must be paid in full).
- Written documentation that the withdrawal is taking place must be signed and dated by the parent.
- Families must work with Our Mother of Sorrows Catholic School in order to cancel payments through FACTS, the tuition management company.
- An exit interview with the Principal, student, and parent/legal guardian should take place.
- Transcripts will be forwarded to other schools once the aforementioned has been completed.

Student Withdrawal Based on Parental Behavior:

Normally, children should not be deprived of a Catholic education or otherwise penalized for actions of their parents or guardians. However, parents may so significantly reduce the school's ability to effectively serve their student that the parents may be requested to remove their student(s) for any of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to the Diocesan or school policies and procedures
- Interference in matters of school administration or discipline

In such cases, reasonable effort to elicit parental cooperation shall be made and documented. In the event the parent/guardian has caused a serious disruption, the principal, in consultation with the pastor, may restrict said parent/guardian from the school grounds/activities or face expulsion of their student.

Refund Policy:

- Registration fees (payable at time of registration) are non-refundable.
- Tuition is non-refundable.
- All other refund requests must be made in writing to the Principal.
- Approved refunds are subject to a 10-day waiting period.
- Billing disputes must be made within 30 days of the charge occurring on a student account.

Re-admission Policy:

- Students who have withdrawn and wish to be readmitted will be allowed to do so upon approval by the Pastor and the Principal.
- Academic standing, conduct, and effort will be seriously considered for readmission.
- Full payment of outstanding fees is required prior to readmission.
- Readmission for the following academic year may be considered under probationary terms.
- Readmission may be accompanied by a written set of expectations.

Financial Obligations:

Specific information regarding fees and dates will be provided with registration

materials. Parents are expected to fulfill all financial obligations to the school within the academic school year. The school operations are based upon parents/guardians honoring their financial commitments. Failure to do so impacts not only their own students but all students in the school community.

Registration:

- Fee due upon registration
- Registration fees apply to every student and are non-refundable

Tuition and Fees:

All tuition and fees must be paid through FACTS, a tuition management company. Monthly tuition payments are due by the 20th of every month August through May. Parent(s) may also select Quarterly, Semi-Annual or Annual payment plans.

Extended Day Aftercare:

Aftercare is provided for Preschool through 8th grade for a fee. You must register your child for Aftercare in order to participate in the program.

LMS (Loving Ministry Service) – 40 Commitment Hours per Family

- Service hours must be completed by the end of each semester in increments of 20 hours per semester. Hours will be recorded in FACTS.
- Parents are responsible for logging their hours with the office. Incomplete hours will be billed at \$15.00 per hour at the end of the semester.
- Fees will be billed via FACTS on the 20th of the month following the end of each quarter.
- A variety of activities are available to help families complete their commitment hours. Anyone choosing to work where students are present must comply with Diocesan compliance requirements for volunteers. (See general policies under volunteers for further information). Options to complete the family hours during the school year may include but are not limited to:
 - Enroll in a Parent Organization Committee and complete the hours stated with the committee assigned.
 - Review and ask for volunteer opportunities as they arise during the school year via Mustang Mail or email from teacher/office staff.
 - Time Commitment “Buy-Out” is available, but is not encouraged.

Annual Raffle Fundraiser:

- Each family is required to sell one book of 10 tickets each spring.
- Each family will be charged via FACTS for the \$100.00 commitment whether or not all tickets are sold
- Each additional book sold will earn the family 5 LMS hours

Payment Penalties:

- A \$25 late monthly fee will apply for payments not paid by the 20th of every month.
- Any account delinquent 60 days can result in:
 - o Immediate student withdrawal
 - o Referral to collection agency
- See the FACTS information regarding policies governing EFT and credit card transactions.
- Any fees assessed by FACTS are in addition to Our Mother of Sorrows fees, (including NSF fees).
- A \$35.00 fee will be assessed for insufficient funds from checks or debit paid directly to the school.
- Progress reports, report cards, registration, release of transcripts, and other privileges may be held until student account balances are at \$0.

Cancellation of Payments:

- All tuition and fees are to be paid in full until the end of the tuition contract or until withdrawal paperwork has been submitted to the School Office.
- FACTS payment cancellation must be arranged with Our Mother of Sorrows Catholic School.

Tuition Assistance:

To be considered for financial assistance, a family must be current with the student account, (balance of \$0).

Students at Our Mother of Sorrows Catholic School can receive funding for tuition assistance from the Arizona School Choice Trust, Catholic Tuition Support Organization (CTSO), AAA, Institute for Better Education (IBE), and other scholarship organizations. Tuition assistance is based on financial need and/or merit. Final scholarship amounts are determined on a case by case basis taking into account individual family circumstances.

Appointments must be made with the Scholarship Manager to discuss any financial matters.

LITURGY AND SACRAMENTS

As the first educator of your child, especially in matters of faith, we invite all families to participate in the many opportunities provided for school liturgical services and celebrations. These include but are not limited to the weekly school mass held on most Fridays and on Holy Days of Obligation during the school year. Stations of the Cross are scheduled weekly, on Fridays during Lent. The Sacrament of Reconciliation is offered to students periodically through the year. Adoration is also attended by students in grades 3-8 at least twice a year. The student body honors our Blessed Mother Mary and the Saints in many different activities throughout the year, in addition to our daily prayer and reflections.

Sacrament Preparation:

First Reconciliation -2nd grade

First Holy Communion -2nd grade

Confirmation - 7th/8th Grade

Preparation for individual students who haven't had the opportunity to receive these sacraments can be arranged by the Principal and/or the Director of Religious Education.

Dates are to be determined for Parish and School Mass for the Sacraments listed above.

DRESS CODE

Research shows that uniforms and a Dress Code help maintain a school culture of unity and academic excellence. Our students wear uniforms to make clothing selection easier for families, avoid the inevitable distractions and status distinctions caused by clothing, and ensure that our students are focused on learning, not what other students are wearing.

Dress Code (*see Diocese of Tucson Policy 3.17*):

It is the parents' responsibility to ensure that their student(s) is/are properly dressed for school. Faculty, staff, and administration may determine when a student is dressed inappropriately and cannot return to class. In such cases, the student will be asked to call home to arrange for the delivery of appropriate attire. A student who is spoken to repeatedly regarding inappropriate dress will be considered "Defiant" under school discipline policy.

Dress Code Consequences:

1st violation- A verbal warning will be given during "uniform self-check" during morning announcements. This will be documented in FACTS and emailed to guardians.

2nd violation- A verbal warning will be given during "uniform self-check" during morning announcements. This will be documented in FACTS and guardians will be called by the Principal.

3rd violation- Students will be provided the correct Uniform (full or partial) by Screen Craze. Student's family will be charged for the fee on the next FACTS withdrawal.

Special Non-Uniform Dress-Down Days:

During "Special Non-Uniform Days," also called "Dress Down" days, students may wear something other than their school uniform. However, the following are examples of what is NOT appropriate: exposed stomachs, tank tops, spaghetti straps, saggy pants, shorts that are deemed too short, cargo pants, sandals, slip-on shoes (i.e. flip flops), ballet slippers, high heels, and open-toe shoes. Students may not wear clothing which contains offensive language or images. Students may not wear clothing or accessories that promote political views which are contrary to the Catholic faith and teachings. This list is not all-inclusive. It is the student's responsibility to ask school staff for clarification on uniform dress code when necessary. Rules for accessories (earrings, bracelets, hats, nail polish are still in place on non-uniform days).

Daily Uniform	• Shirts: White, navy, or chambray blue polo shirt with or without the OMOS school logo; shirts must be tucked in at all times. • Bottoms (All): Navy blue or khaki/tan pants or shorts. Must be Docker style; no cargo
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	style, joggers, leggings, sweatpants, or jeans. No logos, tears or embellishments. Shorts must be no shorter than 2" above the top of the knee cap. • Bottoms (Girls): Option to wear a "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 2" above the top of the knee cap. 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, no chain belts or belts with studs are to be worn. • Socks: Plain white, black, or navy socks must be worn with all shoes. No logos permitted. • Shoes: Athletic shoes must be worn at all times. No sandals or flip flops, high heels, light up shoes, shoes with wheels, boots, crocks, or shoes with excessive color or decorations.
Mass Uniform	• No shorts will be worn on Mass days. • White polo shirt with 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, skort, or "white plaid" jumper (grades K-4) or skirt. • Belts, socks, shoes and hairstyles follow the daily dress code guideline.
Outerwear	• Solid navy blue crew neck sweatshirt, cardigan, or sweater vest with or without OMOS school logo; no logos other than the school logo may be worn. • During colder weather, students may wear a solid white long-sleeved shirt under their school uniform. No patterns are allowed. • No pullover hoodies, if a student wears a pullover hoodie it will be taken to the office and returned at the end of the day. OMOS is phasing out the zippered style sweatshirt. Full implementation will begin with the 2026-2027 school year. Plan ahead!
Hats	• Hats may be worn on the field during the school day; bills are to be facing forward when worn. Plain design, no reference to drugs, alcohol, racism, political affiliations, or sexual innuendo may be worn. • Hats must be removed indoors.
Hair	• Hair is to be neat and clean. Boys' hair must be clean cut with hair length not below the ears or below the collar. No mohawks or haircuts that resemble mohawks.

	• Only natural colors may be worn in hair. No colored or dyed hair is allowed. • No partially shaved/skinned haircut is allowed; no shaved art on scalp and/or eyebrows. • Bangs may not go past the top of the eye brows, hair should remain out of the student's eyes and face.
Jewelry	• 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: One religious bracelet may be worn; no rings may be worn; one wristwatch is allowed. 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 student male or female, to include false lashes. • Nails: Fingernails must be cut short for safety. Girls in grades 7-8 may wear clear or neutral color nail polish. No fake nails or gel nails are allowed. • No 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.

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

PUNCTUALITY AND ATTENDANCE POLICY

90% attendance or better is required to maintain scholarship eligibility throughout the school year.

Attendance (see Diocese of Tucson Policy 3.4); Arizona Revised Statute 15-802 & 15-803):

Attendance is imperative. Each classroom day builds on previous knowledge. In accordance with State law and Diocesan policy, students who are excessively absent and/or tardy may suffer academic consequences, may be required to make up missed time, and may be “placed” into the next grade level. A student who is absent during a given day may not participate in extracurricular activities the same day he/she is absent. Our Mother of Sorrows Catholic School is required to keep an accurate record of daily attendance for each student. All absences are recorded in the student’s Permanent Record.

Arizona Revised Statute (ARS) 15-802 places responsibility for insuring a student's regular attendance directly upon the person having custody of the student and further stipulates that parents and guardians who fail to keep their studentren in school regularly may be charged with a class-three misdemeanor, which could result in up to 30 days in jail and/or a fine of up to \$500.00.

- A student who is truant (unexcused absences) for 5 days within a school year is defined as "habitually truant" (ARS 15-803 C and Diocese of Tucson Policy 3.4).*
- Excessive absences, (10% of the number of required attendance days), may be cause for retention or withholding credit. Retention determination will be held on a case by case basis (ARS 15-803).*

Arrival and Dismissal of Students (see Diocese of Tucson Policy 3.4):

Our Mother of Sorrows Catholic School provides student supervision on school days beginning at 7:30 am. until 3:15 p.m. If students are having breakfast, they may arrive and remain in the school office or another area designated by the Principal beginning at 7:15 am. Supervision after school is provided for a fee through the OMOS Aftercare Program. If students are not picked up by 3:15 pm or 1:15 pm depending on dismissal time, and are not enrolled in Aftercare, they will be taken to the school office and may be charged \$1.00/minute for each minute they are not picked up. The fee will be billed via FACTS. (This does not apply to students who are involved in our after-school programs; i.e., sports.)

Absences:

Absences must be reported to the school office by 9:00 a.m. the day of the absence. If the office is not notified, parents will be contacted. A student who is absent 5 days per quarter or more may be in jeopardy of:

- Receiving a reduction in academic grades.
- Being retained in the same grade level the following year.
- Having to attend Saturday Detention to make up time and pay a \$75 fee for each occurrence

- Losing scholarships that are attendance based.

Excused Absences:

Medical appointments, health/illness, or death in the family absences are considered excused absences, which still count as absences; however, students may be allowed to make up work they missed during the absence.

Unexcused Absences:

Non-personal/urgent or non-medical health related absences are considered unexcused and are strongly discouraged. A student may be required to attend a make-up session or be removed from the school if he or she accumulates more than 5 unexcused absences in a single quarter.

Early Pick-Up:

Parents are encouraged to schedule medical health or non-school related appointments during off school hours. If a student needs to be picked-up during school hours, the following procedures apply:

- The office prefers to be notified in writing/email of the date, time, and reason for early pick-up.
- Non-medical/personal non-urgent related pick-ups before 9:45 am will be documented as unexcused absences.

Parents/legal guardians must report to the school office to sign out students. Only those listed on the student contact list will be allowed to pick-up a student. If students return to school before the end of the school day, an office "admit slip" must be completed before readmission to class.

Tardy Policy:

School gates are opened at 7:30 am and closed at 7:45 am. Students are expected to be at morning assembly at 7:50 am. Students who arrive after such time must report to the school office where they will receive a tardy slip. Students will be dismissed to their class once assembly is finished. Timely arrival is imperative. Late arrival is disruptive to the class and not conducive to learning. Thus, continual late arrival is unacceptable.

- All students must be within school gates by 7:45 am. All gates will be locked at that time, and students must enter through the school office where they will receive a tardy slip. **A parent must accompany the child to the office when tardy to sign the student in.**
- Due to the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to an uninterrupted learning experience, consequences shall be imposed for excessive tardies, and may include after school detention or Saturday Detention. Late arrivals due to medical appointments must be accompanied by a Physician's note.
- If a student arrives at school on time but leaves before 9:45 am, they are considered absent for the day.
- If a student leaves school before 1:00 pm, they are considered absent ½ day, except for 1:00 pm dismissal days, then the ½ absence would be

counted if the student leaves before 10:00 am.

The following consequences for excessive tardies will be imposed for students in grades K-8:

Upon receiving the 5th tardy, a \$25.00 fee will be charged and automatically billed and deducted via FACTS on the 20th of the following month. Every 5th tardy thereafter will incur a \$25 fee. A new cycle will continuously commence after every 5th tardy throughout the academic school year.

Scholarships may be in jeopardy due to excessive absences and/or tardies. The school reports attendance records of scholarship recipients to the providing scholarship tuition organization on a regular basis.

Note: If the determined resolution is not followed, a parent/guardian meeting with the Principal will take place. Excessive tardiness is a reason for removal from Our Mother of Sorrows Catholic School.

ACADEMIC ACHIEVEMENT GUIDELINES

Grading (*see Diocese of Tucson Policy 4.4.2*):

Report cards keep parents and students informed of academic achievement. Online access to student grades will be restricted for parents who are delinquent in their accounts. All online parental access to student grades is restricted the week prior to the end of each quarter. OMOS utilizes a quarter/semester system. Progress reports are sent via email at the midway point in each quarter (approximately 4.5 weeks).

Cheating & Plagiarism:

A student who engages in such behavior will receive a grade of zero on the assignment(s) on which the action occurred followed by the possibility of further disciplinary consequences.

Parent-Teacher Conferences:

We encourage positive communication between parents and teachers. Please email the classroom teacher to schedule a conference; they must be arranged before or after school as to not disrupt the classroom teacher during the school day. Please arrange teacher conferences first before contacting the principal for a meeting, this pertains to phone call meetings as well. Please do not attempt to spontaneously conference with teachers after school during their assigned duties, they are to be focused on students safety at that time.

Formal Parent-Teacher Conferences are held once a year in October. Parents that are separated or divorced must attend the scheduled conference together. Separate conferences are not permitted. All communications will be sent to both parents/guardians unless otherwise directed by a court order. Parents, faculty, and administration may request additional conferences as necessary.

First Quarter (Fall):

- Mandatory parent/teacher conferences for all students and report cards will be distributed at conferences.

Second Quarter/1st Semester (Winter):

- All parents/guardians are expected to review the report card at the end of the second quarter; Teachers can request parent meetings after the second report card.
- If your child is in danger of repeating a grade (retention), you will be notified of this at the parent teacher conference.

Third Quarter (Spring):

- All parents/guardians are expected to review the report card at the end of the third quarter; Teachers can request parent meetings after the third report card.

Fourth Quarter/2nd Semester (Summer):

- All parents/guardians are expected to review the report card at the end of

the fourth quarter; Teachers or parents can request parent meetings after this report card.

- Report cards will be distributed at the end of the awards assembly on the last day of school.

Homework:

Completing assigned homework is not optional. Preparing for upcoming assessments is not optional. Students will follow all assigned teachers' homework assignment procedures and guidelines. Grades reflect completion of homework.

Academic Probation Policy:

A student may be placed on academic probation status by the principal when:

- academic performance falls below "C" average
- conduct requires multiple disciplinary interventions
- policies and procedures outlined in the Student/Parent Handbook are not followed
- a student withdraws from Our Mother of Sorrows Catholic School and is readmitted at a later date
- a new student is admitted during the school year
- a new student transfers from another school at any time

Academic Probation Period:

Probation may take place for a period of one quarter or longer.

- Initial probation period is for 1 quarter.
- Additional probation periods of 1 to 2 quarters may take place.
- Concluding a probationary period, a conference to determine the continuing course of action will take place.

Academic Probation Consequences:

- A student may be limited from involvement in extracurricular activities.
- A student may be expelled if she/he remains on academic probation for two years.

Progress Reports:

At minimum, four mid-term progress reports are distributed during the school year. However, you can view your child's progress on FACTS at any time by logging into your family account.

Report Cards:

Report cards are provided at the end of each quarter.

Federal Programs: (see Diocese of Tucson Policy 4.7):

Title One services are offered on campus for students who qualify. These services include, but are not limited to: tutoring in core subject areas and evaluations for Learning Disabilities. Our Mother of Sorrows receives allocations from Tucson, Sunnyside, and Vail school districts. Participation in Title One programs are based on specific qualification criteria. Students that receive modified curriculum are not eligible for Honor Roll.

Testing:

Each year, students in grades K-8 will have three or more benchmark tests to include but are not limited to: ELA, Math, Science, Social Studies, and MAP (Measures of Academic Progress).

Students 2nd through 8th grades take the Assessment of Religious Knowledge (ARK) to assess their knowledge of the Catholic faith once per year in the spring.

8th grade students take the High School Placement Test (HSPT) regardless of whether they intend to continue their Catholic education at the high school level.

Placement, Retention, and Promotion:

Student success, both socially and academically, is the goal at Our Mother of Sorrows. Occasionally this means a student may either be retained in the current grade level or placed into the next grade level. Each student's learning situation is considered on a case by case basis and involves the student's academic record, the teacher's recommendations, parental input, and the principal's advice.

GUIDELINES FOR SUCCESS AND DISCIPLINE PROCESS

In accordance with Our Mother of Sorrows Catholic School's philosophy, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster maturity and responsibility. The Pastor/Principal reserves the right to apply consequences accordingly. It is necessary that all parents who choose to send their child/ren to Our Mother of Sorrows Catholic School cooperates with these regulations.

Our Mother of Sorrows Catholic School will be able to:

- Improve classroom behavior (on-task, work completion, cooperation)
- Establish clear classroom behavior expectations with logical and fair responses to misbehavior
- Motivate students to put forth their best efforts (perseverance, pride in work)
- Reduce misbehavior (disruptions, disrespect, non-compliance)
- Increase academic engagement, resulting in improved test scores
- Spend less time disciplining students and more time teaching them
- Teach students to behave respectfully and to value diversity, thereby reducing cultural differences that may manifest as misbehavior
- Help students feel empowered and happy to be in the classroom
- Develop a common language about behaviors among all staff

As God's students, each individual is expected to:

1. Respect yourself, others, and things.
2. Contribute to the learning environment.
3. Follow all school and classroom procedures.
4. Act in accordance with Catholic and Christian ideals.

Additional Rules and "Expectations", also known as "Guidelines for Success", are part of the classroom behavior management plan and will be discussed by the classroom teacher.

DISCIPLINARY CONSEQUENCES

Progressive discipline as appropriate to behavior will be applied anytime students fail to

follow classroom and or school rules. Such consequences may include but are not limited to: a phone call home, loss of recess, lunch detention, after school detention, adherence to a behavior contract, a referral to the Principal, suspension, or expulsion. This list is not all-inclusive. Consequences will be determined based on the infraction and/or the number of previous infractions.

All disciplinary infractions will be thoroughly investigated and consequences will be applied accordingly as determined by the Principal, in consultation with the Pastor. In all cases, the Principal may use discretion in the assignment of consequences on a case by case basis. Furthermore, the Principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion. He or she also reserves the right to review any and all disciplinary plans and to make any and all necessary adjustments on an as-needed basis.

Our faith acts as our moral compass. Student actions and behavior shall align with our Catholic and Christian ideals at all times.

Playground Rules:

Students shall:

- Follow all directions from adults on the playground.
- Keep hands, feet, and objects to themselves.
- Stay in assigned areas and be visible by a school official at all times.
- Use appropriate language.
- When the bell signals the end of recess or lunch break:
 1. Stop playing
 2. Get off playground equipment
 3. Return all equipment
 4. Report to the assigned teacher
- Stay away from the Preschool Playground and it's immediate area

Level I Offenses: Minor

A formal office referral is not required for Level 1 offenses. Discipline for Level I offenses are managed by the classroom teacher or supervising staff member. The teacher or other staff member will follow individual classroom hierarchies of behavior management as indicated through the classroom discipline cycle. Teachers and staff members may document via FACTS for any level of infraction in order to maintain consistency. Documentation and data collection for records must follow referral. Minor Level I violations will be elevated to Level II violations if persistent.

Examples of Level I Misbehaviors:

(Managed and documented by the teacher or supervising staff member)

- Mild disruptions such as talking, laughing, sneering, etc.
- Making sarcastic remarks to staff
- Not following directions
- Refusing to clean up in cafeteria
- Horse play with no lasting injuries
- Gum chewing
- Cheating/copying
- Wandering around campus
- Failure to complete class work
- Mocking others
- Inappropriate comments
- Misuse of materials
- Dress code violations
- Tardiness
- Running in walkways.courtyard
- Derogatory comments, gestures, items
- Teasing (Put downs)
- Inappropriate language (could become a Level II)
- Eye rolling
- Interrupting

Note: This list is not all-inclusive.

Disciplinary Consequences for Level I Offenses:

- 1st offense: Verbal warning by teacher/staff member
- 2nd offense: Verbal warning by teacher/staff member and documented/emailed through FACTS
- 3rd offense: Student is removed from the classroom, referral is made and sent to the Principal for Level II Offense

Level II Offenses: Persistent Misbehavior

A formal office referral is required for Level II offenses. The following procedures must have taken place before being referred to the Principal.

- Parents/students must be made aware of teacher classroom policies, procedures, and discipline plans.
- Teachers must document unacceptable behaviors and interventions.
- A parent contact must be made before an office referral is made.

All Level II Violations warrant an office referral to the Principal.

Level II refers to persistent acts of misconduct and/or persistent offenses.

Examples of Level II Misbehaviors:

- Ethnic slurs
- Obscene gestures, items, or comments
- Inappropriate touching
- Property damage
- Disobedience of school rules and policies
- Defiance of authority
- Bullying
- Threats/taunting
- Threatening bodily harm
- Stealing
- Use of profanity
- Truancy
- Harassment towards anyone on school grounds
- Inappropriate language towards anyone on school grounds
- Inappropriate physical contact against anyone on school grounds (non-fight)
- Insubordination
- Use of a dangerous instrument to cause bodily harm
- Forging a signature (notes, school documents etc.)
- Graffiti, tagging or writing on school property
- Leaving class or school grounds without permission

Note: This list is not all-inclusive.

Disciplinary Consequences for Level II Offenses:

(Documented/emailed through FACTS)

- First Referral: 1 Day Lunch/Recess Detention
- Second Referral: 2 Days Lunch/Recess Detention
- Third Referral: 1 Day Afterschool Detention
- Fourth Referral: 2 days ISS
- Fifth Referral: Five day OSS or expulsion

Level III Offenses:

Serious Misbehaviors, Teacher Removal, and/or Severe Offenses require a mandatory removal of a student from class. A formal office referral is required for Level III offenses. Level III misconduct involves the following: persistent Level II misbehaviors, a student's actions are caused to have her/him removed from the learning environment or after an administrative investigation finds that a student has engaged or is implicated in a severe offense. Referring teacher must document a Level III referral.

Examples of Level III Misbehaviors:

- Fighting
- Pulling fire alarm
- Assault (Aggravated assault may lead up to expulsion)

Note: This list is not all-inclusive.

Disciplinary Consequences for Level III Offenses:

(Documented/emailed through FACTS)

- 1st referral: 2 days ISS/2 day OSS (to be determined by the Principal)
- 2nd referral: 3 days ISS/ 3 OSS (to be determined by the Principal)
- 3rd referral: Five day OSS or expulsion

*Fees that are incurred from the responding fire department/safety team will be paid by the family of the student that intentionally pulled the fire alarm.

Level IV Offenses:

(Documented/emailed through FACTS)

Level IV misconduct will lead to mandatory expulsion and requires immediate mandatory removal from the school. Offenses that merit mandatory expulsion are misconducts that are persistent Level III misbehaviors or after an administrative investigation of an occurrence finds that the student has engaged in a severe offense.

Gross Disrespect:

Profanity or inappropriate gestures towards a teacher and/or student

- 1st referral: 1 day OSS
- 2nd referral: 2 days OSS
- 3rd referral: 3 Days OSS or expulsion

Prohibited Items List:

In an effort to protect the health and safety of all, the following prohibited items list has been adopted.

1. Electronic games, iPods, and cameras (with prior written permission of the Principal or designee, these items may be brought to school on special occasions)
2. Gambling devices – dice, playing cards,
3. Drugs, alcohol, tobacco, and related paraphernalia
4. Explosives and exploding devices such as: firecrackers, fireballs, cherry bombs, etc.,
5. Weapons, guns, knives, box cutters, screwdrivers, and/or dangerous instrument
6. Toy guns and toy knives
7. Gang paraphernalia such as: bandanas, permanent markers, aerosol paint containers, etching tools or any other instrument used for the purpose of writing graffiti or tagging

Note: This list is not all-inclusive.

Possession of a knife or weapon will result in mandatory expulsion. This includes any type of gun (air, pellet, etc.), a legal knife (less than 5.5 inches), weapon, or dangerous

instrument, including firearms. Law Enforcement may be contacted.

Theft:

Intentionally taking personal property from a student and/or teacher

*must return item taken or pay for item to be replaced

- First Referral: 1 Day Lunch/Recess Detention
- Second Referral: 2 Days Lunch/Recess Detention
- Third Referral: 1 Day Afterschool Detention or 2 day OSS

Physical Aggression Toward a Student or Adult:

- 1st referral: 1 day OSS
- 2nd referral: 2 days OSS
- 3rd referral: 3 Days OSS or expulsion

Bullying, Harassment, and/or Discrimination: *(see Diocese of Tucson Policy 3.14)*

Our Mother of Sorrows Catholic School diligently works to provide a safe environment for all. Verbal or written threats made against the physical, mental, or emotional well-being of any individual are taken seriously. A student is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Bullying is a cause for suspension, expulsion, and possible contact with police. Every sign of unjust discrimination must be avoided and any such actions will be addressed as an offense under the Diocese of Tucson Catholic Schools Bullying and Harassment Policy (3.14).

- Students who falsely accuse another student of harassment, bullying, or intimidation will also be subject to the above consequences. Includes, but not limited to:

Verbal Harassment:

Derogatory comments, jokes and threatening words spoken to another person or ANY SLUR is 100% prohibited.

Physical Harassment:

Unwanted physical touching, contact, assault, deliberate impeding, or blocking movements or any intimidating interference with normal work or movement.

Visual Harassment:

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.

Sexual Harassment:

No jokes, remarks, gestures, drawing or photos with any sexual connotation will NOT be tolerated, no matter if it is intended or not intended to a specific person. ALL name

calling is prohibited. Using the word “gay” in any negative context or ANY SLUR is 100% prohibited.

Harassment on the basis of race, color, religion, sex, national origin, age, or disability is prohibited.

Harassment/Bullying/Intimidation/ Threat (*see Diocese of Tucson 3.13*):

If the investigation confirms a case of Bullying, Intimidation or Harassment, a formal referral will follow and merit the following consequences.

- 1st referral: 1 day OSS
- 2nd referral: 2 days OSS
- 3rd referral: 3 Days OSS or expulsion

DEFINITION OF CONSEQUENCES

After School Detention:

Students who fail to report to after school detention on their assigned day will have to make up for their missed session plus one more for failing to appear (a total of 2). If detention is missed due to an absence, it must be completed on the following scheduled detention session upon returning to school. Parents must arrange for transportation for after school detention. After school detention is held on days determined by the supervising staff member from 3:05 pm - 4:00 pm. Students will be notified of the date, time, and room location where detention will be held as it may change weekly. The after school detention program will be coordinated by the Principal. No fee is charged for after school detention.

Saturday Detention:

Saturday Detention will be served from 6 am-10 am on the assigned day provided by the Principal. There will be a \$75.00 fee; students who attend Saturday Detention will receive a \$50.00 credit to their student account.

Suspension:

Suspension is the temporary removal of a student from the classroom and/or school. The Principal has the authority to place a student on in-school or out-of-school suspension from one to three days, or for up to a week for serious or repeated offenses. Suspension may be followed by expulsion from school. Suspensions may become part of a students' permanent record.

Types of Suspension:

1. In-School Suspension (ISS): Students who have been assigned in-school suspension will be required to report to school each day and work with a teacher in a different grade level or in an isolated area with a staff member of the school.

Students will work on their assigned class work during this time. Participation in any school sponsored activities during suspension is not allowed. *a \$50.00 fee will be charged to the student account.

2. Out-of-School Suspension (OSS): Students must remain off school grounds for the entire suspension period. Although students must complete all assigned class work during this time, a zero will be recorded for all work. Tests and quizzes may not be made up and result in a zero. Students may not participate in any school sponsored activity during this time.

Expulsion:

Expulsion is considered the last resort in the discipline cycle and will be decided by both the Principal and Pastor in accordance with Diocesan regulations. Expulsions will become part of a student's permanent record.

HEALTH & WELLNESS

Food Program:

If participating in the school lunch program, parents are required to order breakfast and lunch via FACTS, one month in advance. Although students will never be denied food, failure to pre-order food will result in a \$5.00 surcharge. A peanut free or gluten free option can be made available if requested. Fast food is not allowed. Parents are encouraged to provide healthy snacks that are filling, sustaining, and add to the quality of the student's diet. Examples are: fruit, granola bars, trail mix, veggies, yogurt, low-fat cheese, baked chips, etc.

Health Screening Week:

According to Arizona school law and Diocesan policy, every student must have their vision, hearing, height, and weight checked once every school year. The school holds a yearly Health Screening Week where these exams are performed. Parent volunteers are needed to assist the School Nurse during these exams. This volunteer time counts as LMS hours for parents.

Contagious Diseases:

Students with a communicable disease must be kept at home for the protection of themselves and others. Students who have had chickenpox may return when all pox marks are scabbed over, no fever exists, and no sore throat is present. Rashes, Impetigo, Ringworms, and Scabies need to be properly treated before readmission to school. Students will be readmitted when there are no visual signs of rashes, lesions, or when cleared by a physician, (physician's documentation is needed). All students having recovered from communicable disease must re-enter school through the Health Office.

Medical Information and Medication Policy (*see Diocese of Tucson Policy 3.2*):

The Health Office is managed by a Nurse's Aide. All health-related incidents are documented and parents notified. When it is necessary for a student to take medication during school hours, the following requirements must be met:

- The school must be in possession of a written medication order from a licensed medical practitioner and written permission from parents before any medication can be administered. A separate order and permission form is required for each medication.
- All medications must be delivered to the nurse's office by a parent or guardian in the original labeled medication container. Parents are welcome to come and administer their child's medication at school.
- Changes in medication must be reported with a written medication order from the prescribing licensed health professional.
- Students may not self medicate. They may not be in possession of Tums, cough drops, or other over-the-counter items. With written permission, a

student may carry and use an inhaler as needed and prescribed.

- At the end of the school year, parents will be asked to pick up medication or it will be destroyed. No medication is to be sent home with a student. Medication will be discarded in the presence of two school officials. Both persons will sign the School Year Medication Record form and Student Health Record stating the medication and quantity destroyed.

Fever/Vomiting:

If a child has a temperature of 100 degrees or above, s/he should be kept home.

Likewise, if a child develops a fever of 100 degrees or above while at school, s/he will be sent home. *Students must be fever and vomit free for 24 hours without medication to return to school.*

COMMUNICATION

Email/Phone Calls/Text Messages:

Emails are sent out by the office manager, business manager, teachers, and/or principal for many reasons. This is the main form of communication. If email communication is not available, phone calls to the numbers on file will be completed if needed.

Please note that OMOS personnel have 48 hours to respond to communications. This does not include weekends. While respect for timely communication is important, so is the fact that teachers are teaching during the day and they also have families. Your patience and grace are appreciated.

SAFETY & SECURITY

Crisis Team:

Our Mother of Sorrows Catholic School has a Crisis Team composed of school personnel who assist in carrying out the school crisis plan.

Communication during Crisis:

- FACTS/Renweb text messages will be sent out for quick information
- Additional information will be provided via email as soon as it is safe to do so
- Phone lines may be tied up at the time of a crisis. Do not depend on communication via phone.
- Follow all Law Enforcement requests

Law Enforcement at School:

It is primarily the role of the law enforcement officer to properly handle interviews, remove students from school premises, and to inform parents of students who are interviewed or removed. The school has no duty to see that law enforcement handles such events properly. However, the following general guidelines are in place regarding how Our Mother of Sorrows Catholic School will handle such situations.

The person in charge of the school at the time law enforcement arrives to interview or remove a student will obtain identifying information from the law enforcement officer or Department of Child Safety representative and verify affiliation with aforementioned agencies before the interaction by law enforcement or DCS representative with a student occurs. The school will carry out any instructions provided by the officer or DCS representative as to what information should be provided by the school to the parent/guardian. *(See Diocese Policy 3.6)*

Safety Drills:

- Fire drills are held monthly per Tucson Fire Department regulation and Diocesan policy.
- Lock-down drills are held a minimum of three (3) times per year as required by Diocesan policy.
- Evacuation drills are scheduled once per academic year per Diocesan policy.
- Before and after the Safety Drill is concluded, a text alert or an email will be sent out for your information and opportunity to review with your child (if needed) upon returning home.

Visitors:

Our Mother of Sorrows Catholic School is a closed campus.

- The safety and well-being of students is our top priority.
- No one, including parents and students, have open access to the school campus.
- Parents, volunteers, and visitors must be in compliance with the Diocese and sign-in at the school office at which time they will be issued a visitor badge.

Safe School Zone:

The possession of weapons or firearms is strictly prohibited on this private school property. (Exception: to include those individuals authorized to carry firearms due to their verified profession, e.g., security and law enforcement personnel.)

Reporting Procedure:

Safety of our students and staff is our top priority, please contact 911 if there is a threat to our campus.

- After calling 911, please call the school office (520-747-1027) and email the principal: ptinley@omosschool.com

Confidentiality:

Student information is confidential. Staff, faculty, administration, parents, and volunteers should not discuss what is observed or heard within school grounds unless it is within legal and professional parameters.

Mandatory Reporters:

All staff at Our Mother of Sorrows Catholic School are Mandatory Reporters; this means it is required that all staff members take full responsibility to report any type of abuse, neglect, or threat to the authorities.

VOLUNTEERS AND COMPLIANCE PROCESS

Volunteers *(see Diocese of Tucson Policy 2.11):*

School Volunteers are subject to maintaining the highest level of confidentiality in

regard to school matters. Volunteers are not allowed to discuss what is observed or heard on the school campus.

Diocesan Compliance Policy Regarding Volunteers:

Volunteers who are interacting with students on campus must be screened and trained to serve in this role. Compliance applications are started online.

1. On your web search go to the Tucson Diocese website: <https://diocesetucson.org/>
2. Once you are at the Diocese website, scroll all the way to the bottom of the page where you will see a yellow portion. On the bottom to the right, you will see an underlined portion with multiple options, please click on EMPLOYMENT.
3. Clicking employment will take you to a list of all the employment and volunteering positions available throughout the entire diocese. Scroll all the way down, and until you see (in black): SCHOOL VOLUNTEER OPPORTUNITIES. Please make sure you choose Our Mother of Sorrows School (PK-8) - Tucson, AZ, by pressing the light blue volunteer on the left hand side of your screen.
4. This will take you to another page that will have some information regarding the position, location, etc... On this screen you will see a blue rectangle with: Apply for this position, click on that and it will take you to the start of the application. Just a reminder you must include three references.

Once the application is submitted, the school will continue the process and call your three references. When all three references are finalized and cleared by Diocese personnel, they will email you a link to the Compliance High risk training video. This video must be completed in order to proceed. Once ALL steps are complete, the school front office will contact you for fingerprinting.

If references cannot be contacted in a timely manner, the applicant will be notified by the Compliance Officer. Applications are only valid for 6 months. We appreciate everyone's help and interest in volunteering. If you have any questions please do not hesitate to call the front office at (520)747-1027.

Advisory School Board:

The Our Mother of Sorrows School Board serves as an advisory board that promotes the Our Mother of Sorrows Catholic School Mission Statement. The school board meets monthly to discuss the school's mission and vision as they support the Pastor and the Principal. The Advisory School Board is always up-to-date on the school goals and reaches out to the community to assist in providing what resources are needed for the running of the school. School Board meetings are closed to the public.

OMOS Parent Organization:

The OMOS PO supports the school's Mission, philosophy, programs, and activities for the benefit of all Our Mother of Sorrows apostles. It is composed of parents and caregivers of the apostles at Our Mother of Sorrows Catholic School. Members of this organization support and provide extracurricular activities and events for students. They are involved in fundraising that provides additional monies for special projects, events, and additional resources for the school and student activities.

***LMS hours may be logged for attending meetings and participating at sponsored events.

Removal of Volunteers:

Volunteers must behave in a manner consistent with Diocesan policy and maintain the confidentiality of school matters at all times. The Principal and or Pastor reserve the right to remove anyone from a volunteer position at any time for any reason.

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities. In order to participate, a grade of “C” or better must be maintained in all academic areas. Our Mother of Sorrows Catholic School rules and regulations apply to all students participating in any clubs or activities. The Principal and or advisor may remove a student from any club or activity if grades are not maintained or conduct is unsatisfactory.

Extra-Curricular activities vary annually. For the 2025-2026 school year these activities may include but are not limited to:

Altar Servers

Choir

Student Leaders in Student Council

Sports

Garden Club

Art

Yearbook

Diocesan Youth Sports Program (DYSP):

OMOS participates in the Diocesan after school sports league to provide a positive contribution to the development of the whole child. This program is meant to model and teach not only Christian morals and values but also teach the basic fundamentals of the sport. It is offered to boys and girls in grade 4-8. All students that participate must submit a current sports physical, pay the required sports fee, and agree to the guidelines found in the Diocesan Sports Handbook:

https://diocesetucson.org/catholic-schools#module_4702216

- Students participate at the JV and Varsity levels depending on grade level and ability.
- 8th grade students may only participate at the varsity level.
- Parents may complete LMS hours for volunteering to coach, scorekeep, or complete other tasks affiliated with the sports season.
- Volleyball and Basketball are offered seasonally as well as track in the spring.
- Student Athletes must maintain a “C” or better in all core subjects to be eligible to play.

GENERAL POLICIES

Classroom Parties:

Parties must not disrupt the academic environment in the classroom and MUST include all students within the classroom. Birthday treats are to be coordinated by the parent in collaboration with the teacher and must include all students.

- NO balloons are allowed on campus for any celebrations including, but not limited to: birthdays, graduation, Valentine's Day, Sacraments, etc.
- Please do not have flowers, stuffed animals, or other items delivered to the school. Any items delivered to the school on behalf of your child will be kept in the office until dismissal time. Your child may pick up the items at that time.
- Birthday celebrations during Lent should be low-keyed and reflect reverence for the season.
- Off-campus party invitations may not be distributed at school unless the entire grade level is invited.

Field Trips:

- Participating in a field trip is not guaranteed, it is an earned privilege.
- Behavior is a major determining factor for participation.

Parents must grant permission for their child to participate in field trip events and pay any fees associated with the trip. A general permission form is completed at the time of registration to be kept on file with the student's electronic records. A form specific to planned events will also be sent home to communicate necessary information. Both forms must be signed by the parent or legal guardian. Classroom teachers will often use funds raised by that particular group to pay for field trip expenses.

Parent volunteers who are interested in serving as drivers and/or chaperones may do so if they have met the Diocesan compliance guidelines, completed the Diocesan Driver Information Form, submitted a copy of a valid driver's license, proof of insurance, and have met the requirements to serve as a parent volunteer. The use of seatbelts and/or car seats by all students is mandatory.

Food Consumption:

- There is to be no eating or drinking in classrooms, unless permitted by the teacher.
- Lunch is eaten in the Parish Hall or the courtyard.
- Snacks are eaten in the Parish Hall or the courtyard.
- Refillable Water Bottles are allowed in classrooms.
- Students who fail to abide by these policies will be subject to disciplinary consequences.

Chewing Gum is not allowed:

- 1st offense: Verbal warning by teacher/staff member and documented/emailed through FACTS
- 2nd offense: Verbal warning by teacher/staff member and documented/emailed through FACTS, after school detention required

Toys:

Students are prohibited from bringing toys to campus (unless given specific permission from the teacher). Toy weapons of any sort are not allowed.

Public Displays of Affection (PDA):

“Appropriateness” of public displays of affection can be differentiated based on the normal behavior of the developmental period of the student (PK-8th). However, it is inappropriate for students to engage in public displays of affection anywhere on school property or at any off-campus school-sponsored event.

Social Media/Electronic Communication:

Parents/guardians are solely responsible for the students' appropriate and ethical use of technology outside of school. The inappropriate use of technology outside of school should be reported by the parent/guardian to the local police jurisdiction. The derogatory use of the school and/or remarks direct to or about Our Mother of Sorrows employees or school will be reported to the local police jurisdiction by administration.

Engagement in social media sites such as, but not limited to, Instagram®, Facebook®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student's account and/or communication includes defamatory comments regarding the school, the faculty, other students or the parish. The Diocesan policy regarding bullying is followed. Any accounts or websites that are created for the purpose to appear as Our Mother of Sorrows Catholic School must be approved by the Pastor/Principal or it will be removed/reported to authorities.

Our Mother of Sorrows Catholic School shall not be liable for the user's inappropriate use of electronic communication, resources, or violations. All mistakes or negligence and costs will be incurred by its users. Our Mother of Sorrows shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the internet.

Any recording or photo taking must be approved by Our Mother of Sorrows Catholic School staff/administrator before recording and photographing, posting to social media is prohibited unless approved. It is unethical and a violation of Our Mother of Sorrows Catholic School Staff rights for students to take a photo, audio, video, or still photos of teachers and staff as they function on the school campus. Any such covert behavior will be subject to punitive measures.

The use of the OMOS school logo, name, or picture must be approved in writing by the school principal before it is used. No solicitations, fundraisers, or representations for the school may be made without the prior approval of the school principal. Apparel, signs, and other items representing the school may not use any school logo without prior written approval of the principal.

Cell Phones (Communication devices):

Students are not allowed to have cell phones, iPads, Apple watches, fit-bits, or comparable alternatives in their possession during school hours of operation. If a cell phone or other mentioned item is found in a student's possession, it will be confiscated. Cell phones or other mentioned items taken away from students will be returned to parents at the discretion of the principal and will be charged a fee of \$50 in order to receive the cell phone/items. The school assumes no liability for any damage to or loss of a cell phone that might allegedly occur while in the school's possession. (If a student chooses to bring one of these devices to school, it must be kept "off" and remain in the backpack). Students are not allowed to use cell phones during after-school activities. Students may only call home once the after-school activities have ended and permission is granted by the adult in-charge.

Off-Campus Conduct:

The administration of Our Mother of Sorrows Catholic School reserves the right to discipline its students for off campus behavior that is not in line with behavior expectations of its students during the course of the regular school day. This off-campus behavior includes, but is not limited to, cyber-bullying, sexting, or any other improper use of technological devices.

Searches:

The Principal or other staff member may conduct a search of any and all parts of the school campus including, but not limited to, areas reserved for individual student use, such as desks and lockers. Students have right of usage when it comes to lockers and desks, but not proprietary rights as they are school property. Searches will take place when there is reasonable suspicion to believe that a threat to the health, welfare, or safety of the school and its inhabitants exists. The Principal, or other staff member can search student personal property if the search is (1) justified at its inception, i.e., reasonable belief that the student has broken a school rule, and (2) the search is reasonable in scope. The search will be made in the presence of at least one other staff member. Staff members may also conduct periodic locker checks for cleanliness of student materials as well as to check for prohibited items. When a locker check is conducted, students will be required to empty the locker, wait for a staff member to view contents, and the staff member will at that time direct the student to return the contents to the locker.

Due Process:

Students referred to the Principal for disciplinary action will have an opportunity to discuss/explain "their side of the story" before the imposition of any consequences.

STUDENT TECHNOLOGY AGREEMENT

The use of technology tools and devices at Our Mother of Sorrows Catholic school (OMOS) is a privilege, not a right. The privilege is given to those who act responsibly. The privilege may be revoked by OMOS at any time. Within reason, OMOS will honor personal

privacy, freedom of speech, and access to information. Administrators and staff reserve the right to review files and communications and remove inappropriate information.

Information Technology refers to computers and all peripheral devices such as printers, scanners, digital camera and video equipment, voice recorders, disk drives, e.g. The Internet refers to the Worldwide network of computers that enables us to share such information. Having access to information through the use of technology is an exciting opportunity. However, the Internet contains real dangers and some material will be inappropriate in a school setting. All users bear the responsibility of using school-based technology and Internet based resources in an appropriate and ethical manner.

Acceptable Uses:

- Access educational material with teacher permission.
- Send and receive appropriate messages and pictures with teacher permission.
- Use polite, respectful language while online.
- Protect and properly treat all computers, computer systems, and computer networks.
- Follow all copyright laws.
- Use your own identity, email, work, files, and folder.
- Notify an adult if I become aware of other students violating the acceptable use terms.

Refrain From:

- Sending or displaying offensive messages or pictures.
- Using obscene or inappropriate language to bully, harass, insult, or attack another.
- Intentionally damaging any computers, computer systems, or network.
- Misrepresenting yourself in any way or trespassing in another's work. Do not modify another folder, work, email, or other files.
- Giving out personal information for yourself or others.
- Submitting publishing, displaying, or retrieving offensive or inappropriate material.
- Recording anyone without first obtaining permission.

Services:

- OMOS provides safeguards against inappropriate Internet access from school computers through Integrated Axis.
- OMOS reserves the right to monitor and log the use of all systems and monitor file server space utilization.
- OMOS contracts with an external service to provide Internet access. Consequently, access to the Internet is limited by that service.
- OMOS provides email accounts for all students in grades 3-8 and staff members. The content of emails is the property of OMOS school.
- OMOS school reserves the right to establish and amend rules and regulations as necessary for the efficient operation of all computers and electronic information systems.

Cell Phones/Smart Devices are not permitted during school hours. Students will keep any personal devices turned off and in their backpack. Students will ask permission to use a

personal device after school hours if waiting for pick-up. Confiscation will occur if any device is found and it will be taken to the office. At which time, parents/guardians will be notified to pick up the device from the principal. *Repeat offenders will be charged \$50.00 to pick up the device.

Responsibility:

Users will accept personal responsibility for reporting misuse of technology to the OMOS staff. Misuse can come in many forms, but is commonly described as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, or violence.

The use of an AI (Artificial Intelligence) text generator for an assignment/classwork is not permitted unless otherwise permitted by the teacher for a particular assignment.

Consequences:

Loss of technology privileges means loss of privileges school wide, regardless of where the infraction occurs.

Where there is a malicious attempt to harm or destroy information technology or data of another user, the student will immediately lose all access and privileges for a minimum of 30 days. If needed, the students and/or the family will be obligated to reimburse OMOS school for damages.

1st violation: Students will lose privileges for 30 days. Written notification will be sent home via FACTS communication.

2nd violation: Students will lose privileges for the remainder of the semester. Written notification will be sent home and parents/guardians must sign the notification.

3rd violation: Students will lose all access and privileges for the remainder of the school year. All work and assignments will still be required. Students will bear the responsibility to complete assignments as homework.

Diocese of Tucson Policies

Diocese of Tucson Policies

Please refer to the following Diocese of Tucson Policies that support the material found in the Enrollment Policies section of the Our Mother of Sorrows Catholic School Handbook.

A-3 Handbooks of Policies and Regulations A-3 Parent/Student and Faculty/Staff Handbooks 3.7 Insurance Advisory Guidelines 4.4.1 Safety and Emergency Plans 3.1 Admission 3.2 Official Student Records 3.4 Attendance 3.8 Contact with Students During School Hours 3.9 Promotion and Retention 3.11 Due Process/Parent's Appeal 3.12 Withdrawal From School 3.13 Harassment/Bullying 3.14 Discipline 3.16 Arizona Statutes 3.17 Dress Code Tobacco, Alcohol and Drugs Weapons Searches	4.10 Reporting Student Progress 4.12 Students with Special Learning Needs 4.8.2 Co-Curricular/Enrichment Activities 4.8.3 Community Relations A-C Accidents and Illness at School 2.8.3 Student Abuse and/or Neglect 3.4 Daily Log 2.8.3 Student Abuse and/or Neglect 2.11 Volunteers 4.3 School Calendar 4.4 Curriculum Standards 4.5 Curriculum Guidelines 4.6 Technology 4.7 Federal Programs 4.8 Student Support 4.9 Student Assessment
The Diocese of Tucson, Department of Catholic Schools <i>Handbook of School Policies and Procedures</i> is on file in the Principal's Office or online at the Diocese of Tucson website in its entirety. The above sections are cited in the Our Mother of Sorrows Catholic School Handbook.	

Arizona Revised Statutes (ARS)

Arizona Revised Statutes (ARS) Please refer to the following Arizona Revised Statutes (ARS) that support the material found in the Our Mother of Sorrows Catholic School Handbook.	
ARS 13-1204 Aggravated assault; classification; definition ARS 13-2911 Interference with or disruption of an educational institution; violation; classification; definitions ARS 13-3620 Duty to report abuse, physical injury, neglect and denial or deprivation of medical or surgical care or nourishment of minors; medical records; exception, violation; classification; definitions	ARS 15-802 School instruction; exceptions; violations; classification; definitions ARS 15-803 School attendance; exemptions; definitions ARS 15-874 Records; reporting requirements ARS 36-672 Immunizations; department rules Arizona Statutes and Code can be found, in its entirety, on the internet at: http://www.azleg.gov/ArizonaRevisedStatutes Title 15 is devoted to Educational Law.

ARS 15-152 Pest management at schools; notice ARS 15-341 General powers and duties; immunity; delegation ARS 15-507 Abuse of teacher or school employee in school; classification	The above sections have been cited in the St. Ambrose Catholic School Handbook. ACC R9-6-701 Article 7. Vaccine-Preventable Diseases can be found in its entirety at: http://www.azsos.gov/public%5FServices/Title_09/9-06.htm
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3.16 ARIZONA STATUTES

Interference with or Disruption of an Educational Institution

Arizona Revised Statute 13-2911 (D) Unruly, disorderly or lewd conduct while on the premises of St. Ambrose Catholic School may be grounds for removal from the property and may include further legal action.

Abuse of Teacher or School Employee in School

Arizona Revised Statute 15-507 states that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of duties is guilty of a class 3 misdemeanor.

Aggravated Assault

Arizona Statute 13-1204 (A)(8)(d) states that a person commits aggravated assault if the person commits the assault knowing, or having reasons to know, that the victim is a teacher or other person employed by any school, and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

Reporting to Local Law Enforcement

Arizona Statute 15-341 (31) states that schools report to local law enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers, or administrators.

Appendix A: Locker Contract for 5th through 8th Grade

Locker Access:

Students will have access to their lockers before school from 7:45-7:55 am to retrieve items for their morning classes.

Before lunch students will put their books away and retrieve lunch boxes for lunch and recess.

After lunch students will put lunch items away and retrieve items for their afternoon classes.

Students will not be allowed to go to their lockers during class or lunch.

Backpacks:

Backpacks must be placed in the students locker. Backpacks will not be left outside in the hall or placed in classrooms. If a student MUST bring a cell phone on campus, it is their responsibility to turn the phone OFF and place it INSIDE the backpack. Cell phones that are on will be confiscated. (see cell phone policy).

Decorations:

Lockers may be decorated on the inside only, NO glue or tape allowed, magnets only. NO decorations should be placed on the outside of the locker.

Locks:

Each student will be assigned a combination lock for use on the locker only during the school year. It is suggested that the combination (once memorized) be kept at home in a safe spot.

- You may NOT use a lock from any other source
- The lock must be returned to the school at the end of the school year. Failure to do so will be a violation of the contract and a fee to replace the lock will be required.
- Students MUST USE THE LOCK. OMOS is not responsible for any lost, missing, damaged or stolen items.
- DO NOT SHARE YOUR LOCKER OR LOCK COMBINATION.

Locker Etiquette:

Remember that we share a school with many students and teachers. Please be respectful of our school and the noise level that lockers can have on our campus.

- Do not slam locker doors.
- Do not slide trash or notes into other lockers.
- Do not tamper with locks, place them backwards, or move them to another locker.

At any time that a student loses locker privileges, the student must carry books and other materials with them during the school day until privileges are restored. No backpacks are allowed other than to transport books off and on campus.

We have read the rules regarding locker use. We understand that each of us are responsible for these rules and lockers are provided by OMOS and are school property and are subject to daily monitoring and random inspections.

Additional Information for 5th-8th Grade

Classroom Dismissal :

Students can be asked to leave a class for insubordination, defiance or not being able to follow classroom rules; the student will be dismissed from the classroom and placed into another learning area with a Our Mother of Sorrows Staff member while awaiting referral to administration. After referral is reviewed, determination of consequences will be made at that time. Parents can view documentation of the referral in FACTS.

Lunch Detention:

Students will eat lunch with a Our Mother of Sorrows Staff member in an area away from other students and not able to participate in recess with their class. This will be utilized to prevent students from academic learning loss due to discipline.

Zero “0” Hour Detention:

Students will attend “0” hour detention when other detention options are not available or have been ineffective. This will be utilized to prevent students from academic learning loss due to discipline. Students will attend school at 7:00 am-7:45 am with a Our Mother of Sorrows Staff member. There will be a \$75.00 fee. Students who attend “0” hour detention will receive a \$50.00 credit to their student account.

Alcohol/Drugs/VAPE or E-Cigarettes and Tobacco Products: *(see Diocese of Tucson 3.10):*

“Student possession, use, sale, or attempted sale, or being under the influence of tobacco, alcohol, or illicit drugs must be prohibited on school premises and at all school-sponsored activities. Student possession, use, sale, or attempted sale, or being under the influence of tobacco, alcohol, or illicit drugs should result in suspension and/or expulsion from the school and/or notification of the proper authorities.”

Parents/Guardians will be contacted, along with authorities if necessary. Students will be removed from the classroom and other students by administration until a parent or guardian can pick up the student.

Buying and Selling of Items:

Students may not buy or sell any personal items on campus. If students bring items to sell, they will be confiscated and returned to parents or guardians upon dismissal. Consequences will be reviewed on a case by case basis.

Appendix B: Overnight Trip Opportunities for 7th and 8th Grade

7th and 8th Grade Participation and Eligibility for Overnight Trip Opportunities:

The following will outline a student’s eligibility for participation in the overnight trips. The safety of the whole group is our sole primary focus for the enrichment activities during the trips for all 7th/8th graders for Overnight Trips. Due to the intensity and hands-on nature of the trips, each student must be able to demonstrate their willingness to put forth maximum focus and effort for a successful experience. While we will afford the students every

possible opportunity to meet the eligible requirements, the following academic and behavioral criteria will be observed.

Academics:

Students must have a “C” average or better for all classes (including core and specials) Conferences are required for students that are below a “C” average but have put in effort.

- Conferences will be held monthly for students, teacher(s), parents and administrators to review troublesome academic areas, outline strategies for improving achievement in those areas and explore motivation for attending the trip.
- Formal and final notification for those students not eligible to participate will be made to the student and family (3) school days prior to the trip in regards to academic consideration. Notification will be made via phone and email.

Behavioral:

Students may not participate in trip opportunities if in-school or out-of-school suspensions have been experienced during the school year.

Conferences are required for students that are experiencing behavior difficulties or continuous detentions.

- Probation can be provided for these students and must demonstrate positive behavior as noted by teachers to attend the trip.
- Formal and final notification for those students not eligible to participate will be made to the student and family (3) school days prior to the trip in regards to behavior probation consideration. Notification will be made via phone and email.

Financial:

Financial portions must be paid prior to the deadline provided on trip forms. No refunds will be provided for students who are ineligible for the trip due to academic or behavioral reasons.

PARENT AND STUDENT HANDBOOK

STUDENT USE OF TECHNOLOGY

STUDENT USE OF LOCKERS (5TH-8TH GRADE ONLY)

OVERNIGHT TRIP OPPORTUNITY

CONTRACTUAL AGREEMENT

2025-2026 SCHOOL YEAR

NOTE: The principal retains the right to amend this handbook. Parents will be given prompt notification if changes are made. A student will be admitted to the school only when a signed agreement has been submitted.

We (Student and Parent) have received the handbook/student use of technology/student use of locker and DC/NY trip opportunity document(s) and agree to read it and abide by its policies and

procedures.

We (Student and Parent) understand that this handbook/student use of technology document is part of our contractual agreement and commitment with Our Mother of Sorrows Catholic School.

We (Student and Parent) understand the absence and tardy policy. We recognize the impact of absences and tardies on grades and scholarships. We are aware of the consequences for excessive absences and tardiness as part of our contractual agreement and commitment with Our Mother of Sorrows Catholic School.

Student Name Printed	Student Signature	Date
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Parent/Guardian Printed Name	Parent/Guardian Signature	Date
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Parent/Guardian Printed Name	Parent/Guardian Signature	Date
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The contents of this handbook will remain in effect during the entire student enrollment. Parents and students are expected to abide by the policies stated and are responsible for understanding the contents of the Our Mother of Sorrows Catholic School Parent & Student Handbook. Our Mother of Sorrows Catholic School reserves the right to revise as needed, any and all of the content mentioned herein.