

**Our Lady of Sorrows School**  
**2019 – 2020 Parent/Student Handbook**  
**Table of Contents**

|  |       |
|--|-------|
| Account Policy .....                   | 11-13 |
| Administrative Team .....              | 4     |
| Admission .....                        | 10-13 |
| After School Care Program .....        | 15    |
| Altar Servers .....                    | 44    |
| Athletic Policy .....                  | 23-33 |
| Athletic Program .....                 | 16    |
| Attendance Regulations .....           | 14-15 |
| Attendance .....                       | 14    |
| Birthdays .....                        | 51    |
| Bullying Policy .....                  | 48    |
| Carpool Procedures .....               | 15    |
| Check-Out Policy .....                 | 13    |
| Communication .....                    | 38    |
| Copyright Policies .....               | 19-22 |
| Counseling Service .....               | 45    |
| Curriculum .....                       | 10    |
| Discipline Policy .....                | 45-48 |
| Dress Code Information .....           | 36-37 |
| Early Morning Care .....               | 3     |
| Emergency Closing Due to Weather ..... | 38    |
| Essentials of Effective Schools .....  | 9     |
| Evacuation Procedures .....            | 38    |
| Excused Absence or Tardy .....         | 13-14 |
| Fees .....                             | 11    |
| Field Trips .....                      | 17    |
| General Policies .....                 | 10-13 |
| Goals .....                            | 8-9   |
| Grading System .....                   | 34-35 |
| Grievance Policy .....                 | 44    |
| Health Form .....                      | 38    |
| Health, Safety and Medication .....    | 37-38 |
| Homework .....                         | 18-19 |
| Honor Roll .....                       | 35    |
| Internet Policies .....                | 19-22 |
| Letter to Parents and Students .....   | 2     |
| Library .....                          | 16    |
| Lockers .....                          | 35    |
| Lunch Area Conduct .....               | 49    |
| Lunch/Milk Program .....               | 36    |

|  |       |
|--|-------|
| Major Violations .....                                 | 41-42 |
| Make-Up Work .....                                     | 14-15 |
| Mass Schedule .....                                    | 3     |
| Minimum Attendance Requirements .....                  | 13    |
| Minor Violations .....                                 | 40    |
| Mission Statement .....                                | 7     |
| Movies .....   | 51    |
| Newsletter .....                                       | 39    |
| Office Hours .....                                     | 3     |
| Parent/Teacher Conferences .....                       | 35    |
| PTO Board .....  | 6     |
| Parties and Celebrations .....                         | 51    |
| Philosophy .....                                       | 7     |
| Physical Education .....                               | 16    |
| Regional School Board .....                            | 5     |
| Religious Information .....                            | 3     |
| Safety Patrol .....                                    | 43    |
| School Address .....                                   | 3     |
| Student Officers .....                                 | 43    |
| School Organizations .....                             | 49-50 |
| School/Parent Partnership Agreement .....              | 7-8   |
| School Personnel .....                                 | 4     |
| Social Media Parent Agreement .....                    | 49    |
| Teaching Staff .....                                   | 4     |
| Telephone .....  | 39    |
| Testing .....  | 19    |
| Textbooks .....  | 20    |
| Transportation, Safety and Carpool<br>Guidelines ..... | 15-16 |
| Tuition Assistance .....                               | 12    |
| Tutoring .....   | 18    |
| Unacceptable Electronic Devices at School....          | 48    |
| Unwritten Regulations .....                            | 42    |
| Welcome .....  | 7     |
| Yearbook Staff.....                                    | 43    |

**Dear Parents and Students,**

**Welcome to Our Lady of Sorrows School. The teachers and staff join me in saying we are happy to have you as a part of the OLS family. We hope this will be a successful and rewarding year for you.**

**This handbook is filled with information that will be useful to you throughout the school year. Please read it carefully, focusing on the pages that apply to you now. Then refer to it throughout the year as needed. I suggest that you and your parents read it together. Feel free to ask your teacher or our guidance counselors for additional information on or a further explanation of the material in this handbook.**

**I look forward to watching you grow and learn, both academically and spiritually. Let's work together to make this the best year yet!**

**Sincerely,**

**Mrs. Mary Jane Dorn  
Principal**

## **SCHOOL ADDRESS**

Our Lady of Sorrows School  
1720 Oxmoor Road  
Homewood, AL 35209

Telephone: (205) 879-3237

Fax: (205) 879-9332

Web Site: **www.olsschool.com**

## **OFFICE HOURS**

Monday: 7:30 a.m. – 2:45 p.m.

Tuesday – Friday: 7:30 a.m. – 3:30 p.m.

Students can arrive as early as 7:30 a.m. Early arrivals in grades K-4 will go to the cafeteria and grades 5-8 will go to a designated classroom (schedule will be posted). Students are dismissed to their respective classrooms at 7:45 a.m.

## **EARLY MORNING CARE**

Early morning care is available from 7:00 a.m. – 7:30 a.m. in the cafeteria for a charge of \$2.00 per child. All students dropped off between those hours must report to the cafeteria. Payment should be made directly to the supervising adult.

## **WEEKLY LITURGIES**

The liturgies planned each week by individual classes will be every Thursday at 9:00 a.m. unless indicated otherwise on the school calendar or newsletter (i.e. Holy Days, Thanksgiving, Christmas). Parents are invited and encouraged to attend.

**Our Lady of Sorrows School  
2019-2020 Faculty/Staff  
Principal: Mary Jane Dorn**

Office Staff

**Dawn Fullerton – Bookkeeper  
Bobbi McDavid – Office Manager  
Kim Bourgeois – Secretary**

Wee-K 3

**Michelle Lawrence  
Lauren Elliott –Aide**

Wee-K 4 (5 day class)

**Deb McGough  
Cathy Robinson - Aide**

Wee-K 4 (3 day class)

**Tonya Von Hagel  
Hind Smaha - Aide**

Kindergarten

**Dawn Philbin  
Charlene Leon – Aide for KP  
Cindy Westbrook  
Tammy Covington – Aide for KW**

First Grade

**Emily Copes  
Jessica Taff  
Marie Cope - Aide**

Second Grade

**Mary Margaret Barksdale  
Casey Kilgrove**

Third Grade

**Katherine Johnson  
Kim Yerkes**

Fourth Grade

**Andrea Smith  
Mary Helen Sciro**

Fifth Grade

**Ellen Bryant  
Katherine Thrasher**

Sixth Grade

**Michelle Bradley  
Sarah Schaefer**

Seventh Grade

**Gabriella LaRussa  
Rose Smaha**

Eighth Grade

**Mary Paige Griffin  
Renee Williams**

Resource Room

**Brenda Matherne  
Sherie Mayfield  
Sarah Miceli**

Physical Education

**Vicki Williams  
Michele Alesce - Aide**

Technology

**Jennifer Clark**

Counselors

**Linda Nicolini  
Amy Owens**

Library

**Karen Sullivan  
Elaine Kinnaird - Aide**

Director of Religious Education

**Christine LaRussa**

Director of Marketing & Development

**Mary Pugh**

Spanish

**Constanza Bello**

Music

**Nancy Parsons**

Art

**Andi Arteaga**

Health Room

**Kathleen McGovern  
Kelly Potter**

Maintenance

**Curtis Gardner  
Jameson Hall**

Lunch Room/Housekeeping

**Christy McGinnis**

**Our Lady of Sorrows Regional School Board  
Information Directory  
2019-2020**

| <i>Name</i>                    | <i>Parish</i>                        |
|--------------------------------|--------------------------------------|
| <b>PRESIDENT</b>               |                                      |
| <b>1. Kevin McGovern</b>       | <b>OLS</b>                           |
| <b>VICE PRESIDENT</b>          |                                      |
| <b>2. Patrick Dent</b>         | <b>OLS</b>                           |
| <b>SECRETARY</b>               |                                      |
| <b>3. Becky Ferguson</b>       | <b>OLS</b>                           |
| <b>4. Susan Hooten</b>         | <b>St. Elizabeth Ann Seton</b>       |
| <b>5. David Sparacio</b>       | <b>OLS</b>                           |
| <b>6. Billy Magruder</b>       | <b>OLS</b>                           |
| <b>7. John Burke</b>           | <b>OLS</b>                           |
| <b>8. John Lowman</b>          | <b>St. Peter the Apostle</b>         |
| <b>9. Sarah Charles</b>        | <b>St. Elias</b>                     |
| <b>Mary Jane Dorn</b>          | <b>Principal</b>                     |
| <b>Msgr. Martin Muller</b>     | <b>Pastor, Our Lady of Sorrows</b>   |
| <b>Fr. Thomas Kelley</b>       | <b>Pastor, St. Peter the Apostle</b> |
| <b>Chorbishop Richard Saad</b> | <b>Pastor, St. Elias</b>             |

**OUR LADY OF SORROWS SCHOOL  
PTO BOARD  
2019 - 2020**

|  |                           |
|--|---------------------------|
| <b>President</b>                               | <b>Curri DiChiara</b>     |
| <b>Vice President of Events</b>                | <b>Beth Lowman</b>        |
| <b>Vice President of Hospitality</b>           | <b>Laura Ortstadt</b>     |
| <b>Vice President of Communications</b>        | <b>Robbi Anne Adamson</b> |
| <b>Treasurer</b>                               | <b>Casey Baldwin</b>      |
| <b>Secretary</b>                               | <b>Ann Rohling</b>        |
| <b>Teacher Representative</b>                  | <b>Jennifer Clark</b>     |
| <b>Director of Marketing &amp; Development</b> | <b>Mary Pugh</b>          |

**\* Any changes made throughout the school year are highlighted.**

## **WELCOME**

We are pleased that you have chosen to be a vital part of Our Lady of Sorrows School community. We strive to provide an excellent Catholic education for the children entrusted to our care and create the kind of positive climate and community that is service-oriented and Christian in its concerns. This handbook serves as a guide to all those working together to support and to continually encourage the growth and well-being of Our Lady of Sorrows School.

## **PHILOSOPHY**

Our Lady of Sorrows School, as a school dedicated to Catholic ideals, has a purpose which distinguishes it from secular schools. We are committed to excellence in education in order that we may render Christians more effective in today's society. As disciples, Christian leaders, and good Christian parents, those of us formed by Catholic education will permeate the outside community and world-at-large with Christian attitudes and principles.

Calling men and women to the faith by proclaiming the Good News of Jesus Christ is the mission that Christ has given to His church. The Catholic Church in this diocese willingly assumes its obligation to fulfill this mission by establishing Catholic schools to give her members that "...kind of education through which their entire lives can be penetrated with the spirit of Christ..." (Vatican II Declaration on Christian Education). Responsibility for these schools is shared by each member of the Catholic community.

## **MISSION STATEMENT**

Our Lady of Sorrows Catholic School fosters the religious, academic, and social development of every child, recognizing that knowledge enlightened by faith and realized through service is at the heart of Catholic education.

## **SCHOOL/PARENT PARTNERSHIP AGREEMENT**

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration at Our Lady of Sorrows School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between Our Lady of Sorrows School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Our Lady of Sorrows School, or by word or action is not supportive of its goals, or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from Our Lady of Sorrows School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

It is understood that this Agreement is continuing in nature and shall be in effect for the duration of a student's enrollment at Our Lady of Sorrows School.

## **SCHOOL GOALS**

The goals for the Catholic school flow from the fundamental understanding of the school as a Christian educational community. Because it is Christian, the school will

- encourage in the concept of education the vital place of Faith as man's response to God's call of love and invitation to eternal life.
- offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance and example as well as service organizations.
- provide in the school community for personal growth among parents, teachers and students sharing a conscious Christian outlook on life and the world.
- develop religious understandings and cultivate opportunities for personal commitment to Jesus Christ and His values.
- foster a Christian understanding of men's mutual responsibilities for one another.

In addition, precisely because it is an educational institution, the Catholic school will

- develop the basic skills, especially in the arts of communication and in quantitative thinking.
- cultivate in each student an understanding of man's accumulated knowledge with an attitude of respect for international differences in cultures of various peoples.
- help each student develop a positive attitude toward lifelong education, including the ability to think logically and creatively, to solve problems and reason independently.
- guide the student toward that spirit of freedom which recognizes self-discipline and personal responsibility.
- foster appreciation of beauty and fine arts.
- develop understanding of the American political and economic system and its comparison to other systems.
- help instill a sense of responsibility to the community and the need for service to it.
- promote physical fitness and encourage habits which build and maintain good health.
- help to prepare students either for further education or for gainful employment in the community, thereby furthering their ability to achieve personal goals.



- offer educational programs to both faculty and parents, related to the students' programs as much as possible.

As a community related to other larger communities, the Catholic school will

- fulfill a secular education function which society has decreed as essential.
- provide opportunities and experiences which emphasize the heritage, responsibilities and privileges of American citizenship.
- work with the community at large toward developing a better understanding and cooperation between all racial and religious groups.
- encourage participation in parish life.
- provide an alternative to the public school system, thereby avoiding a monolithic educational system from which wholesome diverse views could possibly be eliminated.

### **ESSENTIALS OF EFFECTIVE SCHOOLS**

The findings of various studies of school effectiveness differ somewhat, but there are always common elements that exist. Our Lady of Sorrows makes a conscious effort to work toward the following elements:

1. High expectations for all.
2. Clear achievable goals.
3. Clear rules for behavior, fairly enforced.
4. Effective instruction and classroom management.
5. Careful monitoring of student progress.
6. Emphasis that school is a place for learning.

Catholic schools expand the effective schooling research several steps further.

“The Catholic school pursues cultural goals and the natural development of youth to the same degree as any other school. What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the gospel spirit of freedom and love. It tries to guide the adolescents in such a way that personality development goes hand in hand with the development of the ‘new creature that each one has become through Baptism. It tries to relate all of human culture to the good news of salvation so that the light of faith will illumine everything that the students will gradually come to learn about the world, about life, and about the human person.’”

(Taken from the *Religious Dimension of Education in a Catholic School: Guidelines for Reflection and Renewal*).

## **CURRICULUM**

The curriculum followed by Our Lady of Sorrows School meets the requirements of the Diocese of Birmingham, the Alabama State Department of Education, and AdvancEd. The academic needs of each student are not only fulfilled with the required courses, but also supplemented with the enrichment programs including art, music, Spanish, and computer.

The teaching of Catholic doctrine is an integral part of the curriculum. The spiritual life of the student is and must be a paramount concern to our pastor, principal, faculty, and school parents. The program is designed not only to present a well-organized exploration of subject matter but also to bring each student to a personal experience of faith and a deeper knowledge and love of Jesus Christ as He is revealed to us through the Bible and the people around us. We accomplish this through daily prayer, weekly liturgies, prayer services, opportunities for the sacrament of Reconciliation, and special observances of the Church year. Since parents are the primary teacher of their children, the effort of students should be supported at home by family prayer and Sunday worship. Without these things, the spiritual life of the student is diminished.

## ***GENERAL POLICIES***

### **OFFICIAL ADMISSION POLICY**

#### **General**

The State of Alabama and Our Lady of Sorrows School requires that a child must meet the following requirements for admission:

- 3K (Pre-Kindergarten) – 3 years of age on or before September 1<sup>st</sup>
- 4K (Pre-Kindergarten) – 4 years of age on or before September 1<sup>st</sup>
- 5K (Kindergarten) – 5 years of age on or before September 1<sup>st</sup>

Parents must furnish a certified birth certificate, baptismal certificate, social security number, and a health/immunization record when applying for admission.

The registration fee will be assessed to your Facts account once your application has been accepted. This fee is non-refundable and cannot be applied to any other financial obligation. The re-enrollment process through RenWeb must be completed each year.

All students who have applied for admission are evaluated on the basis of past performance, including academic standing and social behavior. Achievement tests and recommendation will also be considered when applying for admission.

As outlined in the Mission Statement, it is the intent of Our Lady of Sorrows School to provide a well-integrated curriculum that ensures the religious, academic, and social development of each individual child. Further, it is our hope that one day your student(s) will successfully graduate from the 8<sup>th</sup> grade and continue their Catholic education at a higher level.

## Fees

### *Registration*

The registration fee is \$120.00 per child. This fee is due when your application has been accepted. Fees are non-refundable unless the child is not accepted to OLS. Acceptance is contingent on the fee payment, submittal of all required forms and information, and the principal's review. You will be notified of acceptance by email.

### *Subsidy*

Many of our local parishes subsidize the tuition of their parishioners who want to send their children to a Catholic school. In doing so, the church agrees to pay a predetermined subsidy amount per student. To be eligible for subsidized tuition rates, you must have an approved subsidy form from your parish on file. **This form must be renewed annually. It is the parents' responsibility to send this subsidy application to their pastor for approval.** Once the applications are approved, they are forwarded to the school. The school will notify you of approval.

### **2019- 2020 Tuition Rates**

#### **CURRENT SUBSIDIZED TUITION:**

|            |                  |                                |
|------------|------------------|--------------------------------|
| 1 child    | \$3,773 per year | (11 monthly payments of \$343) |
| 2 children | \$5,841 per year | (11 monthly payments of \$531) |
| 3 children | \$6,930 per year | (11 monthly payments of \$630) |
| 4 children | \$7,810 per year | (11 monthly payments of \$710) |

#### **CURRENT NON-SUBSIDIZED TUITION:**

\$5,841 per child (11 monthly payments of \$531)

### **Fees**

|                         |        |
|-------------------------|--------|
| Book Fee (kindergarten) | \$100  |
| Book Fee (1st - 8th)    | \$150  |
| Activity Fee            | \$125  |
| PTO Dues                | \$ 24  |
| School supplies (K-5th) | varied |

### **Our Lady of Sorrows School Account Policy**

Our Lady of Sorrows School is a non-profit educational institution dedicated to providing a quality Catholic education. In order to provide this quality education, the school must be operated in a fiscally-sound manner. Hence, payments for tuition, registration, activity and book rental fee, and payments for the After School Program must be made on schedule and in a responsible manner so that the school can meet its monthly financial obligations.

Being a Catholic, Christian school, Our Lady of Sorrows will strive to work with any family who experiences financial difficulties (i.e. medical, marital, employment-related) during the course of the school year. Situations such as these will be handled on an individual basis as a result of the responsible family acquainting the pastor and/or principal with the necessary facts and conditions.

Our Lady of Sorrows School has adopted the following policy regarding payments:

1. For purposes of this policy, “payments” shall include: tuition, registration fees, activity fees, book rental fees, After School Care charges, or any other fees which may be assessed by the school.
2. Tuition and after school care charges are payable through the Facts Tuition Management Program. Each family must set up an account (\$50 administrative fee) and pay all tuition and fees, except lunch charges/drink tickets, through this program. As far as the After School Care Program is concerned, any family having an account that remains unpaid for a period of one month will not be allowed to utilize the program until the account is made current.
3. If an account is 2 months past due, the responsible party must either bring the account up-to-date or schedule a conference with the principal. This conference must be held within 10 school days of the end of the second month. At this conference, either a payment schedule to bring the account up-to-date should be resolved, or the family should present valid documentation why their current financial situation renders payment impossible. Both the pastor and/or the Finance Committee will be consulted in the event that a family has no means of fulfilling its financial obligation to the school.
4. If the responsible party fails to bring the account up-to-date or non-payment cannot be justified, students of this family will be withdrawn from the school at a date determined by the principal.
5. Report cards and records will be held at the end of each quarter if a family has a delinquent account. Records will not be released until the account is current.
6. If a family fails to follow the payment schedule agreed upon with the principal, students of this family will be withdrawn from school at a date determined by the principal. Records will be held until payment is made.
7. If any accounts are unpaid at the end of the school year or if a student leaves with an unpaid balance, no records or transcripts will be released until the account is paid in full.
8. All accounts must be paid in full prior to pre-registration for the coming year; spaces will not be reserved in a given grade for students of families with delinquent accounts.
9. Any school account check that is returned for insufficient funds will be assessed a fee. Any family incurring three insufficient checks within the school year will be required to make all future payments in the form of cash, money order or certified check.

In the past, Our Lady of Sorrows School has made a diligent effort to keep tuition rates and fees affordable and will strive to maintain this position in the future. However, this goal can only be achieved with your cooperation and support.

#### *Financial Assistance*

Financial Aid Applications are available for any families interested in applying for financial assistance. Deadline to turn in application is March 1.

### **Grades 1 and Up Admission Guidelines**

The following guidelines pertain to new students applying for admission to grades 1 and up. A child’s transcripts from former schools will be used to evaluate the following areas.

## **Academic Performance**

A child must have a standardized achievement test score at or above the 50<sup>th</sup> percentile. A child must have maintained an overall grade point average (GPA) of C or better. A child must not have received a final failing grade of F in any subject.

## **Conduct**

A minimum conduct grade of **S (Satisfactory)** must have been maintained. Recommendations from principals of previously attended schools may also be required.

## **Attendance**

A history of an acceptable level of attendance must be evident.

---

Every child who applies for admission to OLS will be considered individually. The school administration is authorized to make discretionary exceptions to these guidelines in favoring of fostering values of social justice and personal spiritual development.

## ***ATTENDANCE REGULATIONS***

### **MINIMUM ATTENDANCE REQUIREMENTS**

Attendance at school is a state law. There shall be a minimum attendance requirement for grading purposes. If a student is in attendance for less than 165 days (15 absences) in a year, the student's attendance record will be reviewed and the student will be in jeopardy of losing credit unless each and every class that is missed is made up in an acceptable alternative educational manner.

### **CHECK-OUT POLICY**

If a student is checked out of school:

|        |       |  |
|--------|-------|--|
| Before | 11:00 | -it is counted as a full day's absence     |
| After  | 11:00 | -it is counted as being present a full day |

Any student missing more than 3 hours of the school day will be considered absent.

**\*\*Please send a written note to the homeroom teacher if a student will be checked out of school. In this way, the student will be prepared when the parent arrives and unexpected interruptions will be kept to a minimum.**

## ATTENDANCE

**Arrival:** School begins at 7:55 a.m. The tardy bell rings at 8:00 a.m. Students must obtain a tardy slip from the front office if they arrive after 8:00 a.m. For safety reasons, parents should walk students to the office and sign them in.

**Dismissal:** Daily classes are dismissed at 3:00 p.m., with the exception of Mondays. Monday classes are dismissed at 2:15 p.m. The teachers participate in a weekly planning session from 2:30 to 3:30 p.m.

## EXCUSED ABSENCE OR TARDY

A student who has been absent or tardy must bring to the office a written signed statement by a parent or legal guardian of the student as to the reason for such absence and tardy. Please remember that attendance records are **legal documents** and must be accurate. Therefore, all absences and tardies must be recorded regardless of the reason.

A. A student may be excused for:

1. Illness (Please note: No student should return to school within 24 hours of having nausea symptoms or running a fever).
2. Serious illness or death in the immediate family
3. Emergency medical or dental attention
4. Court appearance
5. Absence from school with permission of teacher, principal and consent of parent. All permission absences must be requested in advance. A letter/email should be sent to the principal stating the reasons for the absence. This letter/email should be received in advance of requested absence.

B. A student will not be excused for:

1. Truancy
2. Missing a ride
3. Pleasure trips or vacation
4. Shopping, hunting, fishing, attendance to games, birthdays, or other celebrations.

**Tardiness:** Students are required to be in **class** by 8:00 a.m. Tardy students must be signed in at the office by an adult. Consistent unexcused tardies result in detention or some other disciplinary action.

Continued tardiness will necessitate a conference with the teacher, parents, principal and child to develop a plan to remedy the situation.

If a student is absent, the parent or guardian must call the office by 8:15 to report the absence; if not, absences will be verified by a phone call home or to the place of business after 8:15.

Any student who has been absent three consecutive days or has had excessive absences (as determined by the principal) may be asked to furnish a written doctor's excuse for all subsequent absences. A readmission notice from the doctor may also be required.

Students will be allowed reasonable time to make up work and/or tests due to an excused absence (one day per day of school missed with a maximum of five school days). However, if a school assignment, a long term project or test was assigned prior to the student's absence, the assignment will be due on the first day the student returns to school. Asking for make-up work is the student's responsibility. Any student who has not completed the make-up work during the allotted time will receive zeroes for those assignments.

## MAKE-UP WORK

An excused absence will allow a student to make up work missed in each class. It is the student's responsibility to talk to each teacher upon return to school. Make-up work should take approximately the same time as the time missed from school. If more time is needed, this may be requested. Failure to obtain make-up work is no excuse for not doing work missed. A student who is absent may seek additional help from a teacher.

Class work may be requested for a student who is absent from school **over 2 days**. A student too sick to come to school needs rest and does not need to be doing school work. Class work and tests cannot be made up for unexcused absences. Each teacher will provide a specific make-up policy for his/her class.

When a student is absent the parent can request homework to be prepared for pick-up. If the homework is requested by 10:00 a.m., the work can be picked up after school of the same day. If no work has been sent down to the office, students should call a classmate to verify assignments.

**For extended absences, it is our school policy that students will receive missed work upon their return to school. A general idea of what is to be taught can be given, but specific assignments should be made up when the student returns to school.**

## TRANSPORTATION, SAFETY AND CARPOOL GUIDELINES

### *Morning Drop Off*

Morning carpool is ONE LANE in the morning. Please pull up in a single line to the designated area. All children should be ready to get out of the car as it will keep the line moving. For the safety of the children, please do not get out of line and do not drive around the cars ahead to pass. For the safety of all, cars should slowly enter the carpool area. **Parents should refrain from using their cell phones while driving in carpool.** If a student is being walked into the school, parents should park in a designated parking space and walk toward the cafeteria. Do not cross through the carpool lane.

### *Afternoon Pick Up*

Afternoon carpool is 2 lanes. The lower lane (parallel to covered walkway by K-1 classrooms) and the upper lane (behind the cafeteria). Please tell your children whether you will be in lower or upper carpool. Both lanes exit on to Central Avenue, with the upper lane allowing a right hand turn and the lower lane allowing a left hand turn. Cars may not pass around the car in front of them unless

directed by the teacher on carpool duty. **For the safety of all, parents should refrain from using their cell phones while driving in carpool.**

#### *After School Care*

Care is available until 6:00 at the school each day school is in session for students in WeeK4 – 8<sup>th</sup> grade. All students who are not picked up in carpool will report to ASC. No student will be allowed to leave the school grounds unsupervised unless he/she is walking home. Registration forms and additional information for this program are available in the school office. There is a yearly registration fee of \$10.00. The cost is \$8.00 per day for 1 child/\$15.00 per day for 2 children in a family/\$22.00 per day for 3 (or more) in a family. Late fees per child will be \$5 per 5 minutes after 6:00 p.m.

### **ATHLETIC PROGRAM**

Toy Bowl athletic programs are available for boys and girls in basketball, from 1<sup>st</sup> – 8<sup>th</sup> grades, and in volleyball for 3<sup>rd</sup> – 8<sup>th</sup> grades.

Our Lady of Sorrows School is also a member of the Alabama High School Athletic Association, with 7<sup>th</sup> and 8<sup>th</sup> grade students eligible to participate in the John Carroll Middle School Athletic Program. Sports available are as follows:

Boys – football, basketball, track and field, golf

Girls – volleyball, basketball, track and field, golf, dance, cheerleading

The John Carroll Middle School Sports Program is under the direction of John Carroll High School. More information can be found on the John Carroll website ([jcchs.org](http://jcchs.org))

### **PHYSICAL EDUCATION**

All students will use the gym or the playground during PE periods. Good sportsmanship and fair play should be part of every child's training. Therefore, unnecessary roughness and loudness are not proper during this supervised period. The PE teachers will go over specific rules with each class.

### **LIBRARY**

#### **A. Hours**

1. The library is open to students every school day during regular school hours, and 15 minutes before and after school.
2. Teachers may send small groups of students to the library for a specific time period for a specific purpose at any time there is not a scheduled class in the library and that a parent volunteer is present.

#### **B. Check-Out Procedures**

1. Books for students in grades Wee K4 through 5 are checked out for one week periods. Books for students in grades 6-8 are checked out for two week periods.  
Books may be renewed for the same time period.
2. Students in Preschool and Kindergarten may check out 1 book. Students in grades 1-2 may check out 2 books. Students in grades 3-8 may check out 3 books.



3. Books not returned to the Media Center by the due date will be considered overdue. Any student with a book that is overdue will not be allowed to check out a book until the overdue book is returned. As soon as the book is returned, the student may check out another book.
4. Reference books may be checked out for classroom use, but must be returned to the Media Center before the end of the school day. At the discretion of the library media specialist, reference books may occasionally be checked out for overnight use.

#### C. Damaged Books

1. All damaged books should be returned to the Media Center for repair.
2. A standard fee of \$20.00 is charged for lost hardbacks and \$5.00 for paperbacks. The book may also be replaced with a new copy.

### **FIELD TRIPS**

#### *GUIDELINES*

The purpose of these guidelines is to assure the safety of all OLS children while they are participating in field trips from the school campus.

- Chaperones should be assigned specific children for whom they are responsible for the entire field trip (whether trip is by chartered bus or private automobiles). That chaperone is responsible for making sure they have each of their children with them before leaving the school, after exiting transportation vehicle, before transportation vehicle leaves the destination and upon arrival back at the school.
- There should be sufficient number of chaperones on each trip so that no chaperone is responsible for more than seven children.
- Chaperones cannot take younger children on the field trip.
- If the children are to be transported in individual cars, each child must be seated and restrained with a seat belt. No child under the age of 12 shall be seated in the front seat of a car equipped with passenger-side air bags.
- All drivers must agree to obey all traffic laws while OLS students are in their vehicles.
- No unauthorized stops may be made with the OLS students except in the event of an emergency.
- No firearms or weapons of any kind may be in any vehicle carrying OLS students.
- Drivers should not use their cell phones while students are in their cars.
- All chaperones are required to attend a Youth Protection 1 class and submit to a background check.

The principal approves all field trips.

## **HOMEWORK**

The amount of homework you may expect your child to do each evening is specified below. The number of minutes should be considered the average amount of time to allocate for homework.

|                    |   |               |
|--------------------|---|---------------|
| Grades 1 and 2     | - | 10-20 minutes |
| Grade 3            | - | 30 minutes    |
| Grades 4 and 5     | - | 40-50 minutes |
| Grades 6, 7, and 8 | - | 60-80 minutes |

If both the student and his/her parents determine that homework is regularly requiring more time than has been indicated, please contact the teacher or teachers involved to determine why such a situation exists. If and when this situation occurs, parents are asked to note on the top of the homework the amount of time spent studying, and to sign the homework paper.

As has been indicated above, your child can expect to have homework every day. Parents are therefore strongly encouraged to review their child's homework every evening to reinforce the concept of homework as a valuable activity.

One further note seems especially appropriate regarding homework. It seems that many students have a very narrow concept of homework, limiting their understanding to specific written assignments. Thus, many children tell their parents that they have no homework, when in reality they have been instructed to study for a test, read assigned pages, or memorize poetry, etc. Parents are asked to remember: **HOMEWORK IS ASSIGNED DAILY!**

Parents who wish to pick up work for a sick child must notify the office before 10:00 a.m. for after school pickup.

Homework faxed to the school will not be accepted unless special permission has been granted by the administration.

### **Homework Guidelines**

#### ***PROVIDE A STUDY AREA***

The specific room chosen for homework makes little difference. The atmosphere in that room, however, is important. The child should have an area that has good lighting, proper seating and sufficient space to place materials. Distractions such as radio, TV or other children should be kept away. Reference materials such as a dictionary, atlas and encyclopedia are helpful.

#### ***PROVIDE A SPECIFIC TIME PERIOD***

Provide your child with a specific time period each day for homework. You may want to establish firm rules against using the phone, watching television, listening to music or participating in certain activities until homework is done.

#### ***THINK POSITIVELY***

Homework assists your child's progress in learning. Don't pressure your child just for grades. Try to get him/her to see the value of the knowledge he/she is trying to acquire. Don't tell your child he/she doesn't have to complete work, and don't do the work yourself. Give as much assistance as possible, but remember that the homework is your child's responsibility.

### *CALL THE TEACHER*

If your child is having difficulty with homework, a call to the teacher at school will often clarify or solve the problem. Try not to complain to your child about the homework. This may cause him/her to lose confidence in the teacher or lose interest in school work. If your child seems to have too much homework, check with the teacher.

### *WATCH FOR SIGNS*

If your child is having difficulty completing homework, check his/her study habits. Moving lips when reading, writing slowly or unclearly and using poor study skills are signs your child may have problems that reduce his/her ability to get homework done. Help him/her work on these areas. Your child could be having personal problems unrelated to the school work. If so, help him/her deal with these distractions.

### *SUPERVISE HOMEWORK*

Make sure your child has enough time, understands directions and works carefully. Your supervision and discipline will gradually help him/her develop his/her discipline toward homework.

### *HELP GET THE HOMEWORK HABIT*

When your child doesn't bring work home, find out if he/she is completing it in school, forgetting it, or failing to bring it home. Get your child into the habit of doing homework.

But if you find your child actually has little or no homework to do-relax. Learning is not how much time a child puts in at home or how many homework papers he/she completes, but the understanding he/she develops from what he/she does do.

### *GUIDE FOR STUDENT WORK*

1. All work must be neat, legible and properly headed.
2. Torn out paper, crossed out work is unacceptable.
3. All work must be turned in on time.

Students are graded on homework, daily assignments, projects, research, composition, workbooks, quizzes, tests and exams.

## **TESTING**

1. Grades 3-8 – Iowa Assessments/CogAt tests will be administered each spring.
2. Grades 2-8 - MAP Growth Assessments will be administered 3 times per year
3. Classroom tests - Periodic classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals
4. Mid-Term and Final Exams will be given in Grades 7 - 8. Middle school students will be involved in Mid-Term and Final exams to assess cumulative knowledge of subject matter taught during each semester. Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

## **TEXTBOOKS/SCHOOL SUPPLIES**

Textbooks, workbooks and consumable text fees are assessed at registration. Textbooks must be covered. Supplies will be in the classroom on the first day of school for each student in kindergarten – 5<sup>th</sup> grade. Students in grades 6-8 will have the option in the spring to order prepackaged supplies, which will be in the classroom on the first day of school. If they wish to purchase their own supplies, a list will be provided by the teachers. Access to the supply list for grades 6-8 will be included in the summer information packet. All students will need to bring a book bag to school. No rolling book bags for kindergarten-3<sup>rd</sup> grade students.

## **TUTORING**

Outside tutoring may be recommended for certain students during the school year to maintain satisfactory performance. Some of our teachers on staff can be hired as a tutor after school (not for students in their class), so please check with the counselor for a list of names.

## **OUR LADY OF SORROWS REGIONAL SCHOOL** **Policy Regarding the Legal and Ethical Uses of Technology Resources**

### **Introduction**

To ensure that students receive a quality, Catholic education and that employees are provided the opportunity to work in a professional and intellectually stimulating environment, it is the policy of Our Lady of Sorrows Regional School (“the School”) to provide all students and employees with opportunities for access to, and use of, a variety of technology resources (includes, but is not limited to, computer hardware, software, networks and network access, etc., provided by the School).

Use of the technology resources provided by the School by students and employees must be conducted in legally and ethically appropriate ways consistent with the mission and goals of the School. The School is responsible for securing its computer network and technology resources against unauthorized access and/or abuse, while making them accessible for students and employees. This responsibility includes informing students and employees of expected standards of conduct and the disciplinary consequences for failing to adhere to such standards. The legal and ethical use of computer hardware and software will be taught to all students and employees.

Therefore, it is the policy of the School that all technology resources will be used in accordance with other School policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology resources. Additionally, it is the policy of the School that all students and employees shall use the School’s technology resources so as not to waste them, abuse them, and interfere with or cause harm to other individuals or institutions.

### **Policy Statement**

The technology resources provided by the School are intended to support the educational, instructional and administrative endeavors of the students and employees of the School. Any other use of the School’s technology resources is forbidden without the express written permission of the Principal.

Specifically, students and employees shall be subject to the following guidelines and/or standards of conduct:

1. All technology resources provided by the School for use by students and employees, regardless of purchase date or location, shall be subject to this policy.
2. Students and employees are required to report any violations of this policy and/or problems with the security of any technology resources to the Principal and/or Network Administrator.
3. All system designs, computer hardware, computer software (whether created internally or purchased from outside vendors), documentation and other materials are the exclusive property of the School and are not to be disclosed to outside parties without the express written authorization of the Principal.
4. Information specific to a student, to his/her family, or to an employee that resides in computer files shall be treated as confidential and shall not be disclosed to outside parties without the express written authorization of the Principal.
5. An individual may only use computer hardware, software, accounts, files, and data assigned to that individual under their password. All user identification codes, passwords and other access control information are for the use of the individual to whom assigned and are not to be disclosed to another individual. An individual shall take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage of the School's technology resources, both within and outside the School. An individual is accountable for the use of assigned access control information, and is responsible for reporting to the Principal, and/or the Network Administrator, any suspected violation of security.
6. The School is licensed to use computer software from a variety of outside companies. The School does not own this software or its documentation, and unless authorized by the software developer, does not have the right to reproduce it. Duplication of any copyrighted software is prohibited unless specifically permitted by the license agreement. Any questions concerning copyright provisions shall be directed to the Network Administrator. Illegal copies of software may not be created or used on the School's computer equipment.
7. The Network Administrator is required to keep all license agreements on file for the School.
8. All original copies of computer software shall be secured (i.e., locked storage) when not in use.
9. Individuals are not authorized to make copies of any software or data without the knowledge of the Network Administrator.
10. If a single copy of a given software is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers" is not permitted. If more than one copy of the software is required, a site license, lab pack or network version must be purchased.
11. All hardware and software used on the School's network, as well as any individual computer workstations not on the network, must be approved and installed by the Network

Administrator. Students and employees, other than the Network Administrator, shall not install hardware or install software on any computer owned by the School.

12. All purchases or donations of hardware or software must be coordinated through the Network Administrator. Requests for the purchase of specific hardware and/or software must be made through the Network Administrator.

13. Students and employees of the School shall not attempt to modify technology resources and/or configurations, change the restrictions associated with their accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

14. The use of the School's technology resources by students and employees is a privilege, not a right, and inappropriate use shall result in the cancellation of that privilege. Examples of inappropriate use which shall be considered major violations are:

- 1) Damage to any hardware, software, or to the network;
- 2) Changing work station and/or printer configurations;
- 3) Placement of unauthorized information, computer viruses, or harmful programs on individual work stations or on, or through, the network;
- 4) Use of another's password;
- 5) Trespassing in another individual's files, folders, or work (including deletion, examination, copying or modification) without their consent;
- 6) Violation of copyright laws;
- 7) Use of the School's technology resources to send obscene language, or to harass, insult or attack others; and,
- 8) Eating or drinking near computers.

The Principal and/or the Network Administrator shall determine other inappropriate uses and disciplinary action on a case-by-case basis, and their decision shall be final.

15. Teachers are responsible for monitoring use of the School's technology resources in their individual classrooms and for emphasizing the School's technology resources policy with students. Problems with hardware or software shall be reported to the Network Administrator.

16. Violations of this policy shall be handled in a manner consistent with comparable situations requiring disciplinary action, including but not limited to:

- 1) Loss of access to technology resources;
- 2) Disciplinary action in line with the School's Discipline Policy;
- 3) Financial responsibility for any damages
- 4) Loss of employment; or
- 5) Legal action, if applicable.

## **Use of the Internet**

Information from electronic sources, such as the Internet, alters the educational environment by opening unlimited information resources and creating opportunities to search for information on practically any subject. The goal of the School in providing access to information resources available via the Internet is to promote educational excellence by facilitating resource sharing, innovation and communication. It is intended that the students, faculty and staff will access the Internet and retrieve and use information that is appropriate for their various curricula, age and developmental level. Information resources accessed via the Internet will be screened for content prior to introduction into the educational environment.

Use of the Internet at the School must be in support of education and research, and must be consistent with the educational objectives, mission and goals of the School. The School's Internet account may be used for the following purposes only:

1. Educational/Academic support and research;
2. Electronic communication for educational purposes only (i.e., no "chat rooms" unless set up by the teacher for educational purposes); and
3. General information.

With the complex internet working and access to systems worldwide through the Internet, the Network Administrator, faculty and staff can not control the content of information available through access to the Internet. Users and parents of users are advised that some systems contain offensive material. The School does not condone the use of such materials and will not permit access to, or the use of, such materials at the School. Violations of this policy will be handled in the same manner as discussed above.

All of the School's policies and rules for appropriate technology usage shall apply to use of the Internet. Students will be allowed to conduct research and communicate on the Internet only with teacher direction and supervision and only upon the receipt of the appropriate permission form signed by a parent. Permission is not transferable and may not be shared. The Network Administrator, Principal and faculty shall have the right to review any and all information accessed and/or downloaded from the Internet through use of the School's computer system.

## **Google Apps for Education Grades 2-8**

Google Apps for Education (G Suite) is an important tool utilized by teachers and students. It is a web-based service, and stored work is accessible from anywhere there is an internet connection. The education version used by Our Lady of Sorrows School provides a secure environment to create, save, share, and collaborate on projects and work. The G Suite for Education domain is different from a personal Google account. It is a self-contained cloud-based system unique to our school. Features such as chat, personal profiles and social networking will not be accessible to our students. Teachers will have the ability to monitor whatever students are doing within G Suite, and they will incorporate the apps in their classrooms when appropriate.

The following services will be available to each student and hosted by Google:

**Gmail:** A private email address that can only be used to send and receive email for specific teacher-directed projects and communication.

**Drive:** A secure online space where students will store all work completed using the Google apps (Docs, Slides, Sheets, Drawings).

**Classroom:** This app is to help teachers create and collect assignments paperlessly. It is also a great communication tool for teachers, students, and parents.

**Selected Apps:** Selected apps will be available to students when teachers deem useful, safe, and appropriate.

### **Student Responsibility**

Students are expected to follow the expectations outlined in the OLS Acceptable Use Policy found in the Parent/Student Handbook. Teacher supervision and content filters within our server are used to prevent access to inappropriate content.

#### **Parent/Guardian Responsibility**

Parents assume responsibility for the supervision of internet use outside of school. Parents are encouraged to discuss expectations at home involving Internet-based tools and to report any evidence of inappropriate use of education tools to the school.

### **Google Apps for Education Grades K & 1**

The following services will be available to each K & 1 student and hosted by Google:

**Gmail:** A private email address that can only be used to send and receive email for specific teacher-directed projects and communication. K & 1 students have the email account to grant them access to the apps and for parents to access the morning announcements and teacher's newsletter information.

**Drive:** A secure online space where teachers can store work completed using the Google apps (Docs, Slides, Sheets, Drawings).

**Classroom:** This is where you will find your weekly newsletter, homework assignments, etc.

**Selected Apps:** Selected apps will be available to students when teachers deem useful, safe, and appropriate.



## OUR LADY OF SORROWS REGIONAL SCHOOL

### ATHLETIC POLICY

#### General Overview

Our Lady of Sorrows Regional School (hereinafter referred to as “OLS” or “the school”), through Our Lady of Sorrows Church, participates in organized athletics for grades 1-8. This athletic policy provides structure and direction for such participation. This policy cannot, however, cover all of the circumstances that may arise in the administration of an organized athletics program at OLS. Thus, this policy is not intended to be a substitute for the application of common sense and Christian principles in the administration of the program.

#### Applicability

Because the majority of the participating athletes are OLS students, this policy was developed by the OLS School Board with concurrence and approval of the Pastor of Our Lady of Sorrows Parish. With the exception of the policy’s relationship to the School’s discipline policy, however, the provisions of this policy are applicable to all participants involved with the organized athletic program for grades 1-8 at Our Lady of Sorrows Parish (players, coaches, parents, moderators, Athletic Director, etc.) Any recommended changes to this policy should be directed to the President of the OLS School Board.

#### Objectives

Participation by the School and the Parish in organized athletics is intended to provide participants the following:

- 1) Opportunities for exercise and recreation;
- 2) Opportunities for development of athletic skills; and
- 3) Opportunities for the teaching, learning and development of the concepts of discipline, teamwork and sportsmanship.

#### Administration

Successful administration of the organized athletics program must occur at many levels. Following are the various roles and responsibilities that are necessary for a well-managed and successful program.

#### *Athletic Board*

Participation in organized athletics by OLS Parish and the School shall be administered by an Athletic Board. All actions and decisions by the Athletic Board shall be subject to approval by the OLS School Board, and if necessary, the Pastor of Our Lady of Sorrows Parish.

The Athletic Board shall be appointed annually and shall be comprised of the following five members:

- ◆ Athletic Director (appointed by the Pastor and Principal)
- ◆ Parish Council Representative (appointed by the Parish Council)
- ◆ School Board Representative (appointed by the School Board)
- ◆ Faculty Representative (appointed by the Principal)
- ◆ At Large Representative (appointed by the School Board)

A Chairperson and Vice Chairperson shall be elected by the Board. Meetings of the Athletic Board shall be scheduled on an as-needed basis by the Chairperson or Vice Chairperson.

Three members of the Athletic Board shall represent a voting quorum.

Responsibilities of the Athletic Board are as follows:

- ◆ Oversee all aspects of athletic programs in which OLS-sponsored teams participate
- ◆ Designate, based on recommendations of the Athletic Director, the sports (e.g., soccer, basketball, volleyball, etc.) in which to field OLS-sponsored teams
- ◆ Decide, based on recommendations of the Athletic Director, which athletic leagues to enter
- ◆ Enforce the provisions of the Athletic Policy
- ◆ Select, based on recommendation of the Athletic Director, representatives to serve on the Toy Bowl Association
- ◆ Evaluate the results of coach evaluation forms, any recommendations made by the Athletic Director, and take any required actions
- ◆ Take any required action on problems/complaints not resolved coaches, moderators or the Athletic Director

## Athletic Director

Responsibilities of the Athletic Director are as follows:

- ◆ *Complete Background Check (Volunteer Inquiry Form) and Diocesan Youth Protection 1 and 2 for Adults*
- ◆ Organize all aspects of athletic programs (e.g., day-to-day operation, coach selection, etc.) in which OLS-sponsored teams participate
- ◆ Recommend to the Athletic Board the sports (e.g., soccer, basketball, volleyball, etc.) in which to field OLS-sponsored teams
- ◆ Recommend to the Athletic Board which athletic leagues to enter
- ◆ Communicate any league-specific policies/rules to moderators, coaches, players and parents
- ◆ Explain the Athletic Policy to moderators, coaches, parents and players
- ◆ Enforce the provisions of the Athletic Policy
- ◆ Coordinate the participation of OLS-sponsored teams in the various athletic leagues
- ◆ Appoint a Moderator for each sport, if necessary, in which an OLS-sponsored team participates (e.g. boys soccer, girls soccer, boys basketball, girls basketball, girls volleyball, etc.)
- ◆ Recommend representatives to the Athletic Board to serve on the Toy Bowl Association
- ◆ Identify opportunities for Coaches and Moderators to attend coaching clinics

- ◆ Identify a pool of “skills” coaches available for use on an as needed basis by the coaches of the various teams
- ◆ Present the results of coach evaluation forms to the Athletic Board and recommend any required actions
- ◆ Take any required action on problems/complaints not resolved by coaches and moderators
- ◆ Inform the Athletic Board and Pastor of any serious problems related to the athletic program
- ◆ Arrange schedules for use of the gymnasium
- ◆ Coordinate management of the concession stand in the gymnasium

### *Moderator*

A moderator serves as a “Mini-Athletic Director” for a particular sport. Responsibilities of a moderator of a sport are as follows:

- ◆ *Complete Background Check (Volunteer Inquiry Form) and Diocesan Youth Protection 1 and 2 for Adults*
- ◆ Organize all aspects of participation by OLS-sponsored teams in that sport (e.g., registration, coach selection [in conjunction with the Athletic Director], team selection [in conjunction with the coaches], etc.)
- ◆ Assist the Athletic Director in arranging schedules for use of the gymnasium (if applicable)
- ◆ Provide game schedules to coaches
- ◆ Post game schedules in the gymnasium
- ◆ Communicate any league-specific policies/rules to coaches, parents and players
- ◆ Explain the Athletic Policy to coaches, parents and players
- ◆ Enforce the provisions of the Athletic Policy
- ◆ Distribute and collect coach evaluation forms from the parents of players on the team at the end of a season and forward to the moderator of the sport (Parents shall have the option of returning the evaluation forms directly to the Athletic Director or Athletic Board.)
- ◆ Present the results of coach evaluation forms to the Athletic Director and recommend any required actions
- ◆ Take any required action on problems/complaints not resolved by coaches
- ◆ Inform the Athletic Director of any serious problems related to a sport

In the selection of teams, the moderator of a sport, in conjunction with the coaches, shall ensure that, to the extent possible, teams drawn from the same grade are matched in skills. The method of team selection shall be clearly communicated to parents and players in the registration materials, or at the time of registration, for each sport. The Moderator, in conjunction with the affected coaches, may when deemed possible, accommodate transportation requirements of players, or other reasonable requests made by Parents that may impact the method of team selection. [Also see Miscellaneous Provisions]

### *Coaches*

Coaches serve a key role in the development of the student/athlete and are expected to serve as adult role models for players. Coaches selected by moderators and/or the Athletic Director should have a familiarity with and understanding of the sport they are coaching. Given the volunteer nature of the OLS athletic program, however, coaches are not expected to be experts.

Coaches shall be subject to an evaluation process at the conclusion of each sport. Evaluation forms (see Exhibit 1 attached) shall be completed by the parents of players on a particular coach's team and shall be reviewed by the Athletic Board.

Responsibilities of a coach are as follows:

- ◆ *Complete Background Check (Volunteer Inquiry Form) and Diocesan Youth Protection 1 for Adults*
- ◆ Assist the Moderator in the organization of the sport (e.g. registration, team selection, etc.)
- ◆ Teach the fundamentals of the sport to the players
- ◆ Teach the principles of teamwork and sportsmanship to the players
- ◆ Teach the players how to win and how to lose
- ◆ Develop the athletic skills of the individual players
- ◆ *Basketball*
- ◆ For grades 1-4, play each team member *the equivalent of* one-half (1/2) of every game (regular season and tournaments)
- ◆ *For grades 1-4, if a team consists of more than 8 players, play each team member the equivalent of one-quarter (1/4) of every game (regular season and tournaments)*
- ◆ For grades 5-8, play each team member *the equivalent of* one-fourth (1/4) of every game (regular season *only*)
- ◆ *For grades 5-8, if a team consists of more than 10 players, each team member must play in every game but no minimum time is required (regular season only)*
- ◆ *For grades 5-8, there are no play time restrictions in tournaments*
- ◆ *Volleyball*
- ◆ *For grades 3-6, play each team member the equivalent of one (1) game per match. Each team member must play each rotational position on the court (regular season and tournaments)*
- ◆ *For grades 7-8, each team member must play in every match, one rotation back row, one rotation front row, within a match (regular season)*
- ◆ *For grades 7-8, there are no play time restrictions in tournaments*
- ◆ Communicate any league-specific policies/rules to parents and players
- ◆ Explain the Athletic Policy to parents and players
- ◆ Enforce the provisions of the Athletic Policy
- ◆ Take any required action on problems/complaints expressed by players or parents
- ◆ Inform the Moderator of any serious problems related to a sport
- ◆ Storing equipment after practices if necessary (e.g., volleyball nets), restoring basketball goals to the normal ten (10) foot height after practices if necessary, etc.
- ◆ Ensuring that the practice area is left in a clean condition

A coach must have the flexibility to discipline the players on a team when necessary. Examples of unacceptable behavior by a player for which discipline is warranted include but are not limited to, abusive language, disrespect, defiance of authority, fighting, name calling, overly aggressive play or unexcused absences from practices or games. Coaches *are required* to document actions requiring discipline and the types of discipline applied (*see attached Practice Infraction Form*).

Acceptable methods of disciplining players include the following:

- ◆ Isolating a player from other team members

- ◆ Reducing playing time
- ◆ Reasonable physical exertion (e.g., running a reasonable number of laps)
- ◆ Informing the parent of the problem
- ◆ Removing a player from the team (with concurrence of the Athletic Board)

### *Players*

Players are expected to work hard to learn their sport, improve their physical condition, develop their individual skills, play as a team, and at all times, exhibit good sportsmanship and uphold the image of OLS. Players shall:

- ◆ Attend practices and games
- ◆ Listen to their coach
- ◆ Exhibit respect for authority (coaches, referees, etc.)
- ◆ Shake the hands of the opposing team's players after every game, win or lose

### *Parents*

Parents serve an equally important role in the development of the student/athlete as the coach, particularly in the development of discipline, teamwork and sportsmanship. Parents should be thoroughly familiar with this policy and actively assist in the achievement of the objectives of the OLS athletic program.

General guidelines for parents are as follows:

- ◆ Parents are encouraged to assist the coach when requested.
- ◆ Parents are encouraged to bring to the attention of the coach any skills possessed by their child or behavior traits that their child may exhibit.
- ◆ Parents are encouraged to abide by a coach's decision unless a decision is in violation of this policy.
- ◆ Parents shall complete and return a coach's evaluation form following the completion of a season.
- ◆ Parents may request that a coach or moderator consider placing their child on a different team. The moderator of the sport who is responsible for team selection and team balance and the affected coaches shall make the final decision.
- ◆ Parents may arrange for year-end parties and purchase trophies for players as long as all players are treated equally.
- ◆ Parents shall not attempt to force a coach to play their child in a certain position or to secure increased playing time.
- ◆ Parents shall not complain about officiating calls during games.
- ◆ Parents shall not attempt to coach their children from the stands.
- ◆ Parents shall not leave children unattended on school property before or after practices or games.

Parental concerns/problems regarding the administration of the athletic program should be directed to the appropriate coach. If unresolved by the coach, the parent shall escalate their concern/problem to the moderator of the sport. If the issue is still unresolved, the parent shall escalate their concern/problem to the Athletic Director, and if required, to the Athletic Board. The Athletic Board, and if necessary, the pastor, shall make the final decision on any parental concern/problem, if prior

resolution by a coach, moderator or the Athletic Director is not achieved (*See attached Reprimand for Irresponsible Coaching Form*).

## *Eligibility & Participation*

In accordance with the Constitution and By-Laws of the Toy Bowl Association (2001):

The following regulations apply to students in all divisions:

1. They attend the Parish School.
2. They are enrolled in the Parish School of Religion and attend classes regularly.
3. They are attending another Catholic School which is not participating in the specific Toy Bowl sport.
4. Students who attend a Parish School but are registered members of a different Parish that does not have a School may play for their School or Parish, but not both. They must declare for which team they will play and must be included on that team's official roster only. Upon registering for a team for which they wish to play, they are committed to playing for that team for that sport season.
5. Players who attend a School without a Parish must play for their school.

Coaches, moderators and the Athletic Director must be 1) parents of an OLS student, or 2) a member of OLS Parish. At the discretion of the Athletic Board, the School Board or the Pastor, however, an exception may be made for parents of children who are members of St. Peters, Prince of Peace, St. Elias or St. George if said parish does not participate in an organized athletic program for grades 1-8. In the event that a shortage of volunteers exists after following these guidelines for selection of coaches, moderators and the Athletic Director, the Athletic Board, the School Board or the Pastor may waive these guidelines.

The Athletic Board, with concurrence of the School Board and the pastor, may prohibit any individual from participating in organized athletics at OLS who does not uphold the image of OLS or who does not abide by the Athletic Policy. This includes the Athletic Director, moderators, coaches, parents and players. Incidents, actions and/or behavior that may affect the image of OLS shall be reported to the Athletic Board for investigation and resolution.

*A student of OLS Regional School participating in OLS-sponsored athletics who commits a Major Violation or receives a Detention shall be prohibited from playing in the next game immediately following the violation or detention, whether regular season or tournament. Although prohibited from playing, the OLS student may continue practicing with the team and may attend the game. The player shall be permitted to be in uniform and to be on the bench or sideline with the team during the suspension. Major Violations are listed in the Discipline Policy for the School. A copy of the Discipline Policy may be obtained from the school website.*

## *Miscellaneous Provisions*

### Competitive Teams

Participation by the school and the parish in organized athletics for grades 1-8 is primarily focused on the recreational aspects of team sports. With the approval of the Athletic Board, however, a “competitive” team may be formed for a particular “middle school” grade level (e.g. 6, 7, or 8). “Competitive” teams, including players, parents and coaches, shall remain subject to all provisions of this Athletic Policy.

Guidelines for the formation of a “competitive” team and the selection of team members are as follows:

1. The moderator of a sport and /or the Athletic Director shall submit a written request to form a “competitive” team to the Athletic Board for approval.
2. The written request shall include the following information:
  - a) The grade level of the team
  - b) The Coach of the team
  - c) The athletic league in which the team will participate
  - d) The number of players to be selected for the team
  - e) The method of player selection for the “competitive” team

NOTE: Player selection must be based on an accepted evaluation process that utilizes qualified and unbiased evaluators. A request that does not meet this criterion shall not receive Athletic Board approval.

- f) The dates and location of the Player evaluation/selection process (e.g. tryouts)
- g) The procedures to be used to notify all eligible Players in both the School and the Parish of the formation of a “competitive” team and of the evaluation process
- h) The Moderator’s plans for participation in the sport by Players not selected for the competitive team

“Competitive” teams shall not play other OLS teams unless such teams have been formed as “competitive teams.

## Team Practices

Team practices have specific purposes – skill development and game preparation. Only coaches, parents and players are allowed in the gymnasium during practice times. Siblings may not be in the gym without parent supervision. Players waiting for the start of practice shall not play on the side goals, bounce basketballs or in any way distract Players of teams that are practicing. The coach of the team with the scheduled practice may require non-practicing Players to wait in the lobby of the gymnasium.

During practice times, coaches are expected to report the names of any unattended and/or unsupervised children playing in the gymnasium or lobby to the school office.



## COACH EVALUATION FORM

Coach's Name \_\_\_\_\_ Sport \_\_\_\_\_

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

|  | Circle Most Appropriate |   |           |   |           |
|--|-------------------------|---|-----------|---|-----------|
|  | Poor                    |   |           |   | Excellent |
| Knowledge of Game  | 1                       | 2 | 3         | 4 | 5         |
| Ability to teach players:                                |                         |   |           |   |           |
| -Fundamentals  | 1                       | 2 | 3         | 4 | 5         |
| Specific plays   | 1                       | 2 | 3         | 4 | 5         |
| Communication skills                                     | 1                       | 2 | 3         | 4 | 5         |
| Temperament  | 1                       | 2 | 3         | 4 | 5         |
| Fairness in treating all players                         | 1                       | 2 | 3         | 4 | 5         |
| Interaction with parents                                 | 1                       | 2 | 3         | 4 | 5         |
| Sportsmanship  | 1                       | 2 | 3         | 4 | 5         |
| Ability to accept criticism                              | 1                       | 2 | 3         | 4 | 5         |
| Recommendation to continue coaching                      | 1                       | 2 | 3         | 4 | 5         |
| Would you allow your child to play for this coach again? |                         |   |           |   |           |
|  | No: ____                |   | Yes: ____ |   |           |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's name must be included

Exhibit 1 (online registration form)

OUR LADY OF SORROWS ATHLETIC PROGRAM  
TEAM REGISTRATION

SCHOOL YEAR \_\_\_\_/\_\_\_\_

CHILD'S NAME \_\_\_\_\_ SEX \_\_\_\_M\_\_F

DATE OF BIRTH \_\_\_\_\_ AGE\_\_\_\_ GRADE\_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE\_\_\_\_\_

\_\_\_\_\_

PARENT'S NAME(S) \_\_\_\_\_

I can help in the following area(s):

\_\_\_\_Coaching

\_\_\_\_Score keeping

\_\_\_\_Timekeeper

\_\_\_\_Gym Manager (One Saturday during season)

Uniform size: Shirts YM YL AS AM AL AXL

Shorts YM YL AS AM AL AXL

*We the parents of the above named candidate for a position on a team, hereby give our approval to our child's participation in any of the sports programs sponsored by the Toy Bowl Association during the current season. We assume all risks and hazards incidental in such participation, including transportation to and from such activities; and we do hereby waiver, release, absolve, indemnify and agree to hold harmless the Toy Bowl Association, the Diocese of Birmingham in Alabama, the church parish, coaches of teams, sponsors, supervisors, participants, and persons transporting our child to or from activities, for claims arising out of injury to or death of our child whether or not covered in whole or in part by the negligence of an indemnity except to the extent covered by accident or liability insurance. We assume the responsibility of seeing that our child has the proper insurance. We will furnish a certified Certificate of Birth.*

Parent/Guardian's Signature\_\_\_\_\_Date\_\_\_\_\_

## Practice Infraction Form

Player Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Infraction(s)

Abusive language \_\_\_\_\_

Disrespect \_\_\_\_\_

Defiance of authority \_\_\_\_\_

Fighting \_\_\_\_\_

Name calling \_\_\_\_\_

Overly aggressive play \_\_\_\_\_

Excessive absence from practice \_\_\_\_\_  
(excused or unexcused)

Disruption of practice \_\_\_\_\_

Other (specify) \_\_\_\_\_

### Punishment

Action(s) taken by coach \_\_\_\_\_

Reduction in playing time # of minutes): \_\_\_\_\_

*Signature of Coach* \_\_\_\_\_

Reprimands for Irresponsible Coaching  
(to be used for valid parental concerns/problems)

Coach's Name \_\_\_\_\_

1<sup>st</sup> infraction: Verbal warning that a valid complaint has been filed.

Date: \_\_\_\_\_ A discussion of the nature of the complaint and solutions

2<sup>nd</sup> infraction: Written warning that a valid complaint has been filed

Date \_\_\_\_\_ A discussion of the nature of the complaint and solutions

3<sup>rd</sup> infraction: A minimum one (1) game suspension

Date \_\_\_\_\_

4<sup>th</sup> infraction: Suspension of coaching privileges

Date \_\_\_\_\_

## **GRADING: ELEMENTARY**

Grading is a method of communicating student learning and shall be based on the philosophy that students and not subjects are being taught. Any diversion from these guidelines is to be requested in writing from the Superintendent of Catholic Schools.

### **Exams**

Students in grades seven and eight will take semester exams. Sixth graders may take exams if they are grouped with seventh and eighth graders in the building/unit. Exams will be given in math, science, English, reading/literature, social studies and religion. Giving exams in any of the remaining subjects is a local decision.

### **Grading**

#### **Kindergarten and Grade One**

Grading for Kindergarten and Grade One will be a checklist developed for all schools in the Diocese. The coding system for each skill will be:

|           |                          |
|-----------|--------------------------|
| <b>S</b>  | <b>Satisfactory</b>      |
| <b>P</b>  | <b>Progressing</b>       |
| <b>NI</b> | <b>Needs Improvement</b> |
| <b>X</b>  | <b>Not covered yet</b>   |

#### **Grades 2 through 8**

Grading at these levels will be letter grades with a scale given on the report card. Both percents and letter grades will be listed on the interim progress reports. Percents or letter grades may be used on assignments, quizzes, and exams. The following subjects will be graded with letters: religion, reading/literature (language arts), math, science, social studies, and physical education. Spanish, music, and art are considered enrichment class; therefore, "S," "NI," and "U" will be listed. Computer and library do not receive letter grades since they are tools to be integrated into all areas of the curriculum.

The grading scale will be as follows:

|          |                     |
|----------|---------------------|
| <b>A</b> | <b>93-100</b>       |
| <b>B</b> | <b>84-92</b>        |
| <b>C</b> | <b>74-83</b>        |
| <b>D</b> | <b>65-73</b>        |
| <b>F</b> | <b>64 and below</b> |

\*Please see each individual teacher's assigned categorical weights for homework/classwork, quizzes and tests.

Semester grades in grades 2-6 are computed by averaging the first and second quarter grades. When semester exams are given (grades seven and eight and sometimes grade six) the semester grade is computed as follows:

|                |   |                             |
|----------------|---|-----------------------------|
| First Quarter  | = | 2/5 (40%) of Semester Grade |
| Second Quarter | = | 2/5 (40%) of Semester Grade |
| Semester Exam  | = | 1/5 (20%) of Semester Grade |

### **Effort and Conduct**

It is our basic assumption that effort and conduct are to be acceptable. All students are to work hard and are to behave. Therefore, these areas will be reported as **S (Satisfactory)**, **NI (Needs Improvement)** or **U (Unsatisfactory)** in a separate **Conduct Class** for grades 2-6. For students in grades 7-8, conduct will be reported in the comment section of each course listed on the report card.

### **Promotion and Retention**

In order to retain a student in grades two through 8, the actual grades on the report card must indicate failure. If a student receives an "F" in either reading or math, he/she must attend summer school or be tutored by a certified teacher over the summer in order to be promoted. In addition, a student fails for the year if he/she has a yearly average of "F" in two or more of the following areas: reading/literature, English, math, science, or social studies. (For primary children not receiving letter grades, the decision as to what constitutes failure is to be made at the local level with discussion between the teacher and principal.)\*\*\*

## **HONOR ROLL**

1. Each quarter, students in grades 3-8 will be acknowledged as having made the A or A/B Honor Roll. Grades 3-8 will receive a certificate and ribbon for making the A or A/B Honor Roll.
2. The criteria for A and A/B Honor Roll are as follows:
  1. A Honor Roll – All A's and satisfactory grades (S) in special classes
  2. A/B Honor Roll – All A's and B's and satisfactory (S) grades.
  3. Satisfactory (S) conduct grades are required for both A and A/B Honor Roll.

**\*\*ANY STUDENT RECEIVING A MAJOR VIOLATION WILL NOT BE ELIGIBLE FOR HONOR ROLL IN THE QUARTER THAT THE VIOLATION WAS RECEIVED.**

## **PARENT/TEACHER CONFERENCES – APPOINTMENTS—CONCERNS**

Parent/Teacher conferences are scheduled after the first nine week grading period. Parents will be notified of appointment time and are asked to limit the conference to the time allotted.

Faculty members are required to be on campus after school every day (except on faculty meeting days) until 3:30 p.m. for conference purposes. Parents may schedule appointments with teachers during this time by calling the office during the school day or by leaving a message with the teacher on his/her voice or e-mail address.

An academic or disciplinary situation involving a faculty member and student which causes parent concern should first be handled by asking the student to go back to the teacher for an explanation. If this procedure does not eliminate the parent concern, then the parent should make an appointment to discuss the situation with the faculty member. Only after these steps have been taken, should the parent/teacher concern be brought to the attention of the principal.

### **LOCKERS**

Lockers are provided for students in grades 6 – 8. Students are expected to care for their lockers properly. Students may purchase shelves for their lockers. All student lunches must be kept in their lockers. Jackets and backpacks must be kept in the homeroom.

### **LUNCH/MILK PROGRAM**

Students may bring a lunch or purchase hot lunches available daily through Christian Catering Company. Monthly lunch menus will be available online, accessible from the school website. Parents should set up an account for each of their children (K-8) and place their online orders for lunches. Payment should also be made online. A separate order form should be filled out for each child. Drinks are not included with your lunch order. Should a student forget to bring a lunch or order a hot lunch, a grilled cheese sandwich will be provided and an IOU will be issued. Carbonated drinks or soft drinks are not permissible.

Drink tickets may be purchased in increments of \$5 (\$5, \$10, \$15, etc.). Students in grades 4-8 may use their ticket for milk, bottled water and ice cream. All drinks are \$.50; ice cream prices are \$1.00. Students in grades K-3 may use their tickets for milk and ice cream. These tickets may be purchased in the mornings from the school office. Make checks payable to Our Lady of Sorrows School.

### **DRESS CODE**

#### **UNIFORM POLICY GRADES K-8**

Students in grades K-8 are required to wear uniforms.

Official uniforms are available through Dennis School Uniforms 130 Wildwood Parkway, Suite 112, Homewood, AL 35209 (205) 822-7025

#### *Boys' Uniforms*

Boys are required to wear white uniform logo shirts with a collar or white turtle neck shirts, navy blue dress pants or navy blue walking shorts, plain black, white or navy blue socks and athletic shoes. Socks must be visible above the top of the shoe. Belts are required for boys in grades 3-8.

### *Girls' Uniforms*

Girls are required to wear the official uniform jumper or skort for grades K-4<sup>th</sup> grade and the official uniform skirt or skort for grades 5-6-7-8. These uniforms must not be shorter than two inches above the knee.

All girls grades K-8 also have the option to wear navy blue pants or navy blue walking shorts. Belts are required with all pants and shorts. Plain black, navy blue or white tights/socks may be worn with jumper, skort, skirt or shorts. Socks must be visible above the top of the shoe. Athletic shoes are required for girls. Shorts must be worn under the jumper or skirt but must not be longer than the length of the jumper/skort. Girls are required to wear uniform logo shirts. Girls K-5 may wear Peter Pan collar shirt (no logo) under the jumper.

### *Boys and Girls*

Solid white t-shirts may be worn under a uniform shirt. OLS Sweatshirts with crest are optional. Jackets/coats worn to school may not be worn in the classroom or during church. All boys and girls shirts must be tucked in at all times.

Mass Day Uniform - No knit shirts or shorts are allowed.

- Boys – Boys in K-8th grade should wear tie and white button-down oxford with navy blue dress pants. Boys neckties must be purchased from Dennis School Uniforms.
- Girls - Girls in K-4th grade should wear a skort with white button-down oxford and cross tie, or jumper with white round collar blouse (cross tie optional with jumper). Girls in 5th-8th grades should wear a skirt or skort with white button-down oxford and cross tie. Girls' cross ties must be purchased from Dennis School Uniforms.

### *Shoe Policy*

School shoes must be low-cut tennis/athletic shoes. Tennis shoes are required for PE and wear nicely on our paved playground. Please purchase a tennis shoe that meets the following requirements:

Shoes must be **white, black, gray, or navy** with **NO OTHER COLORS**. They may also be a combination of these colors. Shoe laces and any accents (labels and trim) should also be white, black, gray or navy. **NO OTHER COLORS**, no pictures, no flashing lights, etc.

### *Grooming*

Parents should see that their children are well groomed each day. Hair styles are expected to be simple and neat, cut to fall above the ears and eyebrows and not touching shirt collar in the back. Students are expected to present a well groomed appearance at all times. Extravagant hairstyles, including shaved heads, braids (boys), pony tails (boys), unusual cuts, or artificial colorings, etc., are not acceptable. **No perfume, cologne, or after-shave should be worn to school.** For safety reasons, girls may not wear hoop or dangling earrings. Boys are not allowed to wear earrings. Any make-up worn by 7<sup>th</sup> and 8<sup>th</sup> grade girls should be VERY LIGHT.

### *Jeans Day*

Periodically, students are allowed to dress "out-of-uniform" during Jeans Days. Students contribute a nominal amount to a designated cause to have this privilege. Dress for the day must be tasteful (if a parent questions whether the clothing is "tasteful," then it probably is not). Jeans or conservative pants are allowed (for clarification, Capri pants for girls are considered "conservative"). No torn or



ripped jeans/shorts are allowed. **Shorts may be worn, but should measure just above the knee. No athletic shorts are allowed. No tight fitting shorts (i.e., biking shorts).** Appropriate sleeveless shirts may be worn; however, tank tops and spaghetti straps are not allowed. If a student violates this policy, parents will be notified and discipline will be handled on a case by case basis.

## **HEALTH, SAFETY, AND MEDICATION**

A student who gets sick at school should report to the Health Room. A parent or guardian will be notified to come for the student, if necessary.

Teachers need to be informed in writing if a student has a health condition, such as diabetes, epilepsy, heart conditions, life-threatening allergies, etc.

SNACKS are permitted in the classrooms; however, all snacks must be peanut-free. Other specific allergies may exist in particular classrooms, so please check with your child's teacher for any other restrictions.

## **MEDICATIONS**

Medications, including over the counter medications (Tylenol, aspirin, etc.) should be given at home whenever possible. Medications that need to be given three times per day can easily be given before school, after school and at bedtime. If medication must be administered at school, it must be in the original container with the prescription label attached and the physician's directions included. All medication must be brought to the office by a parent. Students are not permitted to have medication with them at any time while at school.

A signed authorization form from the parent is required for school personnel to give a student prescription or over the counter medication.

The information on the form must include: the name of the student, physician's name, address, phone number, type of medicine, dosage, time of day for dosage, reason the medication is to be given, release form liability, and parent's telephone at home, work and emergency. Physician must sign forms for prescription medication to be administered.

If a child must take medication while at school, please use the following guidelines. Prescription medication needs to be in the original container. The student's name, type of medication and doctor's name must be clearly visible. A note from the physician indicating the time and dosage that is to be given should also accompany the medication.

1. Please send only the amount to be prescribed at school in the original container. Ask pharmacist to divide prescription if necessary to administer at school. Medication will not be sent back and forth with student each day.
2. Non-prescription medication needs to be in the original container and requires a note from the parent stating that the child has permission to take the drug, explaining why the child needs to take the drug, when he/she is to take it, and the dosage amount. Please send only amount of medication needed. Medication will not be sent back and forth with the student each day.

3. The school will keep a log each time a student is given medication, whether it is prescription or non-prescription drugs.
4. Any inhalers that are sent to school must be accompanied by a note or letter from the physician and parent on when and how many times the inhaler may be used.

**Students are not allowed to carry any type of medication with them during the day – over the counter or prescription. School requires parent/guardian to bring the medication in its original container to the school office.**

### **HEALTH FORM (IMMUNIZATION FORM)**

An Alabama Immunization Form is required to be on file for each student. This form may be obtained from your doctor or from any health department. Students coming from out of state must obtain this form for registration.

### **HEALTH RECORDS**

It is imperative that we have a health room file card on each student. Information on allergies or health problems and phone numbers where parents can be reached is important.

### ***EMERGENCY CLOSING DUE TO WEATHER***

#### **WEATHER**

In the event of severe weather, an announcement will be made on local TV and radio that Our Lady of Sorrows School will be closed. The Catholic Schools Office has left the decision to the local schools rather than making a decision for the all the Birmingham area Catholic schools. We will be in communication with John Carroll so that a uniform decision can be made to help our families with children in both schools.

If severe weather causes the school to close early or a power outage occurs, we will activate the RenWeb Parent Alert System. Please make sure your contact information is correct. All cell phone numbers should be listed as such in order to receive text message alerts. When the school closes early due to inclement weather, after school care closes also. School will close only if the safety of families and staff could possibly be at risk.

### **EVACUATION PROCEDURES**

Safety is important. In order to be prepared for a fire, tornado, or other such emergency, drills are held regularly at school. The drills are to give students practice in using precautions that should help them avoid possible injuries. There is to be no talking during any evacuation procedure and all students should remain in their assigned area throughout the drills.

## **COMMUNICATION**

### **TELEPHONE**

The school phone should be reserved for calls that are of the utmost importance, as over 500 people depend on the phone for emergencies and business needs of the day. Neither students nor teachers will be called to the telephone during class hours except in an emergency. Important messages will be taken by the office and relayed to the person concerned.

#### **Telephone Policy**

1. Use of the phone in the school office is determined by teacher permission. Only students with notes will be permitted to use the phone. All other phones in the building are restricted, unless permission is given by the teacher.
2. Students may call home for a forgotten lunch or for illness. A teacher note is required. A student **may not** call home for forgotten homework, books, etc. unless directed by a teacher.

### **NEWSLETTER**

The school sends home a newsletter via email each Friday. Dates and reminders are included as well as other items of interest. Newsletter items need to be in by Wednesday afternoon before the Friday morning that the newsletter is finalized.

## **GRIEVANCE POLICY**

Complaints of students and parents should always go through proper channels. Discussing a problem with others who are not involved does not help eliminate the problem; on the contrary, it may only create more discontent and animosity between parties who are actually involved. Any problems about school can and should be solved by communicating with one another in a Christian manner. The following are procedures for dealing with complaints in a fair and mature way.

1. Begin by holding a conference with the teacher.
2. If satisfactory adjustments or explanations are not made, hold a conference with the principal.
3. If satisfactory adjustments or explanations are not made, hold a conference with the pastor.

Final decisions shall not be reached in the presence of the grieved party, but only after a closed session to discuss the matter privately. All ordinary standards of due process will be followed in the exercise of these procedures.

Again, let us always communicate with one another in a Christian manner. Remember that our mission is not only to teach as Jesus did, but to love one another as He did.

## **COUNSELING SERVICE**

Our Lady of Sorrows School is part of the Diocese of Birmingham. As part of this system, we benefit from the services offered by the Catholic Schools Office in Birmingham under the direction of Mrs. Julie Emory-Johnson, Director of Catholic School, Pro Tempore. Not only does this office serve as an information center for our schools, but also as a resource for information and for problem solving which arises in the educational program.

Our Lady of Sorrows School does have a guidance counselor on staff. Some guidance services offered are assistance with educational planning, interpretation of test scores, occupational and career information, study help, help with home, school and/or social concerns, or any other questions the student may feel he/she would like to discuss with the counselor.

## **DISCIPLINE POLICY OUR LADY OF SORROWS SCHOOL**

One of the most important lessons Catholic education should teach is self-discipline. It is the mission of the school to provide students with excellent opportunities to acquire an education. Other students do not have the right to interfere with this process. School rules and regulations help create a Christian community in which learning can take place.

**Students are expected to conduct themselves in a manner that is respectful and obedient to teachers and other supervisors and one that is considerate of the rights and safety of other students. Violation of any of the rules and conduct code will subject students to appropriate disciplinary action. Flagrant or repeated violations of the standard of good conduct will result in probation, suspension and/or expulsion of the student(s) involved.**

### **I. MINOR VIOLATIONS OF GOOD CONDUCT**

#### **A. MINOR VIOLATIONS OF GOOD CONDUCT MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- 1. Disruptive behavior**
- 2. Failure to obey classroom rules**
- 3. Unmannerly conduct in the lunchroom.**
- 4. Chewing gum, eating candy**
- 5. Inappropriate language**
- 6. Writing on desks/textbooks**
- 7. Public display of affection**
- 8. Failure to bring necessary materials to class**
- 9. Failure to observe uniform/grooming code**
- 10. Bringing items to school not allowed by school policy (i.e. electronic games, cards, cell phones without approval)**
- 11. Name-calling and disrespect for other students**
- 12. Tardiness to class**

#### **B. CONSEQUENCES FOR MINOR VIOLATIONS OF GOOD CONDUCT ARE AS FOLLOWS:**

- 1. Student may receive a verbal warning**
- 2. Violations 1 and 2 – student will be issued a violation slip to be signed by parent.**

3. Violation 3 – student will be issued a violation slip to be signed by parent; referral to principal – parents will be notified.
4. Violation 4 – after-school detention (1 hour)
5. Any subsequent violations will result in another after-school detention.

**DETENTION** means staying after school on an assigned day for one (1) hour.

**PLEASE NOTE:** A student of OLS Regional School participating in OLS-sponsored athletics who commits a Major Violation or receives a Detention shall be prohibited from playing in the next game immediately following the violation or detention, whether regular season or tournament.

**MINOR VIOLATIONS** are cumulative for one quarter only, unless these violations result in suspension and/or probation. **STUDENTS ARE GIVEN THE OPPORTUNITY TO BEGIN EACH QUARTER WITH A “CLEAN SLATE.”** A consistent number of detentions each quarter is an indication that there is a lack of self-discipline on the part of the student, which then demands stronger action. Accordingly, students who demonstrate a consistent lack of self-discipline may be considered for suspension.

## **II. MAJOR VIOLATIONS OF GOOD CONDUCT**

### **A. MAJOR VIOLATIONS OF GOOD CONDUCT MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Leaving class or school grounds without permission
2. Disrespectful, inattentive behavior in church
3. Defacing school property – the student will be responsible for repair or replacement of the item(s)
4. Lying
5. Cheating or copying on tests or school work. In addition to the major violation, all work will receive a grade of “0.”
6. Using obscene, vulgar language or non-verbal offensive behavior
7. Excessive display of affection
8. Showing disrespect to teachers and fellow students or failure to cooperate with authority
9. Forgery
10. Stealing
11. Removing or destroying others’ possessions
12. Gambling
13. Inappropriate use of technology resources as stated in the Technology Policy. (The student will be financially responsible for damages.)
14. Fighting - Any form of fighting, including provocations that are verbal, written, physical, and/or emotional. This includes ANY forms of harassment, bullying or cyberbullying. All threats, those made seriously, in jest or online, are taken very seriously. (See page 43 for the diocesan policy on bullying.)
15. Possession or use of drugs, including drug paraphernalia
16. Possession of alcohol/tobacco; drinking/smoking on school grounds
17. Possession of any type of weapon \*(refer to item #21)
18. Endangering self or others by showing irresponsible behavior or blatant disregard for the safety of others

19. Behaving in a threatening manner to a teacher or other supervisor
20. Possession or distribution of any pornographic materials
21. Possession of any type of gun (BB, Pellet, .22, etc.) for whatever reason

**MAJOR VIOLATIONS** will be referred immediately to the principal for consideration and action.

For Violations 1-13 the principal will take appropriate action which includes the following:

- After-school detention
- Out of school suspension (number of days determined by the principal)
- Probation
- Expulsion

For Violations 14-20 the principal will take appropriate action which includes the following:

- Out-of-school suspension
- Probation
- Expulsion

For Violation #21 the student will be automatically expelled.

**MAJOR VIOLATIONS ARE CUMULATIVE FOR THE SCHOOL YEAR.**

#### **UNWRITTEN REGULATIONS**

It would be impossible to anticipate all problems, which may arise in the future. Yet each year a few distracting “fads” and circumstances show up on our school grounds. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Our Lady of Sorrows Catholic School will be held to be unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance with the principles implicit in our existing policies.

The procedure for a **DETENTION** is as follows:

1. A detention notice will be sent home to the parents by the student, to be signed by the parent and returned the next day. Failure to return the notice or failure to stay for detention will result in a second detention being issued.
2. Student will report to the office for their detention assignment.
3. Student will be required to remain silent during detention and will be given work such as reading, writing, picking up trash, cleaning, or any other appropriate punishment for the offense.
4. If a parent arrives later than the departure time of the detention, the student will be sent to the after school care program.

The procedure for **OUT OF SCHOOL SUSPENSION** is as follows:

1. The principal will notify the parent and require a conference.
2. The parent will be required to sign a suspension form.
3. The length of the suspension will be determined by the principal based on the conditions and severity of the offense.
4. Out of School Suspension must be served at home and assignments given during the suspension must be turned in upon returning from suspension.
5. The students being suspended will be expected to make up all test/quizzes within two days after returning from suspension

**When students enter Our Lady of Sorrows School, they understand and agree that the school reserves the right to exclude them at any time if their conduct, attitude, or academic standing is regarded by the school administration and teachers as unacceptable.**

**Every attempt has been made to develop a discipline policy that is fair and takes into consideration individual situations and circumstances. However, as with any discipline policy, it is impossible to list or categorize every potential problem. The policy serves as a guide for students, parents, and teachers to ensure that a certain standard of behavior is clearly defined. Your cooperation and support of this policy as we all work to create a Christian community at Our Lady of Sorrows School is appreciated.**

### **UNACCEPTABLE ELECTRONIC DEVICES AT SCHOOL**

The following policy summation is from the Diocesan Board of Education policy on electronic devices:

"Catholic Schools in the Diocese of Birmingham make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be in the school building. If they are used, seen, or heard during school hours, they will be confiscated. Consequences will be decided by the principal. The above pertains to cell phones, radios, tape players, pagers, televisions, and cameras, but is not limited to these items." \*Routine checks will be made to ensure that students are following Diocesan policy. **If a parent finds it an absolute necessity for a student to bring a cell phone to school, they must first receive permission from the principal for emergency use only. If approved, the cell phone then must be turned in to the homeroom teacher at the beginning of each school day; the phone is returned to the student at the end of the day. Cell phones or electronic equipment may not be used during carpool, After School Care, or any after school activities. An inability to follow this policy will result in the loss of privilege to bring a cell phone to school.**

### **BULLYING**

The following policy summation is from the Diocesan Board of Education policy on bullying:

"The Diocese of Birmingham is committed to providing a safe and respectful environment in its schools. Bullying, which involves an imbalance of power or strength, is repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. This includes cyberbullying which is defined as destroying or smearing a person's reputation through the use of internet connected devices. Any and all witnessed or reported incidents will be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined by the local school's handbook or policy statement."

### **Social Media Parent Agreement**

As a parent or guardian, I recognize that the use of the Internet comes with a corresponding responsibility to use it wisely both for myself and my child. I also recognize that sending my child to a Catholic school is a privilege that comes with the corresponding duty to act in a Christian way towards others. I therefore pledge to refrain from using the internet in any way that might disparage the school's administration or its teachers. If I have a problem with school personnel, I will take my complaints directly to the school's administration and not broadcast vile, hateful or disparaging re-

marks about the teacher(s) or administration. Broadcasting any such vile, hateful or disparaging remarks is an indication of my intent to withdraw my child or children from the school and the principal has my permission to act accordingly.

*Policy Statement from the Diocese of Birmingham in Alabama  
Adopted July 9, 2018*

### **LUNCH AREA CONDUCT**

Students are urged to keep the lunch area as clean as possible. In order to accomplish this, the following rules must be followed.

1. Students are to put all used disposable articles in the containers provided.
2. Students are not to misuse any lunchroom facilities, including equipment, chairs, and tables.
3. Students who spill food or drink in the lunchroom are expected to clean up.
4. Students should be orderly, courteous, and respectful in serving lines.
5. Students may not, under any circumstances, use each other's milk or ice cream cards.
6. Carbonated drinks may not be brought to school by the students.

### **SCHOOL ORGANIZATIONS**

1. Yearbook - The 8th-grade yearbook staff is carefully selected based on teacher recommendations, student grade point averages, and a detailed application. These students provide the artistic and creative content for the school yearbook with the responsibilities of conducting interviews, writing copy, editing, proofreading, shooting pictures, and selling advertisements. They also oversee promoting the sale of the yearbook. Applications for the yearbook staff are distributed in the spring to interested 7th graders.
2. Technology Team - Selected 8th-grade students work together to shoot video, edit, and produce prerecorded morning announcements that are aired daily through Google classroom. In addition, the team also works together on special media-type projects throughout the school year.
3. Altar Servers – This is open to any Catholic student from grades 4-8 who would like to serve our school community at our weekly school liturgy. Students interested in being a server must contact the school Director of Religious Education and receive training.
4. Safety Patrol – This is available to any 4<sup>th</sup> or 5<sup>th</sup> grade student. Any student wishing to participate in the Safety Patrol Program must be available for morning and/or afternoon carpool.
5. Class Officers - 8<sup>th</sup> grade students are eligible to run for a class office. Students will campaign for the positions of President, Vice-President, Treasurer, Secretary, Parliamentarian, Chaplain and Homeroom Representatives. Only 8<sup>th</sup> grade students are allowed to vote.
6. Peer Helpers - In the spring, 7<sup>th</sup> grade students may apply to be a Peer Helper for the next school year. These students are nominated by teachers and then interviewed. This position allows them the opportunity to work with other students in a tutoring capacity. Qualifications include maintaining a quarterly average of "B" in their classes, being responsible and dependable, being comfortable working with teachers and working with other people in academic work.



7. National Junior Honor Society - 7<sup>th</sup> and 8<sup>th</sup> grade students are eligible for this honor. Students must maintain an overall "3.5" average in their classes (quarterly grades only) and are evaluated by all current teachers regarding overall conduct. A student receiving a major violation is not eligible for consideration.
8. Spanish Club - Open to students in grades 4-6, the OLS Spanish Club provides cultural opportunities as well as application of the spoken and written Spanish language through fun and educational activities.
9. American Heritage Girls - American Heritage Girls is a nonprofit organization dedicated to the mission of building women of integrity through service to God, family, community, and country. Our Lady of Sorrows Catholic School and church hosts the organization, which offers badge programs, service projects, girl leadership opportunities, and outdoor experiences to its members. The girls meet in the evening on the first Wednesday of the month for a Troop meeting. In addition, they participate in other events throughout the year.
10. Cub Scout Pack 237 and Boy Scout Troop 237 - Our Lady of Sorrows Catholic School and church hosts Cub Scout Pack 237 and Boy Scout Troop 237. Cub Scouts begin as early as 1st grade with the Tiger cubs. In second grade, boys can earn the rank of Cub Scout. Every year they have an opportunity to participate in the Pinewood Derby, where every scout builds a model car to compete against each other for a trophy. Cub Scouts can also go on campouts with their parents and fellow scouts to participate in many fun activities! Membership in Boy Scouts is open to all boys who have completed fifth grade through 18 years old, working toward an Eagle Scout ranking. The organization offers a merit badge program, service projects, boy leadership opportunities, campouts, and many more exciting outdoor activities.

## **BIRTHDAYS**

Due to the number of food allergies throughout the school, birthday celebrations should not include food/drinks of any kind. Students are permitted to bring a small trinket or goodie bag to share with their classmates.

"Happy Birthday" may be sung, but no further celebration is permitted. Please send a note in advance informing the teachers of your plans and the date. **Invitations to parties may not be handed out at school or on school property. In addition, Our Lady of Sorrows Catholic School assumes no responsibility for parties/events that take place outside of school and/or are not related to our school.**

## **PARTIES AND CELEBRATIONS**

The following special occasions and corresponding school dates are approved this academic year for parties or celebrations. Keep in mind that different grades are approved for specific activities, and not all grades have an approved party/celebration for each event. Teachers at each grade level will share with you what the approved practices are with each event.

Halloween: October 31

Christmas: December 20

Valentines/ February 14

6th grade Mardi Gras: March 5

## **MOVIES**

Movies shown in the classroom must be “G” rated. “PG” movies may be shown to grades 4-8 provided the movie has been previewed by the teacher and approval has been granted by the principal. “PG-13” movies will not be shown. All movies shown must be related to the curriculum/units of study in the classroom.

## **HANDBOOK ACKNOWLEDGEMENT**

The administration reserves the right to amend the policies and procedures as outlined in the Parent/Student Handbook. Parents will be notified of any changes by mail or a note will be sent home.

Upon enrollment, all parents and students agree to be governed by the Parent/Student Handbook for Our Lady of Sorrows Catholic School for the 2019-2020 school year. Your agreement indicates that you understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement.