

Little Flower Catholic School



PARENT-STUDENT HANDBOOK

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Revised 08/01/2019

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WELCOME

Little Flower Catholic School

Dear Little Flower School Families,

Welcome returning families and new families! On behalf of Father Luis Belmonte, O.C.D., (Superior of the parish/school), administration, faculty and 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.

This handbook has been prepared for you and contains information about school policies. We ask parents and students to read, discuss, and utilize the information in this handbook as our goal is to provide clarity on matters affecting your child(ren).

PURPOSE OF HANDBOOK/RIGHT TO AMEND STATEMENT The LFS handbook is published so that parents, students, and staff may be informed of policies and procedures of the school. If changes are necessary during the year, LFS maintains the right to amend the contents of this publication. Notification of such changes will take place.

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.

Have a Blessed Day!

Jackie S. Castro

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.

Mission & Vision / Motto & Prayer / School Pledge & EAGLE Rules



Quote from Patroness Saint

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

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

Our mission is to provide all children an excellent, holistic educational program rooted in the Catholic faith and in the spirituality of St. Therese: “doing the ordinary things, extraordinarily well.”

VISION

Our vision is to teach, nurture and prepare students to be faithful disciples of Jesus and become strong, academic learners.

SCHOOL MOTTO AND PRAYER

Remember Jesus Christ Came From Heaven Spreading Love, Peace, and Hope
(**R**econciliation, **J**ustice, **C**ourage, **C**ommunity, **F**aith, **H**umility, **S**ervice, **L**ove, **P**atience and **H**ope)

Dear Lord, throughout the day, let us be kind to one another and let us do the ordinary things, extraordinarily well, after the example of St. Therese, our patroness saint of our school, our parish and our Basilica. Amen.

SCHOOL 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.

EAGLE RULES

- E**- Express your feelings honestly and respectfully
- A**- Allow other to work undisturbed in classrooms
- G**-Get Ready! Be prepared for school and all activities
- L**- Listen to directions and follow them
- E**- Each student is to keep their hands and feet to self
- S**- Show respect for yourself, adults, others and all property

YEARLY 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.

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.**



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 Catholic School 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, Integrated Technology, STEAM 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, Integrated Technology, Spanish, STEAM 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, Integrated Technology, PE/Health, STEM and Library Skills.

Middle School

The curriculum includes: Religion, Mathematics, Language Arts (including English, Reading, Spelling, Writing, Vocabulary and Research), Science, History, Visual Arts, Spanish, Integrated Technology, PE/Health, Creative Writing, Robotics, Advanced Math, STEM and Student Service Ministries. Middle school students will be provided a syllabus for each course which will outline the expectations of the course.

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 2nd 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, NWEA achievement test, is administered at grades K - 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 K5 at the end of the school year (EOY). CLI Assessment and a Readiness Assessment are administered to PK4 and a readiness checklist is done for K3.

Grades 5 and 8 are administered the ACRE test, which is a standardized assessment of religious skills and knowledge. PSAT Testing and High School Placement Tests are administered to 8th grade students.

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.

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.

ADMINISTRATION

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/modify this handbook as deemed 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.

ADMISSIONS/FINANCIAL OBLIGATIONS

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 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 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 in January of each school year. The non-refundable registration fee is due, in full, with the completed online registration. 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 upon March of each school year. An Open House will be scheduled to register new students. Classes will be "closed" when the 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.

All new students enter on a one-year probationary status.

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/Special Circumstances

The policy of Little Flower School is that, if able, the school will provide students with special needs / special circumstances an opportunity for a Catholic education. If Little Flower School cannot provide sufficient services for a special needs/special circumstances student, a conversation with the parent will be held. If services/accommodations cannot be provided by Little Flower School, an Administrative Withdrawal may take place. 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 by the last day of school. There is a **\$35.00** handling fee for a returned check, assessed in addition to any charges made by the bank.
- 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**
(August to May)
- **Ten (11) monthly payments**
(July to May)
- **Ten (12) monthly payments**
(June to May)
- **Annual payment** – A 5% discount will be given to families who pay full tuition (fees and mandatory fund raisers excluded) by July 15th.
Scholarships are excluded from this discount.

Payments not received by the due date will be subject to a **\$35 late fee**. There will be a **\$35 fee for any NSF** transactions and 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.

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, 11 or 12 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 20 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/submitted 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 accounts payable person in the school office.

Failure to accumulate 20 hours of service per family will result in an additional \$20.00 fee per hour payable to the school no later than the last day of April. 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).

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 3:30p.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 certain holidays. You will be notified on these days and 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.
- Lunch will be served prior to students being released from school.

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 - \$100.00 a month
- 2 children - \$125.00 a month
- 3 children - \$150.00 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 - \$15.00 per child, per day

Early Dismissal Days - \$20.00 per child, per day

After 6:00 p.m. a fee of \$5.00 (per child) for each 5 minutes interval past 6:01p.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.

Each family is required to pay a \$15.00 annual fee to help defray the cost of games, puzzles and art supplies need to keep the children active in the after school care program. This \$15.00 fee is non-refundable.

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. (See Appendix D)

Disciplinary notices (DNs) will be issued for infractions during After School Care. Those DN's 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.

ATHLETICS

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 will be addressed to the athletic director. **A separate Athletic Handbook is reviewed with athletes and is available online.**

The Athletic wear that is sold for Athletics may be worn before school, after school and during athletic events/games. They may not be worn during the hours of 7:50-3:10. This includes hoodies, long sleeves, tees, etc.

ATTENDANCE POLICY

Little Flower Catholic School attendance policies will strictly follow the Archdiocesan Attendance policy.

Archdiocesan Attendance Policy

The Archdiocesan Attendance Policy states that students are to be in attendance 90% of the instructional days.

School Attendance/Tardy Policy

Little Flower School follows the Archdiocesan Attendance Policy which states that children are to be in attendance 90% of the instructional days. Therefore, students who incur 18 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 12:00 pm, excused or unexcused, is considered absent for a full day.

7:51-8:15 am	Tardy	Excused or Unexcused
8:16-12:00 pm	Half Day Absence	Excused or Unexcused
After 12:00 pm	Full Day Absence	Excused or Unexcused

For absences of 3 days or more due to illness, a student must provide the office with a doctor's excuse. If a doctor's excuse is not submitted, the absences will be documented as unexcused. 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. **(A Dr. Note that is submitted with 48 hours will always be counted as an excused absence.)**

The parent must submit a parent note and/or doctor note when a student is absent or tardy in order for the absence/tardy to be considered "excused" **WITHIN 48 HOURS. Only 8 parent notes will be accepted throughout the school year.** (A courtesy call, when your child will be absent, is appreciated.)

3 Consecutive Absences	Dr. Note Required	Upon Returning to School
5 Unexcused Absences	Per Grading Period	\$40.00 Fee
5 Unexcused Tardies	Per Grading Period	\$25.00 Fee

School Day Hours

- 7:50a.m.** Prayers and Announcements
- 3:15p.m.** Dismissal for K3 thru 8th Grade
- 3:30p.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
12:15p.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. 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. Students may acquire their missed assignments when they come back to school. 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 for more than 5 days**, nor having an **absence** for the entire academic school year.

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 unwelcomed, 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.

Type	Direct	Indirect
Physical	<ul style="list-style-type: none">• Hitting• Kicking• Pushing• Spitting, biting• Pinching, scratching• Throwing things at people	<ul style="list-style-type: none">• Getting another person to harm someone
Verbal	<ul style="list-style-type: none">• Mean and hurtful name calling• Hurtful teasing• Whispering and pointing• Whispering about others	<ul style="list-style-type: none">• Spreading nasty rumors• Trying to get other students to dislike another student

	<ul style="list-style-type: none"> • Telling secrets • Demanding money or possessions • Obscene language 	
Social Intimidation	<ul style="list-style-type: none"> • Threatening gestures • Obscene gestures • Racist or sexist remarks • Withholding friendship unless a person does something 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Mean, belittling and hurtful name calling • Threatening and/or obscene language • Offensive images • Repeated unwanted messages 	<ul style="list-style-type: none"> • 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 feel safe to report any incident they feel may be a form of bullying. It is the responsibility of all students to report situations that may be considered harassment, bullying, or behaviors that are not acceptable in a school setting.

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.

CAFETERIA

School Breakfast/Lunch Programs

To encourage good nutrition, the cafeteria offers a well-balanced breakfast/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/cold breakfasts/lunches is posted monthly. Breakfast and 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; however the balance cannot exceed \$20.00. Parents are encouraged to let the cafeteria know any special instructions they have for allowing “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 breakfast/lunch with their children in the cafeteria, after checking with school office to verify having a cleared background check 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. **OUTSIDE FASTFOOD IS NOT PERMITTED FOR BREAKFAST OR LUNCH.** Breakfast: \$2.00 / Lunch Tray: \$3.25

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.**
- **Students of the family are the only ones permitted to sit with their parent/guardian for the duration of their student's lunch period.**

Drinking Containers (*Also listed in Substance Abuse*)

As a precaution, all drinking containers can only be filled with drinking water. Students may not bring tea, lemonade, punch, soda, coffee or any other drink in drinking containers; (drinking containers include water bottles, fast food drink containers, coffee cups etc.) These colored drinks can be disguised as beer, wine or other alcoholic drinks and are not permissible. Store bought drink pouches are allowed.

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.

Cafeteria Behavior Plan

A cafeteria “Red, Yellow, Green” cup system is a school-wide behavior-incentive plan that is implemented for all students in grades K-8th. This will allow for proper behavior and appropriate noise levels. Consequences can be given for unruly behaviors.

CATHOLIC IDENTITY

What is Catholic Identity? Each of us has a name. It is how we are known. At Little Flower School there is a distinctive discourse about “identity” and who we are as Catholics. We reflect on our identity as disciples of Jesus – followers of Christ – adopted children of God and in the spirituality

of St. Therese, “doing the ordinary things, extraordinarily well.” As Christians, we believe that there are deep and reliable answers to questions of self-identity as well as how we should live and what values grow out of our identity and form the basis for our choices. Identity is a theme to which Pope Francis has returned often in his daily preaching. He speaks of Catholics, metaphorically, as having a certain “identity card” and speaking from the Catholic tradition, is more concerned about an identity that is essential, enduring, and true. At Little Flower School we strive to expose our students to Gospel Values, Beatitudes, Life Skills and Social Teachings so that their Catholic Identity can be essential, enduring and true!

**LITTLE FLOWER CATHOLIC SCHOOL
CATHOLIC IDENTITY**

GOSPEL VALUES – BEATITUDES - SOCIAL TEACHING

MONTH (Life Skill)	GOSPEL VALUE	BEATITUDE & CATHOLIC SOCIAL TEACHING
August (Courtesy)	COURAGE	<ul style="list-style-type: none"> • Blessed are the peacemakers for they shall be called children of God • Dignity of the Human Person
September (Organization)	PATIENCE	<ul style="list-style-type: none"> • Blessed are the merciful for they shall obtain mercy • Stewards of God’s Creation
October (Table Manners)	FAITH	<ul style="list-style-type: none"> • Blessed are the poor in spirit for theirs is the Kingdom of heaven • Respect for Human Life
November (Punctuality)	COMMUNITY	<ul style="list-style-type: none"> • Blessed are the peacemakers for they shall be called children of God • Love and care for the poor
December (Neatness)	SERVICE	<ul style="list-style-type: none"> • Blessed are the merciful for they shall obtain mercy • Respect for Human Life
January (Dress Code)	JUSTICE	<ul style="list-style-type: none"> • Blessed are the peacemakers for they shall be called children of God • Dignity of the Human Person
February (Cordiality)	LOVE	<ul style="list-style-type: none"> • Blessed are the poor in spirit for theirs is the Kingdom of heaven • Dignity of the Human Person
March (Homework)	RECONCILIATION	<ul style="list-style-type: none"> • Blessed are the merciful for they shall obtain mercy • Love and care for the poor
April (Healthy eating)	HOPE	<ul style="list-style-type: none"> • Blessed are the poor in spirit for theirs is the Kingdom of heaven • Stewards of God’s Creation
May (Exercise)	HUMILITY	<ul style="list-style-type: none"> • 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.

Remember Jesus Christ Came From Heaven Spreading Love, Peace, and Hope
(**R**econciliation, **J**ustice, **C**ourage, **C**ommunity, **F**aith, **H**umility, **S**ervice, **L**ove, **P**atience and **H**ope)

COMMUNICATION

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 administration 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, administrations 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 are 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.

If a parent wants to speak to administration/principal about a situation in the classroom (grades/behavior/any concern) the parent MUST have a parent conference with the teacher prior the administrator conference.

Teacher Newsletters:

Each teacher in grades PK-3 to 8th are required to send a classroom newsletter electronically through email weekly (Monday or Friday). The newsletter must include items such as projects, test dates, special events, etc.

School Newsletters:

The school will email a communication newsletter to keep parents informed on the upcoming dates. The staff will be emailed a communication newsletter to keep the faculty and staff informed of the weekly events and “to do’s” of the upcoming week.

Facebook:

Facebook is a form of communication. Upcoming events will be posted on Facebook.

School Website

The school website www.littleflowercatholicschool.org streams our Facebook Page as well as has continued updated events. The teacher classroom webpages are available for use to communicate with students and parents.

DISCIPLINE

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/Guardians 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.

EAGLE RULES

- E-** Express your feelings honestly and respectfully
- A-** Allow other to work undisturbed in classrooms
- G-** Get Ready! Be prepared for school and all activities
- L-** Listen to directions and follow them
- E-** Each student is to keep their hands and feet to self
- S-** Show respect for yourself, adults, others and all property

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 (Afterschool)
 - 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): Moderate or 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 strives to educate students in a Christian formation of the whole child which is paramount to the development within the gospel 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, homosexuality. Each situation will be handled individually and confidentially.

Use/Misuse of Electronic Devices / Communication

Whether occurring within or outside of school, when a student's use of electronic devices/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 (all devices included) through email, text messages, web site postings, Google searches, gaming, interactive apps etc., 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
4. Involve other students -negatively
5. Involve bullying or cyber-bullying in any nature

Any “off campus technology based situations” that are brought “on campus” as concerns, can result in campus administrative action /consequences.

Little Flower School Facebook Page

The Facebook Page of Little Flower School has a purpose to POSITIVELY PROMOTE the School and its School Community. The Facebook Administrators (principal, teacher designee, parish office staff etc.) may BAN any parent, relative or non-school community member from the LFS Facebook for unwelcomed comments, slander of the school or its personnel and/or any other reason that is demeaning to the school's mission and vision. The Facebook Page Administrators may BAN(without any warning)any individual that does not uphold the purpose of the School's Facebook Page.

EXTRA-CURRICULAR 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.

School Clubs

School Clubs include but not limited to: **STEAM Legos Club, CAAC Competitions, Girl Scout / Boy Scouts, Dance (fee), Cheerleading (fee), Art Club, Library Club, Chess Club, Robotics Club, Safety Patrols, Yearbook and Club for a Day (fee).**

Eligibility rules will apply – maintain passing grades 70+ and satisfactory behavior in all subject areas.

FIELD TRIPS

Field trips are meant to enhance the curriculum. Field 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.

Siblings are not permitted to attend field trips. Field trips are not a right but a privilege.

A select number of chaperones will be selected by the teacher. Chaperones may not just “show up” to a field trip if not assigned by the classroom teacher.

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

Background Investigations

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

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.

Field Trip Attire

When students attend a field trip, they are representing Little Flower Catholic School and the Carmelite Friars. Students must be in the appropriate field trip attire, which is outlined in the permission slip form. Most commonly, full dress uniform or spirit shirt and jeans will be worn. The jeans must be presentable; not torn, tattered, faded or tight. The spirit shirt must be tucked in and a black belt must be worn.

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 of a 5th -8th grade students finds it necessary for a cell phone to school, the student MUST submit it to the homeroom teacher upon entering homeroom/advisory. (PK3-4th grade may not have a cell phone at school unless permission has been granted by school administration.) 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.

5th -8th Grade student who bring a cell phone on campus must abide by the following rules:

> To have a cell phone in school, the students must have a signed permission slip by the parent/guardian. Signing the permission slip acknowledges that the parents are aware of their child having a cell phone and that they agree to the policy of the school cell phone usage. The school is not responsible for a cell phone being lost or broken.

> Upon arrival to school, the cell phone must be turned off and submitted to the teacher for the entire school day. The cell phone must not be on during the hours of 7am and 6pm. If a child uses a cell phone during the school day or if it rings, the phone will be confiscated by the teacher and a meeting will be set up with the parents. The phone will be returned to the parents and the student will be given a warning. If a phone is confiscated for a 2nd time, a \$25.00 fee will be assessed upon return of the phone and cell phone privileges will be lost.

>The parents and students understand that the cell phone must be used appropriately, respectfully to include all apps, images, text messages, phone messages and all media that the phone is capable of. No form of cyber bullying will be tolerated, whether at home or on school premises.

> The parents and students understand that the cell phone is for student use after school hours-6pm. Please be reminded that there is no need for students to use a cell phone in school. If an emergency arises, the staff will contact parents. If your child must bring a cell phone to school, please complete this form and return to your child's teacher.

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, backpack 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*.

GRADING SYSTEM

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:

PK3-PK4

E	Excellent
S	Satisfactory
P	Progress
N	Needs Improvement
NA	Not Applicable

Kinder/Grade 1

E	Exceptional Progress	(94-100)
V	Very Good Progress	(85-93)
G	Good Progress	(75-84)
L	Limited Progress	(60-74)

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.

O	Outstanding Effort
S	Satisfactory Effort
I	Improvement Needed
U	Unsatisfactory Effort
N	Needs Improvement

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)

100%	- (O)	1 hour and 40 minutes
85%	- (S)	1 hour and 20 minutes
75%	- (I)	1 hour
70%	- (U)	40 minutes
65%	- (N)	20 minutes

3rd-5th Grade: (30) minutes nightly M-F)

100%	-	2 hours and 30 minutes
94%	-	2 hours and 15 minutes
88%	-	2 hours
82%	-	1 hour and 45 minutes
76%	-	1 hour and 30 minutes
70%	-	1 hour and 15 minutes
64%	-	1 hour
58%	-	45 minutes or below

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:

- 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 be promoted.

Please see the Attendance Policy which can affect a student’s promotion/retention status.

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 advance to the next grade level. If the school offers summer school, a fee will be assessed.

HEADING FORMAT

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

Name
School

Date
Grade

Subject/Title

GRADUATION POLICY

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

Fundraising is not permitted for the use of graduation parties, gatherings, or socials.

A fee of \$150 will be assessed for each student graduating from the 8th grade. The fee will include 8th grade graduation liturgy expenses (photographer, musician, programs), graduation gown, 8th grade t-shirt, the approved 8th grade trip and any other items deemed necessary.

GRIEVANCE PROCEDURES

GRIEVANCE FOR 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 or 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 FREE POLICY

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.

Harassment-Free Environment for Administration/Faculty/Staff and All Personnel:

Personal attacks, badgering, harassment, intimidation, abusive or discourteous conduct, and threatening behavior, to include bullying and cyber bullying, against faculty or staff by parents or grandparents/relatives will not be tolerated. Any such actions are not acceptable in a Christian environment. Any persons who verbally or physically abuse administration, a teacher or staff member will have their children withdrawn from Little Flower Catholic School.

HEALTH POLICIES AND PROCEDURES

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. If an early medical appointment is necessary, then a doctor note is required to avoid receiving an unexcused absence/unexcused tardy. See Attendance policy for further information of half-day absences.

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.**

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 MAY BE 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:

GRADES	MAX HWK MINUTES	MIN RAZ KIDS MINUTES
PK4	15 min	10min
Kinder	20 min	15min
1 st -2 nd	30-45 min	20min
3 rd -5 th	45min-1.5 hrs.	30min
6 th -8 th	1hr-2hrs.	30min

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. Send breakfast/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 celebration 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 of the Federal Programs.
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 at school, nor will deliveries be accepted. We reserved the right to decline the delivery of these items.
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.

SCHOOL LITURGIES

Students celebrate weekly school liturgies (to include Holy Days of Obligation) at the Basilica of the National Shrine of the Little Flower. Little Flower School liturgies are student led to help instill the importance of learning the parts of the mass, being active participants in Catholic responses and participating prayerfully through liturgical music. The Basilica is a sacred place and will be respected by all students, faculty, staff, parents and visitors. Family members are welcome to attend the school liturgies and the student(s) may sit **ONLY** with parent/guardian/grandparents during mass. Sitting with parent/guardian/grandparents during a school liturgy is considered a privilege and will be allowable under the following guidelines:

1. The parent/guardian/grandparent must have a completed background check on file with the school.
2. The student's class is NOT leading the mass/mass parts. All students must sit as a class during this time.
3. The student and parent/guardian/grandparent has arrived early to mass to ask the teacher for permission for the student to sit with them. (Disruptions are not permissible.)
4. The student is actively participating in mass as required by the school while sitting with the parent/guardian/grandparent. (***No cell phone use while with the parent/guardian.***)
5. The student is well behaved in mass as required by the school while sitting with the parent/guardian/grandparent.
6. The student/parent/guardian/grandparent understands that this is a weekly mass and does not fulfill the "Sunday as a day of obligation" to attend mass.
7. The student/parent/guardian/grandparents will sit behind all the student body **even if pew space is available.**
8. The parent/guardian will return the student **as soon as the liturgy has concluded** so that the students may cross the street, back to school as a full class.

Disruptions to the liturgy will not be permissible. Due to the sacredness of the children's liturgy, friends may not sit with another parent/guardian/grandparent. Permission from the principal is needed if a relative (other than parent/guardian/grandparent) is requesting. Any controversy with the above guidelines may result in the loss of this privilege.

STUDENT SERVICES/SAFETY POLICIES

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 hours-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.**

For morning arrival, students may either be walked to the side gym door (Park and Walk) or the parent may drop the child(ren) off in morning carline. For PM dismissal, students will be dismissed in separate areas. Students who are “Parent Pick-Up” will be released at the front gym doors. The students who are picked up in “Carline” will be picked up at the side gym door. If students attend afterschool care, they will be held in the gym until 3:30.

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.

EARLY DISMISSAL FROM SCHOOL: STUDENTS MAY NOT BE SIGNED OUT ANY LATER THAN 2:50 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 CLEAR 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, Fire Drill, Soft Lockdown, Lockdown and “Down and Out” in the Basilica. 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

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. The counselor also provides weekly Guidance Lessons and sponsors a Student of the Month per classroom. The student of the Month will be chosen of portraying the Gospel Value of the month.

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. 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.

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	Meals on Wheels

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

Stewardship Required Hours:

8th Grade = 6 hours per quarter

7th Grade = 6 hours per quarter

6th Grade = 4 hours per quarter

Stewardship hours are counted as a Major Grade in Religion class. Please ask the middle school religion teacher for the due dates each quarter.

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, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage
3. Any glue, aerosol paint or any other volatile chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug (to include Energy Drinks)

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

As a precaution, all drinking containers can only be filled with drinking water. Students may not bring tea, lemonade, punch, soda, coffee or any other drink in drinking containers; (drinking containers include water bottles, fast food drink containers, coffee cups etc.) These colored drinks can be disguised as beer, wine or other alcoholic drinks and are not permissible. Store bought drink pouches and allowed. (*Also listed in Cafeteria section*)

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.

TECHNOLOGY GUIDELINES

The computer lab is equipped with HP Computers. Students in grades K3-8th grade are being prepared for an increasingly technological society during technology integration in the classroom and lab. This instruction is enhanced by the use of the computer and interactive boards in each classroom. Chromebooks are used in grades PK3-8, integrated in lesson delivery.

Inappropriate online material or language, profanity, abusive or impolite language/material is not permissible in the classroom, computer lab or on school property. **NO EXCEPTIONS.** 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 Agreement" is on file for each student which was completed during online registration.

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. Any “off campus technology based situations” that are brought “on campus” as concerns, can result in campus administrative action /consequences. 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.

Illegal copying/Use of others passcodes– 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 or use any other student passcodes.

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 apps without the consent of the classroom teacher.

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 Dennis 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:

Boys: 1st-8th Grade

The following shoes are allowed: Any shoes that are considered dress slip-ons, loafers, or oxfords. Shoes must have closed toes and heels. Only black shoes will be allowed.

The following shoes will not be allowed: Shoes that have striped detail, sporty look, canvas, suede, slipper moccasins made of sheepskins or suede, tennis shoes and shoes with no backs are not acceptable.

Boys: Pk3, Pk4 & Kindergarten

Velcro straps black shoes (no shoe strings)

- 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: Pk3 – Kindergarten

Black Mary Jane's Velcro

1st-8th grade

Black Mary Jane's or Penny Loafers (5th-8th grade) 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 (5th-8th only)** 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.

Belts:

- Black belt must be worn with pants.

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. Overcoats, non-uniform jackets MAY NOT BE WORN before, during or after school masses at the Basilica. During inclement weather, a heavy jacket or rain coat may be worn into the school building but cannot be worn during school or during any school functions. **Uniform windbreakers, sweatshirt, hooded jackets, and cardigans may be purchased anytime at A-1 Sports on Bandera Rd.**

Long sleeves during inclement weather

Your child may wear a long sleeve under their uniform shirt/blouse during cold weather, however it may only be black, white or burgundy --- **AND MAY NOT HAVE GRAPHICS or WORDS OF ANY KIND**

Physical Education Uniform Requirements

Students in grades 2-8 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. **A GRADE WILL BE GIVEN FOR DRESSING OUT FOR PE BEGINNING AFTER LABOR DAY.**

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 days.

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

- **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.
- **Hairstyles cannot be distracting to self or others**
- **All hair accessories must be the color of the uniform: burgundy, red, black, or white**

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 acceptable. ***If a hair style is not appropriate and a change is requested, it must be changed with 24 hours. If the style is not changed within 24 hours, an out of school suspension will be given until the hair style is within the guidelines of Little Flower School. (A grade of zero will be given for all days in OSS)***

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 (except on Rodeo Day)
- Untied or loosely tied tennis shoes
- Painted nails (Any Color)
- Make-up (Even at School Dances)
- Colored contact lenses

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

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.



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.

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

Parent/Guardian/Student 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



Little Flower Catholic School

CELL PHONE POLICY AGREEMENT

5th-8th Grade

Cell phones are allowed to be brought to school as long as the rules below are followed:

> To have a cell phone in school, the students must have a signed permission slip by the parent/guardian. Signing the permission slip acknowledges that the parents are aware of their child having a cell phone and that they agree to the policy of the school cell phone usage. The school is not responsible for a cell phone being lost or broken. Permission must be granted by the administration.

> Upon arrival to school, the cell phone must be turned off and submitted to the teacher for the entire school day. The cell phone must not be on during the hours of 7am and 6pm. If a child uses a cell phone during the school day or if it rings, the phone will be confiscated by the teacher and a meeting will be set up with the parents. The phone will be returned to the parents and the student will be given a warning. If a phone is confiscated for a 2nd time, a \$25.00 fee will be assessed upon return of the phone and cell phone privileges will be lost.

>The parents and students understand that the cell phone must be used appropriately, respectfully to include all apps, images, text messages, phone messages and all media that the phone is capable of. No form of cyber bullying will be tolerated, whether at home or on school premises.

>The parents and students understand that the cell phone is for student use after school hours-6pm. Please be reminded that there is no need for students to use a cell phone in school. If an emergency arises, the staff will contact parents. If your child must bring a cell phone to school, please complete this form and return to your child's teacher.

Little Flower School – Cell Phone Permission Slip

I give my child _____ in grade _____ permission to bring their cell phone to school. I have read the cell phone policy above and agree to the provisions regarding the cell phone use. I will not hold the school liable or responsible for a lost or damaged phone.

Student's Cell Phone # _____

Print Parent Name _____ Phone _____

Parent Signature _____ Date _____

LITTLE FLOWER CATHOLIC SCHOOL

PARENT SERVICE HOURS SIGN-IN SHEET



NAME OF EVENT _____ DATE OF EVENT _____

EVENT SPONSOR _____ STAFF SPONSOR _____

Parent Name PLEASE PRINT	List All Students at Little Flower PRINT FIRST AND LAST NAME	Grade	TIME IN	TIME OUT	TOTAL HOURS

FOR OFFICE USE ONLY

PRINCIPAL SIGNATURE _____ DATE _____

PRINCIPAL SIGNATURE
 ORIGINAL TO COORDINATOR
 IN RENWEB
 BOOKKEEPER

LITTLE FLOWER CATHOLIC SCHOOL

PARENT SERVICE HOURS FORM



STUDENTS NAME: _____ GRADE/TEACHER: _____ / _____

NAME OF VOLUNTEER: _____ DATE OF EVENT _____

EVENT DESCRIPTION _____

Parent/Volunteer Signature

Little Flower Sponsor Signature

Staff/Sponsor Print

FOR OFFICE USE ONLY

PRINCIPAL SIGNATURE _____ DATE _____



PRINCIPAL SIGNATURE



ORIGINAL TO COORDINATOR



IN RENWEB



BOOKKEEPER

Little Flower School – Aug 2019



LITTLE FLOWER CATHOLIC SCHOOL

DONATION – FOR SERVICE HOURS

STUDENTS NAME: _____ GRADE/TEACHER: _____ / _____

DONATION MADE BY: _____ DATE OF DONATION _____

Monetary or Item Donated** _____ VALUE OF DONATION* \$ _____

***Receipt(s) Required For Donation Item(s)**

****PLEASE NOTE THAT FOR EVERY \$20.00 DONATED, 1 SERVICE HOUR WILL BE EARNED**

Parent/Volunteer Signature

Little Flower Sponsor Signature

Staff/Sponsor Print

FOR OFFICE USE ONLY

PRINCIPAL SIGNATURE _____ DATE _____



PRINCIPAL SIGNATURE



ORIGINAL TO COORDINATOR



IN RENWEB



BOOKKEEPER

Little Flower School – Aug 2019

Little Flower Catholic School Discipline/Behavior Matrix

Level 1 (Mild)	Level 2 (Moderate)	Level 3 (Severe)
Mild behaviors can be adequately corrected at the time they occur	Misbehavior that, while not requiring immediate administrative involvement, do require documentation.	Serious behaviors that require immediate administrative involvement and written documentation
Teacher documents behavior in behavior folder.	<u>Counselor</u> will schedule an appointment with the child to discuss the behavior issues <u>Teacher</u> documents behavior in behavior folder, as well as behavior log (if applicable) and has parent conference.	<u>Administrator & Counselor</u> conference the parent immediately and set up a Parent/Teacher Conference. <u>Teacher</u> documents behavior in behavior log (if applicable), & has parent conference.
Rough Play	Fighting/horse playing with no injuries	Fighting-Committing/Threatening Physical abuse-biting, punching, hitting
Talking Back	Talking Back – Persistent Arguing	Talking Back – Refusal to accept discipline-Chronic
Refusing to Follow Technology Guidelines	Visiting noneducational technology sites/Surfing the Net/Gaming/ Texting/Using Social Media apps during the school day	Visiting inappropriate computer sites/using inappropriate gaming sites/using social media inappropriately
Interrupting/Talking out of turn	Interrupting/Talking out of turn/ Disrupts/Interferes with the learning of others	Interrupting/Talking out of turn/ Disrupts/Interferes with the learning of others
Disruptive conduct/Tantrum	Disruptive conduct/Tantrum. Not following class rules-Repeated Disruptive Behavior	Disruptive conduct/Tantrum. Acts that pose a threat to physical safety or self / others
Taking something that doesn't belong to them	Taking something that doesn't belong to them (stealing)	Stealing from staff, or school
Teasing/Put Downs/Name Calling	Teasing/Put Downs/Name Calling Chronic Harassment Bullying	Threatening to kill someone – Terroristic Threat
Cheating	Cheating – Chronic	Destroying/Tampering with school property
Inappropriate Language/Gestures	Inappropriate Language/Gestures – Chronic	Possession of a Weapon
	Indecent Exposure – PK, K, 1 st	Sexual Harassment/abuse 2 nd – 8 th
	Inappropriate touching/kissing, holding hands. Inappropriate touching PK/K	Inappropriate verbal, physical, sexual conduct in 2 nd – 8 th grade
Other Level 1 Behaviors <ul style="list-style-type: none"> Dress Code Violation (PK – 8th) Call home to get clothes or hair style Incomplete work 	Other Level 2 Behaviors <ul style="list-style-type: none"> Leaving the classroom without permission Attendance concerns Consistently not submitting/completing classwork/homework/projects etc. 	Other Level 3 Behaviors <ul style="list-style-type: none"> Leaving school grounds Chronic Attendance Concerns Chronically not submitting classwork/homework/projects etc. resulting in failing grades.
Discipline Procedures	Discipline Procedures	Discipline Procedures
Immediate intervention by the staff member	Student is referred to the Counselor	Student is referred to the Principal and Counselor
Determine what offense was committed and its severity	Determine the offense and the offender	Principal and Counselor meet with the student and parents
Determine offender and that he/she understands the nature of the offense	Employ appropriate discipline options	Principal will take appropriate discipline action and notify the teacher
Employ appropriate disciplinary options	Record	Record of offense and disciplinary action taken will be maintained by the Principal
Record	Teacher and counselor meet with the parents	
Discipline Options	Discipline Options	Discipline Options
Verbal reprimand/	Behavior Modification	Counseling
Special assignment	Counseling	Behavior Modification
Restricting activities	In-school detention	DR (Discipline Referral)
Counseling	Out-of-school-Suspension	Out-of-school Suspension
DN (Discipline Notice)	DN (Discipline Notice)	Expulsion
Detention	DR (Discipline Referral)	Principal Discretion
In-school detention	Detention	Administrative Withdrawal
Principal Discretion	Principal Discretion	

