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# Little Flower Catholic School

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*"The Catholic school finds its true justification in the mission of the Church; it is based on an educational philosophy in which faith, culture and life are brought into harmony."*

*(The Religious Dimension of Education in a Catholic School, Congregation for Catholic Education, 1988, para. 34)*

Little Flower Families,

I am so proud and honored you have entrusted Little Flower Catholic School with your student. Although Catholic schools have grown and changed over the years, they continue to be a beacon of what is good and right. My mission as a Catholic school leader is to continue to listen, learn, love, teach and grow in the tradition of the faith. I believe I can inspire and nurture the teachers under my care so they can inspire and nurture faithfully our children, our future. With a glad heart and hope filled spirit I believe in Catholic schools.

Your choice of Little Flower Catholic School has shown that you too believe in Catholic schools to provide a foundation of faith, discipline, diversity and academics for all students. Little Flower's dedicated teachers, staff and administration along with the pastoral leadership of Fr. John Lynes promises to partner with parents, who are the primary educators of children. Parents support us with your time, your talents and treasures every day. We are truly grateful.

As the school year begins, I promise my door is always open for you and your family. Together we are

***Preparing your children for college, career and heaven.***

Joyfully in Christ,

Alesa A. Weiskopf  
Principal

## **GENERAL INFORMATION**

### **History**

Little Flower Catholic School opened its doors in 1934, welcoming the first of many generations of students to grace the halls of Little Flower Catholic School. At the time of its opening, three Sisters of St. Joseph, who lived at St. Patrick's convent, staffed the school. The pastor was Father Jimmy Byrnes, remembered fondly by former students and parishioners.

In 1936 a small, one-room building was constructed behind the church to serve as a kindergarten and remained in operation for only three years. In 1944, a new building was constructed which is now referred to as the West Wing. At that time, the convent was on the second floor of the school. The Sisters moved across the street to a newly constructed convent in 1951.

In 1954, ground was broken for an additional building to accommodate the seven hundred thirty-two students enrolled in grades one through eight. The school was staffed with twelve teaching sisters and three lay teachers. Between 1958 and 1965, another kindergarten was started and the Jimmy Byrnes gymnasium was added. The school community consisted of four hundred thirty-two students, one sister-principal, an assistant principal, twenty-two teachers, five cafeteria personnel, a custodian and two maintenance personnel. A pre-school program for three and four-year olds was added in 1987.

Through the years, the spirit of Father Jimmy Brynes has continued through the pastoral leadership of: Most Reverend Joseph Vath, Monsignor David Sullivan, Monsignor Timothy Deasy, Reverend Matthew Sindik, Monsignor Maurice Shields, Reverend Mark Neske, and Reverend David Carruci. The current pastor is Fr. John Lynes. The school has always been an integral part of Little Flower Parish. Historically it has been a parish with a unique spirit, and it remains so today.

Little Flower School has consistently offered quality education to Little Flower parishioners, students from parishes without schools, and non-Catholic students. The faculty includes twelve professionals, including a physical education teacher, a part-time media specialist, two part-time resource/tutors.

The religion program and our Catholic identity are integral parts of the curriculum. The sacramental components involve the school staff, student and family members. First Reconciliation and First Eucharist are celebrated in the second grade.

In 1993 Little Flower Catholic School had the pleasure of being in the forefront of Catholic education and service by hosting the first ACE teachers through the University of Notre Dame. Founded by Rev. Timothy R. Scully, C.S.C., and Rev. Sean McGraw, C.S.C, ACE helps meet the need for talented, well-trained young people to teach in Catholic Schools. The goal is to sustain and strengthen Catholic education, especially in under-resourced school, by forming a next generation of committed, faith-filled Catholic school teachers. We are proud to have these exceptional teachers be a part of our school community for during their two-year commitment.

A science lab was made possible for the year 2000-2001 with another grant from the Bedsole Foundation. The Little Flower Development Committee continues to work to obtain grants and sponsors to benefit the school and to promote the growth of the Little Flower School Endowment Fund established in honor of Fr. Jimmy Byrnes.

In December of 2004, Sr. Mary Joyce Bringer announced her retirement and the Little Flower Catholic School Board began a search for a new principal. In the spring of 2005 the first lay principal, Ms. Clara Brunk, was hired. During the 2014-15 school year Little Flower Catholic School proudly celebrated its 80<sup>th</sup> year. After 10 years as principal and 40 years of service to education, Ms. Brunk retired. She and Sister Mary Joyce continue to serve Little Flower School and Parish. Ms. Alesa A. Weiskopf, after 24 years as teacher in the school, serves as principal.

## **Accreditation**

Little Flower Catholic School has met the criteria for educational quality established by the Cognia Global Commission. It has also met all the requirements of the Archdiocesan Department of Catholic Education and a member of the National Catholic Education Association (NCEA)

## **Archdiocese of Mobile Philosophy**

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

### **Catholic Schools will:**

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

## **Mission**

Our mission is to teach, learn and grow in the traditions of faith. Through our Catholic values and the “Little Way” we prepare our students for college, career, and heaven.

## **Vision**

Little Flower Catholic School will be a school that:

- treasures the teachings of Jesus and through those teachings develops a sense of community and of service to others.
- employs individuals who desire to ground children in faith and the teachings of the Catholic Church.
- encourages teachers/staff to put Catholic values into action.
- is rich in diversity and where differences are readily accepted and respected.
- expects and nurtures in students a love of learning and a commitment to becoming active learners.
- works with family and communities as a team to enrich the total fiber of each child.

## **Goal**

College, Career and Heaven

## **School Song**

From the preschool to the eighth grade Little Flower is our school.

We will always be so faithful to her and to her rules.

The students, faculty and principal are a very spirited team.

We are proud to be the Vikings of Little Flower School. GO VIKINGS!

## ADMISSION

*Little Flower Catholic School is non-discriminatory with regard to race, gender, color, national origin and disability, if with reasonable accommodations, the student can meet the academic and behavioral standards of the school; i.e. the school has the resources needed to meet the student's needs.*

### **In-school Registration**

Pre-Registration for current families enrolled in Little Flower Catholic School will be in January. A registration form will be sent home and available in the school office. If your child/ren is/are currently enrolled students, their names will be added to the June class list only if all academic requirements, behavioral standards, and financial obligations have been met. A parent who has not completed all registration forms and who has not paid the \$150.00 registration fee will not be guaranteed a place on the roll after June 1 of the current school year.

### **New Student Registration**

New student registration will begin the last week of January during Catholic Schools Week. Students will be admitted to Little Flower Catholic School if they meet the following criteria:

- The school is suited to his/her needs.
- There is a vacancy in the grade in which the student will be enrolled.
- The conditions for admission to the school set both by the school and the state have been met.
  - Age Requirements
  - K-4 Child must be four on or before September 10
  - K-5 Child must be five on or before September 10
  - 1<sup>st</sup> Grade Child must be six on or before September 10

Your child will be considered for admission to Little Flower Catholic School after the following registration procedures have been completed. **Students may not attend the first day of school without this documentation.**

- Completed and returned registration packet.
- Copy of most recent report card and copies of any previous testing is received.
- Original birth certificate with state seal, State of Alabama Immunization form, Baptismal certificate (if Catholic academic records are evaluated and consultation with student's principal of the previous school by principal of Little Flower Catholic School has occurred.
- Interview with you and your child by admissions committee is completed.
- Admissions Placement Assessment
- Follow-up interview is held if deemed necessary.
- Payment of all fees and first month's tuition.

Parent or guardian will be contacted concerning your child's admission within a week of the final interview. On receipt of this acceptance, parents will pay the registration fee.

**Any attempt to withhold information or to give false information may result in a request to remove your child/ren from the Little Flower Catholic School rolls.**

## Financial Obligations

In placing your child in this school, you as parent or guardian take on the responsibility of paying tuition. Neglecting or running late with tuition payments interrupts the child's learning process. **If you fall behind more than 20 days, your child will not be allowed to attend until tuition has been caught up. Please take this responsibility seriously. Registration, fees, and monthly tuition must be paid prior to the students first day of school.**

## Payment Policy

Parents have several options to pay tuition:

1. FACTS payment plan. You may choose between three payment plans: 1) Annually 2) Quarterly 3) Monthly with either the 5<sup>th</sup> or 20<sup>th</sup> of each month as your payment date. An automatic payment option can be made from a checking or savings account and/or credit/debit cards. FACTS: <https://online.factsmgmt.com>
2. Full year tuition due August 1 of the current school year

## Other Finance Policies

Statement of accounts will be emailed monthly. If tuition is **more 20 days behind**, the student will **NOT** be permitted to attend school until the financial obligations are met and/or arrangements are made with the finance office.

- A late fee of **\$35.00** will be charged each month for payments after the 10<sup>th</sup> of each month.
- All payments received are applied first to the oldest outstanding item, including any prior year balance!
- Tuition is non-refundable should a family withdraw or be asked to withdraw before the end of a month in which the child is in attendance.
- Transcripts, report cards and diplomas will not be issued until all financial obligations are settled for the current year including library books and fines, and After School Care. Students may be denied participation in sports, field trips and other school related activities if tuition is in arrears.
- Registration **will not be accepted for next school year** until all debts owed to this or any other Catholic School has been cleared. If tuition becomes delinquent after early registration the child(ren) will be considered conditional until all debts have been cleared from the previous year.

For additional information contact Mrs. Beverly Crews at 479-5761 on Tuesdays from 2:00-4:00 pm or 251-929-4498.

## After School Care

Little Flower School will provide a safe, caring, and fun environment for students from the close of school until 6:00 PM. The program will serve children in grades preschool through eighth, and allots time for homework, snack, and recreation. **When school is in session a half-day, there will be no after school care. Any student not picked up from school by 3:15 pm will be sent to After School Care and will be charged a drop in fee. This fee is paid the day of service.**

- Your child will report to the After-School staff in the west wing immediately following the 3:00 bell.
- He/she will check in when they arrive and you must sign your child out when you pick up your child.
- Your child may not be signed out by anyone who is not on the form.

- If you wish anyone else to pick up your child, written permission must be given.
- Your child may not leave the premises without a written note from you. This pertains to dance, sports and, etc.
- You may sign up for this service after school begins. AFTER SCHOOL CARE IS NOW LOCATED IN THE PRESCHOOL BUILDING.

Fee	Amount	Number of Children
Registration	\$15.00 one per year	Per child
Full-time Fee	\$75.00 a week*	First child
	\$110.00 a week	Two children
Drop in Fee *	\$15.00	Registration first day per child
	\$15.00	First child
	\$22.00	Second child
	\$29.00	Third child
Late Pick up**	\$1.00 per minute after 6:00	
*Price discounted if prepared for the month		

- **\*Drop in fees must be paid the day of service (students not picked up after 3:15 pm)**
- **\*\*Late fee must be paid that day**

**Chronic late fees may result in your child being removed from the program and the fees will be added into your tuition by the finance office.**

## ADMINISTRATION

Little Flower Catholic School is a ministry of Little Flower Catholic Parish.

### **Pastor**

The pastor is the spiritual leader of the church and school community of the parish. The pastor shares in the work of the Archbishop of Mobile. As a delegate of the Archbishop, the pastor is the administrative head of the parish and school.

### **School Principal**

The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to creative learning. The principal is responsible for the day-to-day operation of the school, and is the person primarily responsible for administering policies enacted by Little Flower Catholic School, School Advisory Council and the Office of Catholic Schools.

### **School Advisory Council (SAC)**

The SAC's primary functions are to assist the pastor and principal in developing policies for the school in conformity with the policies of the Archdiocese and laws of the State of Alabama, to assist in developing plans to acquire funding for the operation of the school, to assist in positive marketing and public relations for the school and assist with evaluating the effective performance of the school. Meetings are held on the third Wednesday of each month.

## Parent Teacher Organization Committee (PTO)

The PTO exists to provide a vehicle of communication between parents and teachers, and as a means to address questions, concerns, as well as bring fresh ideas for building school spirit and a sense of ownership among faculty, staff, students, and parents. This valuable organizational committee is part of the School Advisory Council.

## Faculty and Staff

Little Flower Catholic School is proud to have a committed, faith filled, professional and dedicated faculty and staff. The faculty includes twelve professionals, including a physical education teacher, a part-time media specialist and art teacher, two part-time /resource tutors. Faculty are licensed through the State Department of Education and work yearly on professional development to provide your student with the most currently educational methods and technology.

### Reverend John Lynes, Pastor

2053 Government Street  
Mobile, AL 36606  
478-3381

### Alesa A. Weiskopf, Principal

2103 Government Street  
Mobile, AL 36606  
479-5761

## Little Flower Faculty

Grade	Teacher		
PreK 3-4	Ms. Courtney Ward		cward@littleflowerschool.cc
Kindergarten	Ms. Alex Lilly		alilly@littleflowerschool.cc
First	Mrs. Hideliza Frank		hfrank@littleflowerschool.cc
Second	Mrs. Emily Milwee		emilwee@littleflowerschool.cc
Third	Mrs. Laila Hockman		lhockman@littleflowerschool.cc
Fourth	Ms. Maura Hutson		mhutson@littleflowerschool.cc
Fifth Grade			
Sixth	Ms. Mallory Hill	Grades 6-8 Social Studies and Religion	mhill@littleflowerschool.cc
Seventh	Ms. Sydney Brooks	Languages Arts (6-8)	sbrooks@littleflowerschool.cc
Eighth	Mr. Jacob Smith	Grades 6-8 Math and Science	jsmith@littleflowerschool.cc
Physical Education	Mr. Jordan Taylor	Grades K-8	jtaylor@littleflowerschool.cc
Library/Art	Ms. Tommie Angel	Grades K-5/ K-8	tangel@littleflowerschool.cc
Spanish	Mrs. Sonya Garcia	Grades K-5	sgarcia@littleflowerschool.cc
Title I Tutor	Ms. Pennie Deihs	Grades K-5	pdeihs@littleflowerschool.cc
Title I Tutor	Mrs. Kelly Poole	Grades 6-8	kpoole@littleflowerschool.cc
After School Care	Mrs. LaShaunda Wells		laushaunawells@littleflowerschool.cc

## Little Flower Staff

Secretary	Mrs. Loretta Daffin		ldaffin@littleflowerschool.cc
Cafeteria	Mrs. Angel Williams		awilliams@littleflowerschool.cc
Tuition	Mrs. Beverly Crews		bcrews@littleflowerschool.cc
Religious	Sr. Joanne Cozzi, D.C.		Sr.joanne@littleflowerschool.cc
Custodial	Mrs. Sharon Portella	<i>At Your Service</i>	

## ACADEMICS

### Archdiocesan Grading Guide

#### Kindergarten Academic and Skills

**Progress codes used:**    **C** – Demonstrates consistently and independently  
                                  **S** – Demonstrates sometimes with support  
                                  **N** – Needs continued development  
                                  **Blank** – Not assessed during marking period

**Grades 1 and 2 are evaluated using an A, B, C, D, F scale for Reading, Writing and Math**

**A** 90-100   **B** 80-89   **C** 70-79   **D** 60-69   **F** 0-59

**4,3,2,1 Scale is used for Religion, Social Studies and Science**

- 4** – Performing above grade level independently
- 3** – Performing at grade level
- 2** – Performing at grade level with continued assistance
- 1** – Performing below grade level

**Skills**                            **v** Student struggling with skill            **v-** Student below grade level with skill

**S,N** Used for PE, Art, Music, Foreign Language, Computer    **S** - Successful            **N** – Needs improvement

**Grades 3-8 are graded using an A, B, C, D, F, scale for all subjects except Art, Music, Computer, and Foreign Language**

**A** 90-100   **B** 80-89   **C** 70-79   **D** 60-60   **F** 0-59

Semester Exams- Students in grades 6-8 take semester exams. Exam grades, which count as two test grades, are averaged into the second and fourth quarter grades.

**Evaluating Conduct Code Grades 1-8**                            **O Outstanding**    **G Good**    **I Inconsistent**    **U Unsatisfactory**

### Books and Supplies

In order to minimize the cost of books to your family, books are rented. The amount is included in your fees payment. All books will be rented by your family and must be replaced if lost or damaged. Please have your child cover all hardback books to help protect them. Library books are your child’s responsibility while signed out in his/her name and must be paid for if lost or damaged. Please help your child be an Engaged Learner by making sure he/she has all the supplies needed throughout the year. **If a library book has not been returned, the student will not be allowed to check out another book until that one is returned or paid for. Report cards may be held as well as participation in field trips and other extracurricular activities.**

### Curriculum

The Archdiocesan Catholic Schools follow the State of Alabama Course of Studies as a minimum foundation for its grade level academic skills. The Catholic faith is the foundation upon every aspect of our curriculum is built. The teachings of Jesus are at the heart of our curriculum. It is our faith in Him that guides our efforts to meet the academic, physical, emotional and spiritual needs of our children while meeting and exceeding all requirements of the State of Alabama and the Office of Catholic Schools.

The academic program embodies the curriculum areas of Religion, Mathematics, Language Arts, Science, Social Studies and Fine Arts. The course of study for grades K-8 meets all the requirements of the Archdiocese of Mobile Office of Catholic Schools and the Alabama State Department of Education. The textbooks used by the students are from a recommended list issued by the Archdiocese of Mobile.

## Homework

Homework is assigned to reinforce skills taught in the classroom, to check for understanding, to teach study habits and time management, and to develop critical thinking. It is impossible to set strict time limits on the amount of homework given because individual differences cause students to vary in ability. In general, a child should spend ten minutes a night for each year in school. For instance, a second grader can expect twenty minutes per night, a third grader thirty minutes, and so on, exclusive of preparation for tests and long-term activities such as reports or projects. If a child, working steadily, cannot complete the routinely assigned work in a reasonable amount of time, the teacher should be contacted. Since children are expected to complete all assignments, failure to do so may alter the student's grade. **Participation in sports and other activities should not interfere with homework or a child's performance in school. Your child's first responsibility is to be a student and to participate fully in all aspects of his/her school experiences.**

Types of homework assignments include, but are not limited to:

- ✓ Completing unfinished classroom assignments
- ✓ Additional practice to strengthen new skills introduced in class
- ✓ Researching long-term or short-term projects
- ✓ Extended classroom reading
- ✓ Study materials for a test
- ✓ Other assignments as specified by the teacher

**Assignments, except for homework, will be lowered one letter grade for each day the assignment is late.** After three days, the child will receive a zero. At the teacher's discretion assignments may be turned in after the third day. Teachers may require students to redo an assignment if it is not submitted in a satisfactory manner. Homework is to be done the night it is assigned unless the teacher gives prior permission for it not to be completed.

## Honor Roll Requirements

- There is an "A" Honor Roll and an "A/B" Honor Roll.
- To qualify for the "A" Honor Roll a student must have all "A's" and no "I's" and no "U's" on conduct
- To qualify for the "A/B" Honor Roll a student must have all "A's/B's", no "I's" and no "U's" on conduct.
- To qualify for Improvement Award a student must maintain previous grades and go up at least one letter grade in an academic subject.

## Make-Up Work

Your child is responsible for obtaining make-up work from teachers upon returning to school after an absence. He/she will be allowed the same number of days as absent to make-up work. In the case of an unexcused absence, the faculty is not expected to make the same effort to help the student with make-up work as would be expected in cases of excused absences.

**Suspension from school is considered an unexcused absence.**

## Parent Plus Portal

Parent Plus Portals is an online program for you to keep up with your child's academics and behavior in grades 1 – 8 . It is recommended that you check your child's online grade status at least one time per week. Directions will be provided in August.

## Physical Education

The physical education program at Little Flower Catholic School requires active participation from students in grade K-8. The program is based on the State Department of Education Course of Study. The program is designed to meet the safety, health, physical and recreational needs of the students while fostering a Christian attitude toward good sportsmanship. All students must participate and dress out (grades 3-8) in Physical Education unless prohibited by a doctor. A doctor's written recommendation is required and must be on file at school. A parent's written request may excuse a student from P.E. for a short period of time (2 days maximum). Students who are out of P.E. for an extended amount of time may be given alternate assignments for assessment.

## Promotion/Retention

In decisions to "Promote or Retain" a student, the following factors must be considered:

1. Current report card grades
  - Retention in Grades 1 and 2 - A yearly average of "F" in Reading, Writing or Math
  - Retention in Grades 3-8: A yearly average of "F" in two core academic areas in grades 1- 8. (Religion, English, Reading, Math, Social Studies and Science)
2. Past academic records, previous grade retention, standardized test scores.
3. Age, emotional development and social skills of student.
4. Present grade placement
5. Present family history: divorce, death, siblings, etc. and parent support
6. Regular attendance
7. Approval of the principal

The possibility of retention will be discussed at the end of recording period (2<sup>nd</sup> through 4<sup>th</sup> quarter).

## Religious Activities

As a Little Flower student your child is **expected** to participate in each activity that is a part of our school life. We assume that your child's registration in a Catholic school indicates you wish him/her to attain the fullness of a good Christian life. Your child will receive daily instruction in the Faith. Our students prepare for the Sacraments of Reconciliation and First Eucharist in second grade. Our school community celebrates Mass together on a weekly basis. The Sacrament of Reconciliation in the form of a penance service is planned during the seasons of Advent and Lent. During the months of October and May the rosary is said weekly, generally on Monday mornings. During Lent students participate in Stations of the Cross each Friday. It is our wish to create a Catholic environment where Christian values are practiced.

See the Google calendar for dates and times of planned religious and other LFCS event. Link at [www.littleflowerschool.cc](http://www.littleflowerschool.cc) , School. Parents, School Calendar.

## Student Evaluation

Progress reports are given mid-quarter and report cards are issued quarterly. At the end of the first and third quarter you are required to attend a parent/teacher/student conference to pick up your child's report card. This enables you and the teacher to share the accomplishments and concerns about your child's progress. **Report cards will not be sent home and conferences will not**

**be held if fees and/or tuition are in arrears including After School Care and library fines. At the end of the second quarter parents are notified if student is in jeopardy of failure of grade level.**

## **Teacher Accessibility/Communication**

If you need to see a teacher, please call the school for an appointment. Each teacher also has an email available for parent communication. The teacher will respond and set up an appointment at the earliest possible time. Teachers are **NOT** available to meet during class time. Parents may **NOT** go to the classrooms without permission from the school office.

In order to respect our teachers' and their time with their families, teachers will not respond to parent communications after 7:00 pm; however, teachers will make every effort to respond to emails/phone calls from parents within 24 hours of receiving.

## **Testing For Special Needs**

Some students have special needs while attending our school. Little Flower School personnel may request a parent to have a student tested for a special need. **If this concern is ignored, Little Flower School has the responsibility to notify the parent that the child can no longer be served at our school.**

## **Title I Tutor**

Little Flower Title I Tutors are paid by federal funds and may work only with those students who meet specific requirements including academic and psychometric testing. Students will be pre and post tested. The tutors work closely with the classroom teachers. We have two part time tutor teachers for Grades K-8.

## **Tutoring**

If your child is tutored during the year, the tutor is responsible for contacting the teacher who will advise the tutor of the material which has been covered in class. Tutoring is a process which enables the student to review or strengthen skills. Tutoring is not learning subjects in advance of teaching in the classroom.

## **Virtues Program – Disciples of Christ**

What are the virtues of Christianity? A virtue is the habit of doing good, making it easy and delightful. A virtuous person is free! The Christian virtues give us freedom from being overpowered by temptations and our vices. Everyone is born with a capacity for virtue, but we need education and practice to attain the freedom, harmony, and balance of the virtuous, excellent human being. God gives us the theological virtues of faith, hope, and charity. These virtues adapt our finite human faculties for participation in the divine life, to be in relationship with God. The theological virtues infuse and give life to the four Cardinal virtues. Learn more about the virtues with the interactive virtue tree.

*Disciple of Christ, Education in Virtue* is more than a curriculum, it's a way of life—the means to a happy life. Education in Virtue provides easy-to-use resources and materials that are developed by the Dominican Sisters of Mary, Mother of the Eucharist and based on St. Thomas Aquinas' teachings on the virtues and gifts of the Holy Spirit. These resources provide a framework that helps all ages understand how to live a more virtuous life. We adopted Disciples of Christ as our yearly theme and parents will be updated throughout the year.

## Written Recommendations

Neither administration nor faculty will provide letters of recommendation for students, except in limited cases of college admissions, or for application to enrichment or extra-curricular programs.

## ATTENDANCE

### Arrival/Dismissal

- ✓ School hours are from 7:45 am to 3:00 pm. **Student supervision is NOT available prior to 7:15 a.m**

**Dismissal time is 3:00 p.m. You are asked to pick up your child promptly. If your child has not been picked up by 3:15 p.m there will be a \$1.00 per minute late charge at After School Care. We respect your time as well as our teachers' so please be prompt. Please make sure your child knows who will be picking them up in the afternoon to avoid needless telephone calls from the office.**

Attendance Guidelines for grades K through 8 per Archdioceses of Mobile Office of Catholic Schools states for an absence to be excused, the parent/guardian of the student must send **a written note** with the student within two days of the return to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

### Absences

Absences will be excused for:

1. Illness
2. Death in the immediate family
3. Emergency conditions as determined by the principal
4. Out of town trips with prior consent of the principal

Students are allowed up to but **not exceeding 10 excused absences** for the school year.

Should a student exceed a **total of 10 excused/unexcused absences** per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions to the 10 allowed absences.

Should a student exceed a **total of 15 excused/unexcused absences** per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal.

Should a student exceed a **total of 20 excused/unexcused absences** per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities.

**Students who are absent or suspended are not allowed to participate that day(s) in extracurricular school events including CYO sports.**

### Early Dismissal/Tardies

If your child needs to leave school for an early dismissal due to appointments that cannot be set up at a time outside of school hours, we ask that a note be written ahead of time to the teacher. This will allow your child to be ready when you arrive. Your child needs to be signed out at the secretary's office in order to leave. This is to be done by you or your designee. **Frequent early dismissals are strongly discouraged. Please do not check your child out of school after 2:30 p.m.**

- The school day begins at **7:45 AM**.
- If your child arrives after the **7:45** bell he/she is considered tardy. **After 7:45 am (tardy) parents or designated adult must accompany student to the school front door, (Government Street) to have student temperature screened. Students will not be allowed in class if a parent/guardian does not accompany.**
- **Repeated tardies may result in discipline action.**
- For the safety of the school environment the schoolyard gates are closed at 7:45 AM. If your child arrives at 7:45 AM or later, you are to park at the side of the church, and walk in with your child to the front entrance and sign him/her in at the secretary's office. **PLEASE DO NOT ALLOW STUDENTS TO WALK TO THE FRONT ENTRANCE ALONE.**
- **Every 10 tardy/early dismissals, will convert to one absence.**
- **Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and an administrative team, as determined by the principal. In**
- **addition, the local truancy authorities may be notified.**

## DISCIPLINE/CODE OF CONDUCT

### Discipline/Code of Conduct Policy

The Discipline/Code of Conduct Policy at Little Flower Catholic School is rooted in its Student Learning Expectations. Students are expected to behave in a manner consistent with the values we hope to instill. Below is a chart of our school SLE's and those Behavioral Expectations. During the first days of school each teacher will facilitate a discussion with their students on what those expectations 'look like,' and post the chart and the student feedback in their classrooms.

Student Learning Expectation (SLE's)	Behavioral Expectation <i>A student...</i>	Some Examples of What It Looks Like <i>A student...</i>
Active Christians	Is considerate and courteous to others at all times.	<ul style="list-style-type: none"> <li>✓ Respects others</li> <li>✓ Respects other's property</li> <li>✓ Speaks and acts courteously to one another</li> <li>✓ Helps one another</li> </ul>
	Is reverent and attentive at liturgical events	<ul style="list-style-type: none"> <li>✓ Maintains silence arriving and leaving church</li> <li>✓ Genuflects, kneels and prays silently</li> <li>✓ Is attentive to the Word of God</li> <li>✓ Participates by reciting prayers and singing</li> <li>✓ Greets one another during the Sign of Peace</li> </ul>
Active Community Builders	Shows respect and tolerance towards others	<ul style="list-style-type: none"> <li>✓ Is open to listening to ideas/opinions of others without judging</li> </ul>
	Demonstrates appropriate behavior and decision- making	<ul style="list-style-type: none"> <li>✓ Makes the right choices</li> <li>✓ Takes responsibility for actions</li> <li>✓ Observes the Ten Commandments</li> </ul>
	Observes classroom and school rules	<ul style="list-style-type: none"> <li>✓ Follows dress code</li> <li>✓ Doesn't chew gum</li> <li>✓ Has no personal electronic equipment on campus</li> </ul>
Responsible Global Citizens	Shows consideration and responsibility toward God's creation	<ul style="list-style-type: none"> <li>✓ Respects school property and grounds</li> <li>✓ Reduces, reuses, recycles</li> <li>✓ Uses natural resources wisely</li> </ul>
Engaged Learner	Is not disruptive to the learning environment	<ul style="list-style-type: none"> <li>✓ Is prepared for class</li> <li>✓ Is attentive and not disruptive during learning activities</li> <li>✓ Follows class and school homework policy</li> </ul>

The consequences for any action violating the behavior expectation can range from non-verbal cues to recess detention, after-school detention, suspension, and even expulsion. The consequence will always depend upon the severity and frequency of the infraction(s). For example, a student calling another a name might be given a recess detention, but a student bullying another through verbal abuse could be suspended or even expelled. **The principal will ultimately determine any consequence resulting in a student losing instructional time.**

## **Discipline After School Hours or Off Campus**

**Any student choosing to display inappropriate behavior that may potentially impact the reputation of Little Flower Catholic School or the Catholic School System, whether during school hours or outside of school hours, whether on the school campus or off, may receive disciplinary consequences for said behavior as determined by school officials.**

## **Discipline Action Guidelines**

Classroom teachers (esp. in lower grades) may also set up additional, individual room policies for procedures and consequences for poor behavior choices. These do not supersede the school discipline policy.

When students fail to meet Student Learning Expectations (SLE)'s then the following may occur:

**SLE warning checks** – Failure to be an Active Christian, Active Community Builder, Engaged Learner or Responsible Global Citizen as outlined above. At 3 SLE checks in any teachers' class in a day or 5 in one week, student will be given Redirection Time.

**Lunch Detention** – Lunch detention may be earned by minor SLE failures.

**Redirection Time (Detention)** – Wednesday from 3:00 – 4:00 pm - Students earn a Redirection Time at 3 SLE checks or specifically by Administration. **Failure to report for a detention will subject the child to further discipline as well as the reassignment of the scheduled detention. Sports or other afterschool activities do not excuse attendance.**

**Parent Conference** - Students earning three (3) redirections must meet with the Leadership Team with their parent/guardian before returning to class.

**Behavioral Contract** – A document detailing a student's specific plan for behavioral improvement. It must be signed by student, parent, teacher, and administration. This document is usually created for repeated discipline referrals or detentions.

**In-School Suspension** - An in-school suspension will result in the child being isolated from classmates, and completion of all class work in the assigned rooms. An in-school suspension counts as a regular suspension.

**Out-of-School-suspension** – A student suspended out-of-school will not be allowed on campus to take part in any school activities during the suspension period. The number of days of suspension is dependent upon the severity of the incident.

**Saturday School** – A Saturday School may be used instead of an in-school or out-of-school suspension. Students will be required to report in uniform from 8:00-12:00.

**Behavioral Probation** - After two suspensions, your child may be placed on a *Behavioral Probation* contract for a set period of time. Failure to comply with *Behavioral Probation* may result in your child being asked to leave Little Flower Catholic School. At the end of the *Behavioral Probation*, a conference will be held with the family, Principal and homeroom teacher. At the end of each academic year, all students on *Behavioral Probation* will be reviewed for admission for the following year.

**Expulsion** – The removal of a student from Little Flower Catholic School. This decision is made in conjunction with the administrators, pastor, and the Office of Catholic Schools. Appeals may be made in writing by the student's parent or guardian within 10 days of the action. Appeals may be made ONLY if there is new information available. The written statement must include the specific reasons for the appeal.

**Accumulation of Behavior Notices** – Students with an accumulation of behaviour notices and/or suspensions may be excluded from field trips and other extracurricular activities.

**Administration** – Principal, Leadership Team, designated stand-in, and/or pastor.

**Students are expected to conduct themselves as children of God by their words and actions. Students who steal, cheat, or plagiarize regarding academic subjects and/or school procedures, falsify phone calls, notes, forms or other school related documents may be suspended immediately and may face expulsion or further exclusion from activities depending on the outcome of investigations. Students involved with violence of any kind – before, during, or after school on school property, or in an activity that will reflect negatively on the school will be suspended and a parent called for conference before the student may return to school.**

## **Final Appeal**

We know that it is not possible to please everyone with the decisions we make regarding the school. We do strive to do what is best for all of our students, and this is not an easy task. We are confident that when you take the time to find out more about any given situation, you will understand our dedication to providing the best opportunities for all of our students to grow spiritually, intellectually, emotionally, and physically. Should you have questions or concerns regarding the discipline or any activity of the school it is advisable to begin with open communication with the **Teacher(s)**. If questions still remain contact the **Principal** and the final appeal the **Pastor**. A final appeal may be made in writing to the pastor only by the student's parent or guardian and must be written within ten days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or if substantial new information is available. The written request must include a statement giving the specific reasons for appeal.

**In cases where your child threatens the health or safety of Little Flower students or staff, the student is liable for immediate expulsion by the principal.**

**In the event that a team atmosphere cannot be maintained between home and school the parent/guardian may be asked to withdraw their child/children.**

## **Right to Search**

The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice. Bookbags, purses, gym bags, etc. are also subject to search without notice. The school reserves the right to search cell phones that are confiscated due to concern regarding action or behavior.

**The school reserves the right to search any and all property on the school campus and at all school related functions in any manner it deems appropriate to ensure a safe environment.**

## **Threats of Violence**

Students who make threats either verbally, via social media or physically may be suspended, removed from extra-curricular activities, asked to withdraw or be expelled, as determined by the administration. In addition, local law enforcement may be notified. In some cases, a student may be required to have a threat assessment from a qualified mental health professional. If this occurs, written documentation is required stating that it is safe for the student to return to school.

## PARENTAL ROLE

### Parents Role, Rights and Responsibilities

#### A. PARENTS HAVE THE GOD-GIVEN RIGHT TO EDUCATE THEIR CHILDREN:

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure. For it revolves on the parents to create a family atmosphere so animated with love and reverence for God and man that a well-rounded personal and social development will be fostered among the children.”

#### B. CATHOLIC PARENTS SHOULD SUPPORT AND COOPERATE WITH CATHOLIC SCHOOLS WHEREVER AND WHENEVER POSSIBLE:

- Parents should weigh seriously their obligation to raise their children in an atmosphere of love and respect for God and man. The home is the source of education in the virtues essential to any meaningful culture. Respect for human dignity, prayer, and acknowledgements of authority are essential for Christian citizenship.
- Parents should train their children to incorporate worship through family prayer, family participation in the Eucharistic celebration of the parish, and reception of the sacraments.

#### C. THE SCHOOL HAS THE RIGHT TO EXPECT THAT ALL PARENTS WILL:

- Send their child to school physically fit by taking care that he/she has sufficient sleep, is healthy, clean and properly dressed, and is provided with a well-balanced diet.
- Assist the child in his/her academic development by cooperating with the school’s scholastic program, by participating in parent-teacher conferences, which shall occasionally include the child, by discussing the progress reports at home with the child, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of activities, recreation, and discipline.

### Parent Cooperation

It is an expectation of enrollment in Little Flower Catholic School that the parents/guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive. **It is not acceptable to post negative comments about our school and/or its employees on social media. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).**

**These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (after school care, athletics, field trips, etc.) The school and the parents are partners in the education of their children. If, in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.**

Working as a team, supportive parents and dedicated teachers can provide a strong, spiritual and educational program which will lead to success in the school program and in life.

## Confidentiality of Records

Little Flower Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding the confidentiality and access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts must make a 2 school-day request to the School Office. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Neither administration nor faculty will provide letters of recommendation for students who apply to other schools; this does not apply to college admission letters. Letters of recommendation, with the approval of administration, can be provided for students who are applying for enrichment or extra-curricular programs.

## Parent Communication

Communication between the home and school is **vital**. Conferences are encouraged as a means of helping a child to do his/her best. Your child's academic growth is of the utmost importance to Little Flower Catholic School.

1. Parents wishing to contact a child's teacher may use the following options:
  - Use **Parent Plus Portal** furnished by the school office at the beginning of the year.
  - Call the School Office. Ask for an appointment with a specific teacher giving some suggested times and dates. The teacher will be notified to contact the parent.
  - Write a note or email to the specific teacher asking for an appointment giving some suggested times and dates. The teacher will respond accordingly.
2. A weekly Newsletter is published electronically every Monday. Folders with tests and other individual teacher and school communications are sent home on Wednesday and expected to be signed and returned the next day. Additional communication is sent Parent Plus Portal and Facebook to provide better communication between home and school.

## Parent-Teacher Conferences

A schedule of parent/teacher conferences will be arranged twice annually. It is expected that teachers communicate with parents/guardians as often as necessary during the year. Parents **may not** conference with teachers when he/she is responsible for a class or on duty. Teachers are available to talk with the parents/guardians **by appointment only**. Parents are to call for an appointment and may conference with a teacher before or after school or when the teacher has a planning period and is not responsible for students.

## Parent Volunteers

Parents are expected to take an active role at Little Flower Catholic School. The volunteer sheet available in the office, offers a variety of opportunities parents can get involved. Your help is invaluable to the classroom teacher and to the success of school programs. You are required to have completed the initial/follow-up Child and Adolescent Protection Program (CAPP) training during the current year, to be eligible to volunteer on a field trip or in the classroom. The school sponsors various opportunities to complete training. It is preferable that this training be completed at the beginning of the year to prevent parent denial of participation in field trips. **There are NO exceptions to this rule.**

**Opportunities for Parent Participation may include:**

**Back to School Night**  
**Catholic Schools Week**  
**Little Field Day**  
**Trunk Or Treat**  
**Grandparents Tea**  
**Leprechauns at the Loop**  
**Order of the Little Flowers Parade**  
**Booster -Thon**  
**Toy Bowl**

**Room Parent**  
**Playground Supervision**  
**Office and Classroom assistance**  
**Storytelling Parent**  
**Coaching athletic programs**  
**and many more....**

**Rights of Non-Custodial Parents**

At the time of registration, parents shall provide accurate information regarding custodial care of the student and visitation rights. Upon request, parents shall furnish to the administrator a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third-party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon where written request, may receive copies of all notices relating to the school and school activities. Official documentation must be provided to the Principal. This includes, but is not limited to, information involving restrictions on who can pick up/drop off the child and visit during the school day. **The school will not be held responsible for failing to honor arrangements that have not been made known.**

**Transfer On Grounds of Parental Behavior**

Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend or require transfer for these reasons:

- A parent has been persistent and overtly uncooperative with school staff.
- A parent has regularly failed or refused to comply with school policies and regulations.
- A parent has caused school personnel undue aggravation, annoyance, or distress.
- A parent has interfered in matters of school administration or discipline to the detriment of the school’s ability to serve the needs of the student.

**SCHOOL POLICIES AND PROCEDURES**

**Harassment-Bullying Policy**

Little Flower Catholic School Bullying Policy

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. Little Flower Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of Little Flower Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

Little Flower Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

#### Definition:

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is **repeated**.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

#### Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

#### Reporting Breach of Policy

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

**Bully Reporting Form is Appendix A of this handbook.**

#### Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counselling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

#### Education

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in Little Flower Catholic School educating students, teachers, and parents about the policy must take place annually. Therefore, Little Flower Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

#### **Candy, Drinks, Food, Toys, etc. Policy**

Students may not bring or have in their possession food, drinks, sodas, toys, candy, gum or excessive amounts of money. There should be no food or drinks in the classroom without the expressed permission of the classroom teacher. **\*Toys including media**

**devices are not permissible.** Should a student be found with these items, the items will be confiscated, and disciplinary consequences may result.

## **Cell Phone Policy**

Students may **NOT** carry cell phones on their person on campus. If a parent requires their student to carry a cell phone, they must provide a note at the beginning of the school year. The phone should be dropped off in the school office, labelled, and claimed from the office at the end of the school day. **However, if the student does NOT turn in the phone on his/her own, the phone will be confiscated, labelled, and kept in the school office until claimed by a parent. Should a second occasion or subsequent occasions occur; a \$10.00 fee will be required before it is returned.**

**If your child is found making a call, texting, receiving or sending text messages or photos during the day regardless who is contacting the student, discipline actions may take place in addition to phone confiscation. The school reserves the right to search cell phones that are confiscated due to concern regarding action or behavior.** Parents should not contact their student via cell phone during the school day.

## **Child and Adolescence Protection Program – CAPP**

The Office of Protection for Minors and Adults within the Archdiocese of Mobile require all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteers who have substantial contact with minors must complete the initial Child and Adolescents Protection Program (CAPP) training and the annual on-line retraining thereafter. ALL volunteers, room mothers, coaches, and parents who wish to accompany classes on field trips must be trained in this policy. Classes are offered at the school at the beginning of the school year. They are also held monthly at Saint Dominic Catholic School.

## **Communication with Minors Policy, per Archdiocese of Mobile**

All who serve the mission of the Catholic Church within the ministries of the Archdiocese of Mobile must comply with this “Policy for Electronic Communication with Minors” and with the “Child Protection Policy” issued by the Archdiocese. In case of conflict between the two policies, the “Child Protection Policy” shall govern. As dictated in the Child Protection Policy, a minor is an individual who is 18 years of age or younger.

This policy covers all forms of electronic communication, including but not limited to: social media platforms, blogs, websites, phones and related devices, e-mail, texting, video conferencing and/or streaming, etc.

When communicating electronically with minors:

- The pastor, principal or supervisor (in non-parish or school entities) must approve of all methods of communication utilized for communication with minors. The primary purpose of any approved platform is for providing information and communication related to a ministry or event and not for socialization or other personal interaction.
- Parents must be notified of all methods of communication that are used in each particular ministry and must be granted access to participate in such communications.
- When communicating in mass, another adult within the ministry must be included in the recipient list. The originator and the other adult cannot be related.
- No one-on-one communication between an adult and a minor can take place. In the case where a minor contacts an adult and a response is necessary, the adult must include another unrelated adult within the ministry on the response.
- Acceptable delivery time span for all forms of electronic communication is 6:30am to 9pm. Communication outside of these acceptable delivery hours may be used only in emergency situations or to communicate time-sensitive information related to the ministry or event.

- Avoid any communication which might be construed as having sexual overtones. Do not reply to any such communication received from minors; notify your pastor/principal/supervisor immediately, make and keep a copy of the inappropriate communication, and share the copy of the inappropriate communication with your supervisor within 24 hours.
- Communication from minors which conveys the potential of harm to themselves or others can be attended to immediately, regardless of the hour. Notify your pastor/principal/supervisor immediately. Counselling is not appropriate for electronic communication.

Policies specific to platform types:

Via Social Media and other web-based platforms:

- All interactions must be through ministry accounts, never personal accounts.
- Accounts must be monitored by at least two adults of the organization, one of which must be an employee of the parish, school, ministry or archdiocese. Names of sites used, usernames and passwords/codes for access to the site must be given to the pastor, principal or supervisor and/or their designate.
- Identifying information and/or photo or video depiction of minors web-based platforms may only be used with parental permission.
- Age guidelines established by the web-based platform must be followed.
- Platforms which allow content to “disappear” are not permitted.
- Care must be exercised when utilizing platforms which allow for streaming video in real time, with respect to privacy issues and possible conflicts with Catholic belief and values.
- Via phones and related devices:
  - Parents of students 8<sup>th</sup> grade and younger must give prior written permission for their children to be included in group ministry communication.

In regards to *personal* social media accounts:

- If an employee, cleric or volunteer identifies himself/herself with a ministry of the Archdiocese, the following must be reasonably prominent:
 

“The views expressed on this website are mine alone and do not necessarily reflect the views of the Archdiocese of Mobile and all its entities.”
- Any information that causes embarrassment to the Archdiocese and all its entities must be avoided.
- Archdiocesan, parish and school trademarks or logos may not be used as personally identifying features.
- Employees or volunteers of the Archdiocese and its entities may not initiate or respond to personal social media requests involving minors where no relationship outside of the ministry had been previously established.

## IN CASE OF DISTANCE LEARNING

### Addendum to the Policy for Electronic Communication with Minors for Distance Learning

Catholic School teachers, faculty and staff will follow the Archdiocese of Mobile’ Children and Adolescent Protection Program (CAPP) when interacting with students during any distance learning session. The Archdiocese’s Electronic Communication with Minors will also be followed. In addition, the following guidelines are added for distance learning options.

- During the closure of schools, faculty and staff are still prohibited from meeting students in their homes or meeting with students in private places such as, restaurants, etc.
- Communication portals, platforms, etc. for communicating with students must be approved by the principal while also following the Communication Policy.

- When using Zoom, Google Classroom, or similar online learning platforms, the link to each live classroom session must be shared with a school administrator, principal, assistant principal, department chair or other designated staff member named by the principal. When possible, another member of the school staff should attend live sessions. Taping of sessions should be used, when possible. Parents are to be informed that their child may be part of a recorded session.
- Chats can only take place between the instructor/moderator and all the students so that all those attending the session can view the chat dialogue.
- One-on-one on-line tutoring, school counselor session, or resource teacher instruction sessions need to take place through the school's approved communication platform. The link to each live session must be shared with a school administrator, principal, assistant principal, department chair or other designated school staff member.
- One-on-one on-line sessions must be arranged with the parent. Ideally the parent should be contacted at the beginning and at the end of the session. The parent must be in the home at the time of the on-line session.
- Teachers and students alike should be dressed appropriately and modestly for any virtual learning session.
- Mandatory reporting rules for sexual abuse, physical abuse, emotional abuse or neglect remain in effect.

## **Communication**

Little Flower staff and administration always welcomes talking with you and your child. If at any time you need information or feel there is a problem, you are encouraged to first contact your child's teacher or other school personnel to communicate your concerns or views. If you do not believe your concerns have been heard, you should talk to the principal. The principal will listen and try to help you in every way possible.

Regular communications are sent home to each family. If you do not receive these please let us know so we might remedy the problem. It is important that you read the emails and newsletters.

- Weekly newsletters are sent via email and are posted on the Rediker on Mondays
- Messages are sent via phone using messaging system
- Weekly folders are sent home by EVERY homeroom teacher, each Wednesday.
- Please check the "Reader Board" on the school gym for updates and announcements.
- Additional communication is via Rediker/Parent Plus Portals and Facebook to provide better communication between home and school.

## **Drug Policy per Archdiocese of Mobile**

It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, controlled substances, paraphernalia or any material represented to be an imitation of alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, or controlled substances on school premises, in a school owned vehicle, or during any school-sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises, in a school owned vehicle or during any school-sponsored function. Any student found to be under the influence or in possession of said drugs will be subject to disciplinary action.

## **Electronic Devices**

Smart watches and other non-school electronic devices are not to be worn or used during the school day. It is advised that these devices be left at home. If an electronic device of any kind is brought to school, it must remain turned off and inside the child's backpack. Little Flower Catholic School is not responsible for lost, stolen or damaged electronic devices that are brought on campus.

Recording of interactions in the classroom without permission of the principal or teacher is not allowed.

## Emergency Procedures

We have an approved emergency plan in place.

- In case of emergency (tornado, hurricane, etc.) your child will not be sent home unless it is phoned out by Rediker (an automated system that sends you message via phones and/or emails) or so noted on the radio and/or television.
- Do not come to the school to pick up your child until instructed to do so. Your presence could interfere with the response of emergency personnel.
- Emergency drills including Active Shooter Drills will be conducted periodically. Parents will be notified when active shooter drills take place prior to the event.

## Field Trip Policies

- Field trips are a privilege. They are opportunities to expand your child's knowledge.
- Your child must show that he/she can behave at school before he/she is allowed to attend a field trip. If your child has acquired a number of behavior notices due to misbehaviour, our Discipline/Code of Conduct says he/she can be excluded from the field trip.
- As a school, we are responsible for the conduct of a student during school hours. For your child's safety and the safety of all concerned, only those who behave at school will be allowed to go on field trips. We appreciate it when you volunteer to drive for field trips. If your vehicle is used for field trips you must have the appropriate car insurance and a form on file.  
**Drivers must stop at only predetermined locations set by the coordinating teacher(s).**
- If you remain with the group during the field trip, you may be asked to assist in supervising students.
- Your child must be properly restrained according to state guidelines.
- **You are required to have completed the initial/follow-up Child and Adolescent Protection Program (CAPP) training during the current year, to be eligible to volunteer on a field trip. This training must be completed at least one week prior to the fieldtrip.**
- Students may not be allowed to participate in field trips if there is unpaid tuition, fees, after school care fees, and/or library fees

## Fund Raising

We try to limit fund raising; however, it is necessary to maintain a strong program and minimize tuition raises. It is the responsibility of each parent to participate as fully as possible in all fundraisers. Every child who attends this school is subsidized by Little Flower Church parishioners. With your help and the help of every other family we will do wonderful things.

## Illness

- Please, do not send your child to school if he/she is sick in the morning.
- If your child is running fever, he/she should not return until he/she has been fever free **for 2 days**.
- When a student is ill, please call by 8:30 a.m. to inform the school that the student will not be attending due to illness. **It will still be necessary for you to send a written excuse when your child returns to school or it will be documented as unexcused.**
- If your child is ill and you wish to receive schoolwork for them, call and make the request early in the morning to give the teacher time to gather the items.

## Immunizations

All students enrolled in the Archdiocese of Mobile's PreK – 12 Catholic schools, daycare centers and Mother's Day Out programs will be required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirements.

## Medication

If your child is to receive any type of medication at school, the following guidelines must be followed:

- All medication (prescribed medication as well as Tylenol/aspirin) **MUST be brought to the School Office** in its original container or in a clearly marked container with a medical form from the doctor with the student's name and dosage clearly printed on the bottle.
- Students are never allowed to keep their own medication (including inhalers, ointments for rashes, cough drops.) All medications must be kept in the school office in a container labeled with the student's name and accompanied by written permission from the parent. This note must give information on dosage and time(s) medication is to be taken. This includes over the counter medications.
- A copy of Medication Authorization Form is available at the office. This must be updated as needed and refilled with any changes in the student's need or condition.
- Children must be able to self-medicate in the presence of the secretary or designated person.
- Sharing or giving medications to another student is unlawful and dangerous. Parents of students sharing medications will be called immediately and the student may be suspended until the situation is resolved with the concerned parties.
- School personnel will keep a Medication Log on file.

## Nursing Services

No daily on-site nursing service exists. Service on a rotating basis is available through Mobile County Public School System Title I – Nursing Pool. A School Nurse will check health files of students and advise parents regarding missing immunization or need for additional shots required by State Law. A nurse will consistently update the school on any medical changes needed.

Should a student become ill or have an accident during the school day, a call will be made to the parent immediately to inform them of the condition. A mutual decision will be made on how best to address the needs of the child. In an emergency situation the parent and 911 will be called. The Emergency Information Form previously completed by the parent will be used as a guideline for the paramedics. A copy of this form will be transported with the student to the Emergency Room at the closest hospital.

## Required Reporting of Abuse or Neglect

If your child reports to anyone in authority, or we see signs that he/she has been abused and or neglected, we are required by law to report directly to the authorities. We do not have an option in this regard.

## School Phone

- Students are rarely called to the phone. Emergency messages may be left in the office and will be given to the student at a class break.
- If your child is ill, the secretary or the principal will call.
- All arrangements for after school activities should be made before coming to school.

## School Lunch

- **All students qualify for free lunch.** There will be paperwork complete at the beginning of the school year.
- These forms must be returned during the first week of school.
- Names of applicants and all application information are kept confidential.
- A menu will be sent home at the end of each month.
- Due to regulations by the Federal Program, **students are not permitted to bring fast food or soft drinks to the cafeteria.**
- If your student has an allergy to any food/drink, a physician's report must be on file in the school office before substitutions to the menu can be made. These notes should be updated yearly.
- Teachers will monitor students' eating habits and table manners. Students should bring appropriately sized portions for one serving of any snack or drink. Appropriate behavior is emphasized at all times

## Sexual Harassment Policy

The administrator and staff of Little Flower Catholic School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. Little Flower Catholic School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Examples of peer sexual harassment include, but are not limited to, verbal or written taunting, bullying, intimidating, hostile or other offensive conducts; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse or demean and individual or group.

## Student Safety Guidelines

- Your child is **never** to leave school classroom or grounds without permission.
- Your child is not allowed on the school campus outside of school hours unless properly supervised.
- Your child may not have dangerous items (matches, knives, etc.), electronic devices, headsets, video games, toys and other objects at school that would distract from the learning process.
- No animals are to be brought on the school grounds without permission
- Before and after school (7:15 – 7:45 am; 3 – 3:15 pm) students will be under the supervision of designated adults and are expected to be respectful of other students and those adults and to behave in an orderly manner. Students should not run around, swing on poles or use balls and should ask permission to leave their designated area.

## Cafeteria

- Your child should practice good manners and speak in moderate tones.
- Your child should leave his/her eating areas clean and in the proper order.
- Your child is **NOT allowed fast foods or soft drinks** the cafeteria during the school day. **(Federal Hot Lunch regulation) All food must be brought in using generic/non-labeled packaging.**
- During lunch periods, students are to eat/drink in the cafeteria only.
- Sugary drinks, favor packets, Gatorades, sunflower seeds and not permissible in the cafeteria or classrooms.
- Students are encouraged to bring their own clear plastic water bottles. Refilling stations are available.
- Snacks and bottled water are available for sale before school. Ice cream is sold most days after school.

## Recess

- **Your child will be under the supervision of a designated adult and is to be respectful of other students and that adult.**
- Safety is a priority. Any hazardous or potentially hazardous items/behaviors are prohibited. Classroom teachers review our play yard safety rules with the students. The designated supervisor determines what is hazardous.

- Contact games, kicking balls inappropriately, throwing rocks, sticks, bark, etc., misuse of equipment, hard balls, bats, softballs, and super-balls (small bouncy balls) are examples of potentially hazardous items/behaviors and are not permitted on the school grounds.
- Your child must stay in the designated play areas. He/she may re-enter the building or leave the area only with permission of the supervisor. Your child is not allowed to go behind the gym (Glenwood Street side) or by the East or West Wing outside stairs.
- Your child should walk quietly and promptly to line up in his/her designated spot when recess is over.

## **Technology Policies: *Acceptable Use Policy* and *Student Email Policy***

### **Acceptance of the Technology Policies**

The *Acceptable Use Policy* and *Student Email Policy* are included in the Little Flower Catholic School Parent/Student Handbook. Parents and students indicate their acceptance of these policies by signing the Handbook Acceptance letter. The signatures indicate that all parties have read and understand the policies regarding technology and student emails set forth by Little Flower Catholic School. Failure to sign the policy will result in loss of privileges.

### **Consequences for Violation of Technology Policies**

The violation of technology policies and any usage deemed unacceptable by administration, faculty, and/or technology directors can result in loss of privileges. Violations of the policy and the resulting loss of privileges may correspond with disciplinary actions outlined in the Student Handbook.

Note: Revoked privileges may have academic consequences if assignments require the use of school technology.

### **Privacy**

Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to internet usage, the creation and/or distribution of messages or content via student email system, and/or the creation of information within technology tools that fall under the purview of Little Flower Catholic School technology devices. Little Flower Catholic School may at its discretion filter, access, and monitor technology resources to determine unacceptable usage.

## **Acceptable Use Policy**

Little Flower Catholic School provides student access to technological devices (as defined below) and internet access for academic and educational purposes only.

### **Purview of Technology Acceptable Use Policy**

Technology devices include but are not limited to desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network, servers), whether owned, leased, or loaned to Little Flower Catholic School.

The *Acceptable Use Policy* also applies to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and calendar (Google Apps for Education); Student Information Systems such as Rediker Parent Plus Portals (Parent/Student Gradebook Access); online-based educational tools such as Moodle; anti-plagiarism software (Turnitin.com); and online database subscriptions (Ebscohost, Gale).

### **Internet Use**

- All use of the Internet will be guided by the Mission and Philosophy of Little Flower Catholic School. All activities will be in accordance with the Christian principles supported in that statement in this Handbook.
- Access to the Internet will be allowed as part of classroom instruction and for research assigned by classroom teachers.
- An adult supervisor must be present whenever a student uses the Internet. Although precautions will be taken to restrict access to controversial material, your child may inadvertently receive inappropriate material. In this event, he/she must immediately inform the teacher.
- If your child is found using the Internet in an inappropriate or illegal fashion he/she will be subject to loss of computer

privileges, suspension, expulsion and/or legal action. The principal will deem what is inappropriate use. The principal along with the pastor will determine the type of punishment and notify the parent.

**Photos and captions on a student or parent's social media platform that depicts the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.**

#### **Policies That May Require A Letter From A Parent** **Photograph Child - Video Tape Child - Internet Usage**

**If you do not want your child to be photographed, videotaped, and/or have access to the Internet, you MUST write a letter. If no letter is on file you will be giving permission for your child/ren:**

- to be photographed during school activities for the purpose of Little Flower publicity materials. If you object to such use, you will notify the school in writing.
- to be videotaped during school activities for the purpose of Little Flower's publicity materials and for teacher's professional development. If you object to such use, you will notify the school in writing.
- to use the internet as guided by the school's usage policy. I understand that any violation of this policy by my child may result in appropriate disciplinary actions. If I object to such use, I will notify the school in writing.

#### **Uniform And Dress Guidelines**

Students in kindergarten through grade eight will wear the proper uniform daily. Face coverings are optional and must be provided by the family. Students are expected to maintain a neat appearance. School faculty and staff have the right and responsibility to enforce the uniform policy. Disciplinary action will be taken against students failing to maintain uniform guidelines. **Parents may be called to bring correct clothing for students who are out of uniform.**

Extreme or exotic hairstyles and hair colors are not permitted. Make-up, tattoos, body writing, and body piercing are not permitted. Artificial nails, acrylic nails and nail polish\* are not permitted.

##### Young Ladies:

Only small, stud-type earring may be worn. Only one watch or bracelet on each arm, and a simple chain with cross or religious medal may be worn. Skirts, jumpers and skorts are to be no more than two inches above the knee. Black, white or navy tights in colder weather are acceptable. Black and navy leggings may be worn only if they cover the entire leg and covered by LFCS socks.

Ladies braids must not cause a distraction because of length, number or adornments.

##### Young Men:

No earrings may be worn. Only one watch or bracelet on each arm and a simple chain with cross or religious medal may be worn. Slacks are to be worn at the natural waistline with a black belt.

All shirts are to be tucked in prior to entering the school building and are to remain tucked in while on campus.

No clothing item worn under uniform shirt, skort, or slacks may extend beyond the sleeves or hem of uniform attire. Shirts worn under uniform shirts **must be white or P.E. gray.**

Uniform belts are necessary with all trousers, slacks, and shorts. Uniform belts must be plain black. Belt buckles are to be plain in appearance and without distracting decoration.

Young men's hair must be cut above the eyebrows and ears and must not touch collar. No mohawks and braids must be close to the head and not reach the collar or hang over the ears.

Coats **may not** be worn in the classroom. A regulation Little Flower sweater, sweatshirt or fleece with the school emblem may be worn over the school shirt or blouse for cooler days.

Uniforms and uniform shoes are to be clean and in good repair.

**Consequences for violation of uniform code are:**

- 1. The student will call parent immediately to bring whatever is needed to be in full uniform.**
- 2. If there is a third violation of being out of uniform, the student will be sent home with one day suspension.**

(Please refer to Appendix D for Uniform Code and Dress Guidelines)

## **Visitors At School**

Parents are always welcome to visit. Please make arrangements with the classroom teacher ahead of time . **No parent, or other visitor, is permitted to go directly to the classroom without speaking first with the school secretary - even if an appointment has been prearranged.** Failure to observe these regulations may result in asking said adult(s) to leave the school grounds. All those who enter the school are asked to remove sunglasses and hats and quiet cell phones. Non-enrolled students or children may not be in the classroom.

## **Weapons per Archdiocese of Mobile**

Our Lord Jesus Christ came that we might have life and have it in all of its fullness. Therefore, Catholic schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic schools provide a safe academic and social environment for their students, teachers, staff, and parents. The possession of dangerous weapons is a threat to the health, safety and well-being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

It is strictly forbidden for any student, employee, volunteer or visitor to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows.

**Dangerous Weapon** - A dangerous weapon is a firearm, or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes, but is not limited to, a pistol, rifle or shotgun; or switch blade knife, gravity knife, stiletto, or sword or dagger; or any bill, blackjack, bludgeon, or metal knuckles.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student to be found in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should student be expelled for a firearm violation, it should be reported to law enforcement.
- Should student be expelled for a firearm violation, it should be noted in any student records

transferred to any other school.

## **Wellness Policy**

Little Flower Catholic School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To comply with this policy, Little Flower Catholic School adopts the following goals:

1. Little Flower Catholic School's Nutrition Program complies with federal, state and local requirements. Little Flower School's Child Nutrition Program is accessible to all students.
2. All Little Flower School's school-based activities are consistent with the local wellness policy goals.
3. Little Flower Catholic School will provide nutrition education that is appropriate for students and reflects students' cultures. Nutrition education will be integrated into students' curriculum to teach and foster life-long healthy eating. Nutrition classes will be conducted once a month under the supervision of the Certified Physical Education teacher in conjunction with the Cafeteria Director, and a Licensed Dietitian.
4. Little Flower Catholic School will provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short- and long-term benefits of a physically active and healthful lifestyle.
5. All foods and beverages provided to students during the school day will be consistent with the Current Dietary Guidelines for America. \*See Little Flower Catholic School Dietary Guidelines.
6. Little Flower Catholic School will provide a safe, comfortable, pleasing school environment that allows ample time and space for eating meals. Food and/or physical activity will not be used as a reward or punishment.
8. Students may not be denied a meal, or part withheld, as a form of punishment.
9. The Wellness Committee is comprised of Parent(s), Child Nutrition Staff, and School Advisory Board member, School Administration, Physical Ed. Teacher and Health Professional(s) (Licensed Dietitian). Our committee will be meeting in the fall and spring of each school year.

## **PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

While intended to be as complete and helpful as possible, no handbook can address all of the issues that may be encountered in a school year. The judgment of the administration will be used to decide issues not covered by this handbook.

Little Flower Catholic School Administration is the final recourse and reserves the right to interpret, alter, amend, modify, change, or terminate any of the policies in the handbook after providing students and parents notification of change via email, and Wednesday folders.

**APPENDIX A**

**Little Flower Catholic School**

**Bullying Report Form**

*Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication **that is repeated.***

Date of report:

Initial report made to:

Person(s) reporting:

Date(s) of incident (s):

Type (Mark with "X" all that apply)

Verbal

Physical

Emotional

Social Media

Other

Persons involved:

1.

2.

3.

4.

5.

Where did this occur?

Has this happened before?

Dates?

Additional information available, such as: letters, screenshots, photos or other?

If yes, please provide copies.

Explain this incident?

Describe what you have done to resolve or what do you think would resolve this problem?

Parent signature:

Student signature:

\*\*\*\*\*

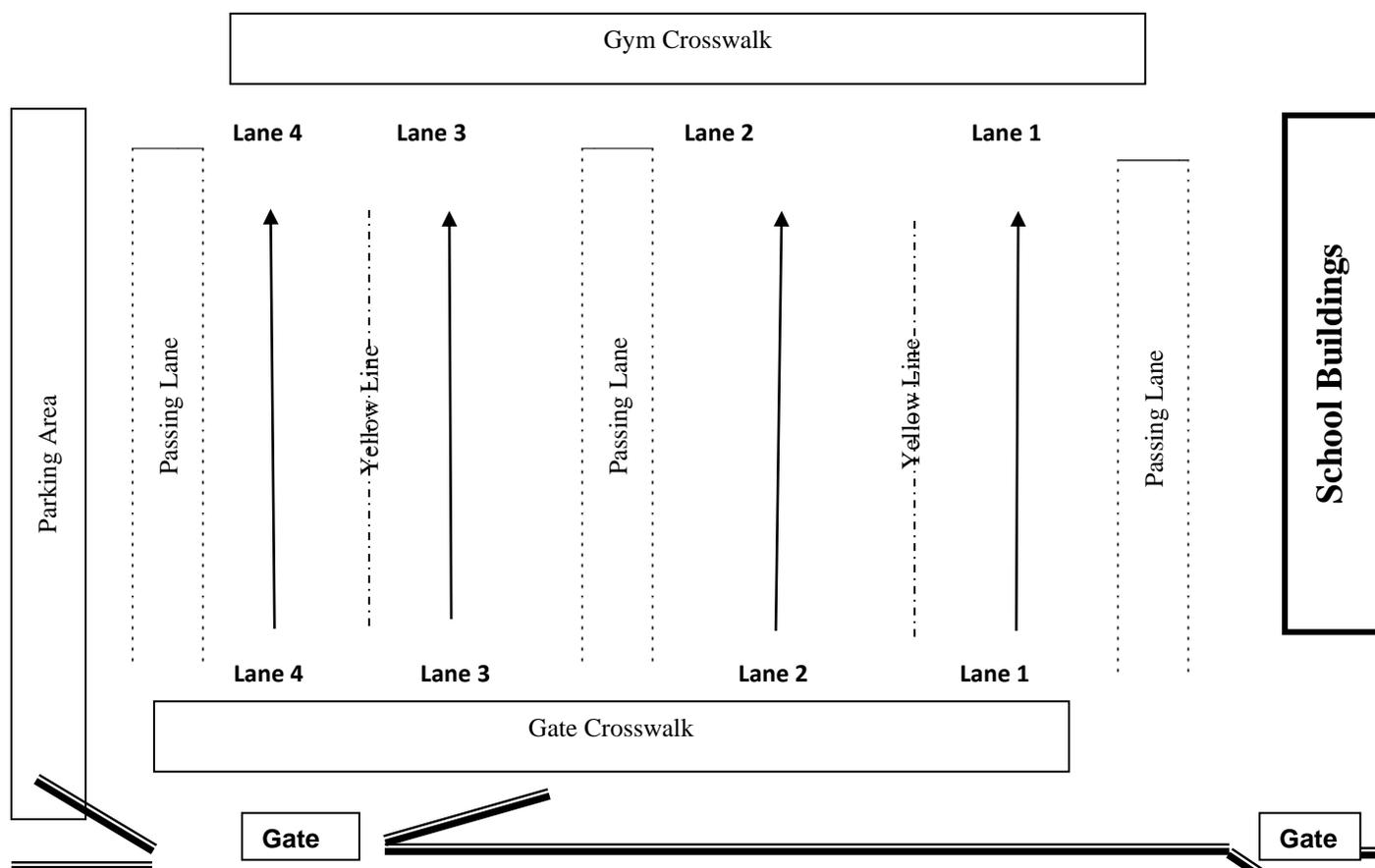
OFFICE USE:

Received by:

Date:

## APPENDIX B

### Traffic Safety Rules for Arrival and Dismissal GLENWOOD STREET



### **LITTLE FLOWER AVENUE ONE WAY 7:00 – 8:00 AM AND 2:30 – 3:30 PM**

- Enter **SLOWLY** through the gate on Little Flower Avenue and proceed to **Lane 1**
- When Lane 1 is full begin **Lane 2**, then **Lane 3**, and then **Lane 4**
- Students should exit or enter the car by walking on the yellow lines and using the crosswalk.
- When cars are ready to exit, the staff member on duty will ask them to move forward in the passing lanes to the back Glenwood Street exit.
- Look carefully before moving to be sure that no students are walking on the yellow lines or are in the crosswalk.
- Families should park along the playground fence if they are coming in with the student.
- Use extreme caution when exiting in the passing lane #1, which is closest to the building.
- **Students are to be released from the car ONLY in the parking lot, unless you park your car and escort them to the walking gate.**
- **Students may not exit the gates to enter their vehicle at the street, unless you park your car and escort them back to your vehicle.**

*Student safety is of the utmost importance. Your cooperation is appreciated.*

**APPENDIX C**  
**Technology Acceptable Use Policies**

By signing below, you agree to the terms of the Technology Acceptable Use Policy as listed on pages 29-31 of this LFCS Handbook.

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade Level \_\_\_\_\_.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade Level \_\_\_\_\_.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade Level \_\_\_\_\_.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade Level \_\_\_\_\_.

**APPENDIX D**  
**UNIFORM**  
**Uniform Code for 2022-2023**

<i>Gender</i>	<i>Item</i>	<i>Specifications</i>	<i>Purchasing</i>	
<b>BOYS</b>	Pants K-8	Navy blue – no cargo – must be worn at waist	anywhere	
	Shorts K-2 only	Navy blue - uniform style	anywhere	
	Shirt K-4	White Polo style with logo	Zoghbys	
	Shirt 5-8	White button down with logo (worn every day)	Zoghbys	
	<b>MASS DAYS</b>	Grades 3 – 8	White button down with logo Striped tie	Zoghbys
		Tie 5-8	Striped (Worn every day, October 1 through April 30)	Zoghbys
		Blazer – Grade 8 only	Navy worn on Mass days and other special events	Zoghbys
		Undershirt	White <b>or</b> PE shirt	anywhere
		Belt	Plain black	anywhere
		Shoes K-2	All black tennis shoe (tie or Velcro)	anywhere
		Shoes 3-8	Any black leather uniform style shoe, tie or slip-on (may <b>NOT</b> be athletic, boots, or backless)	anywhere
	Socks	Black uniform logoed socks	Zoghbys	
	Jewelry	Only one bracelet or watch on each arm. Necklaces must be religious. No earrings.		
	Hair	Must be cut above eyebrows and ears and may not touch collar. Hair may not be died, streaked or bleached. Styles must not be a distraction and may not be exotic. No Mohawks. Boy’s braids/plaits must be close to the head and should not reach the collar or hang over the ears. No carved patterns are permitted. No ponytails. No facial hair.		
*****	*****	*****	*****	
<b>GIRLS</b>	Pants K-8	To be worn <b>ONLY</b> in very cold weather	Anywhere	
	Skort K – 4	Plaid Skort #104	Zoghbys	
	Tops K-4	White peter pan collar under jumpers (no monogram) <b>NO</b> polos under jumpers.	Zoghbys	
	Tops K-4	White Polo style with logo	Zoghbys	
	Tops 5-8	White button down with logo (Worn every day)	Zoghbys	
	<b>MASS DAYS</b>	Jumper K-4	Little Flower plaid (no more than 2 inches above the knee) with peter pan blouse.	Zoghbys
		Skirt 5-8	Plaid skirt with white button and cross tie	
		Skirt 5-8	Little Flower plaid (no more than 2 inches above the knee)	Zoghbys
		Skort 5-8	Plaid Skort #907	Zoghbys
		Cross tie 5-8	Everyday with white button down, October 1-April 30	Zoghbys
		Blazer – Grade 8 only	Navy worn on Mass days and other special events	Zoghbys
		Top Undergarments	Must wear white or P.E. shirt	Anywhere
		Shoes K-2	All black tennis shoe (tie or Velcro)	Anywhere
	Shoes 3-8	Any black leather uniform style shoe, tie or strap (No athletic, ballerina style, heels, backless, boots, buckles, or other adornment)	Anywhere	
Socks	White <b>logoed</b> crew only. During cold weather navy or black leggings may be worn if covered entire leg with school socks. Black, Navy or white tights acceptable with school socks.	Zoghbys		
Jewelry	Only one bracelet or watch on each arm. Necklaces must be religious. One small pair of stud earrings (No hoops)			
Hair	Hair <b>MAY NOT</b> be died, streaked, or bleached. Styles must not be a distraction and may not be exotic			
Make-up, polish	<b>NONE</b> is allowed. No base, blush, mascara, eyeliner, eye shadow, lipstick,			

		tinted gloss, artificial nails (Grade 8, girls only, <b>very</b> light pink/ clear nail polish)	
<b>Girls and Boys</b>	Classroom outerwear	<b>ONLY</b> Little Flower logoed fleece, navy sweaters with logo, or a red sweatshirt with logo may be worn in the building.	Zoghby's
	Other outerwear	<b>No other fleeces, sweatshirts or jackets are allowed at ANY time.</b> During extreme cold heavy coats or heavy jackets may be worn but must be removed once in the building.	
	P.E. 1-8	Viking P.E. gray shirt and red logoed shorts Grades 3-8 must dress out including tennis shoes for P.E daily. During very cold weather students may wear solid gray or navy sweatpants. No wording or logos are allowed.	Little Flower
	Announced Out-of-Uniform Days	Students may wear their theme shirts (if you cannot find yours you must wear the regular uniform shirt), jeans, (no skinny or very tight jeans, jeggings, no sagging pants), and tennis shoes.	T-shirt (provided with paid fees)

If the uniform code is not adhered to a student may receive a demerit, detention, or the parent may be called and asked to bring the appropriate uniform clothing.

**Please, put your child's name in each piece of clothing.**

**APPENDIX E**

*As a Little Flower Catholic School parent, you must agree that these guidelines are important and that you will abide by this code. This signature page should be completed by you and returned to the school within the first two weeks of the school year.*

**STUDENT/PARENT/GUARDIAN HANDBOOK VERIFICATION AND SIGNATURE PAGE**

**2022- 2023**

This page is to be signed and returned to Little Flower Catholic School. No textbooks will be assigned until this document has been received.

Our signatures below verify that we:

- have read and understand the contents of the Little Flower Catholic School Handbook.
- understand that compliance with all rules and policies of Little Flower Catholic School is required.
- understand that we are responsible for knowledge of activities on the school calendar.

**While the student is enrolled at this Catholic School, he/she will respect Catholic teachings concerning human sexuality and Faith. The student will conduct him/herself in accord with his/her sex at birth, at all times, both on campus and when representing the school at off campus events.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

This form must be signed and returned to the school.