



OUR LADY OF SORROWS
CATHOLIC SCHOOL

Dear Families,

All of us at Our Lady of Sorrows Catholic School consider it a privilege to be partners with you and the Church in developing the God-given talents and abilities of your children. The work of preparing today's young people for the challenges of adult life is not an easy one, but it is certainly a rewarding one. Our school's strength depends on the cooperation of parents and teachers in the education process. We look forward to working with you to achieve our goals.

This handbook has been prepared as a source of information for you and your child concerning the philosophy, policies, and operational procedures of Our Lady of Sorrows Catholic School. It is important that you review its contents with your child.

We feel that your choice of Our Lady of Sorrows Catholic School for the formal education of your child is an indication of your interest in their total development. We accept the confidence you show in us, and look forward to a wonderful year.

Your Partners in Education,

Our Lady of Sorrows Catholic School
Faculty and Administration

**PARENT/STUDENT HANDBOOK
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Revised August 2018**

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OUR LADY OF SORROWS CATHOLIC SCHOOL

PHILOSOPHY

As an ever-developing community of faith, Our Lady of Sorrows Catholic School, operated and supported by Our Lady of Sorrows Parish Community, upholds Catholic Christian values to form and strengthen relationships among students, faculty, and parents. Our Lady of Sorrows Catholic School endeavors to continue and to complement the work of the family, the parish and the surrounding social environment--all of which contribute to the total education of the child.

Our Lady of Sorrows education community fosters development in these areas:

SPIRITUAL - To strengthen and deepen a faith in action

ACADEMIC - To motivate and challenge the individual to appreciate his/her full intellectual and physical abilities

SOCIAL - To promote growth in the understanding of self and others

Our Lady of Sorrows Catholic School philosophy permeates the curriculum. Religious studies develop a further commitment of faith, which is expressed through prayer, liturgies and service to others. All areas of the curriculum provide the opportunity to learn and understand both basic and advanced skills. The curriculum enables the student to act responsibly in the light of Christian values.

MISSION STATEMENT

**The mission of Our Lady of Sorrows Catholic School is,
in partnership with families, to educate students who will
develop spiritually, academically, and socially
into disciples of Jesus, fed by the Eucharist,
who will live to inspire and serve others in the world.**

SCHOOL COMMITTEE

Our Lady of Sorrows Catholic School Committee is an advisory body to the Principal and Pastor relating to the Parish Council. Through the insights of its members, parents/guardians have a voice in the formation and education of students in the school.

Current members of the school committee are:

Bill Dinnan – President	Reggie Kakos
Kelly Leciejewski – Vice President	Gerald Mato
Jason Cavanaugh – Treasurer	Allison Pohl
Aaron Dick	Jason Zewatsky
Shannon Harvill	

Responsibilities of the School Committee may include:

- Planning - long and short range
- Promoting lay leadership
- Relating with and receiving reports from standing and ad-hoc committees
- Consulting on budget and tuition issues
- Addressing parental concerns within the context of policy
- Assisting with development, marketing, and public relations
- Recommending and advising on policy
- Evaluating the work of the School Committee

The responsibilities of the School Committee do not include:

- Establishing or implementing policy
- School Administration, e.g.
 - 1) Reviewing or reversing the decision(s) of the principal relating to individual students or staff
 - 2) Conducting evaluations of the principal or staff

PARENT TEACHER GUILD (PTG)

Current officers for the PTG are:

Liz Flynn and Amanda Cavanaugh – President
Nicole Mahjoory – Vice President
Jo Ferrari -- Secretary

Parent Teacher Guild meetings are on the school calendar. There are other opportunities throughout the year to participate in a variety of school and classroom extra-curricular activities

ADMISSIONS

Our Lady of Sorrows Catholic School is committed to quality education within a Catholic environment. Consistent with this commitment, the administration along with the Our Lady of Sorrows School Committee has established an admissions policy which fosters family involvement in the parish.

Our Lady of Sorrows Catholic School does not discriminate against students in admission or participation in any school program or activity on the basis of race, color, national or ethnic origin, sex, or handicap which is unrelated to the student's ability to utilize and benefit from the educational opportunities, programs and facilities offered by the school.

Our Lady of Sorrows Catholic School is a parish school. Priority for admission will be determined according to the following:

1. Students who are currently enrolled in Our Lady of Sorrows Catholic School and their siblings
2. Students of families who are participating members of Our Lady of Sorrows Parish**
3. Non-parish Catholic students who qualify
4. Non-Catholics who qualify and agree to conform to the school's religious instruction policy

****Participating Parish Member Definition:** Registered parishioners of Our Lady of Sorrows Parish with children in Our Lady of Sorrows Catholic School are expected to contribute regularly to the church as parish members in accordance with parish expectations, or make other specific arrangements with the Pastor. Parishioners are also to worship regularly and participate in parish programs and activities.

All student enrollments will be judged on an individual basis. Factors to be considered include, but are not limited to, parish participation, past scholastic reports and citizenship records. (At the discretion of the Principal, an admissions test in mathematics and reading may be administered to each new student entering grades 1 through 8, prior to acceptance. All incoming Kindergarten students are tested). Transfer students remain on probation for one semester. During this time, the student must display an interest in learning, observe rules and regulations, and exhibit a cooperative attitude.

Parents are required to provide a birth certificate, baptismal certificate, record of immunizations, health appraisal form, past two years academic records, and past two years standardized test scores when applying for admissions.

Parents who choose not to immunize their child(ren) must contact the school office. Appropriate documentation is required to be on file.

MEDICATION

Medications Administered at School

The State of Michigan, Archdiocese of Detroit, and Our Lady of Sorrows School policies, coupled with insurance regulations, require the following procedures regarding medications:

Parents may administer any medicine to their own child here at school. School personnel may not administer any medication, prescription, or over-the-counter medicine, without a signed written direction from the parent and child's doctor.

Prescription medication must be brought to the school office in the original prescription container. Prescription medication must be labeled with the correct dosage. An Authorization for Medication Form (available in the school office) must be completed and signed by a licensed physician and turned into the office.

Non-prescription medication, such as aspirin or Tylenol, must be in the original bottle, and requires an Authorization for Medication Form signed by a licensed physician to allow school personnel to supervise the students taking the medication. Students may not carry medication on their person or have medication in their possession. **This includes non-prescription cough drops etc.**

Inhaler possession is determined regarding the best interest of the child. If allowed, the Principal must receive written approval for the student to possess and use these devices, along with an emergency care plan from a licensed physician and his/her parents. The student's classroom teachers will also be notified.

IMMUNIZATION POLICY

All parents registering their children in Our Lady of Sorrows Catholic School are required to meet the mandates of the Michigan State Department of Health and obtain the necessary immunizations for their children and to provide written proof of said immunizations. This policy applies to all children in grades Pre-School through grade 8. Children who have not received the required immunizations WILL BE EXCLUDED from the school UNTIL parents/guardians provide proof that ALL REQUIRED IMMUNIZATIONS have been GIVEN, or have a waiver on file. Each student is also required to have the "Medical Information Form" filled out and on file in the school office.

Parents who choose not to immunize their child(ren) must contact the school office and complete an immunization waiver form before their child begins school at Our Lady of Sorrows Catholic School.

EMERGENCY FORMS

Emergency Information must be kept on file in the school office. **Please notify the office in writing when there is a change of address, phone number or names of emergency contacts.**

REGISTRATION

Families with Students Currently Enrolled

Registration for currently enrolled students, along with their brothers and sisters, normally takes place early in the second semester. Acceptance of siblings is not automatic. A non-refundable registration fee per student determined by the pastor each year must be paid upon submission of the contract. Before families may re-register students for the coming year, they must have paid in full the prior year's tuition and any other amount due (Kids' Club) to the school or parish.

If presently registered families do not re-register and pay the non-refundable registration fee per student on or before the assigned date, students will be placed on a waiting list and registration will be open for new students.

Families without Students Currently Enrolled

New student registration normally takes place early in the second semester. An Open House is held for interested families to view the facilities, meet with staff, and complete an application for enrollment.

A non-refundable registration fee per student must be paid on or before the assigned date stated in the acceptance letter.

TUITION

The annual school tuition will be determined by the Pastor in consultation with the School Committee and the Principal.

Participating member status, for families requesting In-Parish rates, will be determined by the Pastor using a process agreed upon with the Administration Finance Committee.

Prepaid tuition is due in full on or before June 30th, prior to the start date in the fall.

After payment of the registration fee, the remaining tuition is divided into **ten** monthly installments beginning March 1st.

If tuition is not paid according to the payment schedule, and suitable arrangements have not been made, student(s) will be excluded from classes. All tuition and miscellaneous fees must be paid in full before final grades are submitted and the student is considered for graduation or promotion to the next grade.

Sixty percent of the tuition must be paid prior to August 1st with the remaining tuition due in full by December 31st of the current school year. **No student may start the second semester unless all tuition is paid in full or issues have been resolved.**

It is the policy of Our Lady of Sorrows Catholic School to hold all academic records of unpaid tuition and/or Kids' Club accounts. Academic records of unpaid accounts will not be forwarded for any student transferring to another academic institution until accounts are made current.

TUITION REFUND POLICY

The registration fee and processing fee for new students paid at the time of registration is **not refundable, non-transferrable, and not applicable to the tuition.**

For students withdrawing from school at the request of the school administration, a refund will be made of the remaining quarter(s) excluding the registration/processing fees.

Voluntary Withdrawal:

- For students voluntarily withdrawing after tuition has been paid, families will be responsible for paying the cost of each quarter the student has completed. Should the student leave upon the start of the quarter, final payment will include the full quarter.
- Families, who withdraw from Our Lady of Sorrows Catholic School for reasons other than relocation or other exceptional circumstances, will only be readmitted on a case-by-case basis and will be considered as part of the general population applying for admittance.
- Refunds will be processed after the student has withdrawn from the school.

TUITION ASSISTANCE INFORMATION

Tuition may be reduced in the following ways:

ARCHDIOCESE OF DETROIT TUITION ASSISTANCE PROGRAM: Families who wish to apply for this scholarship must be registered in the parish, participating and contributing. Applications are available in the spring for the next year's assistance. These applications are available in the school office. The deadline for filling an application is April. All families who apply for assistance must be registered members of Our Lady of Sorrows to qualify for the program. . A check for a processing fee must be included.

PARISH TUITION ASSISTANCE: Eligible families must be registered parishioners at Our Lady of Sorrows Parish for at least three years. Applicants must have at least one child enrolled at Our Lady of Sorrows Catholic School in grades 1-8 for the next school year. They must also have submitted a Private School Aid Service (PSAS) Tuition Assistance Application. They must also demonstrate a financial need. Tuition Assistance grants will be awarded around August after the PSAS grants are awarded. Applications are available in the office.

FAITH FORMATION

Our Lady of Sorrows Catholic School is a Catholic school that reflects the spirit of Catholic life and learning. Our Lady of Sorrows Catholic School offers students a complete program of spiritual activities. Catholic doctrine is presented at each grade in a relevant and meaningful manner. Our Catholic faith is celebrated through daily prayer, the weekly celebration of the Eucharist, and Holy Day liturgies. Families are welcome and encouraged to join the school community in prayer.

In all spiritual activities, the school recognizes that parents play the primary role in the moral and spiritual training of the child. The example of the parents is the key factor for the spiritual development of the child. Parents are encouraged to attend weekly Sunday mass with their children and participate in parish life whenever possible.

SACRAMENTAL PREPARATION PROGRAM

Our Lady of Sorrows Parish provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist, Reconciliation, and Confirmation within the Catholic community of prayer and worship. The Sacraments of Reconciliation and Eucharist are ordinarily received in the second grade. The Sacrament of Confirmation is celebrated in the spring of eighth grade. Preparation for the celebration of these sacraments is a joint effort of schoolteachers, parents and religious education staff. Periodic meetings and activities are scheduled throughout the year for Sacramental preparation. Please reference the Religious Education website for important details.

CALENDAR

A tentative calendar is distributed in June for the upcoming school year. The current calendar is posted on the website in September for the current school year.

SCHOOL COMMUNICATION

School news and other important information will be posted on SchoolSpeak, e-mail blasted and when necessary, a white envelope will be sent home with additional forms and

information. The white envelope must be signed by a parent and returned to the advisor or homeroom teacher within three days.

Flyers from an outside source are occasionally distributed in the white envelope. They are not endorsed by the school and are for information only.

DAILY SCHEDULE

8:25a.m.	Arrival to school. Doors open
8:40a.m.	All students in classrooms
8:40a.m.	Classes begin
10:45-12:45	Lunch periods and recess
3:30p.m.	Dismissal – on half days dismissal will be at 12:00 p.m.

Please refer to monthly calendar for scheduled days

- Masses are scheduled on Tuesdays at 9:05 a.m. for grades K-8 (Holy Days may be an exception.)

SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

It is one of our goals at Our Lady of Sorrows Catholic School to work with parents to minimize the risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school to develop a plan that accommodates the child's need throughout the school including the classroom, cafeteria, and Kids' Club before and after school.
- Provide written medical documentation, instructions, and medications directed by a licensed physician.
- Provide properly labeled medications and replace if medication expires.
- Educate your child on safe foods and symptoms of an allergic reaction.
- Provide emergency contact information.

School's Responsibility

- Be knowledgeable about federal laws including ADA, IDEA, and Section 504.
- Review the health records submitted by parents and licensed physicians.

- Identify a core team including principal, teacher, and staff who will be in contact with the student, and counselor to work with parents to establish a prevention plan.
- Coordinate with the school secretaries to be sure medications are properly stored.
- Designate school personnel who are properly trained to administer medications in accordance with licensed physician's directions and Good Samaritan Laws.
- Discuss field trips with the family of the food-allergic student to decide appropriate strategies for managing the food allergy.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Preschool students provide their own snacks.

LUNCH/SNACKS

Students must remain on campus during the lunch period. They may bring their own food or take advantage of the hot lunch program. Soda pop is not permitted for a lunch or snack beverage. A menu for the month will be posted on SchoolSpeak and students may choose the days they wish to purchase lunch. **No fast food lunches should be brought to school** and a forgotten lunch should be taken to the school office. Ovation Food Services provides our hot lunch service.

Our Lady of Sorrows Catholic School encourages families to establish healthy eating patterns in childhood and adolescence to promote optimal childhood health, growth, and intellectual development. In support of this, lunches and snacks should be consistently nutritious. **Only non-edible birthday treats are permitted.**

LUNCHROOM RULES

- Students **must** show consideration for all adult helpers.
- Students **must** stay seated until dismissed.
- Food must be consumed in the lunchroom only.
- Students will clean their own table; check the floor and place refuse, cans, and milk cartons in designated containers.
- No throwing of food or trash is permitted at any time.
- Students may not leave the lunchroom without permission.
- Students are not allowed to return to their classrooms or lockers during lunch or recess.

PLAYGROUND RULES

- Students **must** respect and obey playground supervisors and rules set up for play areas.
- Students **must** respect each other in word and action. Improper language and behavior is not permitted.
- Play equipment must be returned to the containers at the end of recess.

CURRICULUM

Our Lady of Sorrows Catholic School offers a strong and thorough academic curriculum in order to prepare its students for successful high school and college careers.

- | | | |
|----------------------|---------------|-----------------------|
| • Religion | • Phonics | • Mathematics/Algebra |
| • Science | • Spanish | • Physical Education |
| • Social Studies | • Computer | • Art |
| • American History | • Vocabulary | • Library |
| • English | • Spelling | • Music |
| • Reading/Literature | • Handwriting | |

Administration and teachers provide field trip opportunities that are recognized as an integral part of a sound educational program, and provide a valuable addition to the classroom curriculum.

PARENT TEACHER CONFERENCES

Formal Parent/Teacher Conferences are held in November. However, parents are encouraged to arrange for a conference with the teacher(s) at any time during the school year. Conferences may be scheduled by calling the school office (248) 476-0977. Parents may also choose to communicate with administration and teachers via e-mail through SchoolSpeak.

Our Lady of Sorrows Catholic School maintains the policy that if parents have a particular problem or concern with a teacher, they must address the problem or concern immediately and directly with the teacher first. If issues are not resolved, the parent may request a meeting from the administration to be scheduled with the teacher, parent, and appropriate support staff members as well as administration.

REPORT CARDS AND PROGRESS REPORTS

It is the responsibility of parents/guardians to view student's progress report and report cards via the on-line system for grades 1-8. For students in grades K-8, it is the student's responsibility to deliver his/her report card to the families on the designated distribution date. The report card envelope should be signed by the parent and returned to school. Designated dates of distribution will be specified on the school calendar.

GRADING SCALE

Our school's official grading scale is as follows:

Grades K-2 students will be assessed in all subjects according to the following:

- 1 **Proficient** – Consistently performing at grade level standards for this marking period
- 2 **Developing** – Emerging/developing proficiency of grade level standards for this marking period
- 3 **Beginning** – Below grade level standards for this marking period

Blank – Not introduced or evaluated this marking period.

Students in grades 3–8 will be marked with a percent in all classes.

Grades K-2 students will be assessed in all subjects including personal and social development. All students are assessed regularly in their variable classes: Art, Music, Computers, Gym, Library, and Spanish.

Students in grades 3-8 are rated for cooperation in the areas of behavior and effort in class. The marking system is as follows:

- 1 Good
- 2 Satisfactory
- 3 Needs Improvement
- 4 Unsatisfactory

HONOR ROLL

Grades 3-8 students will earn a citizenship award if they earn a 1 or 2 in behavior and effort in all classes including specials. Grades 3-8 students will be awarded academic honors as follows: First honors if they earn 93% or above in each core class (this is not an average) with 1 or 2 in behavior and effort. Second honors if they earn 85% or above in each core class (this is not an average) with 1 or 2 in behavior and effort.

RETENTION AND FAILING GRADES

Parents are encouraged to contact their child's teacher at the **FIRST SIGN** of a student's difficulty in any academic subject. It is a teacher's duty and responsibility to notify parents through interim reports, conferences, and report cards that academic problem(s) exist. Parents and teachers will work together in planning possible remedies to the problem. A solution may involve tutoring or extra work requirements.

It is highly recommended that a student in grades 4-8 who fails in one subject (per final grade) attend summer school. A student who fails two subjects **MUST** retake and pass the failed subjects in an approved summer school program. Failure to do so may result in retention. If a student fails in three or more core subjects, the possibility of retention will be strongly considered.

HOMWORK

The philosophy behind homework is the enrichment, independent practice, and reinforcement of the learning that has taken place in the classroom. An additional purpose of homework is to provide families with an awareness of the curriculum being taught in school. While each individual teacher establishes his/her daily or weekly homework requirements, as a practice, the amount of homework should not exceed the child's grade level times ten minutes. Thus a first grader should have no more than ten minutes of homework per night, while an eighth grader should have no more than eighty minutes per night. These times do not include the necessary time spent on practice/study and long term projects/assignments. Times may vary due to students' individual needs and circumstances.

Homework Policy:

All homework is expected to be turned in on time.

Grade 3:

Homework turned in 1-4 school days late = 10% reduction in credit

Homework turned in 5 school days late = 30% reduction in credit

No credit will be given for homework turned in after 5 school days

Grades 4, 5 and 6:

Homework turned in 1 school day late = 30% reduction in credit

Homework turned in 2 school days late = 50% reduction in credit

No credit will be given for homework turned in after 2 school days

Three or more late and/or missing assignments in a quarter will result in a 3 in effort.

Grades 7 and 8:

Homework turned in 1 school day late = 50% reduction in credit

Homework turned in 2 school days late = 0

No credit will be given for homework turned in after 1 school day

Three or more late and/or missing assignments in a quarter will result in a 3 in effort

After an excused absence, homework and schoolwork is due in the same number of days as the absence, i.e., if student was absent for one day, work can be turned in for full credit one school day after return to school.

Exceptions can be made by teachers for special circumstances.

Parents may request assignments for any student who has been absent more than one day. The request should be made before 10:00 a.m. Assigned work and books may be picked up in the office between 2:30p.m. and 3:30 p.m. the same day.

If parents take a student out for vacations outside the scheduled vacation times, no classwork will be given ahead of time.

STANDARDIZED TESTING

Each fall, as required by the Archdiocese of Detroit, the IOWA Test of Basic Skills is administered to all students. The Cognitive Abilities Test is administered to students in grades 1, 3, 5, and 7. Portions of the test are administered over a two-week period.

Archdiocese of Detroit Religion assessments will be administered to all students in grades 1-8 with the IOWAs.

The High School Placement Test for grade 8 students is given in the late fall at private secondary schools. Results are given directly to the families by Our Lady of Sorrows Catholic School.

FIELD TRIPS

When a field trip is to be taken, your child will bring home a permission form giving the destination, date, and any other pertinent information. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. A student who does not have his/her permission slip will not go on the trip. **Phone calls from parents cannot be accepted as permission. Only the approved Archdiocesan form provided by the school will be accepted. No handwritten notes are acceptable.** Because of the liability on the bus, no siblings may ride the bus with parents on a field trip.

VOLUNTEERS AND HELPERS

Our Lady of Sorrows Parish could not be what it is without the great support of volunteers and helpers. Volunteering is a wonderful way to be involved with your child(ren) and the school. Registered families of Our Lady of Sorrows Catholic School are expected to volunteer 25 hours per year of their time in service to activities associated with the PTG organization. Families not meeting the required number of service hours will be charged a \$250.00 fee. The designated chairperson for the activities of the PTG will validate the time and service on a log sheet. Volunteers will also log their own hours online. The Archdiocese of Detroit and Our Lady of Sorrows Catholic School are committed to providing safe environments and fostering continuous improvement in every organization that sponsors activities and/or provides services to children and youth.

Our Lady of Sorrows School requires all volunteers or helpers who work with children in the school or parish to sign a form for permission to have a criminal background check and must attend and obtain a certificate from Protecting God's Children Workshop prior to volunteering. Volunteers under the age of 18 are required to attend and obtain a certificate from Called to Serve Workshop prior to volunteering. These workshops are available throughout the Archdiocese and a schedule may be obtained at www.virtus.org.

ATTENDANCE

Each parent or guardian is responsible to see that any child in his/her charge, ages 6-16 is in continuous and consecutive attendance in either a public or non-public school, according to law. **In order for the learning process to be effective, students must attend school on a regular basis. Good attendance has value both during and after the school years.**

School begins at 8:40 a.m. and ends at 3:30 p.m. Expectations are the following:

- 1) Students are expected to be in school each day unless they are excused due to illness. **If your child is sick, you must call school at 248-476-0977 by 9:00 a.m. or send a note.** When reporting an absence, please be sure to state the student's name, homeroom, and reason for the absence.
- 2) All attendance reports are due in the office by 8:50 a.m. If your child's name is on the list as being absent and we have not received a phone call or a note, you can expect a call from the school office either at home or at work. Please call **each day** your child is sick when the illness extends for more than one day. If absences are a result of a serious health condition and exceed three days, a written statement from the student's physician is required before special consideration will be given to the student's grades for that quarter. If the absences are the result of a death in the family, a parent note will suffice. If an absence is due to any reason other than illness or death in the family, any tests missed will be recorded as a non-grade. It is the responsibility of the student to promptly make up and turn in any missing assignments.
 - If a student has 5 absences, a letter will be sent home.

- If a student has 10 absences, there will be a meeting with parents and administration to create an attendance plan.
- If there are 15 absences, the case will be referred to the truant officer.
- If there are 20 absences, the student will be considered for retention.

TARDINESS/ EARLY DISMISSALS

- 3) Students will be marked tardy if they arrive in their classroom after 8:40 a.m. Students who are late must report to the office accompanied by a parent/guardian.
- If a student has 5 tardies, the student will have a detention.
 - Every tardy thereafter is a detention.
 - After 10 tardies, a meeting will be set up with parents and administration to create an attendance plan.
 - After 15 tardies, the truant officer will be contacted.
 - This process will reset itself at each quarter.

Early dismissals disrupt the learning process and therefore it is expected that they will be used sparingly for special circumstances. Students arriving one hour after the start of school or leaving school an hour prior to dismissal will be marked absent for half a day. A parent must sign the student in or out at the office for any late arrival or early dismissal. The number of early dismissals will be tracked and noted on report cards.

Students in grades 5-8 are responsible for contacting each teacher for missed assignments. Teachers will send home any work that needs to be made up for students in grades K-4. Parents may request assignments for any student who has been absent more than one day. The request should be made before 10:00 am. Assigned work and books may be picked up in the office between 2:30 pm and 3:30 pm the same day, or assigned work and books may be sent home with a sibling or previously contacted neighbor.

VACATIONS

Parents are strongly encouraged to follow the school vacation schedule. If parents take students out at other times, **no class work will be given ahead of time.** It is expected that parents and students will check SchoolSpeak to keep up on school work during a vacation. Any class work scheduled before the vacation will be expected to be handed in and/or taken on the day the student returns from vacation.

HEALTH

All communicable diseases are to be reported to the school office. Students are excluded for the following illnesses but may be re-admitted after the time required with a doctor's note.

Illness	Time Required
Chicken Pox	Exclude until 5 days after the eruption of the first crop of lesions
Pink Eye	Exclude until diagnosed and under a doctor's care
Fifth Disease	No exclusion if rash is diagnosed by a doctor
Impetigo	Exclude until under treatment, lesions are healing and no new ones appear
Mononucleosis	Exclude until under medical care and Licensed physician approves return
Mumps	Exclude until swelling or other symptoms have disappeared
Ringworm	Exclude until under medical treatment
German Measles	Exclude until 5th day after onset
Scarlet Fever	Exclude until under treatment for 24 hr.
Strep Throat	Exclude until under treatment for 24 hr.

Students must be free of fever, vomiting or diarrhea for 24 hours before returning to school.

If your child is ill, he/she should be kept home from school. Sick children attending school risk passing their illness to other children. Please be considerate of other families as you would expect them to be with your family.

GENERAL SCHOOL RULES

- Students may not use the phone or computer inappropriately in or out of school. Use of the telephone in the office with permission is restricted to **emergencies only** or at the discretion of office staff and/or administrators.
- Students are not to be dropped off before 8:25 a.m. **Students are to go directly to their classroom or locker upon arrival.** All students are to be in homerooms by 8:40 am and will be considered tardy after that time. **Tardy students must report to the office with a parent to pick up a late slip.** Dismissal is at 3:30 pm. Half day dismissal is at 12:00 pm. The school office closes at 4:00 pm.
- Students should be quiet and considerate of others in church, classrooms, halls and lavatories.
- Students should respect all property, including desks, books and lockers.
- Students may not write, read, or pass notes to other students during the school day.
- Students are not allowed in halls, classrooms or restrooms during lunch without permission and may not leave the lunchroom or recess area without permission.
- Students must have signed permission slips for any off-campus activity during school hours.
- **Gum chewing is not allowed at any time.** This includes school buses, field trips and all parish properties, in or outdoors.
- No mean behavior, teasing, name-calling or excluding will be permitted.
- Students must maintain a respectful attitude and behavior toward adults and other students while changing classes.

ITEMS NOT PERMITTED IN SCHOOL

For the good of all, the following items are not permitted in the school building, on the grounds or in gym/locker and Kids' Club areas:

- Rollerblades/skateboards/or "wheel" shoes
- Toys
- Personal electronic equipment, i.e. iPods, hand-held games
- Cellular phones
- Glass bottles/containers
- Aerosol containers/makeup
- **Anything deemed unsafe by the administration**

LOCKERS

School lockers are provided in grades 5-8 for storage of books and materials. Valuables should not be kept in lockers. No food is to be left over-night in the lockers. Appropriate items may be affixed to the inside of lockers with magnets only. Lockers may be inspected by the administration at any time. Our Lady of Sorrows Catholic School is not held responsible for loss, theft, damage, or vandalism to articles kept in lockers.

SCHOOL/HOME PARTNERSHIP

A strong, cooperative partnership between school and home is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community. With all partners in the process working together, the student is afforded the best educational experience.

Parents who cannot support the policies of the school community, **are not cooperative with the administration**, or do not play a positive role in the school-home relationship, may be required to remove their child (ren) from the school.

TRANSPORTATION SAFETY

CARS: Students will be dropped off and picked up in the coned-off area of the parking lot. Cars may not come into the circle drive area at arrival and dismissal times.

BUS SAFETY: Students must wait politely in line at bus stops. Students must show respect for bus drivers and each other in words and actions. Students will remain seated at **all times**

while on the bus. Students must follow all bus rules set by **Farmington Transportation**. Students may not ride a bus other than their own. No eating, drinking or cell phone use is permitted on the bus.

Improper conduct may warrant removal from the bus for a period of time as per Farmington Public Schools. At dismissal, students must walk to their busses in an orderly manner.

- **Late arrivals to school:**

- If busses are delayed and arrive to OLS after 8:40 a.m., but there is no other issue, students will be sent straight to class and not marked tardy.
- If the bus is late (beyond 8:40 a.m.) for any other reason, parents of students on the delayed route will be called immediately to inform them of the late arrival and any additional information we received from FPS. Students will not be marked tardy.
- In case of an accident:
- Once Our Lady of Sorrows is notified by FPS of an accident, we will contact every parent with a child on the affected route immediately. To read the complete FPS bus accident protocol, please visit their website at http://www.farmington.k12.mi.us/district/bus_walk/ and refer to the section marked BUS ACCIDENTS.
- When the students arrive at school, they will meet briefly in the cafeteria with the administration and counselor to review the situation and address any issues or concerns the student may have.
- A note will also be sent home that day with the students on the affected route restating the details of the incident as reported in the earlier phone call.

After school:

- If a bus route is running more than 20 minutes late departing from Our Lady of Sorrows (after 3:50 P.M.), parents will receive a phone call to let them know.
- FPS Transportation reserves the right to send substitute bus drivers to cover a route if the original route driver is running late or has broken down in order to get students home at their regular stops.
- If students have not arrived at their expected stop within 30 minutes of the expected time and it is after 4:00 PM, parents should call Farmington Transportation at (248) 489-3700. These phones are staffed until every bus returns back to the yard at the end of the day.
- Parents will be contacted to pick up their child in the school office if they miss their original bus. They will not be transferred to another route.
- Safety and supervision of children when arriving at bus stops is the responsibility of the parent.

Winter Bus Information

As winter approaches, parents and students are reminded that weather conditions may affect the bus time schedule in the morning or afternoon. However, please be assured that the bus will always come.

Parents are strongly encouraged to enter the phone number for Farmington Transportation in their cell phones in case you need to contact them while at a bus stop waiting (248) 489-3700.

It is important that students stand a safe distance from the bus stop and not up close to the road in order to avoid slipping or falling into the path of the approaching bus or other vehicles.

GUESTS AND VISITORS

All parents, visitors, and volunteers are **required** to report directly to the school office upon entering the building, and sign in and receive a visitor's pass. Upon completion of your visit, please return to the school office to sign out and surrender your badge. Visitors may not visit teachers or students during school hours unless previously scheduled with the appropriate administrator. Meetings with teachers must be scheduled in advance.

CODE OF CONDUCT

The Code of Conduct of Our Lady of Sorrows Catholic School is based on Christian fundamentals and principles, with the goal of helping students grow in personal and social responsibility.

The Code of Conduct:

- Students will respect each person, including teachers, parent helpers, classmates, and all other students.
- Students will respect the property of others: lockers, desks, restrooms, teacher desks, and parish grounds.
- Students will show friendliness and helpfulness toward all, including school helpers and visitors.

Following the Code of Conduct means applying the Ten Commandments and the Beatitudes to the daily school experience and includes, but is not limited to:

- Acknowledging the presence of God in our lives
- Following the General School, Classroom and Lunchroom/Playground Rules
- Using appropriate language
- Respecting those in authority and following school regulations
- Respecting peers: no fighting, bullying, hurtful words or actions
- Being honest and fair in word and action: no lying, cheating, stealing or destruction of property
- Behaving appropriately during prayer, at Mass, and during other religious services

School rules serve to maintain order on a daily basis and to help students develop age appropriate behaviors. Infractions of the Code of Conduct will be addressed as outlined below, depending on the severity of the infraction.

DETENTION: Detaining a student for a short period of time before school. Detentions are given for less serious violations of the conduct code, for a repeated violation of the dress code or other established regulation. *A detention may be issued by any teacher, administrator or lunch coordinator.*

Violations include, but are not limited to:

- Disobedience and dishonesty
- Cheating and/or plagiarism (cheating and plagiarism will also result in a failing grade on the test or assignment)
- Disruptive behavior
- Inappropriate language

Violations of established rules include, but are not limited to the following:

- Inappropriate lunchroom behavior
- Gum chewing
- Consuming food or beverages at inappropriate times
- Misuse of playground equipment
- Tardiness
- Failure to be in designated places at appropriate times

At the time a detention is issued, the student is made aware of the infraction. The detention slip must be signed by a parent and returned to the issuing teacher on the following school day. Parents are to retain the pink copy and return the yellow and white copies. The student is to serve the detention on the assigned day and time.

SUSPENSION: The student is not allowed to attend classes for a designated period of up to ten days. A suspension may be in or out of school. The suspension will involve a student being removed from all school activities, including CYO sports that fall on the suspension days. *Suspensions are given for intentional or repeated disregard of school regulations, or for participation in objectionable activities. The administration determines what is objectionable, when to suspend, the nature and length of a suspension.*

Violations incurring a suspension may include, but are not limited to the following:

- Repeated or multiple detentions
- Failure to attend an assigned detention
- Disrespect or defiance of school authority or designated representative
- Smoking or possession of tobacco, lighters or matches
- Possession of fireworks

- Gambling
- Stealing
- Fighting – no distinction is made between real and play fighting
- Sexually inappropriate behavior
- Possession of unacceptable items
- Possession of inappropriate or immoral materials
- Threatening another student
- Idle, inappropriate or exaggerated comments that threaten safety
- Any serious misbehavior that indicates a student’s inability to function in the Our Lady of Sorrows Catholic School setting or shows disregard for self, others or the school
- Possession of a cell phone or electronic entertainment device during the school day or during school sponsored activities
- Breach of the “Acceptable Use Policy for Computers”
- Indifference to repeated corrections
- Behavior inappropriate for a Catholic school

Any incident that involves injury or harm to oneself or others OR any incident that involves threatened injury or harm to self or others may result, at the discretion of the Our Lady of Sorrows Catholic School administration, in the student being required to attend counseling/therapy and/or participate in a “Threat/Risk Assessment” conducted by a qualified, licensed, mental health professional in order to remain enrolled in Our Lady of Sorrows Catholic School.

In the event that Our Lady of Sorrows Catholic School administration requires counseling and/or a “Threat/Risk Assessment”; it is the responsibility of the parent(s) to provide written documentation which is to be completed by the mental health professional, that the student has complied with the requirements and has participated and if needed, is continuing to participate in counseling services in order to return to school. If it has been determined that a “Threat/Risk assessment” is needed for a student’s return to school, the assessment and all written documentation must be completed and supplied to the Our Lady of Sorrows Catholic School administration within 15 school days. This documentation **MUST** be completed by a licensed mental health professional and **MUST** indicate that the student is **NOT** currently a threat to himself/herself or to others. Failure to comply with the “Threat/Risk Assessment” and/or provide the necessary written documentation within 15 school days will result in the student being expelled from Our Lady of Sorrows Catholic School.

EXPULSION: The permanent dismissal of a student from the school. A student may be expelled for:

- Flagrant violations (see below)
- Multiple suspensions
- Conduct (both in and out of school) which is determined by school administration to be contrary to the best interests of the school

The authority to expel is reserved solely to the administration.

The violations listed below are considered “flagrant” and indicate a disregard for school policy and will result in an immediate suspension, parent conference and possible expulsion. In the case of an illegal activity, authorities will be notified.

- Possession use, or transfer of any drugs (including tobacco or alcohol) while in the care of school staff, on parish grounds, going to or from school, or at any school sponsored activity on or off campus
- Possession or use of a weapon or other dangerous object
- A violent act against any person
- Initiation of a false fire alarm or bomb threat
- Gross or repeated conduct which is disruptive to the education process
- Destruction of school, parish, staff, or other student’s property
- Failure to cooperate fully in any school investigation
- Any offense too serious for suspension
- Use of the internet to threaten or intimidate students
- Arson
- Use of the internet that involves a portrayal of violence or is of a sexual nature

HARASSMENT

It is the policy of the Archdiocese of Detroit and Our Lady of Sorrows Catholic School to make every effort to provide an educational environment free from all forms of harassment. We are committed to a positive and safe learning environment free of fear, intimidation and hostility. Students are expected to treat all persons with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated and will result in disciplinary action, up to and including expulsion from school. All complaints are taken seriously and should be reported immediately to the principal.

ANTI-BULLYING POLICY

It is the policy of Our Lady of Sorrows Catholic School to prohibit any form of bullying or aggression. Bullying is defined as a type of aggression that occurs when a person or group of persons with more power, intentionally and repeatedly tries to harm a person’s body, feelings, personal relationships, reputation, or possessions. Aggression/mean behavior occurs whenever anyone harms or threatens to harm a person’s body, feelings, personal relationships, reputation, or possessions. Harm is based on how it is received regardless of intent. A Bullying Rubric with specific consequences is utilized. Bullying includes but is not limited to:

- Pushing, kicking, hitting
- Taunts, name calling, put-downs and insults
- Damaging property

- Shunning, extortions, hazing
- Stalking, cell phone abuse
- Threats of physical or emotional violence
- Cyber bullying on or off school property
- Other behaviors at the discretion of the administration

Our goal is to prevent problems whenever possible. To accomplish this goal, we offer a variety of programs to educate our students including:

- Education about behaviors that constitute bullying
- Character education and conflict resolution training
- Self-protection and boundary setting training within the school community

We will investigate all complaints brought to our attention. If a problem occurs, our focus is on seeking solutions rather than placing blame. We will do our best to deal with problems fairly and effectively. We will also provide a school counselor who is available to assist students and parents in dealing with concerns.

As parents, please reinforce to your children that they have a right to feel safe in our school, and that they are also expected to act in safe and respectful ways. Encourage your children to get help from an adult if they are made to feel uncomfortable or unsafe. Please share specific information with the administration so that we may address the incident in an effective and timely manner.

The student who has been bullied should report immediately to an adult who would notify the counselor, assistant principal, or principal. Behaviors will be addressed through disciplinary action and or referred for mediation.

CYBER-BULLYING DISCIPLINE STATEMENT

Our Lady of Sorrows Catholic School has a strict policy on Internet use as well as filtering software to limit student activity. All parents and students must sign an Internet safety policy agreement in order for the student to use the Internet at school.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in on-line postings on social-networks, such as MySpace, Facebook, Twitter etc., will be disciplined up to and including expulsion and legal action.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc., against an individual including all parish and school employees, volunteers, parents and

students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

SEXUAL HARASSMENT POLICY

Sexual harassment refers to sexually inappropriate behavior that is not welcome, personally offensive to another, and fails to respect the rights of others. Sexual harassment is defined as creating an intimidating, hostile, or offensive educational environment and can be verbal, written, or physical in nature. Sexually inappropriate behavior means inappropriate touching, gestures, or language of a sexual nature directed to another. Examples of sexual harassment include but are not limited to:

- Inappropriate comments of a sexual nature
- Offensive jokes of a sexual nature
- Offensive pictures or cartoons of a sexual nature
- Foul, obscene language or gestures of a sexual nature
- Unwelcomed comments about appearance
- Verbal or written threats for sexual favors
- Spreading sexual rumors about another
- Name calling of a sexual nature
- Touching another without permission, including kissing and hugging
- Other behaviors at the discretion of the administration that constitutes sexual harassment

WEAPONS

Dangerous objects that are brought to school by students will be confiscated. Parents and appropriate authorities will be notified, and the student may be suspended or expelled. Students/Parent/Guardians may not bring any weapon onto the school premises, to school-sponsored activities, on school buses, in the immediate vicinity of the school, or enroute to and from school.

A weapon is any object that can be used to threaten or injure another. It includes, but is not limited to, "dangerous weapons" as defined by law: i.e., firearms or accessories, daggers, disks, stilettos, knives of any kind, iron bars, or brass knuckles. "School premises" includes, but is not limited to, the school building, adjacent buildings and grounds, the parking lots, playground and busses. "Immediate vicinity of the school" means a block radius of the entire school complex.

ILLEGAL SUBSTANCES

The possession, use, manufacture, sale or distribution of alcoholic beverages, drugs, controlled substances, paraphernalia, or tobacco by students in school or school sponsored

events is expressly forbidden. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).

SCHOOL UNIFORM

Students must be in proper uniform. **Please** mark all school clothes, shoes, boots and articles with the student's name. Hats, including scouting caps, may not be worn inside the school.

Girls Uniform

The school plaid is a Black-watch plaid, dark green and navy. Girls in grades K-4 will wear the box-pleated jumper with a split bib. Girls in grades 5-8 will wear the box-pleated skirt. **SKIRTS AND JUMPERS MUST BE TO THE KNEE.** Uniform infractions will be strictly enforced. Students in grades K-4 will be notified of the infraction. Consequences will be handled at the discretion of the homeroom teachers and administrators. In grades 5-8, this will be strictly enforced. Three infractions will result in a detention. **Shirts must be tucked in at all times** unless the shirt has a banded bottom waist, but it may not be oversized. This will be strictly enforced using uniform infractions..

Skirts or jumpers must be purchased from the Schoolbelles or Educational Outfitters. Girls may also choose to wear navy dress slacks, **which must be purchased from Schoolbelles or Educational Outfitters.** During class time, or when attending All School Mass, slacks of any kind are not permitted to be worn under the school uniform. Navy blue, black or white tights are permitted.

All girls in grades K-8 will wear solid white 2, 3, or 4 button polo shirts with collars. The shirts can be long or short sleeved; however, the shirts may have no logo or other design, color or pattern. Shirts may be ordered from Schoolbelles or Educational Outfitters, or they may be obtained elsewhere as long as they meet all the requirements. Undershirts, if worn, must be solid white.

Socks may be solid white or navy (no logos), crew socks, knee socks or tights. **All socks must be worn over the ankle.** If the ankle is showing, a student is considered out of uniform. Dark color belts must be worn with all pants. Shirts, socks and belts may be purchased from any source as long as they meet all requirements. Navy blue, black, or white tights are permitted.

Girls are encouraged to wear dark solid color shorts under their skirts or jumpers as long as they do not show.

Boys Uniform

Boys in grades K-8 will wear navy slacks, **which must be purchased from Schoolbelles or Educational Outfitters.** Boys will also wear solid, long or short sleeved white shirt and may not have logo or any other design, color, or pattern. A logo, design, or colors on an undershirt may not be visible. Shirts must be tucked in at all times, and students in grades 3 through 8 must wear a belt. Socks must be navy or white and must be worn over the ankle.

Shirts, socks and belts may be purchased from any source as long as they meet all requirements.

Optional for boys or girls is a navy sleeveless sweater vest, a navy long-sleeve acrylic V-neck pullover or button front cardigan or fleece, **which must be purchased from Schoolbelles or Educational Outfitters.** Our Lady of Sorrows Catholic School will be embroidered on each of these items. Sweatshirts, hoodies, fleece shirts, or Our Lady of Sorrows Catholic School spirit wear shirts are not considered part of the school uniform.

Shoes must be black, brown or navy. **Trim on shoes must not be any other color.** Shoes may be loafer or tie style; however, they must be closed toe and heel. Shoes must be under the ankle; no boots or sandals are allowed. Heels may be no higher than 1 inch. **Athletic or gym shoes are not permitted.**

Hair should be neatly combed, of natural color, not shaggy or excessive, and not in a student's eyes. For boys, hair length should not be over the ears or collar. It must be of reasonable style and length as determined by the administration. No fad haircuts, styles or beaded/wrapped braids are permitted. For girls, hair accessories should be minimal. **No make-up (including glitter or paint) is permitted and only clear nail polish is allowed.** Jewelry for girls and boys must be minimal; a thin necklace with crucifix, one bracelet and/or a watch is permitted. Girls are allowed **one pair** of small post earrings and they are to be worn only in the ear lobes. (**Dangle earrings are not permitted**)

Gym Uniforms

Grades K-5 Students may wear their regular uniforms for gym. The girls must wear shorts under their jumpers, or wear uniform pants and everyone must wear gym shoes. Additionally, gym shoes must be non-marking, and will be worn only in gym class, not throughout the day.

Grades 6-8 Each child must have a gym uniform, consisting of navy shorts and a gold T-shirt, which must be purchased through Schoolbelles or Educational Outfitters. Additionally, gym shoes must be non-marking and will be worn only in gym class, not throughout the day.

Jean Days

On jean days, the students may wear neat jeans, , but the following are **NOT** permitted: P.J. bottoms, athletic pants, sweat pants, leggings, shorts, skorts or hats. Socks must be worn, and shoes should not be sandals or have open backs. Shoulders, backs and midriffs may not be bare or exposed. Shirts must have sleeves and logos must be acceptable, i.e. not references to drugs, sex, violence, prejudice, or any group that supports them.

Club Uniform

When students wear club uniforms to school, socks that cover the ankle and uniform shoes should be worn. Shirts should be tucked in and for warmth; students may wear their uniform sweater or fleece.

SCHOOL CLOSING

In the event of inclement weather, Our Lady of Sorrows Catholic School will adhere to the decision of the Farmington Public Schools. If, however, we are forced to close for some reason which will not affect the public schools, it will be announced on WJR radio and on WDIV, WXYZ and Fox television stations and posted on PowerSchool.

TORNADO and EVACUATION PROCEDURES

Procedures are posted in each room. Students are instructed at the beginning of the school year how to respond to evacuation and tornado procedures. Our Lady of Sorrows Catholic conducts all drills including evacuation drills according to state and county regulations.

EDUCATIONAL SUPPORT SERVICES

The Guidance Office is a place where students can come for direction and guidance. Strict confidentiality is observed within the norms of the law. Outside referrals are made when appropriate. During school hours the Guidance Counselor is available to confer with parents/guardians concerning the overall well-being of their children.

A "Private Schools Committee" comprised of Psychologists, a Teacher Consultant, a Speech and Language Consultant, and a Social Worker from Farmington Public Schools is available for consultation, observation, assessment, support and coordination of services offered through Farmington Public Schools. A part-time speech pathologist and ESL instructor is on-site for assistance to students with speech and/or language issues. Specific educational services may include assessment, placement, and measurement tests to identify students' academic strengths and limitations. Farmington Public Schools staff and Our Lady of Sorrows Catholic School staff confer to measure, enhance and develop each child's unique learning style. The educational support room is a place where students come for evaluation and additional support provided by a trained, certified intervention specialist teacher.

Aides work in classrooms with Preschool, Kindergarten and First Grade students.

PTG

Parent Teacher Guild meetings are held on the **second Wednesday** of every month. There are other opportunities throughout the year to participate in a variety of school and classroom activities.

EXTRA-CURRICULAR ACTIVITIES

Altar Servers	Destination Imagination	Scouting Programs
Battle of the Books	Board Game Club	Art Smart
Children's Choir	Youth Choir	Bell Choir
Safety Patrol	Band	Drama Club
On and Off Site Service Projects	Scholastic Art and Writing Awards	Math Club
Green Team	National Junior Honor Society	Chess Club
Student Council	Science Olympiad	Scholastic Olympics

CYO Athletics			
Volleyball	Soccer	Basketball	Football
Cheerleading	Bowling	Track	Baseball
Lacrosse		Softball	

