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SIGNATURE PAGE

We have read and agree to be governed by this handbook. We understand that Little Flower School reserves the right to refuse continued enrollment to students demonstrating repeated violations of school rules. Lack of involvement, support and/or lack of cooperation by parents in dealing with school matters may also result in the refusal of continued enrollment.

Family Name (Please Print) \_\_\_\_\_

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

\_\_\_\_\_  
Student(s) Signature                                      Grade

\_\_\_\_\_  
Student(s) Signature                                      Grade

\_\_\_\_\_  
Student(s) Signature                                      Grade

\_\_\_\_\_  
Student(s) Signature                                      Grade

\_\_\_\_\_  
Student(s) Signature                                      Grade

**Please remove, sign and return this form to school by Friday, September 9, 2016.**



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## **MISSION STATEMENT**

Little Flower School, in partnership with the family, is a Roman Catholic community devoted to the growth of the whole child. We celebrate the uniqueness of each child and strive to provide students with the opportunity to realize their spiritual and academic potential in a diverse and changing world.

## **PHILOSOPHY**

Our actions, in fulfilling our duties, are guided by Jesus Christ, the Master Teacher. Little Flower School implements the educational policies of the Archdiocese of Washington, D.C. We recognize that parents are the primary educators of the child. Parents, faculty, students and staff must work in a collaborative spirit to reach common goals. Inspired by the example of St. Therese, “The Little Flower,” we entrust ourselves to Christ and the message of the Gospel.

### **Parent/Guardian Cooperation**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Little Flower School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Little Flower School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Little Flower School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Little Flower School.

## **NON-DISCRIMINATORY STATEMENT**

Little Flower School does not discriminate on the basis of race, color, sex, national/ethnic origin or disability in the admission of students.

## **ACCREDITATION**

Little Flower School is fully accredited by AdvancED. Little Flower School’s accreditation is valid through June 30, 2019.

## **SCHEDULE**

|                     |   |
|---------------------|---|
| <b>School Day</b>   | 7:45 a.m. - Prayer<br>3:00 p.m. – Prayer/Dismissal<br>12:45 p.m. – Prayer/Early Dismissal |
| <b>Office Hours</b> | 7:30 a.m. - 4:00 p.m.   |

Students will not be permitted in the building before 7:30 a.m. Students are required to attend a daily prayer service beginning at 7:45 a.m. Parents are welcome to attend. **Students arriving after 7:45 a.m. will be marked tardy.** When a student is tardy, a parent must escort the student into the building and sign him/her in on the lobby computer. In addition, the student will be issued a tardy slip to take to the homeroom teacher.

Dismissal begins promptly at 3:00 p.m. (**12:45** p.m. on early dismissal days). No student is permitted in the building after 3:10 p.m. except for students attending extracurricular activities. Supervision is not available after 3:15 p.m. except for previously scheduled activities.

### **ADMISSIONS**

Admissions and enrollment take place online at [www.mytads.com/a/littleflowerschool](http://www.mytads.com/a/littleflowerschool) . New students first apply for admission. If accepted, they may then enroll for the coming school year. All students must meet the following requirements for admission:

- A child must be 4 years of age by September 1, 2016, to be eligible for the PreK program.
- A child must be 5 years of age by September 1, 2016, to be eligible for the Kindergarten program.
- A birth certificate, health inventory and up-to-date record of immunization must be on file **by the first day of school** for all children. These documents should be scanned and uploaded to [www.mytads.com/a/littleflowerschool](http://www.mytads.com/a/littleflowerschool).
- A Parish Support Agreement Form, signed by the pastor, is required to receive the Catholic tuition rate.
- The most recent report card, standardized testing results, and school records must be presented for all students transferring into LFS from other schools or who were home-schooled **prior to the first day of attendance.**
- All students must participate in religion class, school liturgy and prayer; however, only Catholic students may receive the Sacraments of Reconciliation, Eucharist and Confirmation.
- All new students accepted into Little Flower School are placed on a probationary status for their first year of enrollment.

### **TUITION AND FEES**

Tuition rates and fees for the current school year are posted on our website at [www.littleflowercatholic.org](http://www.littleflowercatholic.org). Our Finance Office can provide information regarding tuition assistance and payment plans through TADS.

All tuition payments and fees for the current year must be paid prior to registration for the following school year. Student records or report cards will not be released unless all financial obligations to the school are met.

### **WEATHER INFORMATION**

In case of emergency cancellations or closures, staff and the student body will be contacted via School Messenger **as long as phone lines and/or internet service is accessible.** Please listen to local radio and television stations for closings and note that **Little Flower School follows the St. Mary's County Public School System's decision regarding school closures, morning delays, and early closures.** LFS encourages all

families to register with [www.schoolsout.com](http://www.schoolsout.com). Schoolsout.com will contact families via email or text to notify you of all cancellations or closures within the St. Mary's County Public School System. **When inclement weather delays the opening of school on a scheduled half day, LFS will extend to a full day of school.** When inclement weather causes school to close early, please instruct your child regarding procedures they are to follow. Additional notification will be provided through the school's Facebook and Twitter accounts when possible.

**PLEASE NOTE: All after-school activities, including the After Care Program, are cancelled if school is cancelled or closes early due to inclement weather.**

### **EMERGENCY CONTACT INFORMATION**

Emergency Forms will be sent home in a summer mailing to each family. Parents must submit a completed Emergency Form to the school **by the student's first day of attendance**. Only authorized emergency contacts listed on the form will be permitted to pick up your child; ID will be required for pickup. Notification of change of address, telephone numbers and other emergency information is required in writing or via email (LFSoffice@littleflowercatholic.org) immediately should a change occur. It is with the safety of your child in mind that we require parents/guardians to provide the most current address, home, cell, and work phone numbers. We need to be able to reach you in case of an emergency!

If the person designated on the emergency form cannot be contacted in case of a serious emergency, emergency medical assistance will be contacted at the discretion of school personnel.

### **Archdiocesan Catholic School Counseling Services**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Little Flower School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

### **FUNDRAISING**

**Fundraising is an important responsibility that we all share as part of the Little Flower School community. It enables us to keep tuition affordable by covering about 30% of what it costs to educate each child. Each family is required to generate a *minimum* of \$200 profit from fundraising throughout the school year, as well as sell (15) EZ Money Raffle tickets (\$150 profit). *Families who do not meet the fundraising requirements will be billed at the end of the year.***

#### **Required \$200 Profit**

1. Each family is required to generate a *minimum* of \$200 profit from fundraising throughout the school year.
2. Any profit generated from designated fundraisers such as Benefit Auction, Mulch Sale, 500 Club, and Purse Bingo will count toward your \$200 fundraising commitment.

3. Required fundraising profit will be pro-rated for those families entering or leaving Little Flower School during the 2016-2017 school year.
4. If a family does not raise \$200 in profit, the family will pay the difference between what was raised and the \$200 requirement.

#### Required EZ Money Raffle Participation

5. In addition to the \$200 profit, each family is **required** to sell or buy (15) \$10 EZ Money Raffle tickets by the designated date determined when the tickets are issued. *Please note: sale of these tickets is not part of the \$200 profit.*
6. **Required** EZ Money Raffle tickets will be pro-rated for those families entering or leaving Little Flower School during the 2016-2017 school year.

#### VOLUNTEERING

In addition to their financial obligation to the school, parents/guardians of LFS students are required to volunteer at various school events throughout the school year. Parents' attendance at school-related meetings, including the three annual Home and School Association (HSA) meetings, will count as volunteer hours. **Each family is required to complete a minimum of 20 hours per year. In addition to these required hours, each family must also work 6 nights of Wednesday Bingo throughout the year.** Hours can be contributed by any person age 14 or older in the family (including older siblings, grandparents, and other extended family members of the enrolled child). Please note that volunteers must be 21 or older at events where alcohol is served (Summer Sounds Concert, Casino Night, & Auction). **All volunteers ages 18 and older must be Virtus-approved if volunteering at an event involving children. (See "Child Protection".)**

**Submission of earned volunteer time is the responsibility of the parent.** *Hours can be logged on the lobby computer. Volunteers must remember to log in and out in order for the record to be accurate, or those hours will not be counted.* In addition, a Volunteer Log Sheet can be printed from the school website under *Current Parents/Forms* and can be sent back to school at any time throughout the year. **All required volunteer hours must be completed prior to your child's last day of school.**

Required volunteer hours will be pro-rated for those families entering or leaving during the school year. Families will be billed at the end of the year at a rate of \$15.00 per hour (or \$0.25 per minute) for any unfulfilled hours.

#### PARENTAL INVOLVEMENT

As a parent, you are your child's primary educator. In this regard, parents are expected to model and practice their faith. The LFS faculty shares this responsibility. Cooperative efforts between parents and faculty provide opportunities for students to reach their full development regarding positive attitudes toward God, others, and themselves.

The success of every child is dependent upon the cooperation of the school and the family. Through this cooperation, the child learns the value of education and working together. As the school and family work together, the child is nurtured in a way that allows for positive growth in intellect



as well as physical, social, emotional, moral and spiritual development. In order to foster such success, the family is expected to provide an environment which encourages good habits. As such, the administration expects parents to:

- be models of the faith in church-home practices
- inspire an interest in learning through family activities and reading
- promote positive reinforcement
- support the administration, faculty and staff and support the policies and procedures of the school
- educate themselves and their child(ren) on the policies of the school
- bring any concerns to the teacher as they occur
- provide their child with all the materials and supplies needed
- label all clothing, backpacks, lunch bags, etc.
- **read all communication from the school, responding to all requests by the stated due dates**
- check Rediker Parent Portal on a weekly basis (Grades 3-8)
- attend Home School Association (HSA) meetings and other school events

## **COMMUNICATION**

School information is posted on our website: [www.littleflowercatholic.org](http://www.littleflowercatholic.org), and Wednesday Letters are emailed to each family each week. Information is also sent home through the Wednesday folder with the youngest child in each family, when necessary. LFS has moved to electronic communication when possible. You can check the school calendar and download forms from our website at [www.littleflowercatholic.org](http://www.littleflowercatholic.org). Pictures of school events, reminders about upcoming events, and other announcements are also regularly posted to our school's Facebook and Twitter accounts. Please "like" us on Facebook ([www.facebook.com/littleflowercatholic](http://www.facebook.com/littleflowercatholic)) and follow us on Twitter and Instagram (@LFS patriots) to stay in the loop! Teachers' email addresses are also posted on the school's website to facilitate email communication. All communication should be answered within two business days. Conferences are scheduled for all students in November. However, parents or teachers can request a conference anytime during the school year to discuss a student's progress.

It is in the best interest of the students for the school and the parents to have a positive working relationship. **The following protocol is required regarding school issues: talk first with your child's teacher, then the principal, and, finally, the school administrator if a resolution cannot be reached. Please note: anonymous communication will not receive a response. Please call or email to make an appointment if you have a concern.**

## **CHILD PROTECTION**

The Archdiocese of Washington, D.C., has implemented a *Child Protection Policy* for the safety of the children in our schools and parishes. The policy mandates that all volunteers (i.e., coaches, volunteers, room parents, field trip chaperones, etc.) receive clearance on FBI and state background checks, complete a volunteer application, attend a training workshop entitled "Protecting God's Children" and submit a signed

acknowledgment form from the back of the Child Protection Handbook stating they understand and accept the Child Protection Policies. Information on the Child Protection Policy is available online at [www.adw.org](http://www.adw.org) under the “Child Protection” link or on the school website. To register for a “Protecting God’s Children” workshop, along with times and locations of workshops, please visit [www.virtus.org](http://www.virtus.org). **By law**, any instance of known or suspected child abuse must be reported to civil and Archdiocesan authorities. **Please note that at Little Flower School, in order to pass through the double doors to go into the hallways where classrooms are located, you must have completed the Child Protection process and be Virtus-approved.** This is for the safety of all of our children.

## **MEDICAL**

Maryland State Law requires all students to provide proof of immunization prior to the first day of school. Religious objection is no longer allowed while attending a school within the Archdiocese in Maryland. **Parents of students in Kindergarten and 7th Grade must provide the school with updated immunization records by the first day of school**, as we are required to certify to the Maryland Department of Public Health that these records are up-to-date.

Complete physical examinations are required prior to entrance into school by all new students. Additionally, any student participating in extracurricular athletic activities must provide a completed sports physical form, updated annually. These forms are available at the school office or from your child’s coach or Booster Club President.

Children will be sent home if any of the following conditions exist; thus, keep your child at home if he/she exhibits...

- diarrhea or vomiting
- severe or unusual cough
- yellowish, watery or red eyes
- difficult or rapid breathing
- abnormal body temperature or fever below 97 degrees or above 100 degrees

Once parents of ill students are contacted by the school office, immediate pickup is necessary.

*For cases of strep infection, ringworm, impetigo, conjunctivitis (“pinkeye”) and other infectious conditions, a child must be on medication for 24-48 hours prior to returning to school. A doctor’s note is required in order to return to school. A child’s temperature must be within a normal range for at least 24 hours **without medicine** before returning to school. Children must be free from nausea, diarrhea and vomiting for 24 hours **without medicine** before returning to school.*

In accordance with Maryland law and St. Mary’s County Health Department regulations, students in PreK, Kindergarten, first grade, eighth grade, new students and referrals from teachers or parents receive vision and hearing screening. Please contact the school nurse at [lfnurse@littleflowercatholic.org](mailto:lfnurse@littleflowercatholic.org) with any questions.

Upon notification from parents, children will be excused from active participation in physical education classes. If a student is unable to participate in class for more than 3 days, a doctor's note is necessary.

### **Medication in School**

A Maryland State School Medication Administration Authorization Form, signed by both the physician and the parent/guardian, must accompany **any** prescribed medication or over-the-counter products or medications to be administered at school. This consent form must be properly completed, dated and signed by BOTH the parent and physician, and the medication, in its original package, brought to the school **by the parent/guardian**. **Please do not send medications to school with your student. Medication may not be transported by the student.** No student may have in his/her possession any medication, including over-the-counter products, during the school day. All medication must be stored and distributed in the health room. **This is in keeping with state health regulations and is for the safety of the student. Also, parents must inform the school of any health problems or allergies their child might have. Please complete and return the appropriate forms by the first day of school.**

If your child requires an application of sunscreen on a field trip, you must send a permission slip to school along with the sunscreen. Please note that teachers and other chaperones are not permitted to apply sunscreen to any child other than their own. Children must apply the sunscreen themselves.

### **Emergency/Medical Forms**

*Forms are sent home with the summer letter for parents to complete for each student with emergency phone numbers and medical information as appropriate. **IT IS EXTREMELY IMPORTANT THAT EMERGENCY AND MEDICAL FORMS BE RETURNED PROMPTLY AND KEPT UP TO DATE THROUGHOUT THE YEAR.** Parents will also be asked to provide contact information and dismissal directions in the event of an emergency school closing. Parents should have another contact besides themselves on the emergency form. **Children will not be released to anyone who is not listed in writing on the emergency form.***

If the temperature is below 32° F, students are not permitted to go outside for recess. In addition, students who do not have sweatshirts, jackets or a coat/hat/gloves, etc. on cold weather days will not be permitted to go outdoors. This decision will be at the school personnel's discretion. Please send your child to school appropriately dressed for the day's weather.

### **Health and Wellness**

Little Flower School values our students' health and wellness. To support this value at home, it is important that parents send their children to school each day with healthy snacks and lunches. Healthy snack ideas include: crackers, pretzels, string cheese, vegetables, fresh fruit, dried fruit, granola/cereal bars, dry cereal (low in sugar). Lunches should contain a sandwich or entrée and fruit or vegetable. Drinks should be low in sugar and caffeine-free (water, milk, or 100% juice). **Energy drinks and soda are not permitted at any time.**

## **BIRTHDAYS**

Students' birthdays are an opportunity to celebrate their lives and their presence in our school. Students may dress out-of-uniform on their birthday, but are still expected to follow the out-of-uniform dress code. If their birthday falls on a day when dress uniform is required for a special event or field trip, they should ask their teacher if they can instead dress out of uniform the day before or the day after. We invite parents to send in a small treat (cookies, cupcakes, etc.) for the child to share with his/her homeroom class at lunch time. Birthday treats should not replace the lunch a parent has planned for their child on any given day. Parents are encouraged to keep birthday celebrations in school simple so that they do not create unnecessary competition between students or take away from instructional time.

## **HOME AND SCHOOL ASSOCIATION (HSA)**

The purpose of the Little Flower Home and School Association (HSA) is to promote and facilitate communication between the administration, faculty, and parents and to organize and implement the school's fundraising efforts. The membership of the HSA consists of all parents/guardians of students enrolled in LFS, the school principal, the school administrator, all clergy and religious personnel from the parishes that support LFS, and all faculty members. **Please note that your attendance at HSA meetings is mandatory, and will count as volunteer hours towards your family's requirement (please note: two parents attending an HSA meeting does not count for double hours).** Please be sure to complete the sign-in sheet available at each meeting you attend in order to confirm your volunteer hours.

## **ADVISORY BOARD**

The Advisory Board provides advice and assistance to the school administrative team, pastor and principal, in the development of policy at the school. The Advisory Board is comprised of the school administrator, pastors from supporting parishes, principal, appointed officers, HSA president, parish representatives, and a community representative.

The Advisory Board fulfills its purpose and exercises its functions in accordance with the mission and goals of the parishes and within the policies and regulations of the Archdiocese of Washington.

## **SAFETY AND SECURITY**

All visitors are required to sign in at the computer in the lobby. This ensures that we have an accurate record of who is in the building at any point in time, especially if an emergency were to occur. Please do not be offended if we remind you to sign in, as it is for the safety of your child, yourself, and everyone in the building! Because learning is our top priority, parents are discouraged from roaming the hallways and visiting classrooms unannounced. Please check in with the office first, so we can make sure your visit won't be disruptive to the lesson. If you need to meet with your child's teacher, please email him/her to schedule an appointment at a time that works for both of you.

## **LUNCH**

Students have the option to purchase lunch or to bring lunch from home. School policy states that we cannot heat or refrigerate student lunches here at school; therefore, **lunches brought from home should be in an insulated container and/or able to be eaten at room temperature.**

PreK and Kindergarten are exceptions to this policy since they have their own refrigerator and microwave. Parents are invited each year to bring lunch and come and sit with their child at his/her class' Parent/Student Lunch (dates are on the calendar and Room Parents will remind you), but are discouraged from coming for lunch besides this occasion. There is limited space in our cafeteria, and our priority is making sure all students are able to sit and eat their lunch with minimal distraction. Please be sure to send any necessary utensils, napkins, etc. with your child, as we do not have a supply here to distribute.

## **GRADING POLICIES**

Grading takes into consideration student mastery of objectives as demonstrated through daily class participation, homework, classwork, projects, reports, quizzes, tests and other types of authentic assessments. The religion grade reflects the student's knowledge of test material. It is not a reflection of the student's spirituality.

## **GRADING SYSTEM**

### ***PreK and Kindergarten***

Reporting is a combination of appropriate skills mastery and individual teacher observations. **PreK and Kindergarten receive report cards two times a year at the end of each semester.** These report cards are standards-based, which means that students are evaluated according to whether or not they are meeting the standards for their grade level.

EE = Exceeds grade level expectations at this time

ME = Meets grade level expectations at this time

AE = Approaching grade level expectations at this time

NE = Not approaching the grade level expectations at this time

### **Grades 1 – 2**

A report card is issued quarterly which assesses the students' academic and social skills according to the standards for their grade level.

EE = Exceeds grade level expectations at this time

ME = Meets grade level expectations at this time

AE = Approaching grade level expectations at this time

NE = Not approaching the grade level expectations at this time

### **Grades 3 – 8 ( Major Subjects including Spanish for Gr. 6-8)**

A = 93-100 - Excellent

B = 85-92 - Above average

C = 77-84 - Average

D = 70-76 - Below average  
F = Below 70 - Unsatisfactory

**Minor Subjects (Art, Music (Gr. PreK-5), Spanish (Gr. 4 -5), Technology, and Physical Education)**

E = Excellent  
G = Good  
S = Satisfactory  
I = In need of improvement  
U = Unsatisfactory

Report cards are issued on a quarterly basis in grades 1-8. Interims are sent mid-marking period in grades 1–8.

**Weight of Grades**

The following criteria will be applied to the weighting of grades for students in Grade 3 through Grade 8:

- *Tests* 40%
- *Quizzes* 15%
- *Classwork* 20%
- *Homework* 15%
- *Preparation/Participation* 10%

**Rediker**

Teachers of students in Grade 3 through Grade 8 will record student grades online each Friday in Rediker, allowing parents to view assignments and grades online. Parents will receive information about their Rediker account at the beginning of the school year. It is recommended that parents review their students' grades at least once a week. If you have any questions about using Rediker, contact the school office for assistance.

**Honor Roll**

Each quarter, honors will be awarded to students in Grades 3-8 for academic accomplishments.

- 1<sup>st</sup> Honors - "A" in every major subject; no less than a "Good" in any minor subject
- 2<sup>nd</sup> Honors - "A" or "B" in every major subject; no less than an "Satisfactory" in any minor subject

**Promotion/Retention**

Parents will be notified at the end of the second quarter if there is a possibility of retention, failure, or dismissal of a student for academic reasons. Little Flower School follows Archdiocesan guidelines in terms of failure and retention. Retention in the primary grades is dependent upon developmental maturity, as well as mathematics and language arts skills.

Retention in Grades 3-8 is normally dependent on achievement in academic subject areas. Failure in two of the academic areas is basis for retention.

### **Extracurricular Activity Eligibility**

Students in Grades 4-8 (grade 3 may be included at the principal's discretion) are eligible to participate in extracurricular activities. Participation in extracurricular activities is a privilege, not a right. A student must have earned a cumulative "C" average or better (with no "F's") on their interim/report card in major academic subjects and have no less than an "S" in each minor subject to be eligible for extracurricular activities. *Eligibility* will be determined at the issuance of interims/report cards. Students whose grades are below the minimum requirements will be placed on academic probation.

**All students are expected to demonstrate responsible behavior. Students who are involved in any action or conduct, whether inside or outside of the school, which is detrimental to the good name of Little Flower School are ineligible for extracurricular activities.** Ineligibility is determined by the administration and becomes effective immediately. Reinstatement will be based on the discretion of the administration.

### **Homework**

Homework is assigned to aid in the reinforcement of skills taught in the classroom, as well as to acquaint parents with the skills being learned at school. It is the responsibility of the parents to supervise homework and guide the student to select a quiet, well-equipped place for study. As the child becomes older, the responsibility should begin to shift to the child. Yet, even with older children, some parental supervision is appropriate.

Most teachers require homework daily. Specific guidelines are explained at the beginning of the year by individual teachers. Homework assignments should always be neat, complete, and turned in on time.

### **Late Work**

Work is considered late if it has not been turned in during class on the day the assignment is due. A student will lose ten points per day (from the grade the assignment would have earned) for each day the work is overdue.

## **CONDUCT AND DISCIPLINE**

LFS has an obligation to maintain a safe and orderly learning environment. Students are expected to acknowledge responsibility for their actions and accept the consequences. Parents are expected to support the policies of LFS. The principal is the final recourse in all discipline matters. Our goal at Little Flower School is to nurture the child to develop self-discipline and Christian values and to assist the parents in the moral and ethical development of their child. Maintaining a safe environment, a sense of order, and standards of acceptable behavior is essential to attaining this

goal. The Code of Conduct should help our children understand what behaviors are expected of them. To ensure that all parties are aware of the policy and regulations, students and parents are required to sign the acknowledgement of the discipline policy and the Student Code of Conduct located at the front of this handbook. **Please sign and remove the acknowledgement form from this handbook and return the form to school.**

Written records of all significant disciplinary action taken with the student will be maintained for the duration of his/her enrollment in the school. Parents will be informed in writing of all major disciplinary actions taken with their child. These are not part of the permanent record.

If students demonstrate a pattern of repeated violations of school rules and/or an unwillingness to change behavior, or if parents demonstrate a lack of involvement and/or cooperation in dealing with school matters, these behaviors will result in the student not being invited to re-enroll the following year.

## **CODE OF CONDUCT**

As students of Little Flower School, we acknowledge that our Catholic school education is an opportunity to grow in love and knowledge of our God, our world, and ourselves. Whether on the school grounds, on the buses, at games, on field trips, or on cell phones or other electronic devices, Little Flower students represent their school and their families and are expected to set a good example for all. To do this students agree to:

- demonstrate Christian values in speech and actions
- follow the directions of our priests, principal, teachers, school staff, bus drivers and parent volunteers who help us learn
- treat everyone with respect and courtesy
- take care of our learning materials, our school, and our church property
- take responsibility for our own actions and practice self-control

The goal of our Code of Conduct is to unify our school with regard to expected behaviors involving shared space and activities. These areas/activities include, but are not limited to:

- school buses and bus stops
- playground
- lunch room
- restrooms
- hallways
- field trips
- sports events
- middle school socials
- liturgies



## **Plagiarism**

**PLAGIARISM OF ANY TYPE, INCLUDING COPYING OF ANOTHER STUDENT'S HOMEWORK OR AIDING IN PLAGIARISM, WILL NOT BE TOLERATED AT LITTLE FLOWER SCHOOL.**

**Plagiarism** can be defined as presenting someone else's ideas or work as your own. Plagiarism of any type is unacceptable in any educational community. In addition, it is morally wrong to present someone else's work as your own.

In this time of easy access to information, children must be taught that using the ideas, writings and works of another is only acceptable when it does not violate copyright laws and when proper credit is given to the original source.

## **Bullying/Harassment/Intimidation**

The administration of Little Flower School strongly believes that each child deserves to be treated with dignity and respect as he/she works, plays and interacts in our school environment each day. We maintain a firm policy that prohibits all forms of bullying behaviors. We follow [www.stopbullying.gov](http://www.stopbullying.gov)'s definition of bullying: any unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated, or has the potential to be repeated, over time.

Bullying behaviors include, but are not limited to, the following examples: name-calling, teasing, deliberate exclusion from group activities, embarrassing or humiliating remarks, put-downs, physical or verbal sexual harassment, intimidation, or deliberate damage to another person's property. Students are instructed to report bullying issues to their teachers immediately. Teachers and administrators will respond with appropriate action.

**Harassment of any type, including in jest, is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.**

## **Prevention Programming**

As a Catholic school, Little Flower School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Little Flower School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

### **Parent/Guardian Cooperation**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Little Flower School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Little Flower School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Little Flower School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Little Flower School.

### **Technology and Internet Usage**

Student Responsibilities When using any Technology Equipment, All Students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied WIFI or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher’s permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher’s request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student’s teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student’s teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students’ personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student’s computer files or any other Technology Equipment when required for the maintenance of the school’s Technology Equipment, in emergencies, in the course

of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

#### Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

**Acceptable Use of Technology and Internet by Students in Catholic Schools:** Students shall use all Technology Equipment, including, but not limited to, computers, networking systems, Internet, mobile devices, tablets, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies. Middle School homeroom teachers collect students' cell phones at the beginning of the day and return them at the end of the day so that they are not a distraction to learning.

**When using the School's Technology Equipment, all students:** shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not "surf" the Internet or visit Facebook, or any other social networking websites while at school; shall not log on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses

or telephone numbers or the name and location of the school. **Each parent/guardian must review the Technology and Internet Usage Agreement signed on TADS with the student prior to the first day of school.**

### **Threats**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Little Flower School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

### **DISCIPLINE PROCEDURES**

Minor infractions will result in a written warning/demerit, exclusion from certain privileges, additional assignments, and/or a phone call, email, or note home to parents. Such infractions include, but are not limited to...

- chewing gum
- non-compliance with dress code
- tardiness in the morning or at change of classes
- other minor violations of school rules as determined by principal

Major infractions will result in detention/suspension. Parents will be notified promptly. **Students exhibiting these types of behavior will be ineligible for basketball, cheerleading, field trips, Student Council and/or other school-sponsored activities for a minimum of two weeks.** Such infractions include, but are not limited to...

- repetition of minor infractions
- disrespect for administration, faculty or staff
- use of obscene, profane or abusive gestures or language, either spoken or written
- questionable books or pictures
- disrespect toward other students
- disruptive behavior
- any action which endangers the health or safety of others
- stealing, cheating, lying or plagiarism
- leaving class or school grounds without permission
- refusal to obey class or school rules or regulations
- threatening or intimidating another student with physical harm
- sexual harassment
- fighting and other acts of violent behavior
- willful destruction of personal, school or church property - restitution will be required
- truancy

- possession of anything that can be construed as a weapon, whether on the school bus, inside or outside of the school
- use of pagers, cell phones, laser lights, Kindles or other tablets, CD players, iPods or MP3 players, radios or toys or anything else that will detract from the learning environment without prior permission from a teacher
- possession of matches, lighter or other dangerous substances whether on the school bus, inside or outside of the school
- any action or conduct whether on the school bus, inside or outside of the school which is a detriment to the good name of Little Flower School
  
- serious violations of school rules as determined by the principal

The severity of the major infraction and the student's history of infractions will determine whether the student receives a detention or suspension. The principal is the final recourse in all discipline matters.

The administration of Little Flower School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day.

The following **disciplinary action** regarding referrals will apply to students in grades 4-8:

1. Email or call home (or written demerit to be signed by parent)
2. Detention with teacher
3. Referral to principal
4. Conference with parents and principal
5. Detention with principal
6. Suspension
7. Expulsion

Grades 4-8 use a demerit system to hold students accountable for their actions. Parents are notified each time a student receives a demerit and are asked to sign and return the Demerit Notification Form. After receiving 3 demerits, students will be assigned to detention. After 3 detentions, a conference will be required with the teacher(s) and the child's parent.

### **Detention**

Detentions are served from 3:00 – 4:00 p.m. Parents are required to arrange for transportation and to pick up their child on time. Parents arriving late to pick up their child from detention will be charged \$1.00 for every minute. Parents will be notified at least one day before a detention is to be served. Failure to report to a detention, or repeated detentions, will result in suspension.

## **Suspension**

Suspension is a serious matter. Suspensions may be from one to five days in length. In-school and out-of-school suspensions may be implemented. Students are responsible for work missed, but the teacher is under no obligation to assist the suspended student with assignments or make-up work.

Parents will be notified immediately after the infraction has occurred, and a conference will be held with all parties involved. Students and parents must meet with the principal and develop a plan to ensure that a similar infraction will not occur again. Repeated suspensions could result in expulsion at the discretion of the principal and the administrator.

## **Expulsion**

Expulsion is an extremely serious matter. Parents will be notified, and a conference will be held immediately. Expulsion will be used when, in the opinion of the principal and the administrator, the good of the school community outweighs the need of the individual student to continue at Little Flower School. Such infractions include, but are not limited to...

- use or possession of narcotics, alcohol, tobacco or other potentially harmful substances on school grounds
- use or possession of any type of weapon(s)
- physical assault on any member of the administration, faculty or staff
- robbery
- arson
- repetition of major offenses with no sign of improvement
- extreme violations of school rules as determined by the principal and/or administrator

## **ATTIRE REQUIREMENTS FOR ALL STUDENTS**

Students are expected to be well-groomed at all times as determined by the principal or administrator. Shirts or blouses with collars must be buttoned and **tucked in** at all times. Socks should not contain any name-brand logos or striping. Stained, faded, worn-out, oversized, or tight clothing is prohibited. Make-up, colored nail polish, and gel/acrylic nails are not allowed. Hair color must be natural and hairstyles should be conservative in nature. Boys' hair should not cover their face or ears or extend past their collar. Facial hair is not permitted. Hair accessories should be simple and limited to school colors (red, white, navy) or brown or black. Jewelry is not permitted, other than one simple post earring in each earlobe, a simple wristwatch, and a simple chain around the neck to hold a religious medal or crucifix. Eyeglasses should not be worn as an accessory; only prescription eyeglasses are permitted. **The school administration reserves the right to decide what is acceptable for school dress.**

The school uniform must be worn in its entirety from the opening to the closing of the school day, unless otherwise indicated. **Students breaking any part of the uniform code will receive a referral/demerit and lose the privilege of being out of uniform on TAG days, when the uniform is optional.**

**Parents are expected to reinforce the dress code with their children. Little Flower School reserves the right to deny access to school or school activities to any student wearing inappropriate clothing. Parents will be called to deliver the appropriate attire.**

## **SPIRIT WEAR**

The Little Flower School Booster Club sells Spirit Shirts and Sweatshirts each year to promote school spirit and raise funds for our athletic teams. Spirit shirts may be worn with P.E. sweatpants on Fridays during basketball season, unless otherwise noted by the school administration. Hoodie sweatshirts are only to be worn outside.

## **UNIFORM DRESS CODE FOR GIRLS**

### **Girls - PreK and Kindergarten**

#### *Regular All Year Uniform*

- Solid navy knit shorts or skort (Aug., Sept., April, May and June)
- Solid navy knit sweatpants (October – March)
- White or red polo shirt (long or short sleeve) with school logo
- Solid white or navy socks or opaque tights
- Athletic shoes (characters or lights are not permitted)
- Optional
  - white or red sweatshirt with school logo
  - navy half zipper fleece pullover with school logo

### **Girls - Grades 1-5 / Winter Dress Uniform**

#### **(BEGINS OCTOBER 1<sup>st</sup>)**

- School jumper (length – jumpers must touch the top of knee to no higher than 3 inches above the top of the knee) or navy Dockers style pants w/ vest
- Black or brown belt required for grade 4 and grade 5
- Plain white blouse (round or pointed collar)
- Navy sweater vest or red cardigan sweater with school logo (optional with jumper; required with pants)
- Solid white or navy socks or opaque tights
- Black, dark brown or navy ***dress shoes*** (athletic shoes, clogs, open toed, sling-back shoes or shoes with a heel higher than 1 inch are not acceptable)
  - Suggested dress shoe styles such as Sperry's, Top Siders, Oxfords or Dirty Bucks are available at JC Penney, Sears and Kmart, which is now a Lands' End company

### **Girls - Grades 1-5 / Summer Dress Uniform**

May be worn in place of winter dress uniform (Aug., Sept., April, May and June)

- Navy walking shorts **or** skort (top of knee to 4 inches above the top of the knee) **or** Dockers style pants
- Black or brown belt required for grade 4 and grade 5



- White or red polo with school logo
- Solid white or navy socks
- Black, dark brown or navy ***dress shoes*** (clogs, open toed, sling-back shoes or shoes with a heel higher than 1 inch are not allowed) **or** ***athletic shoes*** (characters or lights are not permitted)
  - Suggested dress shoe styles such as Sperry's, Top Siders, Oxfords or Dirty Bucks are available at JC Penney, Sears and Kmart, which is now a Lands' End company

#### **Girls - Grades 1-5 / P.E. Uniform**

- Solid navy knit or mesh shorts (top of knee to 4 inches above the top of the knee - Aug., Sept., April, May and June)
- Solid navy sweatpants (October to March)
- White or red polo shirt with school logo
- Solid white or navy socks
- Athletic shoes (characters or lights are not permitted)
- Optional
  - white or red sweatshirt with school logo
  - navy half zipper fleece pullover with school logo

#### **Girls - Grades 6-8 / Winter Dress Uniform**

**(BEGINS OCTOBER 1<sup>ST</sup>)**

- Kilt or skort (length – bottom of skirt must touch the top of knee to no higher than 3 inches above the top of the knee) or navy Dockers style pants w/ vest
- Black or brown belt
- Plain white blouse (round or pointed collar)
- Navy vest or red cardigan sweater with school logo
- Solid white or navy socks or opaque tights
- Black, dark brown or navy ***dress shoes*** (athletic shoes, clogs, open toed, sling-back shoes or shoes with a heel higher than 1 inch are not allowed)
  - Suggested dress shoe styles such as Sperry's, Top Siders, Oxfords or Dirty Bucks are available at JC Penney, Sears and Kmart.

#### **Girls - Grades 6-8 / Summer Dress Uniform**

May be worn in place of winter dress uniform (Aug., Sept., April, May and June)

- Navy walking shorts (top of knee to 4 inches above the bottom of the knee) **or** navy Dockers style pants
- Black or brown belt
- White or red polo with school logo
- Solid white or navy socks
- Black, dark brown or navy ***dress shoes*** (clogs, open toed, sling-back shoes or shoes with a heel higher than 1 inch are not allowed) **or** ***athletic***

*shoes* (neon colors, bright colors, characters, or lights are not permitted)

- o Suggested dress shoe styles such as Sperry's, Top Siders, Oxfords or Dirty Bucks are available at JC Penney, Sears and Kmart, which is now a Lands' End company

### **Girls - Grades 6-8 / PE Uniform**

- Solid navy knit or mesh shorts (top of knee to 3 inches above the top of the knee - Aug., Sept., April., May, and June)
- Solid navy sweatpants (October to March)
- White or red polo shirt with logo
- Solid white or navy socks
- Athletic shoes (characters or lights are not permitted)
- Optional
  - o white or red sweatshirt with school logo
  - o navy half zipper fleece pullover with school logo

### **UNIFORM DRESS CODE FOR BOYS**

#### **Boys - PreK and Kindergarten**

##### *Regular All Year Uniform*

- Solid navy knit or mesh shorts (Aug., Sept., April, May and June)
- Solid navy knit sweatpants (October – March)
- White or red polo shirt (long or short sleeve) with school logo
- Solid white or navy socks
- Athletic shoes (characters or lights are not permitted)
- Optional
  - o white or red sweatshirt with school logo
  - o navy half zipper fleece pullover with school logo

#### **Boys - Grades 1-3 / Winter Dress Uniform**

##### **(BEGINS OCTOBER 1<sup>ST</sup>)**

- Navy Dockers style pants
- Black or brown belt (optional)
- White or red polo shirt with logo (long or short sleeve) or white dress shirt (long or short sleeves)
- Navy sweater vest with school logo (required with dress shirt)
- Solid white or navy socks
- Black, dark brown or navy *dress shoes* (athletic shoes are not allowed)
  - o Suggested dress shoe styles such as Sperry's, Top Siders, Oxfords or Dirty Bucks are available at JC Penney, Sears and Kmart, which

is now a Lands' End company

**Boys - Grades 1-3 / Summer Dress Uniform**

May be worn in place of winter dress uniform (Aug., Sept., April, May and June)

- Navy walking shorts (top of knee to 4 inches above the top of the knee) OR navy Dockers style pants
- Black or brown belt (optional)
- White or red polo with school logo
- Solid white or navy socks
- Black, dark brown or navy ***dress shoes*** (clogs, open toed, sling-back shoes or shoes with a heel higher than 1 inch are not allowed) **or athletic shoes** (characters or lights are not permitted)
  - Suggested dress shoe styles such as Sperry's, Top Siders, Oxfords or Dirty Bucks are available at JC Penney, Sears and Kmart, which is now a Lands' End company

**Boys - Grades 1-3 / PE Uniform**

- Solid navy knit or mesh shorts (top of knee to 4 inches above the top of the knee); (Aug., Sept., April, May and June)
- Solid navy sweatpants (October to March)
- White or red polo shirt with school logo
- Solid white or navy socks
- Athletic shoes (characters or lights are not permitted)
- Optional
  - white or red sweatshirt with school logo
  - navy half zipper fleece pullover with school logo

**Boys - Grades 4-8 / Winter Dress Uniform**

**(BEGINS OCTOBER 1<sup>ST</sup>)**

- Navy Dockers style pants
- Black or brown belt
- White dress shirt, tie and navy sweater vest with school logo
- Tie: Red, white and navy blue striped or solid red or solid navy blue
- Solid white or navy socks
- Black, dark brown or navy ***dress shoes*** (athletic shoes are not allowed)
  - Suggested dress shoe styles such as Sperry's, Top Siders, Oxfords or Dirty Bucks are available at JC Penney, Sears and Kmart, which is now a Lands' End company

### **Boys - Grades 4-8 / Summer Dress Uniform**

May be worn in place of winter uniform (Aug., Sept., April, May and June)

- Navy walking shorts (top of knee to 4 inches above the top of the knee) **or** Dockers style pants
- Black or brown belt
- White or red polo with school logo
- Solid white or navy socks
- Black, dark brown or navy ***dress shoes*** (clogs, open toed, sling-back shoes or shoes with a heel higher than 1 inch are not allowed) **or** ***athletic shoes*** (characters or lights are not permitted)
  - Suggested dress shoe styles such as Sperry's, Top Siders, Oxfords or Dirty Bucks are available at JC Penney, Sears and Kmart, which is now a Lands' End company

### **Boys - Grades 4-8 / P.E. Uniform**

- Solid navy knit or mesh shorts (top of knee to 4 inches above the top of the knee); (Aug., Sept., April, May, and June)
- Solid navy sweatpants (October to March)
- White or red polo shirt with school logo
- Solid white or navy socks
- Athletic shoes (characters or lights are not permitted)
- Optional
  - white or red sweatshirt with school logo
  - navy half zipper fleece pullover with school logo

### **OUT-OF-UNIFORM OCCASIONS**

On special days, students are permitted to come to school out-of-uniform (e.g.: birthdays, TAG days, school-sponsored activities). Out-of-Uniform dress is not permitted on Mass days or while on field trips. Jeans (without holes) may be worn, as well as athletic shoes and t-shirts. Clothing must be clean, modest, appropriate and properly sized. Tank tops, tops with spaghetti straps, or crop tops that leave the midriff bare above the waistband are not permitted; shorts or skirts may not be more than four inches above the top of the knee. Leggings or other tight pants are not permitted. Normal daily school rules regarding jewelry and make-up will apply on these days also. (See *Attire Requirements*.)

### **CARE OF SCHOOL PROPERTY**

Students are expected to take proper care of all school property and materials. **Textbooks are to be covered at all times with the student's name and grade on the cover.** Book covers are provided by the school free of charge. Students will be assessed a fee for any damage to books as well as for books that are misplaced. The student and his/her family will pay for any willful destruction of property.

## **PROHIBITED ARTICLES**

The school has all essential sports equipment. Therefore, students are not to bring sports equipment of any kind to school unless otherwise given permission by the principal. Students are not permitted to use cell phones on school property. Cell phones, with the permission of a parent, are permitted, but must be given to the teacher at the beginning of the day for safekeeping during the day and then are returned to students at dismissal. Radios, iPods, MP3 players, tablets, electronic games/gadgets, skateboards or toys are prohibited at school without prior permission from the principal. These items, or anything that could be construed as a weapon, will be confiscated by school staff and placed in a secure location until the last day of school. The school cannot be responsible for loss or damage done to any of the above items.

## **ATTENDANCE**

Regular, on time attendance is imperative for individual student success as well as the smooth operation of our whole school. Habitual tardiness not only causes the tardy student to feel as though they are behind and needing to play “catch-up”, but also unfairly disrupts the whole class, already in progress.

**The school day starts at 7:45 a.m. Any child arriving after 7:45 a.m. will be considered tardy. Parents must enter the building and sign in students who arrive after 7:45 a.m. Tardies are only considered excused if they are because of a medical or dental appointment, in which case proper documentation is required.**

**When a student is absent, parents should notify the school by 8:00 a.m. on the morning of the absence by calling or emailing the office ([lfsoffice@littleflowercatholic.org](mailto:lfsoffice@littleflowercatholic.org)) as well as the child’s teacher**, unless prior notification has been made. Students are responsible for obtaining make-up work. Students are required to make up all classwork, tests, homework and other assignments missed during an absence from school upon his/her return to school. Time allowed for make up work due to *extended* illness or other *extended* excused absences will be at the discretion of the principal. **A written explanation of an absence signed by a parent or guardian must be presented to the homeroom teacher the day a student returns to class after an absence.** If a student is absent and needs school work to be sent home, please make arrangements by calling the school office between 8:00 a.m. and 9:00 a.m. Homework may be picked up from the front office from 3:15 - 4:00 p.m. or sent home with a sibling or another student at the parent’s request. **Requests to pick up homework prior to the end of the school day are disruptive to the students and the teachers and should be avoided.** Any student absent for more than 4 hours in a day will be marked absent for the entire day.

Regular attendance is required by law and for scholastic progress and achievement. Only illness or serious complication should warrant absence from class.

**IT IS REQUESTED THAT ALL MEDICAL AND DENTAL APPOINTMENTS BE SCHEDULED FOR AFTER-SCHOOL HOURS. WHEN THIS IS NOT POSSIBLE, PRIOR WRITTEN NOTIFICATION IS NECESSARY (EMAIL WILL SUFFICE).**

## **Archdiocesan School Attendance**

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

**Any student accumulating forty (40) or more unexcused absences within a full school year shall not be promoted, and the school must file a formal truancy complaint in the appropriate jurisdiction.**

## **TRANSPORTATION**

LFS strongly encourages the use of the bus service provided by the county. The St. Mary's County Bus Regulation pamphlet will be given to each student at the beginning of the school year. It is recommended that you begin using the bus the first week of school when everyone will be giving very special attention to the new students, especially the younger ones.

If you have questions regarding St. Mary's County Non-Public Transportation, you may contact the Transportation Office at 301-863-8400, extension 1124, or email Becky George at [Becky.George@stmarysmd.com](mailto:Becky.George@stmarysmd.com)

If a change in bus transportation is deemed necessary, the parent must call the transportation office prior to the change **and** complete the necessary paperwork. **All changes must be approved through the Transportation Office or they will not be honored by Little Flower School.** This is for the safety of the child.

Any change in a student's dismissal routine requires notification from the parent/guardian. Unless we receive notification directly from the parent/guardian, children will be required to follow their regular dismissal routine.

**If parents are picking up children early from school, parents must sign students out on the lobby computer. In order to respect instruction, and to avoid cars and buses already in the lot at that time, unless there is a family emergency, students will not be called from**

**class to the front office for early dismissal after 2:30 p.m.**

On Early Dismissal days, all children must exit the building by 1:00 p.m. No foot traffic is permitted in the parking lot while dismissal is in process.

### **CAR/BUS ARRIVAL PROCEDURE**

In compliance with the liability insurer, students will not be permitted to enter the building prior to 7:30 a.m. Cars enter at the Little Flower School sign and wait along the grass. Cars will begin to unload at 7:30 a.m. at the direction of faculty/staff monitors. The children will enter the building through the front door.

Please pull forward so that 4 or 5 cars can off-load at the same time. Cars then proceed, upon staff direction, to the stop sign, where **a right turn only** is permitted (*see diagram*). Cars turn **right only** at the Little Flower School sign upon exiting. (*See diagram.*) If necessary, turn around by the Holy Face bell tower or in Callaway. Please do not turn around on private property.

If you need to drop items off or you have other business, wait in line, discharge the children and then pull into a parking space as directed by the traffic monitors. Parents must remain in their vehicles at all times. The monitor is responsible for unloading the children.

***All cars must remain in place in the line; passing any vehicle is prohibited.* PARENTS SHOULD NEVER USE THE HOLY FACE ENTRANCE IN THE MORNING BETWEEN 7:20 A.M. AND 8:00 A.M. DUE TO BUSES IN THAT PORTION OF THE LOT.**

All buses enter at the Holy Face Church sign. Bus riders begin unloading at 7:35 a.m. The buses then park on the blacktop between the rectory and field to allow the transfer of students remaining on the buses and attending other schools. The buses then exit at the Holy Face sign.

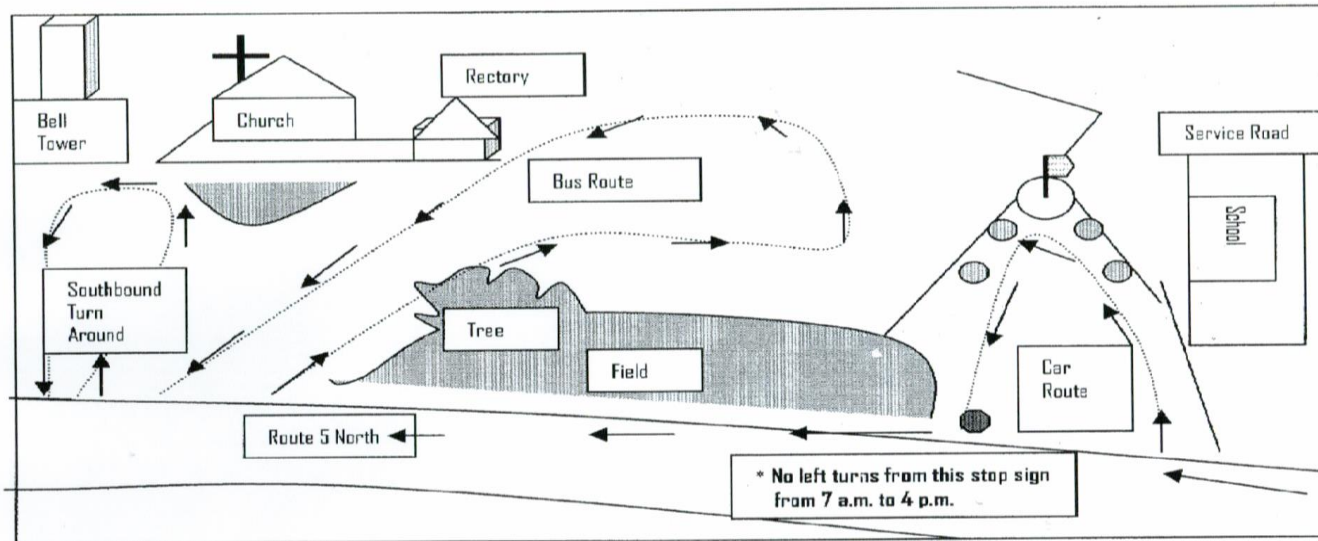
### **CAR/BUS DISMISSAL PROCEDURE**

Cars enter at the Little Flower School sign and wait along the grass behind the STOP sign. Please follow the same procedure for drop off. Children who carpool will wait for their ride in the “safety zone” in front of the school building.

Cars turn **right only** at the Little Flower School sign upon exiting. (*See diagram.*) If necessary, turn around by the Holy Face bell tower or in Callaway. **Please do not turn around on private property as this upsets the neighbors and community members who support our school.**

After dismissal, teachers are not responsible for children. Children needing care after school hours must be enrolled in the ACP.

## ARRIVAL/DISMISSAL MAP



## VISITORS AND VOLUNTEERS

All visitors and volunteers must *check in* on the lobby computer. Visitors and volunteers must have made arrangements with the teacher in advance if visiting the classroom during the school day. This is to protect instructional time. All volunteers who will have contact with children must be Virtus-approved. (See Child Protection Policy for more information.) Items such as lunches, snacks or book bags brought in by parents after the start of the school day will be left with the front office. It is also necessary to *check out* on the computer upon leaving the building. This is especially necessary in order to accurately record volunteer time.

## TELEPHONES

The school office phone must be available for business transactions and emergencies. The office will deliver emergency messages from home to the student or make the proper calls if a student becomes ill. If a student forgets something at home, it is his/her responsibility to face the consequences, and will not be granted permission to call home. Students using the phone without permission will receive disciplinary action.

## FIELD TRIPS

Field trips, though an extension of our academic program, are considered a privilege, not a right. Only ADW/LFS permission slips will be accepted for authorization for all field trips. Permission forms may not be altered in any way. Students who have not returned a signed permission



slip and fee for the trip will not be permitted to attend the trip. Any student not participating in the activity will remain in school to be supervised by a classroom teacher.

If your child requires an application of sunscreen on a field trip, a permission slip must be sent to school along with the sunscreen. Please note that teachers and other chaperones are not permitted to apply sunscreen to any child other than their own. Children must apply the sunscreen themselves.

School rules apply to all students on field trips. Chaperones are therefore expected to enforce our school rules.

Students must be transported by authorized mode of transportation only. The number of chaperones is determined by the nature of the field trip. **All chaperones must be in compliance with the Child Protection Policy.** Please visit or call the front office for all paperwork regarding Child Protection. In order to give full attention to the students, chaperones may not bring younger or older children on field trips. Please follow early dismissal procedures if you plan to take your child out of school before the end of the day.

Field trips may be canceled at the last minute should Homeland Security raise the level of alert to “Code Orange.” Little Flower School will follow the field trip guidelines of the Catholic Schools Office and the St. Mary’s County Public Schools with regard to Homeland Security.

## **LEGAL ISSUES**

### **Custody Issues**

Parents are highly discouraged from involving Little Flower School in custody disputes. The school aims to maintain a safe, neutral, nurturing environment for its students and does not take sides in custody disputes.

### **Records**

Any parent who wishes to view their child's official record must make the request to the principal in writing. Parents of students transferring to other schools must notify Little Flower School in writing and must sign an official release form before records are forwarded to the receiving school.

### **Search and Seizure**

(New Jersey vs. T.L.O. 105 S.Ct 733(1985))

The Supreme Court has ruled that a school official need only have a reasonable cause to search a student’s belongings. Little Flower School reserves the right for school officials to search a student's belongings.

### **On-Going Investigations**

Little Flower School reserves the right to withhold services from any student who is the subject of an on-going investigation by police or other

authorities.

**Amendment of Handbook**

The contents of this handbook are subject to change by the administration. In the event of any changes, notification will be sent through the Wednesday Letter and posted on the website.