

# Our Lady of Sorrows Academy

2018 – 2019

## Parent - Student Handbook



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## INTRODUCTION

Our Lady of Sorrows Academy (OLSA), a private Catholic school for grades K through 12 and a 501(c)(3) non-profit organization, operates under the guidelines of the United States District of the Society of St. Pius X. This handbook is a school policy reference for parents and students. Our Lady of Sorrows Academy does not discriminate on the basis of race, color, disability, familial status, or national or ethnic origin in the administration and hiring of personnel, admissions, or any school-administered programs.

## **MISSION AND PHILOSOPHY**

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Our Lady of Sorrows Academy provides children with a thorough Catholic education founded upon traditional principles. The school strives ultimately to form good Catholic citizens, men and women willing and able to work for the restoration of all things in Christ, freely submitting to the reign of Our Lord in the spiritual, moral, intellectual, and physical realms.

The Catholic school exists to cultivate a soil in which the faith and the love of God might grow. The teachers at Our Lady of Sorrows Academy serve this end by helping form in the child lasting qualities of the mind and heart through exposure to the true, the good and the beautiful across the entire curriculum. In the study of literature and the humanities, the teachers reveal to the child the nobility of the human soul, which is ever thirsting for the absolute, and all their effort as teachers is to awaken this same thirst in the child's own soul. Throughout the various disciplines, they draw the child to rectify and strengthen his natural faculties in harmony with his created good so that he might have the desire and the strength to embrace, freely and with confidence, the supreme Good, God Himself.

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than a mechanistic, quantitative filling up. Although the school will strive continuously to provide teachers and students with the best possible tools and resources in terms of texts and an integrated curriculum, it will be the obvious love which the teacher has for the subject matter, his mastery of it, and his talent in communicating that knowledge and love, which will spark a fire in the children, fostering in them a lifelong love of learning.

## **ADMISSIONS**

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Admission packets are available through the school office. Kindergarten applicants must be 5 years old by August 1 of the summer preceding enrollment.

School personnel will review academic, testing, and behavioral records from previous schools, and will administer entrance exams to prospective students before initial grade placement.

Parents must notify the school of any learning, emotional, or behavioral handicaps prior to admission. Due to limited special education facilities and resources, the Academy may not be able to accommodate all students with disabilities.

Religion is integral to the education offered at Our Lady of Sorrows Academy. All students must participate in the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and participate in all scheduled activities.

### **New Students**

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes. The following are required for new student enrollment:

- A letter of recommendation from student's Pastor or from the most current classroom teacher
- Proof, on letterhead, of up-to-date fee and tuition payments from the previous school
- All academic, standardized test, and behavioral records
- Completed registration forms
- Registration and book fees paid

- Official birth certificate (copy)
- Physical examination, including hearing and vision screening, with physician documentation
- Baptismal and sacramental certificates
- Official custodial documents, when applicable (notarized copies)
- Updated / completed immunization record or signed conscientious objection card, as mandated by state law
- Meeting with the Principal
- Placement tests in Math and English Language Arts for all new students, as well as Latin for Upper Academy students

### **Returning Students**

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation
- All registration forms completed and turned in by the deadline of June 1<sup>st</sup>. A late fee of \$50 may be assessed to late registrants.
- Payment of tuition and fees from the previous year
- Registration and book fees
- Updated / completed immunization record or signed conscientious objection card, as mandated by state law
- Updated health records. Physicals, including hearing and vision screening, are strongly encouraged for students entering K, 4<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup> grades.
- Custodial / legal documents provided and up-to-date (as applicable)
- Meeting with the Principal (as applicable)

## **COLLABORATION BETWEEN THE FAMILY AND SCHOOL**

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In the effort to provide a truly Catholic formation, Our Lady of Sorrows Academy needs the cooperation of the student's parents. The Academy strives to implement the laws of God and the discipline of the Church, which are imperative for the students' sanctification as well as for their proper intellectual development. Without parental support of school policy and procedures throughout the educational process, the school can accomplish little of lasting impact. With this in mind, the school urges parents to observe the following:

### **Communication**

Parents must provide any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that could be helpful or necessary in the proper formation of the child, in an open and timely manner. Knowingly withholding necessary information not only impedes the teachers' and administrators' efforts but indicates a potentially damaging mistrust. To maintain the vital cooperation between family and school in the work of education, all communication (written, electronic, or verbal) between parents and school personnel is expected to be conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on the unity among parents and teachers as educational partners and is grounds for immediate student dismissal, or, in less severe cases, may be a factor in determining family eligibility for re-enrollment.

### **Moral Formation**

The primary role parents fulfill as educators of their children is in the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and the faith. It is imperative, therefore, that parents provide a balanced and joyful home life, in which the child may receive his first experience of the nourishing authority and protective affection of his heavenly Father. The home environment should foster a respectful and affectionate docility in the child, based on his confidence in the love and wisdom of his parents. This docility is vital for his education and for his healthy development as a human being and a child of God.

### **Regulation of Electronic Media**

Television, electronic games, and recreational internet use not only impede the intellectual and spiritual progress of the student, but pose potentially severe moral risks. By their nature, they work directly against the goal of education, which is to draw the child into reality. Parents are urged to minimize exposure to electronic media in the home to the greatest extent possible. Movies and TV should be thoroughly screened for content and spirit, and forbidden on school nights. The Academy strongly discourages the creation, hosting, or maintenance of personal websites, and participation in online social-networking. Further, infractions listed in the Handbook may apply to physical as well as electronic and cyber environments: students will incur the same punishment for lying online, for example, as in the classroom. Those who choose to participate in the cyber domain should bear in mind that the internet is an open and generally unsecured environment: true privacy does not exist, and they should assume that all postings are instantaneous, global, and permanent.

### **Conflict Resolution**

Antagonism frequently arises as the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school-related dissatisfaction or problems: both the school and the parents must avoid, on the one hand, assuming ill will, or on the other, denying the possibility that it could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Parents should only contact the Principal if the conflict remains unresolved after this initial contact. Direct recourse to the Principal is justified when an issue relates directly to overall school policy, or to some matter difficult to present discreetly to the teacher. In any case, parents are to please ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among teachers and parents is deadly to the formation and healthy development of the child.

### **Discretion**

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with the Academy or its staff, with or in the presence of students. Beyond being an objective source of scandal, this spirit of morbid criticism severely undermines the operation of the school and destroys in the children their confidence in any authority.

### **Homework Supervision**

Parents are expected to supervise homework to ensure completion and accuracy. This daily investment of the parents' time is the strongest proof they can give to the child of their respect for what he is learning and their desire for his good. Parents should provide a quiet environment with minimal distractions so that the child may complete his work well.

### **Paternal Participation**

As an extension of God's authority and Catholic hierarchy, and as heads of families, fathers must take an active interest in the education of their children in matters of curriculum, school activities, and especially their children's progress. As St. Thomas Aquinas teaches, "It is obvious that the upbringing of a human child requires not only the mother's care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child." (IIa IIae q. 154, a. 2, c.) As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes. May these reflect the truth and charity of God.

### **Financial Obligation**

Parents must fulfill to the best of their ability all points of the tuition contract, including the support of official fundraisers. This is a question of justice towards teachers and students alike.

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## **SPIRITUAL FORMATION**

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Students will assist at the Holy Sacrifice of the Mass as a school on Mondays, Wednesdays, and Fridays at

7:30 am.

In addition to assisting at Mass, students will recite daily prayers before and after school, in between classes, and at meal times. Students will observe seasonal devotions throughout the Liturgical Year.

Students will have the opportunity to go to confession at least once a month during school hours, and priests will be available for confession during school Masses when possible.

All students must have their own missals and rosaries. Girls will be provided blue and white chapel veils.

## **GENERAL SCHEDULE**

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### **General Schedule**

The school day consists of prayer, classroom instruction, recess, and lunch. School is in session Monday - Friday from 7:20 a.m. to 3:25 p.m. Kindergarten is in session Monday, Tuesday, Thursday and Friday from 7:20 a.m. to 3:25 p.m.

### **Hourly Schedule**

The hourly schedule will be distributed during orientation prior to the school year start date.

## **ARRIVAL, DEPARTURE AND DISMISSAL**

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### **Hours of Operation**

School is considered in session from 7:20 a.m. until 3:25 p.m., Monday – Friday. On early dismissal days, students will be dismissed at 12:00 p.m., unless otherwise noted.

### **Student Drivers**

High School students with licenses may drive themselves and others to school, subject to legal license restrictions and with written permission from their parents and the parents of any designated passengers. A list of approved passengers for each student driver will be maintained in the school office and in the student driver's vehicle. Students may not drive anyone other than the persons specified to or from school or to any school-related activity. Students will face fines and revocation of on-campus driving privileges for failure to comply with on-campus driving regulations.

### **Arrival**

On-time arrival at school is a matter of justice toward teachers and students. Students must arrive at school by 7:10 a.m. Students arriving after the 7:20 bell for morning lineup will be marked "tardy" for the day. Students who come late to school must present a written excuse from their parents or be signed-into the office by a parent/responsible adult. Six tardies within a semester will constitute an unexcused absence and will result in disciplinary action.

Students may not arrive before 7:10 a.m. If students are on campus (which includes the church, retreat house, and school grounds) prior to this time, they must be accompanied by a parent or responsible adult and will not be allowed into the school until 7:10 a.m. The Academy is not responsible for students who arrive before this time and an early drop-off fee of \$20 may be charged if students are left unaccompanied.

### **Departure**

School dismissal is at 3:25 p.m., after afternoon lineup. Students will wait in the school parking lot for parents to pick them up. Parents must pick up students promptly by 3:35 p.m. or they may be charged a \$20 late fee. Any students left in the parking lot after 3:35 p.m. will be brought to the school office to await pickup.

Once a parent has arrived for pick-up, the student is considered under that parent's care and supervision. **Students may not be left unsupervised on campus.** The Principal will impose a late fee and disciplinary penalties if children consistently remain on campus after hours.

### Early Departure

Parents must inform the school office in advance—and in writing—of any instance when a student needs to leave the school premises before the usual dismissal time. This written notice must indicate the reason for dismissal (doctor or dentist appointment, etc.). Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day must go to the school office to sign them out and pick them up.

The school requires advance written notice if someone other than the parent will pick up a student for an appointment.

### Early Dismissal

On occasion, school may be dismissed early for exams, special evening events, or for other reasons. The school will notify parents in advance of these early dismissals.

## ATTENDANCE

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Healthy students are expected to attend school every day. Students absent from school more than 18 days in an academic year *may be retained in the same grade or denied a diploma* for excessive absenteeism. The Principal will make the final decision in these cases.

If your child is sick, please keep them home. Ill Students will not learn well, and they will spread germs to other students and teachers.

### Absence

In the case of an unforeseen absence, parents need to notify the school office by 7:20 a.m. and provide an explanation.

In the case of an extended absence of more than five days, parents must make arrangements with the school for schoolwork. Students returning to school after an extended illness or absence must bring a written note of explanation to the school secretary. Absence due to sickness exceeding five consecutive academic days requires an explanatory note from a physician.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed during unexcused absences will be penalized at the teacher's discretion.

Students who are at school for *fewer* than 3 hours of instruction on a given day will be marked “absent” for that full day. “Hours of instruction” do not include Mass, lunch, or recess, and are counted in 60-minute increments, not in period lengths. For example, two 45-minute periods equal 1.5 hours of instructional time. A student needs to be present for 4 instructional periods to be counted as present for a full day. Students who are at school for *more than* 3 hours of instruction but miss part of the day will be marked absent for half a day. Students absent for more than half a day may not participate in any extracurricular activities on that same day, including musical and play rehearsals, or sports practice, without prior approval from the Principal.

A student who is taken out of school before the end of the academic year and who has **not** completed at least a full semester of coursework prior to departure will receive a final report card grade of INCOMPLETE. A student who is taken out of school before the end of the year and who has completed at least a full semester of coursework prior to departure will be eligible to receive half the credit for each course.

### Foreseen Absences

In the case of foreseen absence, parents must provide the school with advance written notification. Planned absences of more than one day (for special occasions such as out-of-town weddings or funerals, etc.) require the permission of the Principal. Whenever possible, parents should avoid making personal plans that will result in missed class time.

To avoid disrupting the schedule of the class or of the school, retarding academic progress and sending conflicting messages to the children regarding the importance of academics and duty of state, families must plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments, and exams.

## **CALENDAR**

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The school distributes a yearly academic calendar and will notify parents of any changes. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Participation in functions noted on the school calendar is mandatory unless explicitly indicated otherwise.

## **MEALS**

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Parents should closely supervise all school meal preparations made by their children. Children need sufficient, healthful nourishment to function properly in school. Hungry children will lack energy and concentration; those given excessive sugar frequently exhibit hyperactivity and irritability.

### **Food Allergies**

Parents must notify the school of any food allergies, as well as their specific nature and severity.

### **Breakfast**

The Academy does not provide breakfast. Students should bring breakfast to school on days when they assist at Mass (Mondays, Wednesdays, and Fridays). On school Mass days, students will eat breakfast together in their homerooms after Mass. On days when there is no school Mass (Tuesdays and Thursdays), students must eat breakfast before coming to school.

Lower Academy students may have a morning snack at the teacher's discretion. Check with your student's teacher to see if your student should bring a snack. Upper Academy students are not allowed to snack during the school day.

Parents are asked to send meals that do not need to be heated or to use a container that will help retain heat. Hot water and microwaves will be available for grades 7-12.

The school will provide a simple breakfast for children who forget to bring their food.

### **Lunch**

Students must bring lunch to school each day. The school expects students to use proper table manners, and parents should review etiquette with them. To ensure that students eat rather than socialize, students will eat silently during the first few minutes of lunch while listening to either classical music or a reading.

Teachers will not heat up your child's lunch. Parents are asked to send meals that do not need to be heated or to use a container that will help retain heat. Hot water and microwaves will be available for grades 7-12.

The school will provide a simple lunch for children who forget to bring their food.

## **HEALTH**

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### **Communicable Disease**

A student suffering from a contagious illness, including a bad cold, will not be allowed in school.

Parents must report all instances of communicable disease to the school office. Communicable diseases include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the school office before sending a child to school.

### **Illness and Injury**

The school will notify parents immediately in the case of a serious, non-emergency illness or injury that occurs at school. In such cases, children will be sent home only in the care of a parent or a person designated by the parent. In emergency situations, the school will immediately contact emergency medical services and parents and/or designated emergency contacts.

### **Immunizations**

State law requires that children enrolled in an Arizona school be immunized against certain diseases, allowing for certain exceptions, including conscientious objection. Parents must submit a student immunization record upon enrollment and provide yearly updates or an exemption request form.

### **Medications**

The school may not dispense medication without professionally indicated direction. Students may not self-medicate, with the exceptions of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following medication administration forms are available from the school office and must be completed for medication to be administered by staff or self-administered:

- Request for Prescription Medication to be Administered During School Attendance
- Request for Non-Prescription Medication to be Administered During School Attendance
- Permission for Self-Administration of Medication for Anaphylactic Reactions or Asthma
- Asthma Action Plan
- Food Allergy Action Plan

Parents should administer medication at home whenever possible and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacist or physician, and must give them to the school secretary. Dosing directions should be clearly marked on each container.

School personnel will not administer first-time medications.

### **Non-Prescription Medications**

If a student wants an over-the-counter, non-prescription medication, such as a cough drop or Ibuprofen, they must go to the Secretary. The Secretary will keep a list of students who have medication administration forms on file and will only administer the medication if that student has the correct form on file. If medication is administered, the Secretary will email the parent to notify them of the medication administered and the quantity.

## **LOWER ACADEMY CURRICULUM**

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Our Lady of Sorrows Academy uses an integrated curriculum which emphasizes the complementary relationships between subjects and encourages students to take an interdisciplinary approach to learning and life. The curriculum for Kindergarten through Sixth grade includes the following subjects: Religion, Language Arts (Learning to Read and Write, English Grammar, Dictation, Literature, Composition), History,

Geography, Mathematics, Science, Art, and Music. These will be taught at the appropriate developmental level for each grade, following grade-specific curricular standards.

Fine arts—music (sacred and secular), poetry, art, and drama—are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, dramatizing poetry, and singing, along with creative projects and presentations in all subjects.

### **Religious Instruction**

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian Doctrine, the life of Our Lord, the Mass, the Liturgical Year, Bible History, and the Lives of the Saints. The child is taught to memorize his catechism, and at the same time to see behind these truths the Face of Our Lord, calling him to a life of holiness in union with Him. Thus the students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

### **Literature and Language Arts**

Our Lady of Sorrows Academy places great emphasis on a literature-based Language Arts program. Good literature is essential to the proper, healthy development of both the intellectual and the spiritual life. As Our Lord knew when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience—vicariously yet profoundly—circumstances and scenarios that will inspire them to embrace the good and reject the bad. Through the teaching and discussion of good literature, as well as its profound integration through composition exercises, students gain an openness to the noble realities of the soul, and thus are made docile to the call of grace, which draws them toward the noblest of all realities. Dictation and poetry are a preparation and an extension of this study of literature, inspiring the intelligence and nourishing the memory with beauty. The study of grammar is the handmaid of literature, enabling the child to penetrate the essentials of the written word and to express himself with clarity and elegance.

## **UPPER ACADEMY CURRICULUM**

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At the basis of the education offered at Our Lady of Sorrows Academy is the idea that human reason can discover and understand an order outside itself, the order created by God. Students receive a thorough and integrated view of this reality through the organic unity of all subjects. They learn to think in an orderly fashion, to speak and write as clearly as they think, and ultimately to judge with wisdom and prudence.

At Our Lady of Sorrows Academy, students learn from the saints, ancients, and secular masters through Literature, History, Philosophy, Math, Science, and Religion. By opening to them the treasury of human knowledge, teachers strive to inspire students with an ardent love of truth and an increasingly clear vision of their final end. By teaching them to think not only critically but classically, and to integrate that truth into their own actions, an OLSA education prepares students both to face the concrete conditions in the world, and to embrace supernatural as well as natural happiness.

Our Lady of Sorrows Academy uses an integrated curriculum which emphasizes the complementary relationships between subjects and encourages students to take an interdisciplinary approach to learning and life. The following is the standard curriculum of the Upper Academy. Core classes are worth one credit, with the exceptions of Introduction to Economics and American Government, which are each worth half a credit. Yearly electives vary based on the competency and availability of teachers. The credit awarded for electives varies from 0.2 to 0.5 of a credit per course. All courses are year-long.

### **7<sup>th</sup> Grade**

#### **Core**

Fundamentals of Algebra  
General Science  
Early Modern History and Geography  
English Language Arts 7

#### **Electives:**

Music  
Computer Skills  
Typing  
Western Culture

Introduction to Latin I  
Religion 7  
Physical Education

### **8<sup>th</sup> Grade**

#### **Core**

Foundations of Algebra  
Physical Science  
Modern History and Geography  
English Language Arts 8  
Introduction to Latin II  
Religion 8  
Physical Education

### **9<sup>th</sup> Grade**

#### **Core**

Algebra I  
Earth Science with lab  
Ancient History  
English Language Arts I  
Latin I  
Religion I  
Physical Education

### **10<sup>th</sup> Grade**

#### **Core**

Geometry  
Biology with lab  
Western Civilization I  
English Language Arts II  
Latin II  
Religion II  
Physical Education

### **11<sup>th</sup> Grade**

#### **Core**

Algebra II  
Chemistry with lab  
Western Civilization II  
Introduction to Economics  
English Language Arts III  
Latin III  
Religion III  
Physical Education

### **12<sup>th</sup> Grade**

#### **Core**

Precalculus  
Physics with lab  
American History  
American Government  
English Language Arts IV  
Latin IV

Applied Art  
Sewing (Girls)

#### **Electives:**

Music  
Computer Skills  
Typing  
Western Culture  
Applied Art  
Sewing (Girls)

#### **Electives:**

Music  
Art  
Introduction to Logic  
Introduction to Philosophy  
Sewing (Girls)

#### **Electives:**

Music  
Art  
Introduction to Logic  
Introduction to Philosophy  
Sewing (Girls)

#### **Electives:**

Music  
Art  
Sewing (Girls)

#### **Electives:**

Music  
Art  
Sewing (Girls)

## **GRADUATION REQUIREMENTS**

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The following graduation requirements for Our Lady of Sorrows Academy meet or exceed the minimum graduation requirements for the state of Arizona and fulfill the Core Competencies for Undergraduate Admission detailed by the Arizona Board of Regents.

**Religion:** 4 credits, including the following topics: Creed, Ten Commandments, Sacraments, Vocations, Mariology, Crisis in the Church

**English Language Arts:** 4 credits, including but not limited to: grammar, composition, American literature, European literature, and research methods in English; one credit must also include speech and debate

**Social Studies:** 5 credits, including: one credit of American history, including Arizona history; three credits of World history/geography; one-half credit of American government; and one-half credit of economics (To be fully implemented as a requirement by Fall, 2019)

**Mathematics:** 4 credits, including: Algebra I, Algebra II, Geometry, and one mathematics course for which Algebra II is a prerequisite

**Science:** 4 credits with labs, including: Chemistry, Physics, Biology, and Earth Science

**Foreign Language:** 4 credits in the same foreign language

**Fine Arts:** 2 credits from classes such as: music, art, theatre, poetry, dance, or film

**Critical Thinking:** a minimum of 1 credit, including logic and the history of philosophy (To be fully implemented as a requirement by Fall, 2020)

**Physical Education:** a minimum of 3 credits which may include: sports, dance, fitness training, and nutrition

Total Required Credits: 31

Minimum Credits Required for Graduation in the State of Arizona: 22

### **Graduation Policies:**

- Graduation eligibility ultimately will be determined by the Principal, based on academic performance, effort, and conduct. Students who fulfill the Core Competencies for Undergraduate Admission detailed by the Arizona Board of Regents may be allowed to graduate, if *in good faith* they have done what they can to meet Academy requirements and are unable to do so for reasons beyond their control.
- Seniors who fail required courses during their final year in high school may be denied graduation. In such cases, parents will be notified at the end of the third quarter, except in cases where students have jeopardized their graduation by poor results in the final quarter or on final exams.

### **Additional Testing Requirements:**

- Students must pass the ADE Civics test to fulfill graduation requirements in the state of Arizona. The civics test will be administered as part of the course in American Government and may be retaken until a passing score of 60/100 is earned.
- Students must take either the ACT with Writing or SAT with Writing and submit their scores to the school. The test may be taken junior or senior year. These tests are an important part of college readiness and give Our Lady of Sorrows Academy a benchmark for measuring the school's academic performance.

## **GRADING AND ACADEMIC DISCIPLINE**

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While all students will be assessed in accordance with the grading scale of this handbook and will be eligible for the honor roll based upon their achievement level, only those students who complete the standard curriculum will be considered for overall academic distinction (e.g. Valedictorian and Salutatorian).

### **Grading Scale**

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numerical Range</i>
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

### **Academic Discipline/Probation**

Students earn grades based on the percentage scale above. 65% or higher constitutes a passing grade. To be promoted to the next grade level, students must maintain at least a composite weighted average of 65% in all classes, and cannot receive a D or less in more than two classes.

The school requires students who fail a core class to remediate missed coursework in a manner determined by the school. Students who fail a subject and do remedial coursework must take a subject placement test to advance to the next grade level *or* demonstrate competency by passing an equivalent course through an accredited institution.

Any student demonstrating consistently poor academic performance will be placed on academic probation by the Principal for a quarter. The principal will meet with the student's parents and teacher(s) to create an action plan for the student during the probationary period. If probationary students show no substantial progress within the determined period, the parents will meet with the Principal to determine a proper course of action, which may include expulsion.

New students may be placed on academic probation for the first quarter. If newly admitted students on academic probation do not maintain a C or better in every subject, they may need to continue study at a lower grade level. The Principal will meet with teachers and parents before making a decision.

### **Plagiarism**

Plagiarism is taking someone else's ideas and presenting them as one's own. Plagiarism happens when a work is paraphrased, quoted, or otherwise used without giving credit to the author by citing one's sources. Plagiarism is theft of another's work and will not be tolerated. Teachers are responsible for explaining the nature of plagiarism and guiding their students in conducting legitimate research. Teachers will alert the Principal of suspected plagiarism. In confirmed cases, the Principal, in cooperation with the teacher, will determine appropriate sanctions and consequences, which may include failure of the assignment, failure of the class, or expulsion, depending on the severity of the offense.

All academic discipline and ultimate consequences remain at the sole discretion of the Principal.

### **Progress Reports and Report Cards**

The school will issue progress reports at the midpoint of every quarter for all students. Progress reports give parents and teachers the opportunity to note student performance, reward achievement, and develop interventions if necessary. OLSA encourages parents to communicate with teachers about their children's performance.

The school will issue report cards at the end of each quarter. Parents must sign and return report cards to the Academy within three days.

### **Parent-Teacher Conferences**

Parents are required to attend parent-teacher conferences each semester and as directed by the Principal to discuss grades and formational matters. Scheduled parent-teacher conferences are noted on the Academic Calendar.

## **HONOR ROLL**

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The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Academic Honor Roll and Character Honor Roll are posted at the end of every quarter. Awards are given at the end of the academic year. Students who have been suspended for any reason will be ineligible for the Honor Roll.

### **Academic Honor Roll**

From the 4<sup>th</sup> grade on, students are eligible for the Academic Honor Roll as follows:

#### **Summa cum Laude**

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-)

#### **Magna cum Laude**

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+)

#### **Cum Laude**

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B)

### **Character Honor Roll**

Students in grades K-12 are graded on character. Every quarter, teachers reflect on student character in each of their classes and award a letter grade from A+ to F to each student. Students who receive an A- or better in every class will be eligible for Character Honor Roll.

## **HOMEWORK**

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Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind.

Students must turn in assignments on time and make up missed homework assignments. It is the student's responsibility to collect homework assignments and schedule a time to take missed assessments after an absence.

Parents are asked not to do their children's work for them. As a fundamentally dishonest circumvention of student duties, this undermines both the teaching and the learning processes, and seriously impedes the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

### **Homework Time Guidelines**

Reasonable expectations for daily homework requirements:

- **Kindergarten:** Reading with parents or siblings
- **1<sup>st</sup> and 2<sup>nd</sup> grades:** 15 minutes; reading with parents or siblings
- **3<sup>rd</sup> through 5<sup>th</sup> grades:** 30 minutes; reading with parents or siblings
- **6<sup>th</sup> through 8<sup>th</sup> grades:** 1 hour
- **9<sup>th</sup> through 12<sup>th</sup> grades:** 1 - 1½ hours

These are general guidelines. Actual requirements will depend on the child's ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework, but should set appropriate limits and require accountability for unfinished work.

Teachers will strive to respect the above schedule, and the school discourages giving unnecessary homework – merely busy-work for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

### **Homework and Class Work Expectations**

OLSA and its teachers expect students to work to the best of their abilities, and parents should encourage students to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs, and should keep homework papers in a protective folder or permanent notebook. Teachers will not accept soiled or damaged papers.

Teachers will inform students of specifications for homework, including acceptable formats, paper, notebooks, pens and pencils.

### **Late Work**

Students must complete assignments by the morning of the day they are due. Teachers will penalize late assignments five percentage points for each day they are late and will not accept work more than five days late. If a trend of late or missing work develops, it will be documented and the parents will be notified.

### **Homework Requests When Students Are Absent**

Parents of Lower Academy students and the students themselves in the Upper Academy are responsible for obtaining missed assignments from the teachers. Parents may call the school office for assignments from the teacher and may either pick up assignments at the end of the school day or have them sent home with siblings.

Long-term projects and assignments given prior to a student absence are due on the original due date and must be delivered to the school on that day, unless an exception is granted by the teacher.

Students have two academic days after returning to school to make up any missed assessments.

### **Summer Homework**

Teachers may assign summer reading or projects for Religion, Math, Language Arts, and History. Summer homework will be assessed when students return to school in the Fall.

## **UNIFORMS**

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A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the specifics of regulations follow simply. Regardless of particulars, the standard remains *uniformity*, not individuality or fashion. The school strives to develop strong individuals, and the well-formed student will possess a true depth of character and a personality strong from within, not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the significant social pressures associated with style consciousness and competition. Far from a means of suppressing individual expression, willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic “letter of the law,” but students, aided by their parents, should discern and pursue the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to recognize clothing items that not only match uniform materials, but also align with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

### **Hygiene and Appearance**

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, even after school.

### **Make-up**

Make-up and cosmetics are forbidden, with the exception of medicated bases prescribed by a physician. In these cases, students must provide a note from the prescribing physician. Fingernail polish—colored or clear—is forbidden.

### **Jewelry**

Jewelry is forbidden, with the exception of a fine-gauge necklace with a single religious medal. Girls with pierced ears may wear a single gold, silver, diamond, cubic zirconia, or pearl stud, no larger than 5 mm, in each ear. Boys may not wear earrings. Only grades 5-12 are allowed to wear watches, but alarms must be turned off.

### **Hair**

Hair should be cut and styled in a classic fashion. Boys must be clean-shaven, well-groomed, with hair off the collar, ears, and eyebrows. Girls and boys are to keep their hair the natural color, not dyed. Girls will keep their hair pulled out of their faces. Any ribbons, rubber bands, hair bands, or other hair accessories are to be simple in design and in the same colors (black, blue, or white) of the uniform. Bright colors and big bows and flowers are not allowed.

### **Required Uniforms for Girls, Grades K-12**

- Jumper (**Grades K-4**): blue and black plaid with 2” added (Educational Outfitters)
- Skirt (**Grades 5-12**): blue and black plaid skirt with 5” added (Educational Outfitters)
- Blouse:
  - **Grades 5-8**: White Peter Pan blouse, broadcloth, short or long sleeve. Shirt sleeves may not be rolled-up. (Educational Outfitters)
  - **Grades 9-12**: White pointed collar Oxford blouse, short or long sleeve. Shirt sleeves may not be rolled-up. (Educational Outfitters)
- Vest (**Grades 5-12**): Navy button-up vest. Must cover shirt at waist. (Educational Outfitters)
- Tie: Navy crossover tie with fabric snap. (Educational Outfitters)
- Socks: White socks or tights.
- Shoes: Black leather shoes, clean and polished. No high heels; Athletic socks and shoes for recess.
- Sweaters: Plain navy V-neck or button-down cardigan sweaters with OLSA patch (sweaters are ordered from Educational Outfitters; patches are available from the church or school office.)
- Outer layer: Navy full-zip fleece jacket (Educational Outfitters)
- Additional layers: Jackets should coordinate with the uniform and may be worn outside during cold weather. Jackets may not be worn in classrooms or in church.
- Girls may wear pants under their skirts during recess. Otherwise, pants are forbidden.

### **PE Uniform for Girls, Grades 7-12**

- Navy knee-length skirt made of stretchy material, full enough to move comfortably in, with black knee-length athletic pants under skirt **OR** navy PE skirt with 4” added from Educational Outfitters
- Grey Cavaliers PE T-shirt (ordered through the school)
- During winter months, a blue long-sleeved sweatshirt may be worn (no slogans)
- Athletic shoes
- White cotton sport socks

### Required Uniform for Boys, Grades K - 12

- Pants: flat front or pleated khaki dress pants (Educational Outfitters)
- Shirts:
  - **Grades K-8:** Button-down white Oxford shirt. (short sleeve or long sleeve.) Shirt sleeves must not be rolled-up. (Educational Outfitters)
  - **Grades 9-12:** Button-down blue Oxford shirt. (long or short sleeve.) Shirt sleeves must not be rolled-up. (Educational Outfitters)
- Belt: Plain black
- Tie: Navy blue with no design (Educational Outfitters)
- Socks: Navy blue or black dress socks that cover the ankle
- Shoes: Black leather shoes, clean and presentable; Athletic socks and shoes for recess.
- Sweaters: Plain navy cardigan sweaters with OLSA patch (Sweaters are ordered from Educational Outfitters; patches are available from the church or school office.)
- Outer layer: Navy full-zip fleece jacket (Educational Outfitters)
- Additional layers: Jackets should coordinate with the uniform and may be worn outside during cold weather. Jackets may not be worn in classrooms or in church.

### PE Uniform for Boys, Grades 7-12

- Cavalier PE T-shirt (ordered through the school)
- Navy knee-length athletic shorts
- During winter months, a blue long-sleeved sweatshirt and sweatpants may be worn (no slogans)
- Athletic shoes
- White cotton sport socks

### Note on Uniform Layers, All Grades

- Sweaters need only be worn if students are cold; students are not required to wear their sweaters on a daily basis.
- The navy full-zip fleece jacket may be worn over the sweater if students are cold. The navy full-zip jacket may be worn **over sweaters** at lineup, church, or class.

### Uniform Orders

Uniforms may be purchased from the Educational Outfitters of Arizona store at 1628 E. Southern Ave, Tempe, AZ 85282, or online at [www.educationaloutfitters.com](http://www.educationaloutfitters.com). Search for "Our Lady of Sorrows Catholic School" on the Educational Outfitters website. Parents are expected to purchase at least one uniform through our uniform supplier for attendance at major Academy events such as graduation, picture day, field trips, etc. Equivalent items may be purchased elsewhere to outfit students with additional uniforms. School patches must be worn on all uniforms and may be purchased from the school office. PE t-shirts may also be ordered through the school office.

***NOTE: Girls must wear modest skirts, dresses, or jumpers whenever on school or church grounds. Parents, visitors and volunteers are asked to do the same whenever on campus.***

## GENERAL SCHOOL RULES AND GUIDELINES

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Character training is an important element of the education at Our Lady of Sorrows Academy. The school expects loyalty, respect and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect, rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order, and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

### Forbidden Items

Teachers will confiscate these and other inappropriate items:

- Electronic devices including but not limited to smartphones, radios, CD players, I-pods, CDs, DVDs, and games
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content
- Any drugs or alcoholic beverages
- Any tobacco or smoking paraphernalia, including matches, lighters, etc.
- Weapons of any kind

### **Student Use of Technology**

- Students must turn in cell phones and other personal electronics to the Secretary upon arrival at school. These items may be collected and used after the school day ends at 3:25 pm. Electronics that have not been turned in will be confiscated.
- **Smartphones are not allowed on campus.**
- Students may not use personal electronics, other than cameras, at school functions (Jog-a-thon, field trips, etc.)
- Students may use the internet-enabled computers in the Library with teacher supervision.
- Students may print and make copies only with staff approval.

### **General Classroom Behavior**

- Students will generally raise their hands and wait to be called upon before asking or answering questions.
- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Mr., Mrs., Miss, etc.

### **Lunchroom Behavior**

- Students need to bring a lunch. Soda, candy, or desserts are allowed, but discouraged.
- Microwaves and any other kitchen appliances are off-limits to students in grades K-4.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.

### **Playground/PE Expectations**

- Weather permitting, all students are expected to go out for play during recess. Grades 7-12 are also expected to participate in PE. The school requires detailed written notification from a doctor if a student cannot participate in recess or PE activities for health or other reasons.
- Students must have appropriate footwear for recess.
- For safety reasons, the school does not allow rough play or tackle football.
- Children must remain within established boundaries.
- During inclement weather, recess will take place indoors. Running and horseplay are forbidden inside the school.
- Parents are encouraged to send sunscreen with their children for protection during recess.

### **Parties and Gift Deliveries**

- Students may not take delivery of flowers, balloons, gifts, etc. during the school day.
- **Birthday Parties:** While recognizing the special nature of student birthdays, the school does not allow birthday parties for individual students. At the discretion of the homeroom teacher, students may bring snacks on their birthday to share with classmates during lunch.
- **Feast Day and Holiday Parties:** Teachers, parents and students will not arrange classroom parties without the approval of the Principal.

### **Respect for School Property**

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.

- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Students will keep hardbound textbooks covered at all times. Damaged or lost books will be replaced at the parent's expense and billed to the parent's account.
- Though the school assigns desks and lockers for individual use, these are school property and therefore are not private. The school may access desks and lockers at any time.
- Students are not allowed in or around the teacher's house.
- Students must not meddle with the teacher's desk or belongings.

### **Restroom Use**

- Students will use only designated restrooms.
- Barring legitimate emergency, high school students may not take restroom breaks during class time.
- Barring legitimate emergency, students Grades 3 and up may not take restroom breaks during Mass.

### **General Items**

- Students may not pass personal notes or written communications of any kind during class time.
- Invitations to non-school sponsored social events should be distributed outside of school and off campus to ensure parents are aware of such activities and to preclude any implication of school endorsement.
- Students must generally maintain silence in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may use the school phone, when necessary, with permission from the Secretary or a teacher.
- Students may not leave school premises during the school day without written permission.

## **DISCIPLINE**

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Our Lady of Sorrows Academy applies the principles of Catholic education to student discipline. True charity at times obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.

Our Lady of Sorrows Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

### **Minor Infractions**

Incidents attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Disorderly desks or lockers
- Incomplete uniforms
- Excessive tardiness
- Neglect of school property
- Causing disturbances in class or during line-up
- Neglect or improper performance of academic duties

Teachers will correct minor infractions in the classroom, and may choose to require in-school detention. Unless a pattern develops, the school will not inform parents of these offenses.

### **Major Infractions**

Incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience
- Unexcused absence
- Fighting
- Bad language
- Persistent failure to submit homework
- Failure to show up for a detention
- Use or possession of tobacco products
- Excessive repetition of minor infractions such as those listed above
- Use of personal electronics during school hours

The Principal will handle infractions of this nature. Students will be punished with detention or other means, at the Principal's discretion. A detention may entail extensive janitorial work. Students guilty of major infractions may be excluded from extra-curricular activities.

### **Grave Infractions**

Incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions:

- Conduct or spirit prejudicial to the school
- Lying, cheating, or any academic fraud, including plagiarism
- Any illegal activity
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol
- Possession, purchase, or selling of weapons; purchase of fireworks if under 16, and possession of fireworks on campus
- Grave or repeated disrespect
- Theft
- Vandalism or destruction of property
- Indecent fraternization
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet
- Possession of immoral material
- Excessive repetition of major infractions such as those listed above
- Bullying

The Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at the Principal's discretion. The duration of suspensions will depend on the gravity of the offense. Work missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The Principal may grant readmission at his discretion.

### **Notice of Disciplinary Action**

Parents will be notified officially with a disciplinary notice of major and grave infractions and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The Principle may request a meeting.

### **Exclusion from Academy Activities**

Depending upon the seriousness of an infraction, the Principal may choose to restrict an offending student's access to Academy functions for a period of time. Academy functions include, but are not limited to, the following school activities: sports events, concerts, fundraising activities, science fairs, geography fairs, awards

ceremonies, and running the Jog-A-Thon. If parents have any question about whether or not restricted students may attend a school event, they must inquire at the school before assuming the ability to participate.

Expelled students may not attend any Academy functions until they are readmitted to the school or their class graduates. Parents may appeal in writing to the Principal for changes to restricted status. If parents have doubts about restrictions, they should contact the school rather than making any assumptions.

### **Disciplinary Probation**

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Principal for a designated period of time. While on disciplinary probation, a student is ineligible to participate in any extra-curricular activities. If a student on disciplinary probation shows no substantial improvement in behavior, his or her parents will meet with the Principal to determine a proper course of action, which may include expulsion.

## **EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY**

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Students who participate in extracurricular activities must not jeopardize their grades by sacrificing necessary study time to non-academic functions. Good grades and good conduct are always expected as a prerequisite to any extracurricular activity.

### **Grades**

Academic success is a primary mission of our school. It is also the first duty of each student. The academic standards for extracurricular eligibility are:

- An overall grade average of 70% or above, AND
- A grade of 70% or above in Religion, AND
- No more than one D, regardless of the grade average, AND
- No failing grade in any subject.

Eligibility will be determined at the midpoint and end of every quarter. A student's eligibility status will remain unchanged until the next assessment point.

A list of ineligible students will be updated and kept at the school office. Questions about status should be directed to the Principal.

### **Additional Eligibility Considerations**

- Teachers will evaluate classroom behavior when submitting grades; a conduct grade of a D or below will constitute ineligibility.
- Students who receive a major detention are suspended from extracurricular activities for a minimum of one week.
- Students are ineligible to participate in extracurricular activities on any day they are absent from school.
- Students who are ineligible for extracurricular activities are encouraged to utilize their time studying to regain eligibility. Ineligible students are not permitted to remain at school watching any extracurricular activity.
- Students who violate any Academy rule, regulation, or policy may be declared ineligible at the discretion of the Principal.
- The Principal may waive these restrictions on a case-by-case basis.

## **FIELD TRIPS**

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Field trips can provide meaningful and enjoyable learning experiences for students. Parents need to fill out a general field trip permission form, a release of liability form, and a medical treatment consent form at the beginning of each school year. These permission forms are available from the Secretary and will remain on file for the academic year.

Parents will need to sign an activity-specific permission slip for each field trip. For reasons of safety and liability, students who have not turned in a signed activity-specific permission slip by the day of the field trip cannot participate.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically and behaviorally. Students who choose not to participate in a field trip will be marked absent for that day.

## **APPOINTMENTS AND CONTACT WITH SCHOOL PERSONNEL**

### **Appointments with Teachers or Administrators**

Parents may request meetings with any member of the school faculty or administration. Parents may contact staff via email to request and schedule meetings.

### **Contact with Staff Members**

Parents and students may contact staff members via email about school-related matters. Staff members will respond to emails within two days during the school year.

Parents may call the school during school hours to reach staff members, but staff will not be called away from the classroom or supervisory duties to take phone calls. Teachers will return phone calls made for them at the school within three days.

Parents should not call a staff member's personal phone unless invited to do so by that staff member.

## **VISITORS**

### **Visitors**

Visitors, including parents, must enter the buildings through the main gates and check in at the school office.

### **Classroom Visitation**

Occasional classroom visits by parents can benefit the educational process. Parents should make requests for classroom visits by contacting the teacher(s) at least 24 hours prior to the desired visit. Teachers and parents will decide on a mutually agreeable visitation time, and the teacher will confirm the visit with the school office and the Principal.

A follow-up meeting can be scheduled after the visit if it is desired by either the parent or the teacher.

## **EMERGENCY PROCEDURES AND SCHOOL CLOSINGS**

In case of severe weather during school hours, students should remain at school. Parents should not attempt to pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

### **Fire Drills**

Fire drills are mandatory and the school conducts them throughout the year. During drills, students must maintain silence and behave in a controlled manner to ensure the safety of all students and staff.

### **Inclement Weather and School Closings**

School will close at times due to inclement weather. OLSA will close for inclement weather when the Phoenix Union High School District does; the Academy may choose to close even if the Phoenix Union High School District remains open. Parents will be notified by phone or e-mail of school closings.

If severe storms begin after school has begun, parents may pick up students and form carpools at their discretion. The school will contact parents in the event of an early closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their children.

## **TUITION, FUNDRAISING, AND FINANCIAL AID**

### **Tuition**

As a matter of justice and for the financial stability of the school, parents must take their tuition obligations seriously. Parents who for valid reasons cannot meet their monthly obligation as agreed upon in the tuition contract must contact the Principal to inform him of the difficulty and make alternative arrangements, such as a payment plan.

In the absence of special arrangements made with the Principal, the school may apply late fees to missed payments. The school may require parents to withdraw students until they can meet financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

Tuition and fees for the 2018-2019 academic year are as follows:

#### **Grades K-8th**

1st Student - \$4,000  
Additional Students - \$1,500  
Miscellaneous - \$250

#### **Grades 9th- 12<sup>th</sup>**

1st Student - \$5,500  
Additional Students - \$2,700  
Miscellaneous - \$350

### **Fundraising Obligations**

Fundraising provides necessary operating income and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills in students a sense of ownership and responsibility for their education and their school. Participation in official school fundraisers is mandatory for all families.

### **Financial Aid**

Each year, the school can provide a limited amount of financial assistance to families in need, though the amount available depends entirely on benefactor donations earmarked for this purpose. To be considered for financial aid assistance, applicants must:

- Submit a completed financial aid application for the current year
- Submit a copy of a tax return and other applicable documentation for the previous year
- Maintain a monthly payment schedule as developed with the Principal
- Support and participate in all official school fundraisers

Families receiving financial aid will be asked to contribute to the overall good of the school by performing some assigned volunteer work or services.

## **VOLUNTEERING**

Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the school office. In accordance with state law, all volunteers who have unsupervised contact with students must be fingerprinted.

### **Confidentiality Agreement**

Volunteers must understand the importance of confidentiality and students' privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

### **Parent Volunteers**

The school understands that parents, due to jobs and family responsibilities, can provide only limited volunteer service, and has established a minimum participation level of twenty hours of annual service for a two-parent family. Volunteer activities will be assigned to families. If a family cannot participate in an assigned volunteer activity, the family must either find or fund their replacements.

#### **Volunteers will:**

- Respect the confidentiality of all faculty, staff, and students
- Remain in designated work areas
- Dress appropriately for activities
- Know and adhere to Academy rules and expectations
- Notify the school office if they cannot come when expected

#### **Volunteers will not:**

- Hold unscheduled conferences with teachers
- Visit classrooms of their own children unannounced
- Bring their own children other than those directly involved to scheduled activities without prior approval
- Use cell phones while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties
- Have unsupervised contact with students unless they have been fingerprinted

## **WITHDRAWAL, TRANSFER, AND READMISSION**

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Continued enrollment requires strict observance of school rules outlined in this handbook. Continued enrollment in any given school year and re-enrollment in any subsequent school year are subject to continued support of the mission of the school as discussed in this handbook, and the maintenance of a demonstrably effective and supportive relationship between the family and the school. Re-enrollment in any given year requires the mutual agreement of the parents and the school: either the parents or the school administration—or both—may withhold that agreement with or without cause.

### **Withdrawal Guidelines**

In the event of withdrawal from the Academy during an academic year:

- Parents should arrange a meeting with the Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents need to return all borrowed books and materials to the school.
- Faculty will have at least 3 days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding; parents must pay all fees and reconcile all accounts.

### **Transfer**

OLSA will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic and standardized test records from the Academy in writing with a transcript release form.

OLSA must send requested records within 10 days of receiving a written request.

OLSA reserves the right to withhold all records until all financial obligations have been met.

**Readmission after Withdrawal**

The school will not guarantee readmission to students withdrawn from the Academy during an academic year for reasons other than relocation or health. At the discretion of the Principal, the school may impose a one year waiting period before considering a request for readmission. In these cases, the school will consider these children to be new students for purposes of admission and enrollment.

