This Handbook contains information pertaining to procedures and policies at Our Lady of Consolation School for the 2025-2026 school year. Please read it over together so that you are familiar with it. There is a form that we ask you to sign and return to assure that you have read the handbook. Keep this in a convenient place so that you may refer to it whenever necessary. Thank you for helping us to provide a safe learning environment for children.

Mission Statement
of
Our Lady of Consolation School

Our Lady of Consolation school actively invites students and their families to a deeper relationship with Christ Jesus through the Sacraments, education, prayer and service. We strive to be a Christ-centered Catholic community that welcomes, serves, and guides people to a life of holiness.

Philosophy Statement

The administration, facility and staff of Our Lady of Consolation School are committed to:

- Creating an environment that encourages each student to grow spiritually, academically, emotionally, and physically.
- Providing a faith-based education that integrates the teachings of the Church into all aspects of the curriculum.
- Providing an education that meets and exceeds curriculum requirements.
- Providing knowledge, skills, and abilities needed to be a productive member of our society and the Body of Christ.
- Inspiring each student to achieve their potential and to develop their God-given talents.
- Creating lesson plans that meet the needs of all learners.
- Providing opportunities for our parents to take an active role in their child's education by volunteering, helping support the Parent's Association, teachers, and demonstrating a Christian attitude.

Our Lady of Consolation
CATHOLIC SCHOOL

Our Lady of Consolation School
Staff
2025 - 2026

		Extension Numbers	Email Addresses
Principal	Abby Giroux	301	agiroux@olcschoolrockford.org
Admin. Asst.	Abby Petersen	300	ampetersen@olcschoolrockford.org
Preschool & Y5	Ellen Erhardt-Graves	314	eerhardt@olcschoolrockford.org
Kindergarten	Michelle Lemmen	324	mlemmen@olcschoolrockford.org
First	Lori Killinger	325	lkillinger@olcschoolrockford.org
Second Grade	Karen Schuler	322	kschuler@olcschoolrockford.org
Third Grade	Melissa Stachowiak	320	mstachowiak@olcschoolrockford.org
Fourth Grade	Kathryn Francis-Bohr	321	kfrancis-bohr@olcschoolrockford.org
Fourth Grade	Andrea Schaub	323	ashaub@olcschoolrockford.org
Fifth Grade	Jennifer Pugliese	317	jpugliese@olcschoolrockford.org
Sixth Grade	Katherine Schoenborn	312	kschoenborn@olcschoolrockford.org
Seventh Grade	Mitch Ziomkowski	309	mziomkowski@olcschoolrockfor.org
Seventh Grade	Linda Novak	308	lnovak@olcschoolrockford.org
Eighth Grade	Wendy Rigley	311	wrigley@olcschoolrockford.org
Resource	Amy Klobucher	318	aklobucher@olcschoolrockford.org
Resource	Emily Krajewski	318	ekrajewski@olcschoolrockford.org
STEM	Lindsay Ulman	316	lulman@olcschoolrockford.org
Band	Bailey Budnik	319	bbudnik@olcschoolrockford.org

Parents Association Officers

Joel and Jaculyn Wheeler	Presidents
Jeff and Alyssa Vanderwerff	Vice Presidents
Michelle Belcher	Secretary
Nick Pash	Treasurer

OLC School Board: Tim Warwick, Matt Schichtel, Larry Poleski, Amy Moore, Ashley Kamann, Nick Sweeney, Erik Schumacher,

PHONE NUMBERS

SCHOOL OFFICE	**866-2427**
PARISH OFFICE	**866-0931**
FAX	**866-3668**

ACCREDITATION:

Our Lady of Consolation School is fully accredited through the Michigan Nonpublic Schools Accrediting Association. Last Accreditation March 2023

ADMISSION:
Our Lady of Consolation School accepts students regardless of religion, race or nationality. Registration packets are available online or in the school office or by request. All enrollment forms and fees must be completed prior to admission.
***All outstanding tuition payments must be fully settled before enrollment contracts for the 2025/2026 school year can be issued.**

Once enrolled, parents must re-enroll their students for each successive school year in January. Preschool and Kindergarten registration begins mid-January. The priority for registration is as follows:

1. Currently enrolled students
2. Siblings of enrolled students
3. OLC parishioners
4. Others

ATHLETIC PROGRAM:
Our Lady of Consolation School has an organized sports program through the **GRACEAC** (Grand Rapids Area Catholic Elementary Council) league for students in grades 3-8.

Any student participating in athletic activities sponsored by and representing Our Lady of Consolation School, should behave properly and observe all rules regarding eligibility, training, dress code, good citizenship, and good sportsmanship. Student athletes are expected to follow these rules:

1. Respect and obey coaches.
2. Maintain a "C" average in core academic classes.
3. Shows positive behavior on the field and in the classroom.

(see Athletic Handbook for further information)

ATTENDANCE:
If a student will be absent, parents are asked to call or email the school office between 8:00 AM.-9:00 AM, or send a note with another sibling regarding the reason for the absence. Students are responsible for making up all missed work.

Grades 1 - 8, more than 15 days of absence will result in a meeting with the Principal at which time options will be discussed for credit and recommendations will be set for the student's academic future. The committee determines if absences are excused due to extenuating circumstances or unexcused, and respond accordingly through professional judgment.

Dismissals and Tardies: It is discouraged for parents to remove children for any portion of the regular school session unless extenuating circumstances prevent otherwise. This includes tardies and early dismissals. Should early dismissals or tardies be necessary, the parent should notify the school so proper arrangements can be made. Parents are to report to the office and sign students out for any dismissal during the day. If tardy, students must report to the office prior to going to class.
AUXILIARY SERVICES:

With cooperation from the Kent Intermediate School District and Rockford Public School System, Our Lady of Consolation is able to provide auxiliary services needed by our students. A social worker, speech and language pathologist, reading specialist, and psychologist are available to students who qualify. In addition, hearing and vision screening are provided. A school counselor is available for students with parent permission. If you feel your child would benefit from any of these services, please contact your child's teacher or principal.

BAC/Lil Cougar Care/Summer Care:
Before and After Care hours are 7:30 AM – 8:15 AM (unless otherwise scheduled) and 3:25 – 6:00 PM, Monday through Friday. There is a family registration fee of $50, along with $40 ½ day fee or $60 full day fee. Drop in rate $25. subject to space availability.

Lil Cougar Care is available for our preschool families from 7:30 AM - 3:15 PM. Children needing care after 3:15 will join our BAC group at $8 for AM care & $15 for PM care. There is a family registration fee of $50 along with the set cost for half or full day care.

*Summer Car*e starts the Monday after school lets out for summer. Mon-Friday 7:30am-5:30pm. There is a family registration fee of $50, along with $40 ½ day fee or $60 full day fee.

BAND
Band will be offered to students in grades 5-8. Currently, band is offered during zero hour (7:50 - 8:45), in 2 rotating schedules.

CALENDAR:
Annual calendar is sent out to all parents at the end of the previous year. A master calendar can be found at olcschoolcalendar@gmail.com and on the school website.

CELL PHONES/Smartwatches:
Cell phones and smartwatches are expected to be turned off and kept in the child's locker. **Students should not use their phones or smartwatches during school hours unless they have been given permission from their teacher**. In case of an emergency, parents should call the school office.

CHILD SAFETY POLICY:
Our Lady of Consolation Parish desires to be a safe place for all children who attend. We believe that preventative steps can be taken to promote the safety of children and those who work with them. As a parish community, we advocate the following policies and principles in an effort to provide a safer environment for all young people entrusted to the care of the Church.

- Child physical and sexual abuse will not be tolerated in our parish.
- We will work as a parish to provide educational programs to instruct adults regarding the nature and impact of child abuse.
- All staff - paid and volunteer - who work with children or youth will undergo appropriate background screening and attend Virtus, Protecting God's Children Class. No adult who has been previously convicted of child abuse will work with children or youth.
- At least two adults will supervise activities in which children or youth are involved. One of these will be an adult of at least 21 years of age.

No adult will spend unsupervised time alone with any child or adolescent without the awareness and consent of that individual's parents or legal guardians. Children and youth will also have parental permission for involvement in all church-sponsored programs or activities away from the parish.

CLOSING OF SCHOOL:
On days of inclement weather or conditions which cause the school to close or delay, area television (channels 8 & 13) will broadcast necessary information (generally by 7:00 a.m.). Dismissal during the school day, because of weather conditions, will be in agreement with Rockford Public Schools.**A message will be sent through Evangelus via text message and email. In case of a delay, there will be no morning Preschool.**

In case of a tornado watch, students will remain at school until the regular dismissal time. If a tornado warning is issued, students will be kept at school and will take shelter. Parents are welcome to pick up their children at the school office at any time during severe weather watches or warnings. All after school activities will be canceled in case of a watch or warning. **Parents are encouraged to check TV daily for closings and delays. A message will be sent through Evangelus via text message and email.**

COMMUNICATIONS:
Communications with teachers or students during the school day are made by calling the school office and leaving a message on their voice mail. The school office is open 8:00AM-3:30PM each day. Parent letters and most other communications will be emailed. Parents are encouraged to check email **READ** regularly.

DAILY SCHEDULE:
The school day begins at 8:30AM and ends at 3:25PM. **Students who arrive before 8:15 will be sent to BAC at the drop in rate of $25 per child.**

*** Daily Schedule (grades K-8)**

8:30 AM	Classes Begin
11:50AM	Lunch K-2
11:50AM	Recess 3-5
12:10PM	Lunch 3-5
12:10PM	Recess K-2
12:35PM	Lunch period 6-7-8
1:00PM	Classes resume 6-7-8
3:25PM	Dismissal

***Subject to Change**

DAMAGE TO PERSONS AND PRIVATE PROPERTY:
Students are responsible for damage to other people's property, school property, books, materials, etc., whenever it is caused by their negligence or misbehavior. In such cases, replacement value will be

expected**. Electronics, toys, games, Ipods, sport cards, etc., are not to be brought to school unless approved by the classroom teacher or Principal.**

DIGNITY POLICY/STUDENT AND EMPLOYEE:
Our Lady of Consolation School expects all students, employees, and volunteers to conduct themselves with dignity and respect. Harassment of students or staff of any kind will not be tolerated.

DISCIPLINE:
Our Lady of Consolation School is a unique educational institution. The spirit of Christlike charity, respect for authority and mutual cooperation are essential to the learning environment. Our Lady of Consolation School, as a Faith Community, encourages the proper atmosphere conducive to learning not only academic skills, but the Christian virtues as well.

The school and the family work together helping the children to be respectful and courteous, aiming at developing a discipline from within, rather than a discipline based on external factors. Every student is helped to grow in the awareness of Christ's presence, disciplinary problems will be eliminated and genuine Christian living will be fostered.

The teacher has the authority to apply reasonable discipline strategies to correct inappropriate behavior. Should misbehavior continue or be of serious nature, the teacher is instructed to contact the parents to resolve the issue. For serious or prolonged disruptive or harmful behavior, the incident(s) is to be reported to the principal who is empowered to institute appropriate corrective measures.

DISMISSAL:
- All bus riders will be dismissed to the buses through the Preschool exit doors.
- **Families A-M will use the Parish Parking Lot**
- **Families N-Z will use the School Parking Lot**
- Cars will pull in and form two lines. Children will be dismissed as their ride approaches. Please remain in your car.
- Please have your family name written on a large card so we can see which children to send out.
- **Please notify teachers in writing if there is any change to the regular routine for dismissal. Without a note, children will follow the normal routine.**
- Please do not use handicap parking spots when running in to pick up or drop off children.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS:
Students, teachers, and all school employees will participate in frequent emergency drills. When the alarm is sounded, students must follow the directions of the teachers quickly, quietly, and orderly. Procedures are posted in each classroom. Emergency bells:
Fire Buzzer ..... continuous bell, leave building. Tornado .... 3 bells simultaneously, go to designated areas.
A “Code Red” announcement will be made in case of a lock down/evacuation situation.
A record of all drills can be found on the school website.

Dress Code:
Elementary Dress Code
Middle School Dress Code

EMERGENCY MEDICAL PROCEDURE:
When school is in session and a child incurs a minor injury, first aid will be given at school. If the situation is of a more serious nature, the parent will be called. All illnesses and accidents are brought to the attention of the principal as quickly as possible. A doctor or ambulance will be called, if necessary. A seriously injured student is moved only by trained personnel. The child remains under the care of the principal until the parent or delegated authority, as denoted on the white child information card, is able to care for the child.

FEES:

Fee	Amount	Due Date
School Registration	$200/family	Due at Registration
Preschool Registration Fee	$75/Per student	Due at Registration
Pay to Play Athletic Fee	$145/athlete	August 15
Technology Fee	$295/ Kindergarten and New Students Only	August 20, 2025

FIELD TRIPS:
Throughout the year students will have opportunities to learn through participation in field trips outside the school grounds. Such experiences are important to the overall education that each child receives at Our Lady of Consolation School. When going on a field trip, all students must have a signed permission slip. Field trips are privileges and students can be denied participation by a parent, teacher, or administrator if they fail to meet school expectations. Teachers will follow the guidelines of both the Diocesan and Our Lady of Consolation School's Field Trip Policies. Parents volunteering to drive and chaperone must have a Volunteer Driver form on file, **be VIRTUS trained** and sign a chaperone expectation agreement.

GRIEVANCE PROCEDURE/COMPLAINT
Occasions may arise when differences of opinion may occur between parents and school staff. The problem must first be brought to the attention of the teacher. If this contact proves unsatisfactory, the parent or teacher should bring the matter to the principal. The administrator may then choose to facilitate a meeting between the parent and the teacher. Working together as a team for the good of the child should be the main concern of all parties.

GUM CHEWING:

Gum chewing is allowed in some classrooms depending on the teacher. Gum should always be disposed of properly.

GYMNASIUM:
Clean and/or dry non-skid gym shoes are required to be worn for P.E. classes, basketball, cheerleading, and any sporting events held in the gym. Students are not allowed in the gym without adult supervision.

HOLY DAYS:
When Holy Days occur on a school day, students and staff will attend the scheduled morning mass together.

HOMEWORK:
Home study is an expected part of the school program. Each teacher will present a general homework policy at the beginning of the school year. This may include expectations (specific and general) for home study and the designated day for work to be returned for your viewing.

Parents are expected to see that work is properly completed. Also, if problems arise, parents should contact the teacher so appropriate modifications can be made. If a child is absent, parents may request daily assignments prior to 12:00 noon and the school work will be made available by the end of the day. Parents can keep an eye on student progress and missing work on the Infinite Campus Parent Portal.

HONOR ROLL:
Students in grades 4, 5, 6, 7 and 8 must earn a 3.5 or higher GPA in core subjects to be eligible for the Blue Honor Roll or a 3.0 – 3.49 GPA for the White Honor Roll.

IMMUNIZATIONS:
Each student must be fully immunized against certain diseases. The school office can provide information on age appropriate vaccines. Proof of immunizations must be submitted and validated by a public health clinic. This information will be placed in the student's permanent file. If a student's immunizations are not up to date, a waiver form for either philosophical or religious beliefs must be signed by the parent each year. Waivers are only available through the Health Department. If there are medical reasons, a medical contraindication form is required to be signed by the child's physician which states the disposition of the care. These forms are available through the Health Department.

All 7th graders must have documentation showing that they have had the following immunizations:
2 doses of MMR 3 doses of hepatitis B 3 doses of polio 1 dose of meningococcal
2 doses of varicella (or history of the disease) Complete series of DtaP/Td with 1 dose in the last 10 years

INFINITE CAMPUS:
Infinite Campus is our data management program. Parents are encouraged to visit the Parent Portal to check on their child's progress, grades and report cards. New parents will receive a unique activation key at the beginning of the year. You can access the portal through our website, https://olcparishrockford.com/our-lady-of-consolation-school/ and clicking on the IC link located on the right side. Click the HELP button, then "*you have been assigned a Campus Portal Activation key, click here".* Once the user has entered the activation key, they will be prompted to create a login name and

password. After the login name and password are entered the user will be set to login for the first time on the Campus Portal site.

INSURANCE:
Effective July 1, 1993, the Diocese of Grand Rapids offers student accident medical coverage for O.L.C. School students Kindergarten through eighth grade. This coverage is secondary to existing health plans which families may have and is only applicable to injuries which occur at school, and designated school related functions to include all interscholastic sports programs. The certificate of coverage is available in the school office. The Michigan Catholic Conference also offers a 24 hour insurance coverage plan for a nominal fee. Information will be sent to each household at the beginning of each year.

KINDERGARTEN ENTRANCE REQUIREMENTS:

1. It is recommended the child be 5 years old by September 1 of that year.
2. A copy of the birth certificate must be presented on or before the first day of school.
3. A certificate of immunization is required, no later than the first day of school, showing a minimum of 4 doses of Diphtheria, Pertussis, Tetanus (one dose must be on or after 4 years of age); 4 doses of Polio (if dose 3 administered on or after 4 years of age, only 3 doses are required); 2 doses of Measles, Mumps, and Rubella (on or after 12 months of age); 3 doses of Hepatitis B, and 2 doses of Varicella/Chickenpox (on or after 12 months of age OR current lab immunity OR reliable history of disease).
4. Proof of hearing and vision screening from the Health Department, a licensed optometrist, ophthalmologist, or medical/osteopathic physician.

LIBRARY:
Our school library is organized and operated by our Library Committee and parent volunteers for the benefit of all Our Lady of Consolation School children. Parents are requested to help children return books by the due date. Students will be allowed to check out a new book weekly providing the book borrowed the previous week is returned. Students will be held responsible for the replacement cost of books lost or damaged.

LITURGY:
Our Lady of Consolation students plan and participate in the liturgy weekly. Parents are welcome and encouraged to attend the student liturgies. School liturgies are held on Thursdays at 9:00 AM unless otherwise noted.

LOCKERS:
Students, who have lockers available to them, may not keep any items in them that are contrary to Christian values. Lockers must be kept neat and orderly at all times. Middle school students using locks must submit their combination to their homeroom teacher.

LOST AND FOUND:
Lost and found items are kept in school and should be claimed. Items which still remain at the end of the school year are set aside for the poor. Parents are encouraged to check the Lost and Found box during conferences, after liturgies, or when they may be in the building. **Please mark all student clothing with their name to avoid loss.**

LUNCH:
Our Lady of Consolation School participates in the National School Lunch program and offers free and reduced meals, grades K - 8, based upon the student's need. Forms will be available to parents. Lunch and milk prices will be announced each year. Parents may send in money (checks preferred) to be put on account for their children's lunches or milk. Notices will be emailed when your child's lunch balance is below $5.00. The lunch menu will be posted on the school's website and sent via email every month.
Lunch $3.00
Milk $0.82

LUNCHROOM RULES

1. Respect and obey lunch aides and adult volunteers
2. Clean up your eating areas, including both table and floor
3. Nothing may be thrown in the lunchroom
4. Students should remain seated until dismissed to the playground or classroom
5. A moderate noise level must be maintained.
6. Younger students must have adult supervision when using the microwaves

MEDICAL HISTORY:
It is the responsibility of the parent/guardian to inform teachers and principal if a student has a medical history that might require special attention and/or medication while the child is in school. The medical procedure to be followed by the school personnel should be put in writing and signed by the parent. It will be kept on file in the school office.

MEDICAL TREATMENT RELEASE FORM (included in family packet):
Each registered student must have a completed and signed form on file. This form also includes insurance information. Copies of these documents accompany students on field trips. Coaches will also have copies for sports activities.

MEDICATION: (included in family packet)
If it is necessary for a child to take medication during the school day, parents are required to fill out the medicine permission form and give the necessary instructions. Medication provided by the parents will be kept in a secure place in the school office and dispensed from there. All medication must be sent in its original container. If at all possible, in order to avoid extra classroom disruptions, please administer antibiotics or other occasional medications to your child when they are at home. Students who must take medication while at school, throughout the school year, must have a medication form signed by their doctor on file in the school office.

MISSION STATEMENT:
Our mission statement is the guiding force of all that we do. Our mission statement will be reviewed annually at the first PA, School Board and staff meetings. The mission statement will be posted throughout the school building and will be present in all communications.

PARENTS ASSOCIATION:

The Parents Association functions under the OLC School Board. Through subcommittees of this organization, volunteers are sought to assist in activities of the association. The Parents Association is an essential part of Our Lady of Consolation School, with the purpose to bring about a closer cooperation between parent and school. It provides assistance to the school in a variety of ways.

The objectives of the Parents Association are:

1. To advance the religious and educational welfare of all children in the parish community through efforts of parents and teachers,
2. To promote an interest in educational matters and understanding of the mutual responsibilities of parents and teachers in education.
3. To provide steady communication between school and home.
4. To encourage a high standard of family living.
5. To enhance the spirituality of all members.
6. To make a positive impact on our parish community as a whole.

The Parents Association meets four times a year: August, November, February, and April. At least one parent is **expected** to attend every meeting.

PARENT - TEACHER CONFERENCES:

Conferences are held twice yearly. Spring conferences are optional. Scheduling is done through Helper Helper. Any parent who wishes to have a conference at any time during the year should contact their child's teacher for an appointment.

PARKING:

Please use the south parking lot for short term parking. The north parking area is designated for long term parking, lunch time help etc. Please do not use handicap spaces unnecessarily, and stay out of the bus drop area.

PARTIES - SOCIAL EVENTS:

- The school or academic day will be protected whenever possible. School parties will be limited and in most cases take place the last hour of the school day.
- Events which align to the curriculum are exempt from this policy as an academic purpose exists.
- Invitations to household parties or other special events are discouraged at school unless the entire class receives such invitations.

PARENT COVENANT:

Parents are partners in their child's education. As members of the OLC Parents Association, we ask all parents to commit to the following expectations. Please sign and return

- Regular Church attendance
- Volunteer Hours (at least 10-20 hours per family)
- Attendance at Parents Association Meetings
- Attendance at Parent Sacramental Meetings
- Demonstration of a Christian attitude by parents and children
- Current immunizations

PESTICIDES:
Occasionally it is necessary to use pesticides in and around the school and parish buildings. Parents have the right to be notified 48 hours before if and when this is done. A notification form is included in the family packet. Please complete and return to the school office.

PLAYGROUND RULES:
See appendix

RECESS:
Children are expected to go outside unless inclement weather prohibits them from doing so. Students may have medical reasons to remain inside during recess. Parents must write a note to the teacher as to the disposition of the case.

RECESS/INSIDE:
On days when the weather does not permit outside recess, children will be supervised in the classrooms and/or gym. Students in the classroom must observe the same conduct as the normal daily routine. No running, yelling, throwing of objects, pushing, etc. will be tolerated. Students should engage in quiet games or school related activities.

REPORT CARDS:
Report cards are available for online viewing four times a year for grades 1-8 and two times a year for Kindergarten on Infinite Campus. Any questions on grades should be directed to your child's teacher(s).

RESPONSIBILITY:
A sense of responsibility can be developed in the students, if home and school work together. A parent will help tremendously if he/she aids a child in remembering homework, library books, notes, lunch, etc. It is important to foster a healthy sense of responsibility in the student.

ROOM PARENTS:
Room parents are needed for each of the classrooms. At the first Parents Association meeting of the year, parents are given a Volunteer Booklet with a sign up sheet for different areas of interest. The Room Parents work with the principal and teachers to plan activities and make provisions for class parties for the students.

SCHOLARSHIP:
There are many scholarship opportunities available. For more information please visit https://catholicschools4u.org/#catholic-schools-tuition-assistance or contact the office at 866-2427.

SCHOOL BOARD POLICY:
All School Board policies are available on-line at *olcschoolrockford.org* and in the school office to all parents.

SCHOOL FUNDING & ADMISSION:

A $200 family registration fee is due at the time of registration for the following year. Tuition contracts with tuition rates will be sent home in January before registration for the next year begins. All families will be enrolled in School Admin (Finalsite) for tuition collection.

SMOKING
Smoking/vaping or use of tobacco is never allowed in the building or on the campus of the school or parish.

SCRIP PROGRAM:
Scrip is just another term for gift cards. OLCEF purchases gift cards at a discount and sells them at face value. The rebates earned goes in the OLCEF account. Families participating in our program can designate up to 100% of rebates they earn toward Preschool - 8th Grade tuition or Catholic Secondary School tuition (West Catholic or Catholic Central). Information about this fundraising program is available in the school office. All families are strongly encouraged to participate.

SICK POLICY:
Kids must be fever free (un medicated) and under 100* for 24 hours before returning to school
If we send your child home vomiting or with a fever, they may NOT return the next day. If they do, you will be called for pick up.

STUDENT RECORDS:
A student's school records are confidential and are protected from unauthorized inspection or use. Cumulative Records are maintained for each student from the time the student enters the school until the student withdraws. Records will be passed on to the next school upon completion of eighth grade.

By law, both parents, whether married, separated, or divorced have access to the records of their student. Parents whose rights have been legally terminated will be denied access if the school is given a copy of the court order terminating such rights.

STUDENT SUPPORT SERVICES:
In order to help students who struggle in reading and/or math, we provide Student Support Services. Students in grades K-5 will be evaluated three times a year (Fall, Winter and Spring). Based on these benchmarks, students who fall below the 20th percentile will qualify for these services. Student Support Services include one on one and/or small group tutoring on specific skills that may be lacking. Parents will be notified if and when their child qualifies and/or passes out of the services.

SUPPLIES FOR STUDENTS:
At the beginning of the school year a supply list will be provided to each family. Items such as computer cases, lunch boxes, boots, a school bag, or jacket, etc., should be **clearly labeled** with the child's name to minimize confusion and avoid loss. Lost and found items can be claimed in the main entrance vestibule.

TELEPHONE:

Students are encouraged to use the telephone only for necessary calls with permission from their teacher and the principal. Cell phones are expected to be turned off and kept in the child's locker. In case of emergency, parents should call the school office at 866-2427.

TESTING:
Measures of Academic Progress (MAP) is administered to students in grades 1-5 three times a year and grades 6-8 two times a year. Parents will receive their child's individual testing profile results annually after the fall and spring testing sessions.

TEXTBOOKS:
Textbooks used by the students should be covered properly (no contact paper). In addition to this protection for books, students should have a waterproof school bag of some kind in which to carry their books and school materials. In cases of damaged or lost texts, it is the responsibility of the student's family for fines or the cost of the text as appropriate.

TRANSPORTATION:
Bus transportation is provided through Rockford Public Schools, for students living in the Rockford School District. Bus schedules are arranged by the Transportation Department of Rockford Public Schools. Families living outside the Rockford District must provide their own transportation.

Our Lady of Consolation students are expected to conduct themselves with responsible respectful behavior. Any un-christian acts will not be tolerated and could result in loss of transportation privileges.

According to the Rockford Transportation Department, any changes in the daily bus requires a note which will be approved by the Principal or designee and given to the driver. Notes shall also be required if a child is to go home with a person other than the parent or usual designee. Please call the school office, not the Transportation Department.

2025-2026 TUITION: K - 8 and Preschool

# of Children	Parishioner Rate	Non-Parishioner Rate	Preschool	
1	$4,870	$7,033	PS3	$1,480
2	$8,109	$11,767	PS4	$1,750
3	$10,711	$15,539	Y5	$1,990
4+	$11,495	$16,668		

VACATIONS:
Family vacations during school time are strongly discouraged as it disrupts appropriate sequence and transfer of learning. Schools have designated holidays that provide natural breaks for family vacations. Any work that is missed will be made up after the student returns.

VISITORS:
Parents and visitors are encouraged and welcomed at Our Lady of Consolation School. All visitors must sign in at the school office. All visitors are asked to wear a visitor badge.

VOICE MAIL:
Each teacher will have voice mail. You may leave a message at any time. Phones will not ring in classrooms for outside calls between 8:20 AM and 3:30PM.

VOLUNTEERS:
Our Lady of Consolation School welcomes volunteers as an important part of our philosophy that we are partners in education. The school is aware of the support and positive commitment that volunteers contribute to the educational goals we strive to achieve. A Volunteer Booklet will be distributed at the onset of the school year. Please consider where you can help and register as appropriate. All volunteers must complete appropriate paperwork, the Virtus Protecting God's Children training and agree to a criminal background check.

WEAPONS:
Weapons of any kind, real or play, are not allowed on school grounds at any time.