PARENT-STUDENT HANDBOOK

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Dear Little Flower School Families,

Welcome returning families and new families! On behalf of Father Gregory Ross, O.C.D. and the staff of Little Flower Catholic School, I invite you to begin an exciting and challenging year of learning, growing, and living as Jesus teaches us. We are committed to providing the best learning environment for our students. We understand that a strong family-school partnership is a way to build faith filled and academically prepared students.

We believe that schools should be a safe and happy place to learn and to grow. Children will be educated holistically as we model for our students our school motto of, “Doing the ordinary things extraordinarily well for the love of Jesus” (St. Therese of Lisieux). We continue to emphasize: Be Kind - Work Hard. If we live out these words each day, we will have a safe, successful, and blessed school year.

The new school year brings some changes, including new faculty and staff, updated curriculum and increased technology enhancements. This is also our year of self-study in preparation for an accreditation visit, as we celebrate our 90th anniversary year, which began June, 16, 2016.

We look forward to serving our students and families this school year. Thank you for your involvement in helping our school and for supporting Catholic Education.

In Christ,
Nora Mozingo
Principal

As a Little Flower Catholic School Principal…
I am a child of God created in the image and likeness of God.
I do my best to keep our school a safe, welcoming, friendly, Catholic environment.
I love our students and respect their individual differences and learning abilities and challenges.
I work to keep the lines of communication open between the children, families, staff, and community.
I support our staff and work with them as we, together with the family, lead our children to Jesus.
I set high expectations and opportunities for learning and for providing service to others.
I am the Little Flower Catholic School principal, and I make my family and my school proud of me every day.
Little Flower Catholic School Motto

“Doing the ordinary things, extraordinarily well.” (St. Therese of Lisieux)

PHILOSOPHY OF EDUCATION

“Children learn the secret of holiness
- that is, the song of divine love-
from those who are entrusted with their education
just as birds learn to sing
by listening to the parent bird.”
St. Therese

We, at Little Flower School, assist the church in its mission of developing committed Catholic Christians. All children, regardless of race, color or creed are accepted and welcomed. We collaborate with parents and guardians in their role as primary educators of their children. Students are encouraged to take responsibility for their learning both in academics and in the living of religious values. We guide our students to recognize the love of God in our midst and challenge them to extend this love to those in need, following the example of Jesus and St. Therese.

MISSION STATEMENT

With the support of the Discalced Carmelite Friars, and in the spirit of Christian professionalism, the faculty and staff of Little Flower Catholic School provides for all children a holistic educational program rooted in Catholic Christian doctrine and in the spirituality of St. Therese.

STUDENT PLEDGE

As a Little Flower Catholic School Student,
I am a child of God created in the image and likeness of God.
I come to school each day on time, ready to learn.
I listen to my teachers and show respect for all.
I work hard to honor my responsibilities and participate fully in activities.
I am a Little Flower Catholic School student, and I make my family and my school proud of me every day.
OUR SCHOOL HISTORY

On February 22, 1926, Archbishop Arthur J. Drossaerts established a new parish in the western part of San Antonio and entrusted it to the Discalced Carmelite Friars.

The first church was dedicated on August 29, 1926. The church was a small frame building divided into three sections: one part was the church proper, another the school and the third section was the sacristy. This building was used for the celebration of Mass and for a school for two years.

The Sisters of the Holy Spirit and Mary Immaculate first staffed the school in July, 1926. As enrollment grew additional locations were found for classrooms. Finally, on Sunday March 16, 1947, the cornerstone and walls of a new school building and convent were blessed.

The structure was constructed of Indiana Limestone to match the style and material of the Shrine of the Little Flower. It was hoped that this school would be a center of spirituality, which would radiate in the life of each and every student the depth, the beauty, and the splendor of the life of St. Therese of Lisieux.

Today, almost 90 years after the original classrooms opened, Little Flower School continues to serve students from throughout the San Antonio area. It is accredited by the Texas Catholic conference Education Department and recognized by the Texas Education Agency (TEA) for implementing curriculum which meets and exceeds TEA requirements. Little Flower School is open to ALL children regardless of race, color, creed, sex, or ethnic background.

Little Flower School continues to thrive and students continue to excel in both spiritual and academic areas. The school places a strong emphasis on religious formation and helps children grow in the Faith. The school is staffed with qualified faculty who are committed to academic excellence and the development of Gospel values as they prepared Catholic leaders today and for the future.

Little Flower School also recognizes and values the critical role that parents play in the care and nurturing of their children. Staff, parents, and students take seriously the advice of St. Therese, our patroness – to do the ordinary extraordinarily well and to spread God’s love to all with whom we come in contact.
GOALS AND OBJECTIVES FOR LITTLE FLOWER SCHOOL

Faith Community Goal:
To develop a faith filled community among Faculty, Staff, and Parents by promoting and modeling Gospel Values.

Academic Goal:
To develop a sound curriculum in all core subjects by making use of up-to-date technology and teaching strategies.

Spiritual Goal:
To form our students in Catholic Christian values through daily experiences of God’s love, compassion and concern for others.

Personal Goal:
To form students who will recognize their own self-worth and potential by continuously challenging them to set goals for themselves.

Social Goal:
To develop students who will be respectful and compassionate towards others by challenging them to respect individual differences and grow in love and tolerance.

Physical Goal:
To develop life-long habits of good health and wellness through daily physical exercise and instruction in healthy nutrition.

ACCREDITATION

Little Flower Catholic School is fully accredited by the Texas Catholic Conference (TCC). The Texas Catholic Conference is a publication for all Roman Catholic dioceses with cities located in the state of Texas. The superintendent’s Department of the Division of Education of the TCC is directly concerned with the schools. The superintendents meet periodically to discuss common issues and make recommendations to the Bishops. They are assisted by the Education Director of the Texas Catholic Conference Education Department (TCCED) who is also the official representative of the dioceses in their relations with the Texas Education Agency (TEA). The TCCED coordinates and supervises the accreditation of all Catholic Schools in Texas by the Texas Catholic Conference Accreditation Commission.

NON-DISCRIMINATION POLICY

Little Flower School admits students of any race, gender, or national origin to programs and activities with all rights and privileges. Admission is not denied because of any handicap condition unless it is clear that the staff, due to lack of specialized professional training, and/or the school’s program, is not able to meet the student’s needs.

*The Administration or Superior/Pastor of Little Flower School may at any time amend the policies, procedures and regulations found in this handbook. Parents will be immediately notified of any changes.
## CATHOLIC IDENTITY

### GOSPEL VALUES – BEATITUDES-SOCIAL TEACHING

<table>
<thead>
<tr>
<th>MONTH (Life Skill)</th>
<th>GOSPEL VALUE</th>
<th>BEATITUDE &amp; CATHOLIC SOCIAL TEACHING</th>
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| August (Courtesy) | COURAGE      | - Blessed are the peacemakers for they shall be called children of God  
                    |              | - Dignity of the Human Person      |
| September (Organization) | PATIENCE | - Blessed are the merciful for they shall obtain mercy  
                          |              | - Stewards of God’s Creation       |
| October (Table Manners) | FAITH       | - Blessed are the poor in spirit for theirs is the Kingdom of heaven  
                          |              | - Respect for Human Life           |
| November (Punctuality) | COMMUNITY | - Blessed are the peacemakers for they shall be called children of God  
                          |              | - Love and care for the poor       |
| December (Neatness)  | SERVICE      | - Blessed are the merciful for they shall obtain mercy  
                    |              | - Respect for Human Life           |
| January (Dress Code) | JUSTICE     | - Blessed are the peacemakers for they shall be called children of God  
                    |              | - Dignity of the Human Person      |
| February (Cordiality) | LOVE       | - Blessed are the poor in spirit for theirs is the Kingdom of heaven  
                    |              | - Dignity of the Human Person      |
| March (Homework)    | RECONCILIATION | - Blessed are the merciful for they shall obtain mercy  
                    |              | - Love and care for the poor       |
| April (Healthy eating) | HOPE       | - Blessed are the poor in spirit for theirs is the Kingdom of heaven  
                    |              | - Stewards of God’s Creation       |
| May (Exercise)      | HUMILITY    | - Blessed are the peacemakers for they shall be called children of God  
                    |              | - Dignity of the Human Person      |

A different **GOSPEL VALUE** is highlighted each month as well as Beatitude and a Catholic Social Teaching. Students will engage in discussion of how we can each live these out in a daily life. Service projects and other activities will be implemented to reinforce the Gospel Values.

### LITURGICAL SEASONS:

- **Ordinary Time**: May June July August September October November
- **Advent, Christmas**: November 27, 2016 – January 9, 2017
- **Ordinary Time**: January 10, 2017-February 28, 2017
- **Lent**: March 1, 2017 -April 13, 2017
- **Easter Season**: April 16, 2017-June 4, 2017
**STEWARDSHIP**

*Sharing the Light of Faith*: National Catechetical Directory for Catholics of the United States continued to define Christian service as “not only responding to needs when asked, but taking the initiative in seeking out the needs of individuals and communities, and encouraging students to do the same” (National Conference of Catholic Bishops, 1979, #210). This document suggested that students be gradually introduced to the notion of Christian service.

The purpose of the stewardship program for students in Pre-K3 through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs.

Pre-K3 through 8th grade will participate in four school-based service projects during the school year: two active service projects and two passive service projects.

Grades 6th grade through 8th grade will be responsible for contributing stewardship hours in the community at large.

Stewardship hours are defined as service that contributes to the welfare of others in the community at large and for which no money is received.

Examples: Jimenez Thanksgiving Dinner  *Assisting / Tutoring in After School Program*  
Humane Society  *Altar Serving at School Masses*  
* Athletic Department  St. Vincent de Paul  
Food Bank

*Cannot count towards more than half of the required number of service hours.*

Service hours will not count when doing “chores” at your place of residence. Service hours must be completed outside of your place of residence without pay. Homeroom teacher is the final arbiter as to acceptance of service hours.

Service hours must be earned each grading period as specified. Hours do not roll forward; however all hours will be recorded.

**Stewardship Required Hours:**

8th Grade = 6 hours per quarter  
7th Grade = 6 hours per quarter  
6th Grade = 4 hours per quarter

**Forms Due:**

1st Quarter – October 14, 2016  
2nd Quarter – January 6, 2017  
3rd Quarter - March 10, 2017  
4th Quarter – June 1, 2017  
(8th Grade – May 22, 2017)

Stewardship hours are counted as a Major Grade in Religion class.
ACADEMIC PROGRAM

Curriculum Guidelines
Curriculum implementation for Little Flower School follows the curriculum guides of the Archdiocese of San Antonio. They are developed using the Texas Essential Knowledge and Skills (TEKS) and Archdiocesan standards, with the integration of Gospel values and the teachings of the Catholic Church.

Curriculum
The primary goal of the curriculum is to provide a wide spectrum of learning in order for the student to fully develop to his or her potential.

Pre-K3 & Pre-K4
Little Flower School operates a 3-year old & 4-year old developmentally appropriate program. The students must be 3 years of age for PK3 and 4 years of age for PK4 by September 1st; please see Little Flower Requirements below. Spanish, P.E./Health, Art, Music. Technology and Library Skills are also part of the curriculum.

Kindergarten
Students entering kindergarten must be 5 years of age by September 1st; please see Little Flower Requirements below. The Kindergarten follows a structured program emphasizing Religious development, social structure, and beginning development in Language Arts, Science, Math, P.E./Health, Art, Music, Technology Spanish and Library Skills.

Grades 1-5
Students entering 1st grade must be 6 years of age by September 1st; please see Little Flower Requirements below. The curriculum includes: Religion, Mathematics, Language Arts (including English, reading, spelling, writing, penmanship and vocabulary), Science, Social Studies, Fine Arts (Art/Music), Spanish, Technology, PE/Health and Library Skills.

Middle School
The curriculum includes: Religion, Mathematics, Language Arts (including English, Reading, Spelling, Writing, Vocabulary and Research), Science, History, Fine Arts (Art/Music), Spanish, Technology, PE/Health, Speech and Debate. Middle school students will be provided a syllabus for each course which will outline the expectations of the course.

Middle School Accelerated Classes
Middle School students may be invited to participate in accelerated class in Mathematics.

Criteria for enrollment are based on grades, standardized test scores, faculty recommendation and student interest. Parents will be notified of Accelerated placement.

Religion
Religion is the integrating factor for the school. It provides a common thread on which spirituality is interwoven throughout the curriculum. Little Flower School strives to put into practice the key concepts of Message, Community, and Service as outlined in the American Bishop’s Pastoral Message on Catholic Education (To Teach as Jesus Did, 1972). Religion and all that it implies in the life of the child is of great importance. A critical part of the school’s religious education program is participation in the sacramental life of the church through attendance at Mass, the opportunity to celebrate the Sacrament of Reconciliation, prayer services, traditional activities, retreats, and celebrations of the liturgical year. All students in grades PK3 to 8 attend Mass weekly and on Holy
Days. The Liturgy is adapted to the level of the students and they are given an opportunity to participate in its preparation.

All second grade students are prepared for the reception of the sacraments of Reconciliation and Eucharist. Parents/Guardians of children from Little Flower School must attend classes in preparation for the first reception of these sacraments by their children and must attend Mass on a regular basis. The curriculum used to prepare the second graders is *Seek and Find* by St Mary’s Press.

Catechesis in human sexuality and sexual morality is an important part of the religion curriculum for middle school. *Theology of the Body* curriculum is provided to students in grades 6, 7, and 8.

**Physical Education**

Participation in physical education is mandatory for all students in accordance with the Texas Catholic Conference Education. **Exemption from a class is given only to students who present a note signed by a doctor or a parent/guardian.** Students in grades 3rd grade and up must change into the PE uniform (to include the all-white tennis shoes) to participate. Health class will be incorporated one day a week per grade level.

**Testing**

All students will be given beginning-of-year (BOY) assessments to gain baseline information for each student. Each school year, the Iowa Assessment, a standardized achievement test, is administered at grades 1 - 8. A test of cognitive skills is also given each year to students in grades 2 and 6. A Scholastic Readiness Assessment is administered in grades K3, K4 & K5 at the end of the school year (EOT).

Grades 5 and 8 are administered the ACRE test, which is a standardized assessment of religious skills and knowledge.

**Library**

The library strengthens and supports the curriculum. Students have an opportunity to check out books from the library. If any book is lost or damaged, the student must pay the cost of the book. Fines are assessed for overdue books. The Library Manager will also conduct weekly lessons and host research sessions for students.

**STUDENT TECHNOLOGY GUIDELINES**

The computer lab is equipped with HP Computers. Students in grades K3-8th grade are being prepared for an increasingly technological society in regular computer classes. This instruction is enhanced by the use of the computer and interactive boards in each classroom. Chromebooks are used in grades 1-8, integrated in lesson delivery.

Inappropriate material or language, no profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers or parents to see. Should students encounter such materials by accident, they should report it to their teacher immediately.

Little Flower School is making every effort to ensure safe access and usage of the Internet. The following preventative measures are used:

- Use of Internet filtering technology to restrict access to pictures that are obscene, pornographic or harmful to minors
- Provide for monitoring of student’s online activities to prevent access to inappropriate material on the Internet
- Caution students on safe techniques to use when accessing information on the Internet
• Use of child friendly Internet search engines to ensure safe Internet searches
• Use of supervision by instructional personnel when students access the Internet
• Promote the safety and security of electronic communication
• Prevent unauthorized access and distribution of activities by students online
• Prevent disclosure of student’s personal information online
• Ensure students adhere to the rules and regulations of the Acceptable Use Policy

A “Technology Usage Form” must be on file providing parent approval. (See Appendix A)

**Electronic Communications** – Students are prohibited from accessing, creating or posting material or communication that jeopardizes the safe environment of the school or is contrary to our Gospel Values. Students can be subject to the full range of disciplinary consequences, including expulsion for any communication about another student, the school, or the school community that is:

- Illegal
- Damaging
- Abusive
- Obscene, offensive, indecent, sexually explicit or pornographic
- Threatening or demeaning to another person (whether communication occurs through the use of the school’s equipment or privately owned equipment)
- In violation of the school’s rules on harassment and and/or bullying

The use of portable wireless devices to send and/or receive communication is also prohibited. Portable wireless devices include cell phones, tablets, watches, etc. Electronic communication is a means of communicating instantly with others in both a positive and negative way. Students should not participate in any on-line communication that is not for educational purposes. Using any of the above forms of communication to access or distribute inappropriate material through pictures, texting, forwards, attachments, (to include Facebook Instagram, Snapchat or any other social media site) and other forms of information is prohibited. Consequences will range from suspension or possible expulsion, depending on the severity of the offense.

**Privacy** – computer storage areas may be treated like school lockers. Administrators and or teachers may review activity to maintain system integrity and insure that employees and students are using the system responsibly.

**Use of Student Information** – Student’s information will not be given out without the written consent from a parent or legal guardian.

**Storage Capacity** – Employees and students are to store all data materials as specified by the computer or classroom teacher.

**Illegal copying** – Students should never download or install any commercial software, shareware or freeware onto a school computer unless they have written permission from the computer teacher. Nor should students copy other people’s work or intrude into other people’s files.

**Damage** – Students may not physically or electronically tamper with or damage computer hardware, software or other technology resources.

**Online Services** – Students may not access their personal subscriber online services using school computers.

**Unauthorized downloading** – Students should never download music files, Internet games or load CD-ROM software on school computers.
Superior of the Carmelite Community
The Superior of the Carmelite Community is ultimately responsible for the successful operation of the school. The Superior is in a unique position to impress on the parishioners the importance of a Catholic education and to influence the quality of education in the school. The school Superior, collaborates with the school principal to implement the policies of the Archdiocese and the State of Texas.

Principal
The principal is the chief administrator and spiritual leader of the school. The principal in collaboration with the Carmelite Friars, sets policies with the advice of the Little Flower School Advisory Council. Responsibilities include, but are not limited to the interviewing and recommendation of prospective faculty/staff and evaluation of employees; the supervision of instructional techniques and curriculum development and the professional development of the staff through in-service programs, thus upholding rules, regulations of all school handbooks: (parent/student, employee and athletic handbooks.)

Principal's/Pastor’s Right to Amend Handbook
The Principal and/or Superior have the right to amend this handbook at any time and it will be modified as necessary. When a conflict is discovered, the Archdiocesan policy supersedes. The contents are considered binding. Deviations and/or revisions will be considered on a one-to-one basis.

Little Flower School Requirements
1. A child must be three (3) years of age on or before September 1st to be admitted into the Pre-K3 program and also must be fully toilet trained.
2. A child must be four (4) years of age on or before September 1st to be admitted into the Pre-K4 program and also must be fully toilet trained.
3. A child must be five (5) years of age on or before September 1st to be admitted into Kindergarten.
4. A child must be six (6) years of age on or before September 1st to be admitted into the First Grade.
5. For students not exhibiting proper readiness, an interview with the parents/administrator is required to determine admission eligibility.
6. For students with a behavior plan/severe behavioral concerns, an interview with the parents/administrator is required to determine admission eligibility.

Pre-Registration for Current Students
Pre-Registration for current students of Little Flower School takes place from February 1 to March 10. The non-refundable registration fee is due in full with the completed registration paperwork. Students with past due accounts, including unpaid fundraisers, after school care, cafeteria balances, etc. will not be permitted to register.

Registration of New Students
Registration for new students opens up March 20. An Open House will be scheduled to register new students. Openings in all classes will be available to new students on March 20. Classes will be “closed” when class size is met.

Transfer of Student(s) within the Archdiocese (during the school year)
The transfer of a student from one Catholic School to another within the Archdiocese can occur only after consultation between the principals of the two schools involved.

Admission Procedures for New Students
The admission process for any new student may include meeting with school administration. (See Admission Policy above)
All incoming middle school students require an interview with the school principal.

Eligibility for Re-Registration
All new students are placed on a ONE YEAR probationary status. Eligibility for current students to re-enroll for the new school year is based on the student’s satisfactory conduct, academic levels and/or student assessment reports.

New families must supply the following documents to the school at the time of registration.

1. Parent Identification (Driver's License, Texas ID, Military ID)
2. Student Social Security Card
3. Birth Certificate (original certified document or certified copy)
4. Baptismal Certificate (only if Catholic Baptism)
5. Current immunization record
6. Current report card and most recent standardized test scores
7. Proof of First Communion and First Reconciliation (if appropriate)
8. Any court ordered documents deemed by the court system
9. Any Special Education/504/Dyslexia/Speech Information

All other records will be requested from the student’s previous school.

Order of Acceptance of New Students
Due to limited class sizes, Little Flower School has instituted a waiting list policy. Once a class has been filled, a waiting list will be generated.

1. Students currently enrolled at Little Flower School
2. Families who are parishioners of Little Flower Parish
3. Students on the waiting list

Admission of Students with Special Needs
The policy of Little Flower School is that, if able, the school will provide students with special needs an opportunity for an education. If Little Flower School cannot provide sufficient services for a special needs student, a conversation with the parent will be held. All decisions will be held in the best interest of the child.

Fees/Financial Obligations
Families are responsible for the following fees:

Registration Fee
This fee is due in full with the completed registration paperwork. The registration fee is non-refundable. The registration is considered complete when all registration fees have been paid.

Book and Material Fees
This fee includes (for students in grades 1-8) the purchase of new textbooks, purchase of consumable books, testing materials and other needed curriculum materials. For students in the
Early Childhood Program (K3, K4 and K5) this fee is used to purchase consumable books and all other materials used in instruction and in centers.

**Fee Payment**
- All beginning-of-year fees (registration, books, and fees) must be paid in full on or before July 5th. There is a $25.00 handling fee for a returned check, assessed in addition to any charges made by the bank. August tuition is due by the 5th of August.
- Graduation fee will be $150. Eighth grade students will not participate in the Graduation Mass unless all fees are paid in full.
- Students will not receive progress or report cards at the end of grading periods or at the close of the school year unless all fees are paid.
- Students may not participate in field trips, unless all accounts are current.
- For 8th graders who receive a High School Scholarship from LFS, the scholarship funds will be sent to the High School once the student’s account is paid in full.

**Monthly Tuition**
Tuition may be paid in two ways:
- **Ten (10) monthly payments**  
  (starting August and payable by the 5th of each month)
- **Annual payment** – A 5% discount will be given to families who pay full tuition (fees and mandatory fund raisers excluded) by August 5th. Scholarships are excluded from this discount.

Payments not received by the due date will be subject to a **$25 late fee**. There will be a **$25 fee for any NSF check** and the check must be replaced with cash or money order.

Families who leave the school before the end of the school year, or any part of any month of the school year, pro-rating may be considered, but not always granted. This will include pro-rated service hours.

Applications for tuition assistance may be made through Hope for the Future at [www.hopeforfuture.org](http://www.hopeforfuture.org).

**Required Fundraisers**
Two required fundraisers keep tuition at a manageable rate for families. Little Flower School uses fundraising proceeds for daily operational expenses, not for extra projects. These proceeds are a supplement to tuition, and can properly be considered part of the monthly tuition expense. At registration, families have the option of participating in the fundraising activity or to include the fundraisers in the tuition and be divided into 10 monthly payments. The amount for each fundraiser is included each year in the registration information. Deadlines for turning in fundraiser money will be announced at the beginning of each fundraiser.

**Service Ministry Program  (Parent Service Hours)**
Service Ministry is vital to the success of Little Flower School community. **Therefore, each family is required to donate 12 hours of service or compensate the school monetarily as noted in the payment contract.** Service opportunities will be announced in the school weekly newsletter. It is up to the parent/guardian to respond.
- Each family is responsible for documenting his or her Service Hours on a regular basis (**See Appendix B**)
- Relatives may complete the Services Hours (with prior approval from Administration)
• Monetary/Item donations will be accepted in place of service hours. For every $20.00 donated, 1 service hour will be earned. RECEIPT MUST ACCOMPANY FORM. (See Appendix B)
• All required documentation/forms are required, (with signatures) and to be submitted to our school contact – SR. GENEVIEVE

**Failure to accumulate 12 hours of service per family will result in an additional $20.00 fee per hour payable to the school no later than April 28th. Service hour opportunities run from May 1st to April 28th. Students may not participate in field trips or other special activities if there is a balance due on service hours. (See Appendix C – Service Hour Form)**

**Breach of Contract Agreement**

• If outstanding amounts are not received by the 5th of each month, your child/children may not be permitted to return to school. **No account will be permitted to be delinquent past one (1) month.** (See: Delinquent Tuition Agreement)
• All financial obligations, including, tuition, fundraisers, cafeteria, after school care, athletics, etc..) must be current for students to participate in Fields Trips and any special activities at any time of the school year. (This includes graduating 8th graders).

### ATTENDANCE

Little Flower Catholic School attendance policies will follow the State of Texas policy.

**State Attendance Policy**
The State Compulsory Attendance Law requires children to be in attendance 90% of the instructional days.

**School Attendance/Tardy Policy**
Therefore, students who incur more than 19 or more (excused or unexcused) per year may be required to make up the missed time, hour for hour and in some cases may be required to repeat the grade.

Every instance of absence or tardiness is a loss to the pupil. A student not physically present by 7:50-8:15 a.m. at school, will be marked tardy. A student arriving to school after 8:15 am, excused or unexcused, is marked absent for half day. A student arriving to school after 11:20 am, excused or unexcused, is considered absent for a full day.

<table>
<thead>
<tr>
<th>Time</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50-8:15 am</td>
<td>Tardy</td>
<td>Excused or Unexcused</td>
</tr>
<tr>
<td>8:16-11:20 am</td>
<td>Half Day Absence</td>
<td>Excused or Unexcused</td>
</tr>
<tr>
<td>After 11:21 am</td>
<td>Full Day Absence</td>
<td>Excused or Unexcused</td>
</tr>
</tbody>
</table>

For absences of 3 days or more due to illness, a student must provide the office with a doctor’s excuse. A student who accumulates 5 **unexcused** absences in one grading period will incur a $40.00 fee charged to the family account. A student who accumulates 5 **unexcused** tardies in one grading period will incur a $25.00 tardy fee charged to the family account. Reasons for granting excused absences/tardies include personal illness, sickness or death (in the family), will be the only ones accepted by school administration. The Principal’s discretion shall determine when an absence is excused.

The parent must call the school or email the school when a student is absent or tardy in order for the absence/tardy to be considered “excused.”
<table>
<thead>
<tr>
<th>3 Consecutive Absences</th>
<th>Dr. Note Required</th>
<th>Upon Returning to School</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Unexcused Absences</td>
<td>Per Grading Period</td>
<td>$40.00 Fee</td>
</tr>
<tr>
<td>5 Unexcused Tardies</td>
<td>Per Grading Period</td>
<td>$25.00 Fee</td>
</tr>
</tbody>
</table>

### School Day Hours

**7:50 a.m.**  Prayers and Announcements  
**3:15 p.m.**  Dismissal for K3 thru 8th Grade  
**3:30 p.m.**  Students remaining to be picked up from grades K3 through 8th report to After School Care.

### Early Dismissal Days

**7:50 a.m.**  Prayers and Announcements  
**12:00 p.m.**  Dismissal for K3 thru 8th Grade  
**12:15 p.m.**  Students remaining to be picked up from grades K3 through 8th report to After School Care.

### Absences/Request for Homework

If a student is going to be absent, the parents are to call the school office by 10:00 a.m. If parents wish to pick up homework for the student, they **MUST** call and request it by 10:00 a.m. and pick up **AFTER** school. In all cases, absences must be reported to the office by email or phone call explaining the reason for the absence in order for the absence to be considered “excused.”

The school calendar provides for a number of extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times in order to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility. Students will have one day, for each day absent, to make up missed classwork and homework. An excused absence does not mean a student will not be marked absent.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

### Perfect Attendance

At the end of the school year, **Perfect Attendance** distinction is awarded to those students who have not been **tardy (more than 5 days)** nor **absent** for the entire year.

### ATHLETICS

**Purpose**

The purpose of athletics is to provide physical training and character formation by developing a sense of self-control, good attitude, and fair play in students. Girls’ and boys’ teams take part in scheduled games and tournaments. Guidelines and rules are subject to Athletic Sports Procedures.

The athletic director is Joe Gonzalez. All Athletic questions/concerns with be addressed to the athletic director. **A separate Athletic Handbook is issued to athletes.**

### CAFETERIA

**School Lunch Programs**

To encourage good nutrition, the cafeteria offers a well-balanced lunch for a reasonable price. Little Flower School participates in the National School Lunch Programs. Through these programs, the school provides free or reduced-price meals to students qualifying under the guidelines of the program, and adjusted according to family size. Applications are distributed at the beginning of the
school year. A daily menu of hot lunches is developed monthly. Lunch can be paid for daily, by the week, month, or in advance. Credit will be extended only to students who forget lunch or lunch money.

Families can access the cafeteria account on RenWeb when announced. Parents are encouraged to let the cafeteria know any special instructions they have for providing “seconds or “ extras” to their student.

A sack lunch for students attending field trips may be provided at the regular cafeteria price for students who request this service. Parents are invited to have lunch with their children in the cafeteria, after checking with school office and receiving a visitor’s pass.

Students not purchasing a hot lunch are required to bring a nutritious sack lunch from home. Milk or juice can be purchased separately in the cafeteria.

Breakfast: $1.66  
Trays: $3.07

Fast-Food Guidelines
- The Federal Lunch Program does not allow “fast” foods to be brought in at lunchtime.
- “Fast” foods are any meal purchased at a restaurant or a restaurant franchise.
- “Fast” foods WILL NOT be permitted – NO EXCEPTIONS.
- Parents are welcomed to eat with their children at a specially designated Family Table located in the cafeteria.

Health and Wellness
Little Flower School is committed to providing a school environment that promotes the development of lifelong wellness practices. We do this by creating a healthy school environment that promotes healthy eating choices, good nutritional practices, and increased physical exercise at all levels. To aid in this effort we commit ourselves to the following goals:

1. The cafeteria, classroom and all school related activities will provide clear and consistent messages that will encourage healthy eating habits and good nutritional choices.
2. We will provide opportunities for purposeful physical exercises that will be of value to students throughout their lives.
3. We will involve students, parents, and teachers in developing and implementing school nutrition and physical activity goals.
4. We will provide weekly Health classes to promote health and wellness practices.

Promotion of Gospel values is at the core of the school wide disciplinary code. Therefore, each 9 weeks in the spirit of forgiveness, all disciplinary notices are removed from the 9 weeks. The ability “to start over” will be reinforced. However, a suspension, (only given for grave matters), remains for the academic year.

Little Flower strives to provide an environment in which each child can learn, develop, and be prepared to accept responsibility for his or her actions. Children are guided toward this goal with a strong emphasis on spiritual and moral growth. All students are expected to comply with school rules and follow directives issued by all adult authority.
Parents should be actively involved in the disciplinary process and are asked to cooperate fully with school policies and to support the faculty and administration in these endeavors.

Students will be given opportunities to correct any behavior that disrupts others in the classroom. Responsibility, reconciliation, and restitution will also be at the core of all disciplinary actions. School rules and disciplinary procedures apply during the school day, during extracurricular activities, at any school function, during field trips, and in After School Care.

Six rules to “Soar like Eagles”
1. Show respect for yourself, adults, others, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed in the classrooms.
4. Follow directions.
5. Keep your hands and feet to yourself.
10. Be honest.

DISCIPLINARY ACTION
Disciplinary Action for Disciplinary Infractions:
REFER TO MILD/MODERATE/SEVERE CHART BELOW

- **Disciplinary Notice (DN):** Mild or Moderate Infractions
  - Communication between school and home
  - Accumulation of three DN’s result in a Detention Notice
  - Other Disciplinary Actions may be given, as per School Principal

- **Detention (D):** Mild or Moderate Infraction
  - Accumulation of three Detention result in a Disciplinary Referral
  - Detention is held once a week for an hour
  - Suspension may be handled as an out-of-school basis. If so, work missed may not be made up. The work may be corrected but a grade will not be earned. The child will be on probation following a suspension.
  - Other Disciplinary Actions may be given, as per School Principal

- **Disciplinary Referral (DR):** Severe Infraction
  - Will only be issued by an Administrator
  - Disciplinary Referral may result in Suspension
  - Two suspensions within a school year may be grounds for expulsion
  - All suspensions/expulsions will be handled in the office
  - Suspension may be handled as an out-of-school basis. If so, work missed may not be made up. The work may be corrected but a grade will not be earned. The child will be on probation following a suspension.
  - Other Disciplinary Actions may be given, as per School Principal
  - Serious infractions may warrant a conference with the Principal and Pastor/Superior.

Any type of the above mentioned disciplinary notices will be sent home for parent’s/guardian’s signature.

(See Appendix D – Behavior Matrix (Mild, Moderate, Severe)
In School Suspension
In School Suspension will be given as per the decision of the school Administrator or designee as per a severe infraction. The student will be given work to be completed on the campus; outside of the classroom.

Expulsion
Expulsion is a serious matter and will be invoked only as a last resort. Serious infractions will warrant a conference with the Principal and Pastor/Superior.

Moral Issues
A primary purpose of Catholic Education is to guide student’s growth in Christian values and moral conduct. Little Flower School’s mission is to provide a quality education and Christian formation of the whole child is paramount to the development of Christian values. Little Flower School does not accept premarital sexual activity as part of the development of Christian values and moral conduct. At times, Little Flower School will need to address issues concerning pregnancy, abortion, and marriage/cohabitation. Each situation will be handled individually and confidentially.

Use/Misuse of Electronic Communication
Whether occurring within or outside of school, when a student’s use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion and/or involvement of law enforcement.

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school’s equipment or connectivity resources or through private communication, which:

1. Are of sexual nature
2. Threaten, libel, slander, malign, disparage, harass or embarrass members of the school community
3. Cause harm to the school community.

AFTER SCHOOL CARE PROGRAM
The goal of this program is to provide a safe, Christian environment for the students. The After School Care Program provides supervision for students between the hours of 3:30 p.m. and 6:00 p.m. Snacks are provided for the children.

After School Care is available on most early dismissal days. The exceptions to this are the days before Christmas holidays and Easter break, and the last day of school. On these days, children must be picked up at dismissal time.

The After School Care Program operates each regularly scheduled school day

- Program operates on School Day hours from 3:30 p.m. through 6:00 p.m.
- Program operates on Early Dismissal Days from 12:15 p.m. to 6:00 p.m.
- After School Care is available on most early dismissal day. Exceptions:
  - Days before Christmas holidays
  - Holy Thursday
  - Last day of school
  - On these days, children must be picked up at dismissal.
**Afterschool Care Rates and Billing**

To qualify for the monthly rate, parents must enroll their child in the After School Care Program for the entire school year. Payment will be due in advance on the 1st of the month, along with tuition payment. No later than the 5th of the month.

- 1 child - $75.00 a month
- 2 children - $95.00 a month
- 3 children - $115.00 a month

If after enrolling in the Monthly Rate Plan, the family no longer needs after school care services, you may terminate the service by submitting you request in writing to the Business Office. Once terminated, you will be billed at the hourly/drop-in rate when using the after school care services. Re-enrollment can occur during the open period in December.

Open enrollment for the Monthly Rate Plan will only be permitted as follows:
- Prior to the 2nd Monday of the School Year
- Between December 15th – December 31st for January
- New students will be permitted to enroll at the time of registration.

**Drop-In Rates**
Parent with students not enrolled in the Monthly Rate Plan will be billed at an hourly rate as follows:

- Drop-In Rate - $10.00 per child, per day
- Early Dismissal Days - $15.00 per child, per day

After 6:00 p.m. a fee of $5.00 (per child) for each 5 minutes interval past 6:01 p.m. will be assessed. For parents habitually fail to pick up their children on time, the After School Care Program reserves the right to terminate a child’s enrollment. A written warning will be issued before termination.

**The school reserves the right to suspend the use of after school care if payments are delinquent for over one month or for student disciplinary issues.**

Students are not left unsupervised while on the school grounds. Any children still waiting for parents/guardians to pick them up from school go to the After School Care Program. If classes have been dismissed for the day, and a student is awaiting a ride home, or waiting for an after school activity to begin (practices, etc.) the student is to report to After School Care. If an after school activity ends and parents are not on hand, the child is immediately taken to After School Care.

Dismissal to other students’ parents is not allowed without written permission.

**Behavior Expectations and Consequences for Infractions:**

Behavior expectations for students are the same as during the regular school day.

Disciplinary notices (DNs) will be issued for infractions during After School Care. Those DNs will be added to any DN’s already earned during a 9-week grading period.

Detentions issued for inappropriate behavior in After School Care are cumulative. Two Detentions will result in a parent conference and suspension from After School Care for two weeks. Additional
detentions will result in a parent conference and possible withdrawal from the After School Program.

EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities are expected to conduct themselves in a manner that will reflect positively on Little Flower School. They are to exhibit Christian behavior, including respect toward supervising adults, opposing teams, and visiting spectators. Good sportsmanship is required at all times. All guidelines outlined in the student handbook will be upheld for activities, on and off campus.

Extra-curricular activities are designed to enhance the learning with varied modalities to help educate the whole-child. A few examples include, but not limited to the following.

**National Junior Honor Society**
The National Junior Honor Society (NJHS) is the nation’s premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor any student in middle school who has demonstrated excellence in the areas of Scholarship, Leadership, Service and Character.

To be eligible for membership, the candidate must be a member of the sixth, seventh or eighth grade class. Candidate must have Honor Roll status every nine weeks. Candidate must also have an outstanding conduct report.

If a student’s grades fall below average for any quarter or below “S” probation will be given until the next report card. If grades fail to improve the student will no longer remain in NJHS.

**Student Council**
Students from grades 3rd through 8th are eligible to be members of the Little Flower Student Council. Students are nominated and elected by their peers in the above mentioned grade levels. The goal of the Student Council is to represent and generate ideas for the student body to become active in the life of the school.

Eligibility rules are “No Pass No Play”. Each student council member will have progress reports/report card reviewed every 4 1/2 weeks by the Student Council Sponsor.

**Prayer Group**
**4H Club**
**CAAC Competitions**
**Girl Scout / Boy Scouts**
**Ballet Folklorico (paid club)**
**Cheer/Pep Squad**
**Speech and Debate Club**
**Library Club**
**Chess Club**
**Scrabble Club**
**Safety Patrol**
**Choir**

Eligibility rules will apply – maintain passing grades 70+ and satisfactory behavior.
FIELD TRIPS

Field trips are not a right but a privilege. Field trips should be related to the curriculum. Such trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. The school or anyone connected with the activity is not responsible if any misfortune should occur. Adequate transportation and supervision must be provided by the school. The student must have a signed and dated release form from the parent/guardian for each field trip. No siblings will be allowed to attend.

Any school sponsored student outings must be approved by the Principal. Approval of such trips will be based on:
1. Appropriateness of the trip for age and maturity level of students.
2. All tuition obligations must be up to date in order to be eligible to attend a field trip or outing. At minimum, financial arrangements must be made.

Before chaperones (parents) can attend a field trip or volunteer in the school, Archdiocesan Policy must be followed. No parent/volunteer may attend a field trip until a background clearance is issued.

Background Investigations
The Archdiocese retains the right to conduct background investigations on current parents/volunteers for all positions in order to obtain criminal records.

All financial obligations (tuition, after school care, cafeteria, athletics, etc.) must be current in order for the student to participate in the field trip.

Little Flower School Transportation Policy
The principal must approve any school sponsored student trip/activity. Unless the school specifically approves a trip/activity, the school will not be held liable, nor may the school’s name be used. Trips/activities that involve students, and are not sponsored by the school, will not be promoted or organized within the school. Students must ride to and from the field trip location on the transportation provided by the school.

GENERAL INFORMATION

Care of School Property
The cost of replacement/repair of school property damaged by the student will be charged to the student or parents of the student in addition to any punitive action which may be warranted. Students who damage other students’ property are required to make restitution.

Cell Phones
If a parent finds it necessary for the student to bring a cell phone to school, the student MUST leave submit it to the homeroom teacher upon entering homeroom/advisory. The teacher will lock up the phone and return it at the end of the day. Cell phones are NOT ALLOWED to be used by the student between arrival and departure from school.

Any student found with a cell phone being used during the school day will face a disciplinary action.
School Telephone
A telephone at the school office may be used by students in the case of an emergency. Also, making plans with parents, forgotten homework or school supplies that should have been done before leaving home is not considered an emergency.

Copyright
All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials if they follow:
1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. obtain other types of permission

Insurance
Student accident insurance is provided for all students, as required by Archdiocesan policy. This insurance provides basic coverage, and payment is part of the general fees. Student accident insurance covers students at all school related or sponsored activities and for travel to and from all school related activities. This insurance is considered secondary to any other coverage carried on the student. This means that payments will be made after the primary coverage has paid its portion. This is a provision of the policy.

Lost and Found
Students are asked to inquire at the office about articles lost on the school grounds as soon as the item is discovered to be missing. Please mark all possessions, including uniforms, shoes, backpacks and lunch boxes. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.

Money
Parents/guardians or students, without the authorization of the principal, may not collect money. Parents/Guardians may not have school-related fundraisers without authorization from the principal. Students are not to bring large amounts of money to school.

Visitors
All visitors to the school are required to stop by the front office immediately upon entering the building will show proper identification and “sign in”. A visitor’s pass will be issued in the event that the visitor will be in the school building or cafeteria. All visitors must “sign-out” at the end of their visit.

Weather
Little Flower Catholic School shall follow the decisions made by San Antonio ISD regarding school closure, late start, or early dismissal because of inclement weather or any other emergency. Parents will be notified via RenWeb regarding school closure, late start, or early dismissals.

Website
The school website address is www.littleflowercatholicschool.org This site includes various forms, calendars, information pertaining to sports and special occasions and our Facebook posts. In addition, teachers maintain a classroom website. Parents are encouraged to visit the classroom website to view assignments, important dates and other class news. Parents also have access to grades, discipline, service hours, etc. by using RenWeb.
The academic progress of each student is an important goal of Little Flower School. Report Cards are issued on a quarterly (9 weeks) grading period to students in K3 through 8. Numerical grades are used for first grade through the eighth grade. Progress reports are published at the midway point of each quarter to students in grades 1 through 8 via RenWeb. RenWeb is the portal used to view student academic progress, attendance, discipline, as well as parent service hour status.

Parent/Guardian/Teacher/Student conferences are held at the beginning and end of the year. All other conferences are upon request.

**Grading Key**
The following grading key is used for:

<table>
<thead>
<tr>
<th>Grade Pre-K3 thruK5</th>
<th>Grade 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Exceptional Progress (94-100)</td>
</tr>
<tr>
<td>V</td>
<td>Very Good Progress (85-93)</td>
</tr>
<tr>
<td>G</td>
<td>Good Progress (75-84)</td>
</tr>
<tr>
<td>L</td>
<td>Limited Progress (60-74)</td>
</tr>
</tbody>
</table>

For grades 2 through 8, the following evaluation keys are used:

| 94-100 (A)    | Exceptionally High Achievement |
| 85-93 (B)     | High Achievement |
| 75-84 (C)     | Average Achievement |
| 70-74 (D)     | Low Achievement |
| 69-0 (F)      | Failure to Master Material |

**Conduct Scale**
The following indicators are used on report cards and progress reports to report the conduct of students.

<table>
<thead>
<tr>
<th>O</th>
<th>Outstanding Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory Effort</td>
</tr>
<tr>
<td>I</td>
<td>Improvement Needed</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory Effort</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement</td>
</tr>
</tbody>
</table>

If a student receives disciplinary notices, the conduct grade may be lowered. Conduct marks of “I”, “U”, or “N” should notify teacher to request a parent conference.

**Honor Roll**
The school publishes a list of students who achieve the quarterly Honor Roll. Criteria are as follows:

“A” Honor Roll a grade of 94 or above in all Core Subjects with no conduct grade lower than “S” in any class. An “S” or 90 must be maintained in all non-core subjects.

“A/B” Honor Roll a grade of 85 or above in all Core Subjects with no conduct grade lower than “S” in any class. An “S” or 80 must be maintained in all non-core subjects.

Core Subjects include religion, language arts, reading, social studies, science, and math.
All Conduct Grades must be “S” or above. Students in grades 4 through 8 are eligible for the Honor Roll.

RAZ KIDS GRADING SYSTEM
RAZ KIDS is a Reading Program that helps increase a student’s reading level and is required for all students at Little Flower Catholic School. RAZ KIDS may be assigned as classwork or homework. RAZ KIDS IS REQUIRED BY ALL STUDENTS AND A WEEKLY GRADE WILL BE ASSIGNED.
The grading policy for RAZ-KIDS is as follows:

**K-2nd Grade: (20 minutes nightly M-F)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Weekly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>1 hour 40 minutes</td>
</tr>
<tr>
<td>85%</td>
<td>1 hour 20 minutes</td>
</tr>
<tr>
<td>75%</td>
<td>1 hour</td>
</tr>
<tr>
<td>70%</td>
<td>40 minutes</td>
</tr>
<tr>
<td>65%</td>
<td>20 minutes</td>
</tr>
</tbody>
</table>

**3rd-8th Grade: (30 minutes nightly M-F)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Weekly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>2 hours 30 minutes</td>
</tr>
<tr>
<td>94%</td>
<td>2 hours 15 minutes</td>
</tr>
<tr>
<td>88%</td>
<td>2 hours</td>
</tr>
<tr>
<td>82%</td>
<td>1 hour 45 minutes</td>
</tr>
<tr>
<td>76%</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td>70%</td>
<td>1 hour 15 minutes</td>
</tr>
<tr>
<td>64%</td>
<td>1 hour</td>
</tr>
<tr>
<td>58%</td>
<td>45 minutes or below</td>
</tr>
</tbody>
</table>

Promotion Policy
There are no social promotions in the schools in the Archdiocese. Students are promoted to the next grade level based on academic achievement. The following are the specific regulations for promotion for various grade levels:

**PreK3-K5** A student must have at least a “G” final average in reading, and mathematics in order to advance to the next grade level. As well as a score that indicates readiness for the next grade level on a standardized readiness test.

**1-5** A student must have at least a “70” in Religion, Language Arts (English, reading, spelling, writing, penmanship, and vocabulary), and Mathematics, and an overall “70” average.

**6-8** A student must have a “70” in all core subjects-Religion, English and/or Reading/Literature, Mathematics, Science, and Social Studies.

By State Law a student who fails more than 2 major subjects will not promoted.

For each major subject below “70” a student must make up the work in summer school. If summer school is not available, work will be assigned and the student will be tested, and pending results, the student may advancement to the next grade level.

**HEADING FORMAT**
The required format for heading papers, except for letter writing and book reports is the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>Grade</td>
</tr>
<tr>
<td>Subject/Title</td>
<td></td>
</tr>
</tbody>
</table>
HOMEWORK

Homework is a valued extension of learning beyond the classroom and an integral part of the instructional program. Homework will be used to enrich or reinforce topics taught in class and should satisfy the following objectives:

- To develop effective study habits and time management skills.
- To help the student prepare for classroom work.
- To give students practice and extension of concepts learned in class.
- To extend learning beyond the material covered in class.
- To allow students to make up work after absences.
- To provide a drill that helps the student practice the basic skills of a subject.

Homework may be assessed in a variety of ways. At times, checking for completion is appropriate. At other times, a complete analysis of procedure, content, and/or correct answers is appropriate. A short quiz including problems from the homework may also be appropriate.

- **HOMEWORK IS REQUIRED NIGHTLY** Monday - Thursday for Grades PK-8th grade.
- Weekly MATH AND READING Homework is REQUIRED.
- A HOMEWORK PASS will be given to students who attend evening events.
- Weekend homework may be assigned to students in grades 6th-8th
- **RAZKIDS IS REQUIRED NIGHTLY** Monday - Thursday

### MAX amount of Homework Time Assigned each Evening:

<table>
<thead>
<tr>
<th>GRADES</th>
<th>MAX HWK MINUTES</th>
<th>MIN RAZ KIDS MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK4</td>
<td>15 min</td>
<td>10 min</td>
</tr>
<tr>
<td>Kinder</td>
<td>20 min</td>
<td>15 min</td>
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<tr>
<td>1st-2nd</td>
<td>30-45 min</td>
<td>20 min</td>
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<tr>
<td>3rd-5th</td>
<td>45min-1.5 hrs.</td>
<td>30min</td>
</tr>
<tr>
<td>6th-8th</td>
<td>1hr-2hrs.</td>
<td>30min</td>
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</tbody>
</table>

GRADUATION POLICY

The 8th grade Graduation Mass is sponsored by Little Flower School and takes place in the Basilica. Other graduation celebrations, etc., are not permitted on the grounds of the school or the Basilica.

No fundraising for Graduation parties, etc., will be permitted at Little Flower School. A fee of $150 will be assessed for each student graduating from the 8th grade. The fee will include 8th Grade Graduation Liturgy expenses, graduation gown, 8th grade t-shirt, 8th grade field trip and any other items deemed necessary.

**Due to high transportation costs 8th grade students may be asked to pay an additional fee.**
STUDENT EXPULSION
This policy and procedure shall apply only to instances of student expulsion.

PROCEDURE:
Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal (“conference”) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council within (3) school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing will be recorded on the original written statement of the complaint.
2. The school council will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (“LGC”), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision within (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the pastor within three (3) school days of the decision of the Grievance Council. The pastor/authorized agent will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the pastor’s receipt of such an appeal. The pastor will then render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of the pastor, the avenue of further appeal would be the Archdiocesan Grievance Council. Such an appeal must be sent in writing within five (5) school days of the pastor’s decision.
5. Pending outcome of the formal grievance, only the principal or pastor/authorized agent may, with or without condition, abate the expulsion.

Local Grievance Council – Composition
1. The local Grievance Council shall be composed of three to five members appointed by the local School Council.
2. Individuals appointed to this Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment to the local Grievance Council is for one year and is renewable.

Local Grievance Council – Duties and Process
1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the council is to uphold the principal’s decision, then the process moves to No. 8.
3. If the decision of the council is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.

4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the Grievance Council.

5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the council. The aggrieved party will make the first presentation. At no time is there to be cross-examination of direct discussion between parties to the grievance.

6. After both presentations have been completed, the Council will enter into closed session to consider the oral and written presentations.

7. The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.

8. The Grievance Council will render its decision in writing according to both parties involved.

GRIEVANCE FOR NON-EXPULSION
All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Grievance Council will hear these matters.

Grievances may be heard from individuals, parents and parent organization, but in all cases the opportunity to be heard shall be forfeited if the procedures outlined below are not followed precisely.

As used in this process, a “grievance” shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and/or regulations.

1) Use informal means to resolve the issue beginning at the lowest level. After all informal means are exhausted; a parent may pursue formal means.

2) The parent will complete a written statement. This is Level I.

3) The principal will review the statement and meet with parent, and make a decision within 5 working days of receipt of the Level I statement.

4) The principal will complete a written response to the grievance within ten working days of the meeting.

5) If the parent is not satisfied, the parent may pursue Level II Grievance, which is submitted to the Pastor within ten working days of the Principal’s response.

6) The Pastor will consider the Grievance. Meet with the parent and with the Principal. The pastor will complete a response, to the Level II Grievance within ten working days. The decision of the Pastor is final.

HARASSMENT

Harassment – Free Environment
Little Flower School does not condone harassment of any kind. All students of Little Flower School are to be treated with dignity and respect. Harassment in any form (sexual, verbal, or physical) is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

Little Flower School will:
1. Implement this policy through regular meetings with administration to ensuring that they understand the policy and its importance.
2. Make all staff members, students, and parents aware of this policy and the commitment of the school towards its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establish practices designed to create an environment free from discrimination, intimidation, or harassment.

Little Flower Students will:

1. Conduct himself or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal. If he/she is not available, report incidents to other school personnel.
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

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**BULLYING POLICY**

Little Flower School does not condone harassment of any kind. Harassment, in any form, including bullying and cyber bullying, is prohibited. Little Flower School defines harassment and bullying as follows: Repeated intentional negative gestures and/or actions, either verbal, written, physical or by electronic and/or cyber means, on the part of one student or a group of students towards another student. This type of behavior includes but is not limited to un-welcomed, unwarranted, unsolicited, inappropriate, unkind, harmful and/or hurtful statements, either verbal or written, by physical touching or by any electronic or cyber means.

In simpler terms bullying is defined as: any word or action that 

**HURTS** a person’s feelings, things, or body. It is words or actions that continue over time. There is an imbalance of power, intent to harm, and repetition of the type of act.

<table>
<thead>
<tr>
<th>Type</th>
<th>Direct</th>
<th>Indirect</th>
</tr>
</thead>
</table>
| Physical | • Hitting  
• Kicking  
• Pushing  
• Spitting, biting  
• Pinching, scratching  
• Throwing things at people | • Getting another person to harm someone |
| Verbal | • Mean and hurtful name calling  
• Hurtful teasing  
• Whispering and pointing  
• Whispering about others  
• Telling secrets  
• Demanding money or possessions  
• Obscene language | • Spreading nasty rumors  
• Trying to get other students to dislike another student |
Social Intimidation

- Threatening gestures
- Obscene gestures
- Racist or sexist remarks
- Withholding friendship unless a person does something
- Deliberate exclusion from a group or activity
- Removing, hiding and/or damaging another’s property

Cyber (email, texting, phone, internet messaging, electronic media and other internet mediums) i.e. You Tube and Facebook

- Mean, belittling and hurtful name calling
- Threatening and/or obscene language
- Offensive images
- Repeated unwanted messages
- Spreading nasty rumors
- Trying to get other students to dislike another student
- Using another student’s password or phone to communicate obscene language

Imbalance of power could be:

- a group of 2 or more against one or a smaller number
- an older child against a younger child
- a stronger/larger child against a smaller child
- a more mentally able child against a less able child

We instruct children to say, “STOP,” to the one doing the bullying and to report to an adult. If it does not stop measures will be taken by the staff.

Students sometimes have difficulty differentiating between reporting and tattling. When one is reporting bullying it is NOT tattling. We want the child to report.

PLEASE be vigilant about what your student watches, the video games he/she plays, the sites he/she visits on the computer. Children are very impressionable. Children imitate what they see or hear without really knowing what is meant. Prime time television features inappropriate language and much innuendo.

**HEALTH POLICIES AND PROCEDURES/MORAL ISSUES**

**Health Records/Immunization**

A student’s Health Record (Shot Record) must be kept up to date in order to follow the Health Guidelines of the Texas Health Department. All pertinent information, including immunizations, is checked periodically and must be reported to Texas Health Department officials once a year. Information on “boosters” must be submitted to the school office so that proper records may be maintained. Non-compliance may cause the student to be sent home.

**Role of School Health Coordinator**

The health coordinator is appointed by the principal and is responsible for insuring that required health screenings are performed, followed-up and documented according to state regulations by certified screeners. Additionally, they may monitor immunizations, maintain health records, complete state and archdiocesan statistical reports and perform other health service related duties as designated. The Health Coordinator may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license.
School Records for Documentation
Each school is to maintain a daily log of health related incidents, illnesses, or complaints, as well as a daily medication log.

Bloodborne Pathogens
Little Flower School will follow the Blood borne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993, with the following modifications:

- All Little Flower Schools employees are required to attend a yearly Blood borne Pathogens trainings.
- All Faculty and Staff are provided an emergency bag that consists of a Blood borne Pathogens kit which included the required materials to assist in proper care/disposal.

Medication Policy
Students are not allowed to carry medication on their person, including non-prescription medications. (The only exception is that, by physician direction, a student may be allowed to carry and self-administer inhaler medication – age appropriate) Only medication which is necessary for a student to remain in school will be given during school hours. The Medication Permission Request Form must be completed AND SIGNED by the parent/guardian and the health care provider in order for any medication, including “over-the-counter” medication (including but not limited to acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. Medication is to be taken to the Health Coordinator by the parent/guardian. Students MAY NOT “walk-in” medication to the Health Coordinator.

If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a designee of the principal.

Each student’s medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

No medication which has expired will be given. Any medication will be returned only to the parent/responsible party by school personnel. By physician direction, a student may be allowed to carry and self-administer inhaler medication – age appropriate.

Health Screenings
Certified medical personnel administer all yearly health screenings. Vision and hearing are administered to students in grades Pre-K3 through 8th grade. Scoliosis tests are administered to students in grades 5th through 8th grade. A screening test for diabetes is also administered. Parents are notified if any irregularities are detected. Dates for various screenings are published in the website and parent weekly bulletin.
Medical Appointments
Dental and medical appointments scheduled during class hours are discouraged. If such appointments are necessary, a written note from the parent is required in order for a student to be released from class. This note is to be sent to the school office. A student not physically present (by 10:00 a.m.) at school, excused or unexcused, is marked absent. If an early medical appointment is necessary, then a doctor note is required to avoid receiving an absence. An excused tardy will be given in this instance.

Student Illness
In case of student illness or similar emergency, the school office will notify the parent/guardian and make arrangements for the child to be picked up. Parents/Guardians must come to take the child home when notified. Students suffering from nausea and/or diarrhea need to be kept home until the illness subsides.

Return to School Guidelines
- Temperature of 99.9% or above (must be 24 hour fever free to return)
- Vomiting, nausea or severe abdominal pain (must be symptom free to return)
- Sore throat, acute cold, or persistent cough (must be symptom free to return)
- Red, inflamed or discharging eyes (written Doctor’s release to return)
- Acute rash or eruptions, any skin lesion in weeping stage must be covered and Doctor’s release stating area as being non-infectious
- Earache (symptom free to return)
- Head lice (nit free to return)
- Other symptoms suggestive of acute illness (written physician release)

Students should remain at home when they exhibit the first symptoms of an illness. Depending on the nature of the illness, students may return to school when fever-free for 24 hours without fever reducing medication, and symptom free for 24 hours for vomiting and/or diarrhea.

PARENTAL INVOLVEMENT

Parent’s Role in Education
It is a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

As “Partners” in the Educational process Little Flower School parents are asked to assist in the following rules/limits:
1. Provide an early bedtime routine;
2. Arrive at school on time/picked up on time at the end of the day;
3. Dressed according to the school dress code;
4. Complete class/homework assignments on time;
5. Has lunch money or sack lunch every day.

We also ask you:
- To support the religious and academic goals of the school
- To meet all financial obligations to the school
- To support and cooperate with the discipline policy of the school
- To treat faculty and staff with respect and courtesy in discussing student concerns
- To actively participate in school activities such as Parent Teacher Club, Parent-Teacher Conferences, and Fundraising
• To read all school notifications and newsletters
• To keep current contact information with the office
• To send notes for tardies or absences

School Council
The Little Flower School Advisory Council is an advisory body that collaborates with the Pastor and Principal. Its mission is to advise the Principal and Pastor in areas of finances, school enhancement, policy, development, and strategic planning. The school advisory council consists of the Pastor, Principal, and appointed members to represent the school.

Parent/Teacher Club
All parents/guardians of Little Flower School students are members of the Parent Teacher Club (PTC). The purpose of this organization is to promote the spiritual, educational, and physical welfare of the students, and to build a strong school/home connection. All parents/guardians are urged to attend the PTC meetings held monthly. Notification of such meetings will appear in the classroom newsletters and parent weekly bulletins. Participation in the PTC provides an opportunity to meet the faculty and learn expectations for the students.

Dues are set by the PTC Executive Council and are included in your fees. The PTC organization is responsible for scheduling annual fundraising events to support student learning and school improvement.

Room Parents
The primary role of the room parent(s) is to provide support to the teacher and be the communication liaison for the Room Parent Coordinator. Room parents are responsible for coordinating PTC activities for the class they sponsor. They assist the homeroom teacher with field trips, parties if needed. Room parents confer with homeroom teachers before making any plans that involve the class.

Birthdays and Other Celebrations

1. All grades may celebrate Christmas, Valentine, and End of the Year parties in their classrooms. Room Parents may help organize the celebrations.
2. All other classroom celebrations/activities which include food must be in agreement with the health and wellness policy.
3. Invitations to private birthday parties may not be passed out in the classroom or on the school campus unless they are given to the entire class or to all boys or all girls.
4. Due to the dangers related to food allergies, permission must be given by the teacher to bring “goodies” to students for any celebrations. No treats can be distributed until after students have eaten lunch. WE STRIVE TO BE A PEANUT-FREE SCHOOL, SO PLEASE DO NOT SEND ANY ITEMS WITH PEANUT OR PEANUT OIL IN IT.
5. Floral arrangements, corsages, balloon bouquets or gifts will not be permitted, nor will deliveries be accepted.
6. Birthdays will be recognized/celebrated in the following ways:
   ~Once a month in the church for all grades with a blessing
   ~A student may bring a small treat (cookies/cupcake/fruit bar) to celebrate with the class. The treats will be passed out the last 5 min of class. No treats can be distributed until after students have eaten lunch.
Good communication is critical to maintaining a positive relationship between families and the school. Parents are strongly encouraged to address issues and concerns as soon as possible for a quick resolution. The process for addressing issues is to try to solve problems at the lowest level possible. For example, if the concern is about a classroom issue the teacher should be contacted first. Should the issue not be resolved at that level, then the principal should be contacted. The pastor will only be involved if the issue cannot be resolved at a lower level. If a resolution is not reached at that level, the principal can conference about the issue. The pastor will only be involved after addressing issues at the first two levels.

**Parent/Guardian/Teacher/Student Conferences**

Discussions between parents/guardians and teachers are encouraged. Requested conferences are to be scheduled in advance and are not permitted during a teacher’s class time or during supervision responsibilities. The best times for parent conferences is before school, during the teacher’s conference period or after school.

The school attempts to meet the needs of each student. However, some psychological, emotional, and educational needs require special attention. When the teacher or principal gives recommendations concerning special needs, parents/guardians are strongly encouraged to follow those recommendations.

**Confidentiality**

The school must insure confidentiality of student information. Information about any student will only be discussed with the student’s parent or guardian. This includes disciplinary consequences.

**Appointments**

If you wish to speak to the principal, a teacher, or a member of the staff please call the school office or email the teacher and make an appointment, so that you may have adequate time and attention to discuss the subject. Only in this way can we give you the time and attention that you may require.

**Access to Records**

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request records. Little Flower School requires a twenty-four hour notice (in writing) to request access to a student record.

**Non-Custodial Parents’ Access to Records**

Little Flower School will abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Another way to handle the non-custodial parent situation is to ask all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child’s records can be released to the non-custodial parent.
Arrival/Departure Procedures
Parents are asked to observe traffic laws and drive slowly around school premises. Proceed slowly and cautiously on Kentucky Avenue. Remember that Kentucky Ave. is a one-way street.

Students must be dropped off at the front steps of the school gym on Kentucky Avenue and proceed into the gym. The school traffic plan must be followed by adults at all times. Parking is not permitted in front of the school in the morning or afternoon.

If a student is to leave school with someone other than their legal guardian, the person must be in the “pick-up list” and be prepared to show proper ID. If a person is not on the “pick-up list” then a note by the parent/guardian must be sent to the office stating the name and relation of the person. The note from the parent/guardian must be signed by the parent/legal guardian.

Students will be dismissed in separate areas. PK-1st Grade will be dismissed at the front foyer through carline and parent pick. 2nd-8th will be dismissed through the gym.

EARLY DISMISSAL FROM SCHOOL: STUDENTS MAY NOT BE SIGNED OUT ANY LATER THAT 2:45 PM. THE PARENT/GAURDIAN MUST PICK CHILD THROUGH REGULAR DISMISSAL AT 3:10. This will allow the classroom teacher to complete the dismissal procedures without interruptions.

Child Abuse
Little Flower Catholic School complies with the Texas law concerning child abuse. If child abuse is suspected, an adult “in good faith” must report the child abuse/neglect within 24 hours. Those persons who report any suspected child abuse or neglect include teachers, administration or designee, or other persons or agencies having responsibility for the care of children who have reasonable cause to believe such abuse or neglect exists.

Emergency Information Forms
When a student becomes ill or has an accident the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, other persons listed on the emergency card will be contacted. It is necessary that forms be kept up to date in RenWeb. Any new information must be given to the office as soon as possible and updated in RenWeb.

Safety Drills
Safety drills are scheduled periodically to ensure the safety of everyone in the school in the event of a real emergency. Guidelines and practices for proper procedures should be explained and demonstrated to the students as soon as possible at the beginning of the school year. All Safety Drill Procedures (Crisis Management Plan) are outlined in the ORANGE EMERGENCY FOLDER located at the exit door of each room in the school and in the “Everything LFS Binder” The Drills are that will be practiced are Tornado Drill, Bomb threat, Fire Drill, Soft Lockdown and Lockdown. In the event of an emergency, the administration will address in writing to all parents/guardians any unusual situation that may have occurred during a school day.

Asbestos
A copy of the Asbestos Management Plan is available for review at the Parish Office and in the School Office.

Counseling Opportunities
During the 2016-2017 school year, students will have access to counseling services provided by a counselor-intern who will be on campus approximately 10 hours per week. The counselor will be available for classroom guidance, for individual and/or small group counseling sessions. Parents will
be contacted to obtain parent permission for individual/small group session. Issues addressed may be academic or behavioral depending on the student’s needs.

**SUBSTANCE ABUSE**

A student cannot attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogenic, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage
3. Any abusable glue, aerosol paint or any other volatile chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug (including Energy Drinks)

Students who violate this policy shall be subject to disciplinary action including expulsion.

A student, who uses in the proper manner, a drug authorized by a licensed physician through a prescription shall not be considered to have violated this policy. Authorized school personnel must administer any prescribed medication.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such action shall be expelled from school.

In cases where there is suspicion that there are illegal substances in a student’s possession, the Principal and/or her designee may search the student, his/her desk, locker and belongings including, but not limited to handbags, purses, briefcases, backpacks, and other items belonging to the student.

**UNIFORM REQUIREMENTS/PERSONAL APPEARANCE/GROOMING**

The school uniform is a symbol of a student’s pride in herself/himself and their school. Students are in full uniform daily. Staff members are expected to enforce the uniform code and parents will be called to remedy the situation when a child is out of uniform.

Uniforms must be purchased from Parker Uniform Company and school shoes are purchased at School Shoes Unlimited. Information is available in the office. (SEE APPENDIX E)

**Uniform Shoes**

Uniform shoes must meet the following requirements:

- THEY MUST BE ALL BLACK SHOES
- Velcro straps (no shoe strings) for students in grades PK-3, PK-4, Kindergarten
- Soles can be no higher than ½ inch (rubber heels and soles)
- Heels can be no higher than ¾ inch
- Tops of shoes must be below the ankle
- For girls: Mary Jane’s or Penny Loafers style shoes ONLY. **No ballet slipper style shoes are allowed.**
- No boots or hi-top shoes
- No WALLABEE®/UGGS®/VANS®/etc. style shoes may be worn.
Socks
Girl socks must be plain white or maroon and be above the ankle. NO LOGOS ARE TO BE VISIBLE. Sport socks are not allowed. Socks must be crew or knee highs. Boy socks must be plain white and must be above the ankle.

Seasonal Requirements
During warm weather, boys and girls may wear the uniform khaki walking shorts. During cold weather, boys and girls Must wear the uniform maroon cardigan sweater or maroon sweatshirt or Little Flower Jacket. The uniform sweater/sweatshirt is to be worn underneath any other article of clothing used for warmth (e.g. overcoat or jacket). Overcoats, non-uniform jackets MAY NOT BE WORN during school hours. During inclement weather, a heavy jacket or rain coat must worn outdoors. Uniform windbreakers, sweatshirt, hooded jackets, and cardigans may be purchased anytime at A-1 Sports on Bandera Rd.

Physical Education Uniform Requirements
Students in grades 3-8 must dress out for PE. They must wear a Little Flower t-shirt and maroon shorts.

All boys and girls (grades 1-8) must wear white athletic shoes for Physical Education (PE) classes. The shoes must have a white sole and white upper. Non-skid shoes preferred. (See Shoes Unlimited – New Balance). If a student is not wearing the proper shoes, he/she may not participate in the class and will not receive a grade for that class.

Exceptions to Uniform Requirements
In special cases or emergencies when a student must be out of uniform, the student must have a note from a parent/guardian stating the reasons and needs approval from the principal.

Boy Scouts/Girl Scouts – Little Flower School boys may wear Boy Scout /Girl Scout uniform on meeting day.

On days when students are not required to wear their uniforms, the clothing worn will be jeans (relaxed fitting), LFS spirit t-shirts, and tennis shoes.

Grooming/Personal Appearance
High standards of grooming are very important at Little Flower School.

Applies to all students at all times including Two Dollar Dress Day
- **Girls**- hair is to be kept neat, clean and off and away from the face. Hair is not dyed in colors, streaked, highlighted or colored or cut in a faddish style. No hair extensions or embellishments may be worn.
- **Boys**: No fad hairstyles are allowed; a spike can be no longer than a half inch. Hair may not be artificially streaked, highlighted or colored. Hair must be kept neatly combed at all times and away from the face. Boy’s hair must be above the eyebrow and not over the ear and not touching the collar. Facial hair such as a mustache is not permitted. Students with facial hair must shave.

Haircuts, hairstyles or hair color that is deemed inappropriate by administration will be subject to an immediate required change. In all cases the administration will be the final judge of what is accepted.
**Inappropriate Items**

- Bracelets of any kind
- Long or large earrings on girls – studs only (safety issue)
- Earrings of any kind on boys
- T-shirts or clothing with inappropriate logos
- Baseball Caps
- Boots of any type are not acceptable
- Untied or loosely tied tennis shoes
- Painted nails, or acrylic nails
- Make-up
- Colored contact lenses

Any inappropriate items brought on campus will be collected and parents can retrieve them the teacher or Office. Principal is the final arbiter of what is acceptable regarding uniform dress, personal appearance and grooming. Decisions may not be appealed.

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**WEAPON FREE ZONE**

It is a crime in the State of Texas for any person, student, or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or at school sponsored athletic, social, or extracurricular activities. The person who does this will be immediately reported to the police.

In cases where there is suspicion that there is a weapon in a student’s possession, the Principal and/or her designee may search the student, his/her desk, locker and belongings including, but not limited to, handbags, purses, briefcases, backpacks, and other items belonging to the student.

If a student is arrested for violation of this statute, the Principal will immediately notify the parents of the student. Violation of this statute is grounds for immediate expulsion from Little Flower School.

The legal relationship between the Catholic School and the student/Parent/Guardian is one of contract law. Therefore, the school Principal (or designee) may search student desks, lockers, cell phones, and belongings including but not limited to purses, back packs and other items in a student’s possession.

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**RIGHT TO AMMEND / NON-DISCRIMINATORY POLICY**

The Administration or Superior/Pastor of Little Flower School has the right to amend the policies, procedures and regulations found in this handbook at any time. Parents will be immediately notified of any changes.

**Non-Discrimination Policy**

Little Flower School admits students of any race, gender, or national origin to programs and activities with all rights and privileges. Admission is not denied because of any handicap condition unless it is clear that the staff, due to lack of specialized professional training, and/or the school’s program, is not able to meet the student’s needs.
LITTLE FLOWER CATHOLIC SCHOOL
2016-2017

Parent/Guardian Agreement

I/We have received a copy of the Parent/Student Handbook and I/we have read it carefully. I/we understand the policies, procedures, and regulations of Little Flower Catholic School including payment, parent/guardian responsibilities, student uniform, disciplinary action, and educational guidelines.

I/We hereby express agreement to uphold and be governed by the policies procedures and regulations contained in the Policy Handbook. I/We accept these conditions for enrollment of our (my) child (children) at Little Flower Catholic School.

*Please sign and return to school office.*

_______________________________________
Parent/Guardian Name (Please Print)

______________________________________
Parent/Guardian Signature

_______________________________________________
Name and Grade of Oldest/Only Child at Little Flower

Date_______________________

The Administration or Superior/Pastor of Little Flower School may at any time amend the policies, procedures and regulations found in this handbook. Parents will be immediately notified of any changes.

Non-Discrimination Policy

Little Flower School admits students of any race, gender, or national origin to programs and activities with all rights and privileges. Admission is not denied because of any handicap condition unless it is clear that the staff, due to lack of specialized professional training, and/or the school’s program, is not able to meet the student’s needs.
Appendix
As a parent/guardian of a student at Little Flower Catholic School, it is my responsibility to review all the rules, regulation and guidelines pertaining to proper technology and computer usage. Please review the following with your student(s).

**Internet Appropriate Usage Policy**

“Technology is one of the most marvelous expressions of the human spirit in history, but it is not an unmixed blessing. It can enrich life immeasurable or make a tragedy of life. The choice is (yours), and education has a powerful role in shaping that choice (National Council of Catholic Bishops, 1972, #33).”

Little Flower School is pleased to offer employees and students access to a computer for Internet access. To gain access to the Internet, all students must obtain parental permission as verified by the parent signature on the attached form. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such a word processing, however, it will mean that in some instances the student will need to be removed from the computer lab while Internet is being used.

**What is possible?**

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. However, we support and respect each family’s rights to decide whether or not to apply for access.

**What is expected?**

Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on a school playground. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school policy as referenced in the Parent/Student Handbook and the specific rules set forth below. The use of the Internet is privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school’s computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.
What are the rules?

Limited Access - Students may access only those Web sites to which, according to school policy, they have been given permission. They may also access Web sites that have been specified by the teacher for a specific class activity. Unauthorized and inappropriate sites are prohibited, whether the sites were accessed accidentally or intentionally. If any students wander outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a severe clause infraction and entered into the discipline program. Consequences will include but are not limited to: parental notification and the immediate suspension of Internet privileges for a period of no less than two weeks. If the behavior is repeated, Internet privileges will be suspended for the rest of the scholastic year.

There are the guidelines to follow to prevent the loss of computer/Internet privileges at Little Flower School.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer in any way.
3. Do not interfere with the operation of the computers by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view or display offensive messages, images or pictures.
6. Do not share passwords.
7. Do not waste limited resources such as memory space or printing capacity.
8. Do not trespass into other's work folders or files.
9. Do not access unauthorized sites.
10. Notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
11. Be PREPARED to be held accountable for your actions and for the loss of privileges if any of the above are violated.

As a parent/guardian of a student at Little Flower School, I have read the Technology User Agreement/Parental Consent Form. I understand that it is required that my child adhere to all policy and procedure outlined in this Usage Agreement. I understand that my child will be held accountable if any technology privileges are violated. A copy of this agreement will be kept on file at the school.

Print Parent Name _____________________________________________________________

Parent Signature ______________________________________________________________

Date ____________________________
# LITTLE FLOWER CATHOLIC SCHOOL
## PARENT SERVICE HOURS SIGN-IN SHEET

**NAME OF EVENT** _________________________________  **DATE OF EVENT** __________________________

**EVENT SPONSOR** _________________________________  **STAFF SPONSOR** __________________________

<table>
<thead>
<tr>
<th>Parent Name</th>
<th>List All Students at Little Flower</th>
<th>Grades</th>
<th>Number of Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PRINT FIRST AND LAST NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**FOR OFFICE USE ONLY**

**PRINCIPAL SIGNATURE** ___________________________________________ **DATE** ____________________

- **PRINCIPAL SIGNATURE** (Mrs. Mozingo)
- **ORIGINAL TO COORDINATOR** (Sr. Genevieve)
- **COPY TO BOOKKEEPER** (Ms. V. Rodriguez)
- **IN RENWEB** (Ms. Mendoza)

**THE ORIGINAL WILL BE KEPT IN A BINDER BY SISTER G AND SUBMITTED TO BOOKKEEPER AT THE END OF YEAR.**
LITTLE FLOWER CATHOLIC SCHOOL
PARENT SERVICE HOURS FORM

STUDENTS NAME: _________________________________  GRADE: ________________

HOMEROOM TEACHER: _________________________________

I, ________________________________ completed ________ hours at ___________ event with
Teacher Sponsor: ________________________________.

________________________________  ______________________________________
  Parent Signature  Little Flower Staff Signature

LITTLE FLOWER CATHOLIC SCHOOL
DONATION – FOR SERVICE HOURS

DONATION MADE BY: ____________________________________________________________

MONETARY or ITEM DONATED: __________________________________________________

VALUE OF DONATION: __________________________ REQUIRED: PLEASE ATTACH RECEIPT(S)
(FOR EVERY $20.00 DONATED 1 SERVICE HOUR WILL BE EARNED)

________________________________  ______________________________________
  Parent Signature  Little Flower Staff Signature
## Little Flower Catholic School Discipline/Behavior Matrix

<table>
<thead>
<tr>
<th>Level 1 (Mild)</th>
<th>Level 2 (Moderate)</th>
<th>Level 3 (Severe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mild behaviors can be adequately</td>
<td>Misbehavior that, while not requiring immediate administrative</td>
<td>Serious behaviors that require immediate administrative involvement and written</td>
</tr>
<tr>
<td>corrected at the time they occur</td>
<td>involvement, do require documentation.</td>
<td>documentation</td>
</tr>
<tr>
<td>Teacher documents behavior in behavior</td>
<td>Counselor will schedule an appointment with the child to discuss the</td>
<td>Administrator &amp; Counselor conference the parent immediately and set up a</td>
</tr>
<tr>
<td>folder.</td>
<td>behavior issues</td>
<td>Parent/Teacher Conference.</td>
</tr>
<tr>
<td></td>
<td>Teacher documents behavior in behavior folder, as well as behavior log</td>
<td>Teacher documents behavior in behavior log (if applicable), &amp; has parent conference.</td>
</tr>
<tr>
<td></td>
<td>(if applicable) and has parent conference.</td>
<td></td>
</tr>
<tr>
<td>Rough Play</td>
<td>Fighting/horse playing with no injuries</td>
<td>Fighting-Committing/Threatening Physical abuse-biting, punching, hitting</td>
</tr>
<tr>
<td>Talking Back</td>
<td>Talking Back – Persistent Arguing</td>
<td>Talking Back – Refusal to accept discipline-Chronic</td>
</tr>
<tr>
<td>Interrupting/Talking out of turn</td>
<td>Interrupting/Talking out of turn/Disrupts/Interferes with the learning</td>
<td>Interrupting/Talking out of turn/Disrupts/Interferes with the learning of others</td>
</tr>
<tr>
<td>Disruptive conduct/Tantrum</td>
<td>Disruptive conduct/Tantrum. Not following class rules-Repeated</td>
<td>Disruptive conduct/Tantrum. Acts that pose a threat to physical safety or self others</td>
</tr>
<tr>
<td></td>
<td>Disruptive Behavior</td>
<td></td>
</tr>
<tr>
<td>Taking something that doesn’t belong to</td>
<td>Taking something that doesn’t belong to them (Stealing)</td>
<td>Stealing from staff, or school</td>
</tr>
<tr>
<td>them</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teasing/Put Downs/Name Calling</td>
<td>Teasing/Put Downs/Name Calling Chronic Harassment Bullying</td>
<td>Threatening to kill someone – Terroristic Threat</td>
</tr>
<tr>
<td>Inappropriate Language/Gestures</td>
<td>Inappropriate Language/Gestures – Chronic</td>
<td>Possession of a Weapon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inappropriate Language/Gestures – Chronic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indecent Exposure – PK, K, 1st</td>
<td>Sexual Harassment/abuse – 2nd – 8th</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inappropriate touching/kissing, holding hands. Inappropriate touching</td>
<td>Inappropriate verbal, physical, sexual conduct in 2nd – 8th grade</td>
</tr>
<tr>
<td></td>
<td>PK/K</td>
<td></td>
</tr>
<tr>
<td>Other Level 1 Behaviors</td>
<td>Other Level 2 Behaviors</td>
<td>Other Level 3 Behaviors</td>
</tr>
<tr>
<td>- Dress Code Violation (PK – 8th)</td>
<td>- Leaving the classroom without permission</td>
<td>- Leaving school grounds</td>
</tr>
<tr>
<td>- Call home to get clothes or hair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>style</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Incomplete work</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discipline Procedures</td>
<td>Discipline Procedures</td>
<td>Discipline Procedures</td>
</tr>
<tr>
<td>Immediate intervention by the staff</td>
<td>Student is referred to the Counselor</td>
<td>Student is referred to the Principal and Counselor</td>
</tr>
<tr>
<td>member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine what offense was committed</td>
<td>Determine the offense and the offender</td>
<td>Principal and Counselor meet with the student and parents</td>
</tr>
<tr>
<td>and its severity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine offender and that he/she</td>
<td>Employ appropriate discipline options</td>
<td>Principal will take appropriate discipline action and notify the teacher</td>
</tr>
<tr>
<td>understands the nature of the offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employ appropriate disciplinary options</td>
<td>Record</td>
<td>Record of offense and disciplinary action taken will be maintained by the Principal</td>
</tr>
<tr>
<td>Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher and counselor meet with the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>parents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discipline Options</td>
<td>Discipline Options</td>
<td>Discipline Options</td>
</tr>
<tr>
<td>Verbal reprimand</td>
<td>Behavior Modification</td>
<td>Counseling</td>
</tr>
<tr>
<td>Special assignment</td>
<td>Counseling</td>
<td>Behavior Modification</td>
</tr>
<tr>
<td>Restricting activities</td>
<td>In-school detention</td>
<td>DR (Discipline Referral)</td>
</tr>
<tr>
<td>Counseling</td>
<td>DN (Discipline Notice)</td>
<td>Out-of-school Suspension</td>
</tr>
<tr>
<td>Withdrawal of activities</td>
<td>DR (Discipline Referral)</td>
<td>Expulsion</td>
</tr>
<tr>
<td>DN (Discipline Notice)</td>
<td>Detention</td>
<td>Principal Discretion</td>
</tr>
<tr>
<td>Detention</td>
<td>Principal Discretion</td>
<td></td>
</tr>
<tr>
<td>In-school detention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Discretion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**APPENDIX E**

**PARKER UNIFORM DESCRIPTION**

### Girls Required Items 3K-4th

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Tulane Blouse</td>
<td>3-4</td>
<td>$19.25</td>
</tr>
<tr>
<td>#243 30-48 Misses</td>
<td></td>
<td>$21.25</td>
</tr>
</tbody>
</table>

**NEW** Plaid Gownies

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2506 1</td>
<td>$11.75</td>
<td></td>
</tr>
</tbody>
</table>

**NEW** Plaid Jumper

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#25343 2-16 Girls</td>
<td>$39.95</td>
<td></td>
</tr>
<tr>
<td>#25073 4-7 Girls</td>
<td>$41.50</td>
<td></td>
</tr>
</tbody>
</table>

Khaki Pull-On Bottoms

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#25344 0-12 Pants</td>
<td>$28.25</td>
<td></td>
</tr>
<tr>
<td>#25345 0-12 Shorts</td>
<td>$21.25</td>
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</table>

Khaki Pleated Shorts

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#25320 3-7 Girls</td>
<td>$23.50</td>
<td></td>
</tr>
<tr>
<td>#25329 7-16 Girls</td>
<td>$35.25</td>
<td></td>
</tr>
</tbody>
</table>

Plaid Tie

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#25451 T</td>
<td>$11.25</td>
</tr>
</tbody>
</table>

Plaid Skirt

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#11309PT4221 Shorter</td>
<td>$14.95</td>
</tr>
<tr>
<td>#11247PT4226 Longer</td>
<td>$15.25</td>
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</tbody>
</table>

### Girls Required Items 5th - 8th

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Sailor Middy Blouse w/Four-Pocket Logo</td>
<td>17-18 Girls</td>
<td>$24.25</td>
</tr>
<tr>
<td>#20437 8-16 Girls</td>
<td>$36.50</td>
<td></td>
</tr>
<tr>
<td>#20435 10-14 Girls</td>
<td>$39.75</td>
<td></td>
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</tbody>
</table>

Plaid Tie

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#25451 T</td>
<td>$11.25</td>
</tr>
</tbody>
</table>

### Girls Required Items 5th - 8th Cont'd

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khaki Pleated Shorts</td>
<td>2-7 Girls</td>
<td>$25.60</td>
</tr>
<tr>
<td>#25329 3-7 Girls</td>
<td>$28.50</td>
<td></td>
</tr>
<tr>
<td>#2536 3-14 Girls</td>
<td>$30.75</td>
<td></td>
</tr>
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</table>

White SS Over Blouse

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2073 3T-16 Girls</td>
<td>$27.60</td>
<td></td>
</tr>
<tr>
<td>#2074 30-48 Misses</td>
<td>$29.75</td>
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</table>

### Boys Optional Items 1st - 8th

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khaki Pleated Skirt</td>
<td>6-12 Boys</td>
<td>$36.50</td>
</tr>
<tr>
<td>#11309PT4226 Longer</td>
<td>$39.75</td>
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</table>

### Girls & Boys Required Items 3K - 8th

**Wine Cardigan Sweater**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2067 XXS-L Youth</td>
<td>$40.75</td>
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<tr>
<td>#2069 S-XL Adult</td>
<td>$42.00</td>
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### Boys Required Items 3K, 4K, 5K

**Who's Who Pique with Fiber Lock Logo**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2046 3-6 Youth</td>
<td>$28.15</td>
<td></td>
</tr>
<tr>
<td>#2047 5-10 Adult</td>
<td>$29.15</td>
<td></td>
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</table>

**White Fiber Lock Oxford**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2050 4-6 Boys</td>
<td>$28.00</td>
<td></td>
</tr>
<tr>
<td>#2051 7-8 Boys</td>
<td>$30.60</td>
<td></td>
</tr>
<tr>
<td>#2052 9-10 Boys</td>
<td>$31.60</td>
<td></td>
</tr>
</tbody>
</table>

**White Fiber Lock Oxford**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2053 10-12 Boys</td>
<td>$32.25</td>
<td></td>
</tr>
</tbody>
</table>

**Khaki Pull-On Skirt**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#20430 0-12 Pull-On</td>
<td>$28.25</td>
<td></td>
</tr>
<tr>
<td>#20430 0-12 Pull-On</td>
<td>$28.25</td>
<td></td>
</tr>
</tbody>
</table>

### Boys Required Items 1st - 8th

**Who's Who Pique with Fiber Lock Logo**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2046 3-6 Youth</td>
<td>$28.15</td>
<td></td>
</tr>
<tr>
<td>#2047 5-10 Adult</td>
<td>$29.15</td>
<td></td>
</tr>
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</table>

**White Fiber Lock Oxford**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<td>#2051 7-8 Boys</td>
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<td></td>
</tr>
<tr>
<td>#2052 9-10 Boys</td>
<td>$31.60</td>
<td></td>
</tr>
</tbody>
</table>

**Khaki Pull-On Skirt**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#20430 0-12 Pull-On</td>
<td>$28.25</td>
<td></td>
</tr>
<tr>
<td>#20430 0-12 Pull-On</td>
<td>$28.25</td>
<td></td>
</tr>
</tbody>
</table>

**White Fiber Lock Oxford**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2053 10-12 Boys</td>
<td>$32.25</td>
<td></td>
</tr>
</tbody>
</table>

**Khaki Pull-On Skirt**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#20430 0-12 Pull-On</td>
<td>$28.25</td>
<td></td>
</tr>
<tr>
<td>#20430 0-12 Pull-On</td>
<td>$28.25</td>
<td></td>
</tr>
</tbody>
</table>

### Boys Required Items 1st - 8th

**Who's Who Pique with Fiber Lock Logo**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2046 3-6 Youth</td>
<td>$28.15</td>
<td></td>
</tr>
<tr>
<td>#2047 5-10 Adult</td>
<td>$29.15</td>
<td></td>
</tr>
</tbody>
</table>

**White Fiber Lock Oxford**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2050 4-6 Boys</td>
<td>$28.00</td>
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</tr>
<tr>
<td>#2051 7-8 Boys</td>
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</tr>
<tr>
<td>#2052 9-10 Boys</td>
<td>$31.60</td>
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</table>

**Khaki Pull-On Skirt**

<table>
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<tr>
<th>Item Description</th>
<th>Sizes</th>
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</tr>
</thead>
<tbody>
<tr>
<td>#20430 0-12 Pull-On</td>
<td>$28.25</td>
<td></td>
</tr>
<tr>
<td>#20430 0-12 Pull-On</td>
<td>$28.25</td>
<td></td>
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</tbody>
</table>

**White Fiber Lock Oxford**

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<tr>
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</thead>
<tbody>
<tr>
<td>#2053 10-12 Boys</td>
<td>$32.25</td>
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</tbody>
</table>

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