

Little Flower Catholic High School for Girls  
1000 West Lycoming Street  
Philadelphia, PA 19140-2199  
215-455-6900  
215-329-0478 (fax)  
[www.lfchs.org](http://www.lfchs.org)

**Student Handbook and Agenda Planner  
2021-2022  
CONTRACTUAL AGREEMENT**

This handbook constitutes a contract of the school with parents and students. School jurisdiction in academics and behavior is detailed in the handbook but not limited to it. Additional policies developed by the Little Flower Catholic High School for Girls administration are equally binding. School jurisdiction is not limited to school hours or school property.

The Archdiocesan Secondary School System and Little Flower Catholic High School for Girls reserve the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates. These changes may be due to changing guidelines, recommendations, or restrictions from the Centers for Disease Control, the state of Pennsylvania, local authorities, or the Archdiocese of Philadelphia related to Covid-19.



This agenda belongs to:

Name: \_\_\_\_\_

Home Room Section: \_\_\_\_\_

Little Flower Catholic High School For Girls  
1000 W. Lycoming Street  
Philadelphia, PA 19140-2199  
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### ACCREDITATION

Little Flower Catholic High School for Girls is accredited by the Commonwealth of Pennsylvania, the Archdiocese of Philadelphia, and the Middle States Association of Colleges and Secondary Schools.

#### Administration

President Mrs. Jeane McNamara  
Principal Mrs. Colette Weber

#### Assistant Principals

Academic Affairs Ms. Kathleen Radebaugh  
Student Life Ms. Adrianna Savarese

#### Academic Departments

English Mr. Ralph Lelii  
Fine Arts Mrs. Noreen Diehl  
Guidance Mrs. Kristin Sheridan  
Mathematics Ms. Kathleen Zolk  
Physical Education Mrs. Margaret Robinson  
Theology Ms. Maureen Gillespie  
Science Ms. Carol Dauerbach  
Social Studies Ms. Ann Tracey-Lyman  
World Language Ms. Laura Stankiewicz  
School Minister Rev. Joseph McCaffrey  
Admissions & Enrollment Management Ms. Kia Benjamin  
Asst. for Admissions Mrs. Stacy Vivino  
VP for Advancement Sister Joan Ames, IHM  
Asst. for Advancement Ms. Alexis Tchanz  
Asst. for Advancement Mrs. Laura Moyer

### **BELIEF STATEMENTS**

All members of the Little Flower Catholic High School Community bring this Mission Statement to life each day by acting in a manner consistent with our beliefs. The Little Flower Catholic High School Community believes that:

- All human beings have inherent dignity, being created in God's image & likeness.
- Diversity is an expression of God's Creativity.
- God invites us to experience the divine mystery through relationships, experiences, traditions, and knowledge.
- Jesus lives among us, teaching and calling us to a way of reverent living with one another and with all Creation.
- Service is rooted in the desire to practice Christ-like empathy, love, and respect for all.
- St. Therese, our patroness, unites us and draws us into discovering and sharing God's incarnational presence in the simple and the ordinary.
- Catholic education is a relational and shared ministry centered on living the gospel in the Catholic Tradition.
- Catholic education promotes academic excellence and the healthy development of all dimensions of the human person, and encourages students to reach their full potential.
- Young women can discover, celebrate, and respond to God's call to be empowered women of faith, hope, integrity, leadership, and service through the focused environment of a single sex high school.

### **PHILOSOPHY**

Little Flower Catholic High School for Girls affirms the primacy of faith in its three-fold aim of Christian education: to teach the truths of Catholic Christianity, to build community and to serve others.

Within the framework of a strong academic program, this school endeavors to develop the spiritual, the social, the emotional and the physical well-being of its young women.

To foster each student's personal relationship with her God, as well as to teach authentic Catholic doctrine is the goal of a Christian formation, which will overflow into a conscious endeavor to work for social justice. "By their fruits you shall know them" (Matthew 7:20); thus, Little Flower is committed to educating each young woman, through example and experience, to a level of individual growth, which will lead to a participatory, responsible involvement in her faith and her local community.

Staffed for many years by an administration and a faculty imbued with a sense of Christian mission, Little Flower has fashioned a strong tradition of community. Through the acceptance of human diversity and the recognition of individual potential and talent, this Catholic school is committed to promoting student self-esteem. Within this multi-cultural, multi-racial, single-sex environment, Little Flower students are empowered to discover and to

deepen strong commitments to their own heritages, while fostering a fundamental school unity based on the understanding of and respect for one another. Concomitantly, through daily interaction and participation in religious and social activities, the students learn of human needs beyond their own and their duty to respond to them through service and prayer.

To meet the needs of this specific urban community, Little Flower educators employ a variety of instructional strategies and are committed to a curriculum based on the requirements of the Pennsylvania Department of Education and the Archdiocese of Philadelphia. The student's search for truth is stimulated through intellectual growth, self-knowledge, healthy curiosity and independent thinking. The faculty also aims to encourage each student's active participation in her scholastic world in order to increase her ability to communicate her ideas effectively, to understand the ideas of others and to learn appropriate collaboration for the good of the group.

Equally important to a young woman's development is her growing awareness of herself as a capable person and a vital, responsible member of a local and global community. Little Flower Catholic High School values the social maturation of its students as an integral educational goal. Recognizing that the parents and guardians are the primary educators, we realize the faculty and staff share in the responsibility of teaching social and relational skills. Thus, the school endeavors to provide student organizations, extracurricular activities and frequent social events as vehicles for the introduction and reinforcement of these skills, as well as for student enjoyment, leadership training and the cultivation of friendships.

Living in today's world presents problems and challenges as unique and as personal as each individual. Through a network of services provided by the school, guidance and direction are given to students to cope with personal problems and family conflicts in a comfortable, confidential atmosphere, which engenders in these young women a feeling of self-worth, encourages their self-discipline and fosters their moral courage to improve their life situations and circumstances.

Since the ability to lead a full and active life requires more than academic and social achievement, Little Flower is also concerned with the physical development of its students. Formal instruction in Health and Physical Education, mandatory for every student, aims to instill in the girls a respect for the human body and the good health habits that will sustain them throughout their lives, while a variety of athletic activities afford the opportunity to learn the value of team spirit and healthy competition.

Through physical and intellectual education, personal guidance, social interaction and a strong emphasis on the development of a personal relationship with God through the Catholic faith, Little Flower Catholic High School for Girls sends its students into their futures knowledgeable of themselves and their responsibilities to the global society, competent in the academics necessary for successful attainment of their goals and eager to assume their roles as leaders and contributors to their local and

global societies.

### **HISTORY**

With the expanding growth of the Catholic population in the northeast section of Philadelphia, as well as the lack of facilities in the existing Catholic high schools for girls, the need for a new school became imperative in the nineteen thirties. On May 21, 1939, His Eminence Dennis Cardinal Dougherty laid the cornerstone of the Little Flower Catholic High School at Tenth and Lycoming Streets. Under his leadership, encouragement, and generosity the school was made possible. To express his personal devotion to St. Therese of Lisieux, His Eminence named the school “Little Flower” confident that as patroness of the school she, in her “Little Way,” would be a model for the girls who would be educated here. In 1953, a statue of this saint was placed on the campus at the entrance of the building.

Little Flower Catholic High School for Girls opened September 1, 1939 as the most modern of the secondary schools and the pride of the Philadelphia Catholic School System. The first class graduated in June 1941; in 1953, Little Flower was the largest Catholic girls’ high school in the country, with a student body numbering three thousand three hundred and twelve.

The first administration of the school was directed through the Office of the Diocesan Superintendent of Schools under Monsignor John J. Bonner with the assistance of the Prefects of Activities, Discipline and Studies. In 1952, Reverend Joseph Brown was assigned the first principal and served in this capacity until 1967 when he was succeeded by Reverend L. James Mullen. Reverend Monsignor H. Glenn Bennett became principal in 1972. Reverend Joseph J. McLaughlin assumed office in June 1981; he was replaced in September 1988 by Reverend Joseph T. Marino. Ms. Marie Gallagher assumed the duties of principal in 1991. Sister Joan Rychalsky, IHM was appointed President of Little Flower when the school adopted the President/Principal Governance Model in 1993. Sister Kathleen Klarich, RSM was appointed Principal in 1995. Sister Donna Shallo, IHM, was appointed President in 2000. Mrs. Jeane McNamara was appointed President in 2018. Mrs. Colette Weber was appointed Principal in 2020.

The original faculty was composed of seventy religious women representing ten different religious communities. Today, the faculty consists of both lay and religious teachers.

Through the years the course offerings have changed to meet the students’ needs. Little Flower strives always to offer the highest quality Catholic education. Little Flower Catholic High School is accredited by the Middle States Association of Colleges and Secondary Schools.

“Today’s students – tomorrow’s leaders” keynotes the aim of Little Flower’s graduates.

Little Flower Catholic High School is proud of its tradition and its history.

### SCHOOL COLORS

The school colors are maroon and white. Class colors are as follows:

Seniors -	yellow	Sophomores -	blue
Juniors -	pink	Freshman -	green

### SCHOOL SEAL



The symbolism of the seal of Little Flower Catholic High School for Girls is closely associated with the life of our patroness, St. Therese of Lisieux.

The octagon shape of the seal represents the eight years that the Little Flower spent as a Carmelite. Within the octagonal form, the name of the school is printed in gold upon a white background. This edging encloses and protects the figures within the seal, standing as a barrier to corrupting influences that might undermine the virtues symbolized therein.

The Greek lettering symbolizes our total dependence upon God for Christian learning. The open book represents knowledge. The words Victor, on one page, and Labor and Amor, on the other page signify that those who labor and love are victorious.

On one side of the book of knowledge, the harp indicates the fine arts, while on the other side, the distaff typifies industry. The flaming dart denotes the burning love of Saint Therese for Almighty God.

The seal is adorned with a lily and a rose. The lily implies freedom from taint of sin; the rose, love and zeal. The three virtues purity, love and zeal should characterize the lives of the students.

The tinted green thorns, which symbolize penance, speak to us of Christ's passion and death. Mary Immaculate's mantle is draped in the center.

The prevailing star with the large M represents the ever-ready willingness of Our Lady to enlighten those who seek her aid in acquiring knowledge.

Prominent in the seal are the brilliant colors. The deep red suggests enthusiastic devotion to Our Blessed Lord. The bright, cheerful yellow depicts lightheartedness and joy, the green stands for hope, and the pure metal gold symbolizes integrity.

The Latin words *Vigilate et Orate*, found at the bottom of the seal, are carved over each room in the Carmelite convent. This motto is a signal for life – “Watch and Pray”.

### **ALMA MATER**

Alma Mater, good and true  
The pride of Church and City  
We pledge our all to God and you  
Under Mary's mantle blue. Our Faith is anchored here  
With love that will light your years,  
Staunch hearts will ever sing in praise of you.

Hail to you Little Flower Hail! Pride of all, our love will not fail.  
Guide us and keep us safe through the years Bring us your children, brave through all  
fears. Onward we will march foursquare  
Vanguard of truth to do and to dare, We to you our pledge renew,  
Fore'er we will be true

Little Flower we glory to see  
Your colors gleam in the sunlight, Maroon for love and loyalty Snowy white for purity.  
Proud, we your banner fling,  
Exultant, your praises sing.  
We march on strong with trust in God above.

Hail to you Little Flower Hail! Pride of all, our love will not fail.  
Guide us and keep us safe through the years Bring us your children, brave through all  
fears. Onward we will march foursquare  
Vanguard of truth to do and to dare, We to you our pledge renew,  
Fore'er we will be true.

### **UNIVERSAL SEARCH POLICY**

To protect the safety and welfare of students and school personnel, school authorities may question and search a student, her personal effects, lockers and vehicles used by the student and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Searches conducted by school authorities may include, but not limited to, utilization of certified drug detection dogs or any devices used to protect the health, safety and welfare of the school population. A student's refusal or failure to permit such searches

and seizures as provided in this policy will be considered grounds for disciplinary action.

### **ACT 30**

If a student is applying to or presently attending Little Flower, and is found guilty of a juvenile or adult crime, and it is reported to the school administration, the student may be refused admission to Little Flower or may be liable for dismissal from Little Flower.

### **DIOCESAN HARASSMENT POLICY**

**Harassment** in any form is unacceptable conduct and will not be tolerated. Any pervasive, unwelcome action, physical, verbal, written or electronic, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member or anyone within the school community, is prohibited by this policy.

Harassment because of a person's sex, race, age, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

**Sexual Harassment:** can result from unwanted sexual attention, sexual advances and comments or requests for sexual favors. Examples include:

- Threatening adverse action if sexual favors are not granted;
- Promising preferential treatment in exchange for sexual favors;
- Unwanted physical contact;
- A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language;
- Display of sexually suggestive objects or pictures;
- Unwelcome notes, e-mails and other communications that are sexually suggestive.

**Bullying:** intentional, repeated, hurtful words, acts, or other behaviors, including but not limited to: exclusion, spreading rumors, name calling, threatening, and/or shunning, completed by one or more students against another over a period of time. Bullying includes relational aggression, a type of emotional violence whereby individuals use relationships to harm others, and cyber bullying, the sending or posting of harmful or cruel text or images using the internet or other digital communication devices. Cyber bullying is a violation of the Acceptable Use Policy and the Diocesan Harassment Policy.

**Hazing:** refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Any student who feels she/he has been subjected to harassment should bring the matter personally to the immediate attention of the Assistant Principal of Student Life. If a

student is uncomfortable for any reason discussing the matter with the Assistant Principal for Student Life, the student should report it to the Principal.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate disciplinary action will be taken, up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

A copy of the Harassment/Sexual Harassment/Hazing policy and all other diocesan school-related policies are on file in the Principal's Office.

## **ADMISSION POLICY**

### **ELIGIBILITY**

The Archdiocesan Secondary School System has an open enrollment policy. Students from any grade school are eligible to apply for admission to Little Flower. The school does not discriminate on the basis of race, color, or national and ethnic origin in its admission policies or in any school-administered programs.

Catholics of other Rites and students of other Religions are welcome in Little Flower with due consideration of the facilities available to provide for the number enrolled. It is not necessary for the student of another religion to become a Catholic; however, to enter fully into the life of the school all students admitted to Little Flower must:

- accept and support actively the philosophy and goals of the school.
- attend Theology class
- attend liturgies, retreats, and all religious services.

### **APPLICATION PROCEDURES**

Eighth grade students and transfer students, can apply to Little Flower by going to the Admissions link on our website at [www.lfchs.org](http://www.lfchs.org). Interested applicants will be reviewed by the Admissions' Committee and will be notified of registration procedures and financial aid opportunities.

Prospective incoming ninth grade students are required to take the High School Placement Test (HSPT), which is used to determine eligibility for academic scholarships and other merit-based financial aid and also to aid in course level placement.

### **TRANSFER STUDENTS**

All students transferring into Little Flower from public, charter or private schools are required to have an interview as part of the application procedure. The purpose of the interview is to discuss the reasons for seeking a transfer and to determine whether or not the school can meet the academic and social needs of the student. During the interview the Committee will review the student's most recent report card and any current

standardized test results available. If standardized test results are not available the student will take a mastery skills test. The student interview is scheduled by the school sometime after the application for admission has been received.

### **FRESHMAN ORIENTATION**

In September each student is given a school calendar, a student Agenda Planner/Handbook and a roster. All freshmen and incoming transfer students participate in an orientation program.

### **DISMISSED STUDENTS**

A student dismissed from Little Flower for academic or disciplinary reasons may apply for readmission to Little Flower after one school year. Readmission will be based upon whether or not the student has completed a successful scholastic school year in another school. The student's attendance record and discipline record are major factors which affect the decision to readmit a student to Little Flower.

### **TUITION RATES**

Tuition is \$8300.00 and school fee is \$1020.00

All international students pay an additional \$1,900.00 in addition to the student tuition rate for a total of \$11,220.00

### **TUITION DISCOUNTS**

**FAMILY RATE DISCOUNT** Families with three or more students in the same family and in an Archdiocesan high school at the same time, each student receives a discount. If your tuition account does not reflect this discount, please provide the Tuition Officer with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

### **ASSISTANCE AND SCHOLARSHIPS**

Through the generosity of our alumnae, businesses and other benefactors, the Archdiocesan Office of Catholic Education and individual schools provide millions of dollars of financial support to parents through scholarships and tuition assistance. Information on scholarships may be found by going to the Admissions' tab at [www.lfchs.org](http://www.lfchs.org).

Parents seeking financial aid must complete a tuition assistance application by the deadline set in the previous school year, submit the required forms to verify income, and the required fee. A link to the FACTS Assistance Application may be found on the school's website. **Families currently receiving tuition assistance must reapply each year for the next school year.**

If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce Little Flower awards so that these funds can be allocated to other deserving students.

If a student receives a scholarship or grant, it will be allocated to the student's account based on the number of payments the parents have agreed to be billed during the year. Parents are responsible for paying the net amount due each month to keep tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

Little Flower takes great pride in our reputation for generous financial assistance and maintaining it through a student's high school career. Please see our website at [www.lfchs.org](http://www.lfchs.org) under the Admissions tab for additional information on scholarships and financial aid.

### **TUITION PAYMENT SCHEDULE**

FACTS provides tuition management services for all Archdiocesan high schools.

Services for parents include online account access, tuition and fees invoicing, payment processing and 24-hour customer service.

New and returning families will receive information from FACTS regarding enrolling in FACTS for the year.

There is an annual fee of \$42. for a monthly payment plan, \$10 for a semi annual payment plan, and no charge if you make your payment in full for the year. If you sign up for and make payments automatically each month, \$120.00 discount will be applied to your account at the end of the school year.

For parents selecting to spread their payments throughout the year, the tuition and the main school fee will be billed in eleven installments beginning in June and ending in April. Families have the option of having their payments due on the 1st of each month or the 15th of each month.

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments.

### **TUITION PAYMENTS**

All tuition and fee payments should be made through FACTS Tuition.

Parents who pay tuition under the installment plan are encouraged to set up automatic payments in FACTS. Under the automatic payment plan, the amount will be deducted from your bank account on the due date each month. **As a special incentive, if a family**

**makes these payments electronically each month throughout the year, a rebate of \$120.00 will be applied to your account at the end of the school year.**

FACTS is able to take payments in a variety of ways:

- Check or Money Order by Mail
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week.
- Online Web Payment from Checking, Savings or Credit Card
- Credit Cards—*Visa, MasterCard, American Express or Discover*
- Cash at School—recorded by School into Facts Family Account as a Paid at School Payment (no checks may be taken by the school).
- International Payments through *peer Transfer*
- Mobile Payments from Apple and Android devices.

If a parent signs up for automatic payments, they will receive an email reminder 7 to 10 days in advance of the payment. If a parent signs up to be invoiced, an invoice will be created 20 days before the due date. **Payments are due on or before the due date.** If your payment is not made by the due date or if you are carrying an outstanding balance, a late fee of \$30 will be applied to your account.

Additional fees will be applied by FACTS for failed payments processed via auto- debit, phone, web or failed check payments. Your bank may also impose additional fees for these transactions. Changes to banking information must be made at least three business days before your next scheduled debit. You can update your banking or recurring credit/debit card information by logging into your account at [www.online.factsmgt.com](http://www.online.factsmgt.com) or you can call 1-866-441-4637.

### **FACTS TUITION LOGIN AND CUSTOMER SERVICE**

Once enrolled in FACTS, parents are able to do the following:

- Make a payment
- Review payment history
- Change/edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to your account

Parents can call the FACTS Tuition Customer Service Center at 1-866-441-4637 and a FACTS Tuition Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, 365 days a year! The team of specialists is able to:

- Provide you with balance & account information

- Take a payment
- Review your payment history
- Update your payment information
- Update your personal & contact information
- Provide or change your online username and password
- Address concerns regarding your account
- Each school has a tuition officer that can answer any questions

FACTS Tuition is not able to address:

### **PRORATED TUITION AND TUITION REFUNDS**

Students who enroll late or withdraw during the year pay a prorated tuition according to the refund schedule published annually with the tuition rates.

Students who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a prorated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year, since the resources have been allocated for the student's education. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

### **DELINQUENT TUITION**

According to Archdiocesan policy, if a student's family is not current in its payment of tuition and fees, the following will occur:

- No student will be permitted to start a new school year with any outstanding balance from a previous year.
- Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.
- **Families may not be more than 90 days in arrears on tuition payments at any time. Failure to cooperate may result in the student suspended from classes or even dismissal until the balance is addressed.**
- Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshman dance) unless they are current in their tuition payment.
- Transcripts may not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance

### **TUITION AND FEES**

This is the planned schedule for fees for the 2021-2022 school year. This schedule may be adjusted due to new conditions.

The Tuition and School Fees for students enrolled in Little Flower for the 2021-2022 school year are \$9,320.00. (\$8,300.00 tuition plus school fee of \$1,020.00). Tuition is remitted immediately to the Diocese to pay for salaries and school utilities, it is necessary for Little

Flower to require payment of fees.

The School Fee covers the cost of Theology books, Chromebook insurance fee, school calendar, Agenda Planner/Handbook, The Literary Garland, the Retreat Program, assemblies, school insurance, computer reporter printing, and the first ID card. There are no mandatory fundraising obligations. Please note that if the situation dictates in the 2021-2022 school year, school fees will be adjusted accordingly. Families with three or more students in Archdiocese high schools at the same time, receive a discount. The Finance Office will supply a form to be filled out by the family. The family rate discount does not apply to students in parish schools or in private high schools.

**THE RE-REGISTRATION FEE** The Re-Registration Fee is \$125.00. It covers the cost of processing the student's application and preparing her roster and includes membership in the Home and School Association. The re-registration fee is charged in January and it is not refundable

**FACTS FEE and LATE FEE** Facts has a fee of \$42.00 due in June. If any scheduled payment is not made by the due date or if you are carrying an outstanding balance, a late fee of \$30 will be applied to your account.

**GRADUATION FEE** Seniors are required to pay a Graduation Fee to cover the cost of Graduation-related events, including the cap and gown, printing fees, facility and equipment rental, videography and photography, and the yearbook. The fee is \$250.00 and it will be charged through FACTS in October. Graduation Fees may be adjusted if the situation dictates.

If fees have not been paid, the graduation materials and yearbook will be retained ONLY ONE YEAR after completion of the senior year.

**FRESHMAN (& NEW STUDENTS) TECHNOLOGY , CHROME BOOK REPLACEMENT AND CHARGER FEES** Freshmen and new students are required to pay a Technology Fee of \$200.00 and it will be charged through FACTS in September. If you loose or break your Chrome Book, there is a replacement fee of \$200.00. If you loose or break your charger, there is a replacement fee of \$50.00.

**A YEARBOOK FEE** of \$75.00 for any underclass student who wishes to purchase a yearbook. The yearbook will contain an individual picture of EVERY student instead of a group homeroom picture. You are under NO obligation to purchase a yearbook. Senior Yearbook fee is included in the graduation fee.

**A MUSIC FEE** of \$125.00 must be paid by all instrumental Music students and it will be charged through FACTS in October. This fee helps to offset the price of music, supplies and the instrument repairs. This must be paid by the end of the first semester.

The schedule of **ATHLETIC FEES** is listed below:

- \$180.00— for the first sport,

- \$155.00— for the second sport
- \$120.00— for the third sport
- Swimming Fee— \$230.00 (includes all swimwear).
- Golf Fee— \$155.00

The Athletic Fee must be paid by any student participating in Little Flower's Athletic Program by the date determined by the Athletic Director. This fee helps offset the increasing cost of transportation and officiating costs.

### **SPIRITUAL LIFE – MINISTRY PROGRAM**

The Spiritual Formation of our students occurs daily with our encounters with God and with each other and this formation is deepened through our Theology Classes and School Ministry Program.

Our School Ministry Program encompasses all of the Liturgical and Spiritual aspects of our community. These include:

- Daily Mass at 7:20 AM in the Chapel
- Daily Prayer during homeroom and at the start of each class period
- Communion Services “Lunchtime Liturgies” at the beginning of each lunch period in the Chapel (October through May)
- Exposition of the Most Blessed Sacrament every Friday in Chapel
- Availability of the Sacrament of Reconciliation on a rotating basis during lunch periods:  
in the Reconciliation Room across from the Chapel Office
- Faculty and Class Retreats
- Community Liturgies Prayer Services

Additional information about all of these programs can be found on the School Ministry page of the school website.

All students are welcome to participate in all of our liturgical programs. Members of our Liturgical Friends group often share their talents by assisting at our liturgies. More information about our Liturgical Friends program can be found on the Ministry webpage or in our School’s Club Booklet.

The Rosary Circle meets weekly after school for the recitation of the rosary and to prayerfully intercede for all who are in need of prayer.

The Community Service Corps (CSC) showcases our Theresian Spirit of simple, loving service by conducting numerous social and environmental activities throughout the school year. Information about the CSC is shared through your CSC Representative in Theology Class, through the Morning Announcement Bulletin or on the CSC bulletin board next to Room 265.

Guided by the spirituality of simple loving service of our patroness, St. Therese, students

are empowered by the mission of Little Flower to develop their God-given potential, to deepen their faith and grow in awareness of their moral responsibilities as they engage in service hours each year. This requirement can be met through dedicated service to the Little Flower community or you may have opportunities for service through your parish, neighborhood/athletic associations, within your local community, or through a combination of opportunities. Freshmen and Sophomores: 10 hours of service; Juniors and Seniors: 15 hours of service.

In keeping with the philosophy of the Archdiocese of Philadelphia and the school, which stresses the spiritual and moral development of each individual, all students are required to make an annual retreat. The retreats are designed and planned to be special spiritual experiences for each class. Further information about individual class retreats can be found on the Ministry webpage. Any student who is not present for her retreat must:

- Present an official absence form to the Attendance Office
- Meet with the School Minister on the day that she returns to school to coordinate a make-up retreat
- Participate in a retreat with another class or in an individual retreat program designed by the School Minister.

### **ACADEMIC AFFAIRS**

Little Flower Catholic High School for Girls is part of the Secondary School System of the Archdiocese of Philadelphia and is accredited by the Middle States Association of Colleges and Secondary Schools.

The Assistant Principal for Academic Affairs arranges academic offerings consistent with policies determined by the Department of Education and the Commonwealth of Pennsylvania, the directives of the School System of the Archdiocese of Philadelphia, and the philosophy and objectives of the school.

### **ACADEMIC REQUIREMENTS**

The curriculum of Little Flower High School attempts to meet the needs of various types of learners.

Class of 2025: 27 Credits to Graduate

Class of 2024, 2023, 2022: 24 Credits to Graduate

General course plans are included on the following pages. Further information regarding individual courses can be found in the course catalog posted to the website each spring. In addition, course profiles, which provide a detailed description of each course, are available in the Office of Academic Affairs.

### **SENIOR YEAR**

Required: Theology 4, English 4.

In addition each senior is required to choose at least 1 fourth year elective in math or science, Comparative Government, or a 3rd or 4th year of a world language.

Any 2, 3, or 4 from:

Advanced Placement Biology	Entrepreneurship
Advanced Placement Calculus	Comparative Government & Economics
Advanced Placement English Literature	Psychology & Child Development
Advanced Placement US History	Honors Psychology
Advanced Placement US Government	American Studies: Law
Advanced Placement Statistics	World Geography
Advanced Placement Studio Art	Latin: The Lang. of the Church
Anatomy and Physiology	Chinese 1, 2, 3, 4
Physics	French 1, 2, 3, 4
Chemistry 2	Spanish 1, 2, 3, 4
Pre-Calculus/Trig	Instrumental Music 1, 2, 3, 4
Forensic Science	Vocal Music 1,2
Genetics	Art 1, 2, 3, 4
Calculus	Ceramics
College Algebra/Trigonometry	Graphic Design
Statistics	AVLI options
Personal Finance/Business Law	

**JUNIOR YEAR**

Required: Theology 3, English 3,

U.S. History, Algebra 2 or Pre-Calculus/Trig and Biology or Physics

Any 2 or 3 from:

Advanced Placement English Language	Personal Finance/Business Law
Advanced Placement US History	Latin: The Lang. of the Church
Advanced Placement US Government	Chinese 1, 2, 3
Advanced Placement European History	French 1, 2, 3
Advanced Placement Biology	Spanish 1, 2, 3
Advanced Placement Studio Art	Instrumental Music 1, 2, 3
Biology, Physics	Vocal Music 1, 2
Chemistry 2	Art 1, 2, 3
Genetics	Graphic Design
Entrepreneurship	AVLI Options

**SOPHOMORE YEAR**

Required: Theology 2, English 2,

American Government and Politics, Geometry and Chemistry

Any 1 or 2 from:

Latin: The Lang. of the Church	Art 1, 2
French 1, 2	Instrumental Music 1, 2

Chinese 1, 2	Vocal Music 1, 2
Spanish 1, 2	Physical Ed/Health
Advanced Placement US Government	Reading/Math Enrichment

**FRESHMAN YEAR**

Required: Theology 1, English 1

Algebra 1, World History, and Conceptual Physics or Honors Biology

Any 1 or 2 from:

Latin: The Lang. of the Church	Art 1
French 1	Reading Enrichment
Chinese 1	Math Enrichment
Spanish 1	Communications Skills
Instrumental Music 1	Math Skills
Vocal Music 1	

Other courses may be offered from year to year as the opportunity or need occurs.

**REPORT CARDS**

Report cards are issued four times a year at approximately nine-week intervals (November, February, April, and June) and mailed to the parents. The report card includes:

- Attendance record (number of days absent and number of days late)
- Discipline Record
- Names of courses, track levels and teachers
- Grades and teacher comments
- Quality Points
- Honors (when applicable)
- Rank in Class (at the end of each semester)

**PARENT-TEACHER MEETINGS**

“Back to School Night” is held in September to provide families an opportunity to meet their daughter’s teachers. At this meeting, the teachers will share the goals of their courses in addition to the requirements and expectations of their respective courses. This information appears in the course profile which each teacher prepares and distributes to every student at the beginning of the year.

Formal Parent-Teacher Conference meetings are held during the year. Conferences will be scheduled following the issuance of report cards. The purpose of these meetings is to provide the parents and the teachers an opportunity to meet and to discuss student progress.

**COURSE LEVEL SYSTEM**

The course level system is designed to meet the particular needs of the individual student

at the level of her ability. State-required subjects, except health and physical education, are offered at different levels of academic difficulty, ranging from Advanced Placement (AP), Honors (H), College Prep (CP) and Academic College Prep (AC) courses. Electives are offered in different levels depending upon the intrinsic difficulty of the subject matter in relation to other electives.

The workload in courses differs depending on course level. As a result, a particular grade received in a higher level demands more work than the same grade in a lower level. To help adjust this situation, quality points have been assigned to grades depending on course levels. A complete quality point table is printed in this section.

An important feature in the course level system is that a student is not permanently locked into a particular level for her succeeding years. All changes in course levels are determined by the Assistant Principal for Academic Affairs after review of grades and recommendation of the teacher. The student may be moved into a higher or lower level for a specific subject. A student may also be placed in different levels for different subjects. This allows a student to be placed in course levels based upon ability and specific needs.

The following can be used as a guide to understand the course level system:

**Advanced Placement (AP):**

AP refers to courses that utilize the course of study developed by the Advanced Placement Program of the College Board. Admission to this program is based upon past academic achievement in the subject area, teacher recommendation, and department chairperson approval. All students registered in an AP level course are required to take the AP exam in May.

**Honors Level (H):**

Honors refers to college preparatory courses for students of high or exceptional level ability and industry.

**College Prep Level (CP):**

College Prep refers to college preparatory courses for students of above average ability.

**Academic Level (AC):**

Academic refers to college preparatory and skills-based courses for students of average ability.

**GRADES**

The classroom teacher determines the quarter grade using the criteria most appropriate to the academic discipline: homework, book reports, test grades, term papers, classroom presentations, performance assessments, etc. A quarterly assessment is given in all subjects sometime near the end of each quarter. The first semester grades are made up of 50% of the first quarter grade and 50% of the second quarter grade. The second

semester grade is 50% of the third quarter and 50% of the fourth quarter. Final grades will be made up of 45% of the first semester, 45% of the second semester and 10% of the final assessment grade. The final mark determines whether the student has passed or failed the course for the year. Only the first semester and final mark appear on the student's permanent record. The first and third quarter grades are meant to be progress reports to the students and their parents.

### **POWER SCHOOL**

PowerSchool is the Student Information System used by Little Flower. All student academic progress, attendance and discipline can be tracked by both the student and the family through PowerSchool on any computer or mobile device and in any language. Access accounts are provided for both students and parents/guardians in order to responsibly monitor academic progress.

### **HOMEWORK**

Homework is an essential component in any student's educational success. It is through homework that the work learned during the school day is applied and reinforced. Study periods in school are not a substitute for a time of quiet study at home. Students should have a minimum of twenty minutes of homework for each course that they take in school. Although a student may not have a written assignment in every subject every night, she should spend that minimum twenty-minute time period reviewing the work of the day or preparing for the next day.

### **PROGRESS REPORTS/FAILURE WARNINGS**

Progress Reports will be issued four times a year to keep parents informed of their child's progress. Progress reports are distributed electronically to the parent/guardian email address on record.

Failure warnings for seniors in danger of failing for the year will be sent to parents by certified mail in the spring.

### **QUARTERLY REPORTS**

Report cards are issued four times a year at approximately nine-week intervals (November, February, April, and June).

The report includes:

- Attendance record (number of days absent and number of days late)
- Discipline Record
- Names of courses, course levels and teachers
- Grades and optional teacher comments
- Quality Points • Honors (when applicable)
- Rank in Class (at the end of each semester)

### **PARTICIPATION IN THE GRADUATION CEREMONIES**

Participation in the commencement exercises of a diocesan high school is a privilege,

not a right. Only those students who have completed all the requirements for a diploma may participate in the commencement exercises. Students may be excluded from participation in the commencement exercises for any of the following:

- a scholastic failure in the program of studies
- a discipline failure or major breach in the school’s disciplinary code
- a failure to fulfill financial requirements which include tuition, senior fees, and school fees excessive absences
- a failure to receive a physical examination during four years of high school

**HONOR ROLL REQUIREMENTS**

1st Honors	Average 93	No grade less than 90
2nd Honors	Average 88	No grade less than 85

Honors are determined from the grade average, and do not depend on the tracks of the courses which

the student is taking. To calculate the grade average, add together the grades for all tracked courses and divide by the number of credits. Honors will be calculated on a quarterly basis and will **not** include semester assessments or the semester average.

**RANK IN CLASS**

Rank in class is determined by the average of the quality points achieved. The course grades are weighted according to the level of the course in order to take into consideration both the student’s grade and the difficulty of the work at that course level. We use a credit adjustment table, which gives the student carrying extra courses a slight advantage. The current rank in class is calculated using only the current semester report period grades; cumulative rank in class includes all the semesters in the student’s high school career.

**Grade Conversion for Diocesan Scholars and Public Schools**

A+	99
A	96
A-	93
B+	89
B	88
B-	83
C+	79
C	76
C-	73
D+	72
D	71
D-	70
F	65

**QUALITY POINTS FOR EACH ACADEMIC LEVEL**

<b>Grade</b>	<b>AP</b>	<b>Honors</b>	<b>College Prep</b>	<b>Academic</b>
100	54	48	44	40
99	53	47	43	39
98	52	46	42	38
97	51	45	41	37
96	50	44	40	36
95	49	43	39	35
94	48	42	38	34
93	47	41	37	33
92	46	40	36	32
91	45	39	35	31
90	44	38	34	30
89	43	37	33	29
88	42	36	32	28
87	41	35	31	27
86	40	34	30	26
85	39	33	29	25
84	38	32	28	24
83	37	31	27	23
82	36	30	26	22
81	35	29	25	21
80	34	28	24	20
79	33	27	23	19
78	32	26	22	18
77	31	25	21	17
76	30	24	20	16
75	29	23	19	15
74	28	22	18	14
73	27	21	17	13
72	26	20	16	12
71	25	19	15	11
70	24	18	14	10
65-69	21	15	11	7
59-64	18	12	8	4
0-59	0	0	0	0

**GPA**

Both a weighted and unweighted GPA can be calculated. Each course receives a GPA value and then the average GPA of all courses is calculated.

<b>Grade</b>	<b>Unweighted</b>	<b>AP</b>	<b>Honors</b>	<b>College Prep</b>	<b>Academic</b>
100	4.0	6.0	5.5	5.0	4.5
99	3.9	5.9	5.4	4.9	4.4
98	3.8	5.8	5.3	4.8	4.3
97	3.7	5.7	5.2	4.7	4.2
96	3.6	5.6	5.1	4.6	4.1
95	3.5	5.5	5.0	4.5	4.0
94	3.4	5.4	4.9	4.4	3.9
93	3.3	5.3	4.8	4.3	3.8
92	3.2	5.2	4.7	4.2	3.7
91	3.1	5.1	4.6	4.1	3.6
90	3.0	5.0	4.5	4.0	3.5
89	2.9	4.9	4.4	3.9	3.4
88	2.8	4.8	4.3	3.8	3.3
87	2.7	4.7	4.2	3.7	3.2
86	2.6	4.6	4.1	3.6	3.1
85	2.5	4.5	4.0	3.5	3.0
84	2.4	4.4	3.9	3.4	2.9
83	2.3	4.3	3.8	3.3	2.8
82	2.2	4.2	3.7	3.2	2.7
81	2.1	4.1	3.6	3.1	2.6
80	2.0	4.0	3.5	3.0	2.5
79	1.9	3.9	3.4	2.9	2.4
78	1.8	3.8	3.3	2.8	2.3
77	1.7	3.7	3.2	2.7	2.2
76	1.6	3.6	3.1	2.6	2.1
75	1.5	3.5	3.0	2.5	2.0
74	1.4	3.4	2.9	2.4	1.9
73	1.3	3.3	2.8	2.3	1.8
72	1.2	3.2	2.7	2.2	1.7
71	1.1	3.1	2.6	2.1	1.6
70	1.0	3.0	2.5	2.0	1.5
69	0.0	0.0	0.0	0.0	0.0
68	0.0	0.0	0.0	0.0	0.0
67	0.0	0.0	0.0	0.0	0.0
66	0.0	0.0	0.0	0.0	0.0
65	0.0	0.0	0.0	0.0	0.0
64	0.0	0.0	0.0	0.0	0.0
63	0.0	0.0	0.0	0.0	0.0
62	0.0	0.0	0.0	0.0	0.0
61	0.0	0.0	0.0	0.0	0.0
60	0.0	0.0	0.0	0.0	0.0

**LETTER-DAY CYCLE**

A 6-day cycle of sequential letter-days is followed at Little Flower. Classes are rostered for days

lettered A through F instead of Monday through Friday.

An example is given.

Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday
A	B	Holiday	C	D	E	F

With the use of this cycle, holidays do not displace classes which do not meet every day or labs scheduled only once each cycle; because the letter-days are sequential, these classes or labs meet on the next day school is in session. After any holiday, snow day, or other unscheduled holiday, classes resume for the letter day immediately following the last class day.

Students are informed daily as to what number schedule and what letter day will be followed for the next day's classes.

**PERMANENT RECORD CARD**

Each student's permanent record is kept in the Office of the Assistant Principal for Academic Affairs. It contains her attendance record, the first semester and final grades for all courses taken each year, the number of credits attained each year, the rank in class at the end of each year, the cumulative rank in class for all her high school years, and the results of any standardized tests the student has taken in high school. A photograph of the student taken for her ID card is affixed to the record card.

Under the supervision of the Assistant Principal for Academic Affairs, the permanent record is available for visual inspection to the student, her parents, the school administration, and any of her current classroom teachers who have sufficient need to view it. This is the information which will be sent to another school if the student transfers; it is also sent as a transcript at the request of the graduate to prospective employers or educational institutions to which the student seeks admission

**STANDARDIZED TESTS**

The Performance Series Test is administered to 9th, 10th and 11th grade students three times over the course of the year. The Preliminary Scholastic Aptitude Test (PSAT) is given in the fall to all students in 10th and 11th grades. Students in Grade 9 take a test called PSAT 8/9. Both the PSAT and PSAT 8/9 are modeled on the revised SAT. These tests help the student understand her strengths and identify areas in which she needs improvement. The tests also help her develop test-taking skills, which will be necessary for college admission and job applications. The tests help the school to assess the effectiveness of the program of studies, and to determine the proper placement of students for the following year.

**ACADEMIC DISMISSAL AND PROBATION**

The determination of Academic Probation is set forth by the Office of Academic Affairs in consultation with Guidance and Student Life. This determination can occur during any of the quarters based on student

performance and attendance.

### **MAKE-UP WORK FOR ABSENCES**

Daily attendance at school is extremely important in ensuring continuity of learning. It is the responsibility of the student who is absent to follow the proper procedures for making up the work missed because of the absence.

Make-up work for absence from school falls into the following categories:

- Limited absence: i.e., less than a week – The student is responsible to contact her individual subject teachers and to obtain any assignments missed during the absence.
- Extended absence: i.e., several weeks – Parents must first notify the Attendance Office at Little Flower of the nature/length of absence. The Academic Affairs Office will make arrangements to obtain assignments from the student's teachers. Arrangements will be made in accordance with the individual circumstances.

### **SUMMER SCHOOL**

All students are obliged to make up all failures in the Diocesan summer school program. A student may not be readmitted to Little Flower or any Diocesan high school if the student has not completed the specified Diocesan summer school program.

### **WITHDRAWAL/TRANSFER PROCESS**

A student who withdraws from Little Flower, either voluntarily or at the request of the school, must comply with the following procedures:

- The student must be accompanied by a parent or guardian and be interviewed by an administrator.
- A "Notification of Withdrawal" form must be completed and signed by a parent or guardian. This form may be obtained from the Assistant Principal for Academic Affairs.
- The student must return her books, ID card, Chromebook, and other school materials as directed by the Assistant Principal for Academic Affairs, and she must settle all financial and other matters on her last day of school.

No academic transcripts will be issued or recommendations given by the school until all tuition and fees have been paid and all books and materials have been returned.

### **LIBRARY**

The library is open each day before school, after school and during lunch periods. Students may come to the library before and after school, during lunch, and when the classroom teacher has arranged for library time during a class period. Students may come to the library during homeroom after prayer and announcements, except when it is reserved for a meeting. Students may

come to the library during study periods on days the library is open.

The library is to be used for school work only. **Please Note: The Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia is printed on pages 57 - 61.** This policy applies to all technology use including internet use. The Responsible Use Policy for Technology applies to all students, faculty, staff, volunteers or community members allowed access to school technology resources. Students and their parents are to read the policy and sign the appropriate contracts beginning on page 62.

Students who wish to use the library during lunch must report to the cafeteria to sign out of the cafeteria and also sign the library roll list when they arrive at the library. The students must remain in the library until the end of the period. No food, drink or chewing gum may be brought into the library.

Students may withdraw four books for a period of two weeks unless books are on reserve. Books may be renewed one time only. No student may check out a book when she has an overdue book or fines. Reference books may not be taken from the library.

Students will be charged a fine for overdue books. The fine for books is \$.05 per day excluding weekends and holidays. Lost books are the responsibility of the student and must be paid for. If books are not returned, students must reimburse the library for the cost of the book.

The copy machine in the library is for student use only. Each copy is \$.10. Anyone copying anything objectionable will receive demerits for contraband. Printing in the library computer lab is \$.05 after 3 copies.

## **STUDENT LIFE**

All students are encouraged to participate in a variety of activities. When selecting activities, students are advised to consider the time involved in after-school meetings and practices. Conflicts do arise when several activities are scheduled at the same time. Elected club officers and publication editors must consider themselves essential to every club meeting and event. This necessarily limits their membership in other clubs.

Membership on sports teams and in extra-curricular/co-curricular activities is open to all interested and qualified students. The school community is committed to providing every student an equal opportunity to apply for membership. After a careful review of the applicants, the decision of the coach/moderator regarding membership is final. The principal will not intervene in non-selection decisions unless a decision is deemed arbitrary.

The Activities Program at Little Flower consists of three groups:

- Activities held after school include: the *Garland*, the *Literary Garland*, the *Theresian*, Student Government, Orchestra, Concert Choir, Flowerettes, Stage Crew, National Honor Society, Community Service Corps, Little Flower Ambassadors, Mathletes and School Musical.



The Student Government Association is composed of the following members:

- President, Vice-President, Secretary, and Treasurer elected by the Junior Class
- Student Council Representatives elected at-large by their respective classes (10 Seniors, 8 Juniors, 6 Sophomores, and 6 Freshmen)
- One Homeroom Representative elected from each homeroom

Students who wish to be considered for candidacy must meet the qualifications stated in the SGA Constitution which are published and posted prior to nominations and listed below.

Student Government Officers:

- Record of service to the school community
- No failures on the report for the current year and currently have an academic average of 80
- No failure in conduct for all quarters of 9<sup>th</sup> grade
- 85 in conduct for all quarters of 10<sup>th</sup> and 11<sup>th</sup> grades
- May not be on probation or involved in any serious disciplinary infraction at the time of election
- May not have more than 6 unexcused latenesses for the current year
- Attendance record will be considered
- May not be a Diocesan Scholar
- May participate in competitive sports with the understanding that SGA responsibilities come before team responsibilities
- Teacher input will be solicited and considered
- Candidates will participate in an interview with the SGA Moderator, a member of the Administration, and two current SGA officers
- The final decision concerning candidacy will be made by the Principal, the Assistant Principal for Student Affairs, and the SGA Moderator

Student Council Representatives:

- No failures on the report for the current year
- No failure in conduct for all quarters of 9<sup>th</sup> grade
- 85 in conduct for all quarters of 10<sup>th</sup> grade (applies to Juniors and Seniors only)
- 85 in conduct for all quarters of 11<sup>th</sup> grade (applies to Seniors only)
- Current conduct grade of 85 or above
- May not be involved in any serious disciplinary action at the time of election

Homeroom Representatives:

- No failures on report card for the previous year
- No failure in conduct for all quarters of 9<sup>th</sup> grade
- 85 in conduct for all quarters of 10<sup>th</sup> grade (applies to Juniors and Seniors only)
- 85 in conduct for all quarters of 11<sup>th</sup> grade (applies to Seniors only)
- Current conduct grade of 85 or above
- May not be involved in any serious disciplinary action at the time of election

### **PUBLICATIONS**

*The Garland* (Yearbook)  
*The Literary Garland* (Literary Publication)  
*The Theresian* (school newspaper)

### **HONOR SOCIETIES**

National Honor Society  
Tri-M Music Honor Society  
Spanish Honor Society

### **SCHOOL MUSICAL**

Every year, Little Flower produces a Broadway musical. Recent productions include *Shrek*, *Mary Poppins*, Disney's *Little Mermaid*, Disney's *Beauty and the Beast*, *The Addams Family Musical* and *Willy Wonka*. Cast members are selected by means of auditions.

### **ATHLETICS**

Athletic activities are scheduled after regular school hours. They should not conflict with the academic work of the athlete or of the school. Accordingly:

- Athletes will not be excused from class or assignments for meetings or practices.
- Athletes may only be excused from class for the purpose of participating in or traveling to an interscholastic athletic activity.
- Conflicts in schedules for athletes involved in the Fine Arts Program must be brought to the attention of the Coach and Fine Arts teacher or director by the athlete involved.

### **REGULATIONS FOR ATHLETES**

All athletes are governed by school rules and regulations as well as those rules set forth by the Philadelphia Catholic League and the PIAA. Therefore, conduct violations are subject to school and league consequences. A copy of the directives, code of conduct and hazing policy will be given to each team member. **It is the responsibility of each athlete to know these rules and to abide by them.**

The following regulations will also be strictly enforced:

- **Alcohol/Drug Policy** All Little Flower students are subject to the school's Alcohol/Drug policy found on pages 52 - 54 of this handbook. In addition, an athlete who is found to be using or under the influence of alcohol or drugs will be dismissed immediately from participation in the Athletic Program.
- **Smoking** An athlete is expected to refrain from smoking at all times. If any member of a team is found smoking, she will be suspended from the team for three days, receive 31 demerits and be fined \$50.00 in keeping with the School's Smoking Policy. A second offense will incur the same demerits and fine, and result in dismissal from the team.
- **Academics** Grades of student-athletes are monitored by the Athletic Director. In the event of academic difficulties in a particular subject, the

Athletic Director consults with the teacher of that subject to determine the student-athlete's eligibility to play the sport. If failing the subject, there will be no sports activity for the following week (7 days). Multiple failures will result in no sports activity for the remainder of the marking period.

- **Conduct Record** Conduct of student-athletes is monitored by the Athletic Director and the Assistant Principal for Student Life. Student-athletes whose conduct grade falls below 80 are placed on probation for the duration of the athletic season in which the sport occurs. Should the student-athlete continue to accumulate demerits, she is suspended from the sport for up to five days. This includes games, practices, team meetings and activities. Student-athletes who are suspended from school for conduct violations are also suspended from participation in the sport for anywhere from five days to the remainder of the athletic season, depending on the nature of the conduct violation. This includes games, practices, team meetings and activities. Should the student-athlete be suspended a second time she would be ineligible to participate in any sport for the remainder of the school year. Also, any serious infraction involving a student-athlete may result in immediate probation or suspension from participation in the sport; this will be determined by the Principal, the Assistant Principal for Student Services and the Athletic Director.
- **Attendance** All athletes are required to attend practices according to their coaches' policies. Coaches maintain a daily roll. Failure to adhere to practice policies will be grounds for dismissal from the team.
- **Attire** As representatives of Little Flower, members of athletic teams are expected to be neatly dressed, not only during a game but also when leaving a practice or game.
- **Procedures** Every athlete and her parent/guardian must complete the required PIAA forms. These forms must be on file with the Athletic Director two weeks prior to the beginning of try-outs. Students whose forms have not been returned to the Athletic Director will not be permitted to try out for a sport. The Athletic Fee must be paid before an athlete is issued her uniform.

**ATHLETIC ASSOCIATION**

The members of the Athletic Association act as student managers and plan Pep Rallies. The association aims to build school spirit by encouraging participation in interscholastic events.

**ATHLETIC TEAMS**

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
CrossCountry	Basketball	Lacrosse
Field Hockey	Bowling	Softball

Golf	Cheerleading	Track & Field
Soccer	Indoor Track	
Tennis	Swimming	
Volleyball		

**Cheerleading:** Please note that since Cheerleading is now classified as a PIAA sport, it begins during the fall sports season and continues through the winter and spring sports season.

**ACTIVITIES BUS**

Students who need to remain after school for tutoring, tests, detention, or extra-curricular activities are encouraged to take one of the two Activities Buses which are available Monday through Thursday. **The first bus leaves Little Flower at 3:30 p.m.; the second, at 5:00 p.m.** Every afternoon announcements are made over the P.A. to remind students about the departure times of these buses.

**There are no Activities Buses on Friday.** Since these buses are not SEPTA buses, there is a \$1.00 charge for riding them. Students are to be prepared with \$1.00 which is to be paid before they board the bus. The bus routes and drop-off points are listed below. They are also posted on the school website. Please note that the drivers do not deviate from the published route.

**3:30 BUS ROUTE AND DROP-OFF POINTS:**

The bus travels from school to the Roosevelt Boulevard by way of 9<sup>th</sup> Street. It continues up the Boulevard, stopping at 5<sup>th</sup> Street, Rising Sun Avenue, Foulkrod Street and Pratt Street. At Pratt, the bus turns right, stopping at Large Street, Oxford Avenue, Frankford Avenue, and Torresdale Avenue. At Torresdale, it turns left, continues to Bridge Street, turns right, continues to Richmond Street. On Richmond, it stops at Lefevre Street, Castor Avenue, Tioga Street, and Allegheny Avenue. At Allegheny it turns right, then stops at Aramingo Avenue, Frankford Avenue, and Kensington Avenue. At Kensington Avenue, the bus turns right, continues to "I" Street where it turns left, continues to Hunting Park Avenue. At Hunting Park, it turns right, then stops at "J" Street, "L" Street, and finally at Castor Avenue.

**5:00 BUS ROUTE AND DROP-OFF POINTS:**

The bus travels from school to the Roosevelt Boulevard by way of 9<sup>th</sup> Street. It continues up the Boulevard, stopping at 5<sup>th</sup> Street, Rising Sun Avenue, and Pratt Street. At Pratt, the bus turns right, stopping at Large Street and Oxford Avenue. It turns left on to Oxford Avenue, crosses the Boulevard, continues on Oxford, stopping at Levick Street and Cottman Avenue. At Cottman, it turns right,

stopping at Castor Avenue, Bustleton Avenue, Roosevelt Boulevard, and Frankford Avenue. It turns right at Frankford, stopping at Levick Street, then continues on Frankford to Pratt Street. At Pratt, it turns left, stopping at Torresdale. It turns left at Torresdale continues to Bridge Street, turns right, continues to Richmond Street. On Richmond, it stops at Lefevre Street, Castor Avenue, Tioga Street, and Allegheny Avenue. At Allegheny it turns right, then stops at Aramingo Avenue, Frankford Avenue, and Kensington Avenue. At Kensington Avenue, it turns right, continues to "I" Street where it turns left, continues to Hunting Park Avenue. At Hunting Park, it turns right, then stops at "J" Street, "L" Street, and finally at Castor Avenue.

### **INSURANCE**

All students are covered by Student Accident Insurance during the school day and while participating in school activities outside of the school day. This is included in the school fee. The Office of the Assistant Principal for Student Affairs handles the Student Accident Insurance, therefore, requests for information or claims must be directed to that office. Early in the school year there will be an opportunity to get additional coverage at a group-rate premium. The two additional policies offered are:

1. 24 hour dental coverage (Note: this dental coverage is for accidents which require dental work, and is not a comprehensive dental insurance policy).
2. 24 hour accident insurance, including the dental coverage noted above.

### **PROMS AND DANCES**

The Assistant Principal for Student Life is responsible for the organization and coordination of the Senior Prom and all dances sponsored by Little Flower. Students should realize that attendance at these social functions is a privilege earned through demonstrated good behavior and cooperation with school personnel and policy. Parents may be assured that all dances are strictly chaperoned and carefully regulated.

### **SENIOR PROM REGULATIONS**

Students who wish to attend the Senior Prom may purchase a Single or Couple ticket.

#### **Time and Place:**

Details about time and place will be included in written directives emailed to all seniors and their parents in the fall.

**Tickets:** Tickets may be purchased through the Finance Office providing the following conditions are met:

1. Tuition and fees must be paid to date.
2. Parents/guardians must watch the power point presentation related to Prom regulations and dress code that is emailed to them in the fall.
3. Seniors and their parents/guardians must read and sign both prom letters, one of which is distributed in the fall; the other, several weeks before the prom.

4. Seniors must provide their own names, addresses, phone numbers and emergency phone numbers, as well as those of their escorts and escorts' parents/guardians.
5. Seniors must be aware of all prom regulations and be responsible to inform their escorts of these regulations.

**Dress Code:** The Senior Prom is a formal event. Long gowns are the preferred attire.. Gowns are to be floor-length, both in front and in back. They must reflect the respect students have for themselves and for the values and morals of Little Flower. Gentlemen must wear a tuxedo. Sneakers and casual boots are not permitted. Detailed information regarding styles of gowns and general dress code will be outlined in the powerpoint emailed to parents/guardians and seniors in the fall, and included in the prom letters mentioned above. Students and guests who are not dressed appropriately may be asked to leave the prom. In this case, parents will be called, students will receive demerits, and ticket money will not be refunded. Students and guests who are not dressed properly but who are permitted to remain at the prom will receive demerits and will not be permitted to purchase formal photographs of the prom. In this case, parents will receive a letter informing them of the situation. The consequences stated here will be issued according to the nature of the dress code violation.

**Arrival/Departure:** Those attending the prom may arrive no later than one hour after the prom begins and must remain until the posted departure time.

**Pre-Prom/Post-Prom Parties:** The school does not sponsor or approve of such activities and officially discourages parents/guardians from sponsoring them. Pre-Prom/Post-Prom cocktail parties, whether parent-sponsored or not, are **illegal**. The use of drugs or alcohol before, during, and after the prom is **absolutely forbidden**.

**Alcohol and Drugs:** Anyone who, in the opinion of the faculty or chaperones, has possession of or is under the influence of alcohol or drugs will be liable to serious consequences and will be required to leave the prom with their parents who will be notified immediately. The Assistant Principal for Student Services will handle the situation accordingly.

**Misconduct:** Anyone who does not conduct herself or himself appropriately will be asked to leave the prom with their parents who will be notified immediately. The Assistant Principal for Student Life will handle the situation accordingly.

**Please note: All of the above rules apply both to Little Flower students and guests, even if they are over 21. These rules are promulgated in advance and are not matters for negotiation with parents or students. Students who are required to leave the prom due to misconduct and/or possession or use of drugs or alcohol jeopardize their participation in the graduation ceremonies.**

### **JUNIOR PROM REGULATIONS**

Students who wish to attend the Junior Prom may purchase a Single or Couple ticket.

**Time and Place:** Details will be included in written directives emailed to all

Juniors and their parents/guardians in the fall.

**Tickets:** Tickets may be purchased through the Finance Office providing the following conditions are met:

1. Tuition and fees must be paid to date.
2. Parents/guardians must view the powerpoint regarding Prom regulations and dress code that is emailed to them in the fall.
3. Juniors and their parents/guardians must read and sign both Prom letters, one of which is distributed in the fall; the other, several weeks before the dance.
4. Juniors must provide their own names, addresses, phone numbers and emergency phone numbers, as well as those of their escorts and escorts' parents/guardians.
5. Juniors must be aware of all Prom regulations and be responsible to inform their escorts of these regulations.

**Dress Code:** The Junior Prom is a semi-formal event, therefore, dresses knee-length or long gowns are preferred. If long gowns are worn, they are to be floor-length both in front and in back. Attire must reflect the respect students have for themselves and for the values and morals of Little Flower. Gentlemen must wear dress pants, shirt, tie and suit jacket. Tuxedos are not permitted for this dance. Sneakers and casual boots are not permitted. Detailed information regarding styles of dresses and general dress code will be emailed to Juniors and their parents/guardians in the fall and included in the prom letters mentioned above. Students and guests who are not dressed appropriately may be asked to leave the prom. In this case, parents will be called, students will receive demerits, and ticket money will not be refunded. Students and their escorts who are not dressed properly but who are permitted to remain at the prom will receive demerits and will not be permitted to purchase formal photographs of the prom. In this case, parents will receive a letter informing them of the situation. The consequences stated here will be issued according to the nature of the dress code violation.

The remainder of the regulations for the Junior Prom are the same as those set down for the Senior Prom.

### **FRESHMAN/SOPHOMORE DANCE REGULATIONS**

Students who wish to attend the Freshman/Sophomore Dance may purchase a Single or Couple ticket.

**Time and Place:** The Freshman/Sophomore Dance is held at school from 7 -10 pm.

Details will be included in written directives distributed to students and their parents/guardians several weeks prior to the dance.

**Tickets:** Tickets may be purchased through the Finance Office providing the following conditions are met:

1. Tuition and fees must be paid to date.
2. Students and their parents/guardians must read and sign the dance letter that is distributed several weeks before the dance.

3. Students must provide their own names, addresses, phone numbers, and emergency phone numbers, as well as those of their escorts and escorts' parents/guardians.
4. Students must be aware of all dance regulations and be responsible to inform their escorts of these regulations.

**Dress Code:** Students and escorts are expected to be well-dressed but not formal or semi-formal. Long gowns are not permitted for this dance. Attire must reflect the respect students have for themselves and for the values and morals of Little Flower. Gentlemen are to wear dress pants, a shirt and tie. Sneakers and casual boots are not permitted. Flowers are not permitted for these dances. Detailed information regarding styles of dresses and general dress code will be included in the dance letter mentioned above. Students and guests who are not dressed appropriately may be asked to leave the dance. In this case, parents will be called, students will receive demerits, and ticket money will not be refunded. Students and guests who are not dressed properly but who are permitted to remain at the dance will receive demerits and will not be permitted to purchase formal photographs of the dance. In this case, parents will receive a letter informing them of the situation. The consequences stated here will be issued according to the nature of the dress code violation.

The remainder of the regulations for the Freshman /Sophomore Dance are the same as those set down for the Senior Prom.

#### **GENERAL DANCE INFORMATION**

1. Sneakers, work boots, jeans, shorts, sweatpants are never permitted.
2. Dress code regulations are published and posted prior to every dance. Students and their escorts are expected to know and follow them. Consequences for not following the dress code are listed above (see Freshman/Sophomore Dance Regulations).
3. For the Ring Night (Seniors only) and the Harvest Dance (open to all classes), students may attend with or without an escort.
4. As outlined in the absence policy, if a student is absent on the day of an after-school or evening event, she may not attend that event. In certain circumstances, approval for participation in a scheduled activity may be obtained from the Assistant Principal for Student Services.
5. Refunds for unused dance tickets are not given. Students are not permitted to transfer tickets they have purchased to other students without the permission of the Assistant Principal for Student Life.

#### **CLASS RINGS**

Every student has the option of purchasing a class ring. Rings are ordered in the spring of Junior year. Representatives from Josten's will come to school to take ring orders and the initial down payment, and then will arrange an online payment schedule for parents or guardians. In order to guarantee that a student will receive their ring with the rest of the class at the Ring Mass, the order and deposit must be submitted at this time. **All rings are to be ordered through Josten's. All payments are to be made through Josten's.**

The Ring Mass is held in the fall of Senior year. Even though a student has not purchased a class ring, she may still attend the Ring Mass.

### PUBLICITY

All signs and posters for display in public areas of the school must be approved by the Assistant Principal for Student Life before being posted. Posted material is to be removed immediately after the event.

### STUDENT SERVICES

Little Flower Catholic High School for Girls prides itself on being a Christian community where students are encouraged to develop, achieve and succeed. To maintain this environment, a number of behavioral expectations have been established; meeting these expectations will enable a student to reach full potential. These expectations include

1. Demonstrating respect for self, other people and property by
  - Being courteous, polite.
  - Behaving appropriately, in word and action, at all times.
  - Settling differences peacefully.
  - Responding respectfully to instructions/requests from faculty, staff etc.
2. Respecting and maintaining school property.
3. Taking responsibility for self by
  - Making personal choices based on reasonable decision-making processes.
  - Complying with all school policies and procedures.
  - Accepting the consequences of one's actions.

Meeting these expectations involves a thorough understanding of school policies and procedures as stated below and throughout this handbook.

### ASSEMBLIES

Students are expected to move quickly and in silence going to and from prayer services and to and from the Eucharistic Celebration. Conduct at the Eucharistic Celebration, at prayer services and at all assemblies should be appropriate; that is, during Mass or prayer services students are expected to be silent, reverent and respectful. During formal assemblies students are to be attentive and courteous. **Calling out, whistling, cheering, etc. are not behaviors that are appropriate during a formal assembly.** Seating is assigned for all events scheduled for the auditorium; students are expected to be in assigned seats. Students will be dismissed in an orderly fashion at the conclusion of each liturgy or assembly.

### ATTENDANCE

A student's attendance record reflects her patterns of absence and lateness. A **'Perfect Attendance' certificate is awarded to those students who have been present each school day and have no unexcused lates.**

The school year is 180 days long.

Pennsylvania Law requires the attendance of each student on all days and hours that the school is in session. State law further requires that students may not absent themselves without the approval of the school.

### REPORTING OF ABSENCE

When a student is absent, her parent or guardian must telephone the Student Services Office at (215) 455-6900 ext.1125 or 1128 between 7:30 AM and 10:00 AM. If the absence is going to be prolonged, the student's parent or guardian may make arrangements to call in periodically. **NO STUDENT IS EVER PERMITTED TO REPORT HERSELF ABSENT FROM SCHOOL.**

### OFFICIAL ABSENCE FORM

The official absentee form is to be brought to the Student Life Office before homeroom on the day of return. The form must be signed by a parent or guardian, and must include current home and work numbers. Discipline consequences (demerits and/or detention) are applied when this policy is not followed.

Only the official form is acceptable; these forms may be obtained in the Student Life Office or online at the school website: [www.lfchs.org](http://www.lfchs.org) under Student Life.

A student who is absent for **three or more days is required to have a doctor's certificate** as well as the official form on the day of her return. **Doctor's certificates must be presented when the student returns to school.**

### UNEXCUSED ABSENCE

Unexcused absences exceeding 22 days will result in assignment to summer school. Students must bring in absence notes within the week or risk summer school.

**Any senior who exceeds the 22-day limit will not be permitted to participate in Baccalaureate Mass or Graduation exercises.** The diploma will be issued upon successful completion of the summer program.

**A student sent home before she has completed four class periods will be counted as absent from school for that day.** Any student missing four class periods in a day for medical or other appointments will be counted as absent.

Students are not permitted to participate in any school activity on days they are absent from school. In certain instances approval for participation in a scheduled activity may be obtained from the Assistant Principal for Student Services. **Failure to comply with this regulation could result in the student**

**being asked to leave the event to which she has com**

Students must arrange for routine medical and dental appointments, job interviews, procurement of working papers, driving tests, interviews for or visits to colleges, etc. either **after school hours, on Saturdays, school holidays or during vacation periods**. They must consult the school calendar for free days. Students will not be routinely excused for these appointments.

Parental contact information should be kept up-to-date in case there is an emergency or a question as to absence or lateness. When the need arises, students are to update phone numbers/addresses in both Student Services and the Main Office.

**LATENESS FOR SCHOOL**

A bell will ring at 8:00 AM, at which time each student must be in her assigned seat in homeroom. A student who arrives after the 8:00 bell is late for school, and must report to the Student Services Office for a late pass **before** going to her locker or to her homeroom.

Starting with the fifth unexcused lateness students will be assigned after-school detention. Students late **10** times unexcused will be assigned to **same-day detention**; parents will be notified. A student on same-day detention who is late again 10 times will stay on same-day detention the following school year. A parental interview will be required for seniors who make no attempt to improve in this regard.

If an early morning appointment causes lateness, verification of the appointment is to be brought to Student Services in order to receive an excused late pass.

**Reasons for lateness are to be noted on the late pass**; in certain cases a parent's note is also required.

**Unexcused lateness will count against a perfect attendance record.** A 'Perfect Attendance' certificate is awarded only to those students who have been present and have no unexcused lates.

**LATENESS FOR CLASS**

Students must be in assigned seats when the bell rings to begin class; otherwise they are considered late and will receive the demerit consequences. Demerits for lateness for class are issued by the subject teacher.

Students are not considered late if they have a pass from a teacher or an office. The pass must note the time the student left the teacher or office.

**EARLY DISMISSAL**

**Students are encouraged to make all appointments outside of school time, so that their attendance record is not affected.**

A student who has an appointment must bring a note from a parent or guardian to the Student Services Office **at least one day prior** to the requested early

dismissal.

A form requesting an early dismissal can be downloaded from the Student Services section of our website: [www.lfchs.org](http://www.lfchs.org)

The permission form will be issued at that time. Phone calls are not accepted in place of a note requesting an early dismissal. On the day of the early dismissal the student must present the permission form to her teacher in order to be given permission to leave class. She must then report to the Student Services Office to meet her parent/guardian and to be signed out. Demerit consequences are applied when this policy is not followed.

In the case of an emergency early dismissal, the parent or guardian must contact the Student Services Office at ext. 1125 or ext. 1128.

### **CAFETERIA**

GRADES 9-11 ARE NOT PERMITTED TO TAKE FOOD OR DRINK FROM THE CAFETERIA AT ANY TIME.

Breakfast may be purchased until 7:50 AM daily; a number of tables have been set aside so that all can enjoy their meal in comfort. Students using these tables are expected to clean them before moving to homeroom. Students are to leave the cafeteria by 7:55 AM in order to avoid being late for homeroom.

Senior students cannot sit at their lockers and have breakfast.

Students are to report to lunch periods on time; the hallways should be clear at the second bell. Lunch may be brought from home or purchased in the cafeteria.

During lunch periods, all students should observe the following procedures:

1. Five minutes into the lunch period, a bell will ring. At this time, all activity will cease, and everyone will be silent for the prayer and for announcements.
2. Each student is responsible for the condition of her lunch table and the surrounding area. Good health requires that everyone cooperate in maintaining a high standard of cleanliness in and around the cafeteria.
3. Students are reminded to keep their pocketbooks and purses with them at all times. Schoolbags are to be placed on the floor under the lunch table before moving to the lunch lines.
4. Students are to form single lines when approaching the counters. Any student who leaves the checkout line without paying for her purchases faces disciplinary action.
5. No student may leave the cafeteria without the permission of the moderator. Request slips from faculty members must be shown to the cafeteria moderator BEFORE a student is permitted to leave the cafeteria.
6. Sign-out lists are available for those who need to use the Library, Klarich Center computer lab or Senior Lounge, visit an office or go for tutoring during lunch periods. Students must sign out when they are ready to leave the Cafeteria. No student may sign

out during the last ten minutes of the period.

Ten minutes before the end of the lunch period, a warning bell will ring. At this time, the counters will close, the lavatories will be cleared, and the tables will be cleaned and checked. Students are to remain seated until the signal is given for departure.

### **CELL PHONE POLICY**

The privilege of bringing the phone is extended **ONLY** to provide a convenient way of allowing parent/child contact **to and from school**. If a parent needs to contact their child during the school day that contact is to be made through the Student Services Office at 215-455- 6900 ext. 125 or ext. 128.

Cell phones must be registered with the Assistant Principal for Student Services. The registration form describes the Cell Phone Policy and must be signed by both the student and the parent/guardian.

Cell phones must be turned off and kept in bags during the school day. Cell phones may be used to play music until the 7:55 AM warning bell. At the first bell, the phone must be put in the locker. Students must have ear buds to listen to the music.

Cell phones may not be used in school or on school grounds to make calls, sends texts, play games or go online until after the 8th period dismissal. Any student who wishes to call home may use an office phone. Students may never text Parents for early dismissal.

Apple watches are considered to be used as a cell phone/camera and must be kept in the locker. They may not be worn during the school day.

Cell phones may never be used to take pictures during the school day. Students may never use cell phone or any other device to take pictures of another student or teacher/adult in the school community and post to social media.

**Taking pictures and/or posting pictures of teachers/students using any device may result in discipline summer school or dismissal. Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.**

Demerit consequences for cell phone policy violations range from 10 to 31 demerits. Repeated offenses will result in suspension. The phone will be returned to the student at the end of the day.**CELL PHONE POLICY**

**N.B. Little Flower is not responsible for any items lost or stolen.**

## **Senior Lounge Procedures**

The Senior Lounge is a privilege. The space must be respected and kept clean. All Little Flower rules apply in the Senior Lounge. Students must sign in and sign out using the binder in the Lounge. Students may spend time in the Lounge before and after school, during lunch and when one of their classes has a substitute teacher.

When the rostered teacher is out of school, students report to the classroom while the substitute takes roll. They may then be dismissed to the Senior Lounge.

Students must sign out from the cafeteria at lunch before going to the Senior Lounge.

### **CONTRABAND**

Contraband refers to those objects that are not permitted in school or on school property. Among these are: alcohol, drugs, mace, drug paraphernalia, lighters, cigarettes, jules or any device that allows consumption of an illegal or medicated substance and may include such benign items as whiteout, markers, etc. In a word, all materials which are considered dangerous, or which may be used in acts of vandalism or which do not pertain to schoolwork or which do not promote the common good are considered contraband. Possession of such items before, during or after school hours is forbidden and could result in suspension, probation, dismissal or intervention from local authorities, depending on the nature of the item.

The school reserves the right to conduct a reasonable search under the circumstances of any individual who the school suspects is in possession of drugs, alcohol, stimulating medication, nicotine or mood altering substances. Appropriate law enforcement will be called if necessary.

Students found to be involved in any distribution of any illegal substances; look-alike drugs or alcohol will be detained and referred to the proper authorities. Parents will be notified immediately of such action and the student will be expelled from the school. The school's decision is final and not subject to review or appeal.

iPods, CD players, Mp3 players, e-books etc. may be brought to school but are to be placed in lockers during the school day (7:55 AM to 2:39 PM).

### **DEMERITS**

The demerit system recognizes that human beings are responsible for their own actions, and that they have responsibilities to others. It establishes a set of regulations designed to protect the welfare of all members of the community and the reputation of the academic institution. Through the use of this system, students develop a strong sense of self-respect and self-discipline.

Each infraction of a rule results in a demerit or multiple demerits, as indicated in the demerit table. Demerits will be issued through the Office of the Assistant Principal for Student Services.

When a student violates a school rule, she may be given a demerit slip, which she must sign. Her signature means that she is aware that a demerit has been issued. Failure to sign the slip will incur added demerits. The faculty member who issued the demerit will return the office copy to the Student Service Office on the day of the incident. If the student is not given a demerit slip to sign the demerit will be put into Powerschool for approval from the Student Service Office

It is the responsibility of the student to keep all copies of demerits issued, and to advise her parent/guardian of her demerit status.

The Assistant Principal for Student Services reserves the right to issue demerits for any infraction not listed in the demerit code.

**DEMERIT TABLE**

1.	Fighting	31, liable for dismissal
2.	Possession and/or use of weapons	
3.	Verbal confrontation	15 to 31
4.	Alcohol or drug violations (immediate suspension; liable for Discipline Board; liable for dismissal)	31
5.	Stealing (immediate suspension)	31
6.	Truancy (immediate suspension)	31
7.	Use of tobacco/related products (\$50.00 fine)	31
8.	Cut class, lunch, study	15
9.	Forgery	10 to 31
10	Leaving school premises without permission	31
.		
11	Disrespect; defiance (describe incident)	5 to 31
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12	Cheating; dishonesty (describe incident)	5 to 31
.		
13	Vandalism (describe incident)	5 to 31, liable for dismissal
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14	Violation of Cell Phone Policy (describe incident)	10 to 31
.		
15	Disobedience	3
.		
16	Skipping detention..... (Public)	10
.		
17	Skipping detention..... (Private)	5
.		
18	Contraband	3 to dismissal
.		
19	Disorder in class, public area	3
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20	Eating, drinking outside cafeteria	5 to 10
.		
21	Failure to report for cleaning assignment	3
.		

22	Gum	3
23	Improper Language	5
24	Out of bounds/loitering	5
25	Dress Violation	3 to 10
26	No parental form	3
27	Late (class, lunch, study)	3
28	No. ID	3
29	Locker violation	5

### **DETENTION**

Detention works in conjunction with the demerit system to insure an atmosphere conducive to academic and personal growth.

Private detention is used by teachers to address minor classroom disturbances or problems with academic assignments, and is served on the day assigned by the teacher.

Public detention is used to address attendance and conduct violations, and is assigned by the Student Life Office.

- After the fourth time late, detention is assigned; 10 demerits are issued for each detention missed.
- A student with a pattern of excessive lateness is assigned same-day detention. ('Excessive lateness' refers to 10 unexcused lates.) If this pattern remains unchanged, same-day detention will continue through the following school year.
- A student who receives a suspension is assigned detention as part of the discipline process.

Detention is held Monday through Thursday after school immediately after dismissal until the first Activities Bus departs. Detention may be issued on Friday through the Student Services Office if warranted.

**Discipline Summer School** is assigned to those students who have been referred by a Discipline Board or by Administrative Review, to those who have received two or more suspensions during the year, to those whose behavior warrants it and to those with excessive absences or lateness.

- Discipline Summer School will be held at Little Flower and begins the week following the close of school. A fee is required, and must be paid the first day.
- Students who have been assigned Discipline Summer School may be required to serve it off-campus through an agency-designed program. In this case the agency would determine the fee.

- Students assigned to Discipline Summer School are required to report in full uniform.
- Students must provide their own transportation to/from Discipline Summer School.
- Students assigned Discipline Summer School will be automatically on probation for the following school year.
- Seniors assigned Discipline Summer School will receive their diplomas **after** completing the program; **underclass students who do not complete this program may not return to Little Flower in the fall.**

**DISCIPLINE BOARD/ADMINISTRATIVE REVIEW**

The Discipline Board is composed of members of the faculty who volunteer to serve for a year's term. The Board reviews teacher and counselor reports and the discipline, attendance and academic records of any student whose behavior warrants immediate attention, and of any student who has violated her probation contract.

The Assistant Principal for Student Services will notify the student and her parents when a Discipline Board is to be scheduled. The student, her teachers, and her Guidance counselor will have the opportunity to present pertinent information to the Board.

The Board may recommend conditions to which the student must adhere if she is to remain at Little Flower, or may recommend the student be dismissed.

The Board's recommendations are reviewed by the Assistant Principal for Student Services, and then presented to the Principal. The Principal makes the final determination in each case.

If retained, the student is placed on Discipline Board contract. Violations of this contract result in Administrative Review. Notification for Administrative Review is the same as for Discipline Board. During Administrative Review the Principal and the Assistant Principal for Student Services conduct a student interview and review all records and reports to determine retention or dismissal.

The decision rendered in either of these processes is final.

**DRESS CODE**

Please be advised that our dress code policy is in accord with the Diocesan Dress Code Policy.

The dress code is in effect for all students coming to school, during school and leaving school. This means students may not wear sandals, flip-flops, sneakers, shower shoes, clogs or other casual footwear to or from school. Also, students are not permitted to wear sweats, jeans, pajama bottoms, etc. under the uniform. Sneakers for gym class are worn only in the Gym and only for the class itself.

**The Little Flower uniform consists of:**

1. a maroon, KNEE-LENGTH jumper;
2. a white long-sleeved or short-sleeved blouse; **if a tee-shirt is worn under the uniform it must be plain white with no printing, writing or pictures on it;**
3. maroon Trimfit Cotton - Spandex socks worn at the knee or maroon stockings;
4. maroon & white saddle shoe; the solid-color maroon shoe may be worn if the maroon and white is unavailable. If a student has a medical condition that prevents her from wearing the regulation shoe a **doctor's note** indicating why/for how long and requesting a shoe pass must be presented in the Student Services Office;
5. the appropriate class emblem, sewn on the upper left side of the jumper;
6. a maroon cardigan sweater.

Students whose uniforms need to be hemmed are responsible for making certain that the **hemline is regulation length. Students are advised to avoid having the uniform cut.** Those whose uniforms have been cut too short are in violation of the dress code and will receive the appropriate consequences.

Other characteristics of the Little Flower uniform policy:

- IDs must be worn during the school day on Little Flower lanyards.
- Only official school pins may be worn on the uniforms.
- Hats, scarves, bandanas worn as headbands and wide headbands (three inches or more) are not permitted.
- Students' hair color and style is to be appropriate (no mohawks, spikes, etc). If a student decides to dye her hair she must choose a naturally occurring, human color (No blue, burgundy, green, gold, orange, purple, neon red, stripes, half blond-half brunette, etc.)
- Jewelry, spangles, glitter etc. in the hair are not permitted.
- Make-up is to be appropriate for school attire; that is, no black or blue lipstick, no glitter eye shadow or face powder, etc.
- Excessive jewelry is not appropriate with the school uniform. Only one pair of earrings, no larger than a quarter, may be worn. Gauges and disks may not be worn. One chain with a moderate-sized charm may be worn. One small ring on each hand may be worn.
- Multiple bracelets may not be worn.
- Nose rings/studs, eyebrow rings, lip rings/studs, tongue studs, visible tattoos, face/neck piercings, finger piercings, hand piercings, hand-web piercings and the like ARE NOT PERMITTED.

**Depending on the nature of the dress code violation, class/school attendance may be affected for those who choose to ignore the code.**

**UNIFORM AND SHOE**

### **SUPPLIERS**

#### **THE OFFICIAL UNIFORM SUPPLIER FOR THE ARCHDIOCESE OF PHILADELPHIA IS FLYNN O'HARA UNIFORMS:**

- 10905 Dutton Road, Philadelphia, PA. (215-637-4600) or
- 6801 Frankford Avenue, Philadelphia, PA (215-624-1983)

The regulation shoe and regulation socks are ordered from:

- DiGiulio's, 6948 Frankford Ave; Philadelphia PA (215-333-5512)

### **ELEVATOR PASS/KEY**

The elevator is for the use of the faculty and school personnel. A student who has a medical condition requiring use of the elevator must apply to the Assistant Principal for Student Life for an elevator pass and key. She must present a **doctor's note** stating the reason for the request and the period of time the pass and key are needed. She must have the pass with her at all times, and must show it to any faculty member upon request. A fee of \$5.00 is required to replace lost keys.

Companion passes will **NOT** be issued without a doctor's note and only in extreme situations. Students with these passes are permitted to leave class **one minute before the bell**. Only those holding an elevator pass may ride the elevator

### **FIRE DRILL**

1. The signal for a fire drill is the fire alarm.
2. The Fire Drill Route is posted in the front of each room; each student should familiarize herself with these routes.
3. **SILENCE IS OBSERVED DURING THE ENTIRE DRILL.** Students are to leave the room in single file; on stairwells students are to move in single file.
4. The last student to leave the room is to turn out the lights and close the door.
5. Students are to exit the building quickly and report to the area assigned, where roll will be taken by their classroom teacher. When the 'all clear' is given students are to re-enter the building in silence.
6. If in the corridor or at the change of class, students are to leave by the nearest exit.
7. Students are to take pocketbooks with them.
8. Teachers are required to bring roll books with them.

### **HEALTH ROOM**

A school nurse certified by the Commonwealth of Pennsylvania and assigned by the School District of Philadelphia is on duty three days a week during school hours. **If an emergency occurs when the nurse is not in the building, the student should report to the Student Services Office.**

To receive care, the following procedure must be followed:

1. A student must obtain permission from her teacher to visit the health room. A health room slip will be filled out by the teacher and given to the student.

2. The student will then go to the Student Services Office, sign in and have the slip stamped by the Assistant Principal for Student Services or her designee and then go to the health room to sign in there.
3. When the health room visit is completed, the student will sign out at the Student Services Office and then return to class.
4. If the student is to be sent home, the nurse or another school official will phone the parent/guardian to inform them of the need to provide transportation home. **NO STUDENT MAY MAKE THIS CALL HERSELF.** If such contact is made the student will receive 15 demerits for Cell Phone Policy violation.
5. Any student who is sent home by the nurse must report to the Student Services Office to have the early dismissal entered into record before she leaves. A form must be signed by the parent/guardian and returned to the Student Services Office.

The nurse administers programs mandated by the School Code of Pennsylvania. These include vision, growth and hearing screenings. Deficiencies are reported to the parents so that a physician can evaluate and prescribe treatment. The nurse monitors the resolution of health problems, immunization programs, and contagious disease exclusions. The school nurse should be notified of special health problems, which affect a student's social or academic progress or limits a student's physical activity in school.

For students who require medication during the school day, the nurse must be informed. The nurse must be contacted to obtain the proper medical forms to be completed by your physician. The medication must be brought to school in a properly labeled pharmacy bottle.

The medication is to be kept in the nurse's office and administered by the nurse or designee. Ideally, medications should be administered before/after school, when possible. Please contact the school nurse if you have any questions regarding medication administration.

Pennsylvania State Health Law requires a physical examination for all students entering 9<sup>th</sup> grade. This physical form is due by September of the freshman year.

Times when the health room is available will be posted. If an emergency occurs when the nurse is not in the building, the student should report to the Student Services Office.

**Parental contact information should be kept up-to-date in case there is a need for emergency contact. Students are to update phone numbers and addresses in both Student Services and the Main Office.**

#### **HOMEROOM PERIOD**

Prayers are said over the public address system immediately after the homeroom bell. The Pledge of Allegiance follows the prayer. Homeroom roll is then taken. All attendance is recorded in PowerSchool. Students must be seated in silence as the homeroom teacher or SGA Representative reads the daily announcements. **No one may leave the room for any reason**

**whatsoever until all announcements are concluded.**

Conversation may be permitted in the homeroom after all necessary business is concluded. Students may not leave the room without a hall pass. Two students may not travel on one pass.

Students are responsible for the cleanliness of the homeroom. The Homeroom Moderator will assign cleaners by rotation. No one may be excused from this assignment.

### **ID CARDS**

All Little Flower students must have an identification card certifying membership in the school community and authorizing access to the school building.

Students wear this ID on a Little Flower lanyard as part of the school uniform. The ID card must be presented whenever school personnel request it.

If a student loses her ID card, she must report this immediately at the Student Services Office. Her card will be replaced when she presents the \$15.00 fee required.

Student IDs are collected in June; ID cards that have not been turned in are deactivated. If an ID card needs to be reactivated, a fee of \$5.00 is required.

### **LOCKERS**

Lockers are the property of the school; therefore, the administration has the legal right to search a student's locker when deemed necessary. (See Universal Search policy, p10)

New students will receive a combination lock from the school; this lock is to be used while a student at Little Flower. **Only the official school lock may be used.**

Each student is assigned a locker for use during the school year. The locker is to be kept neat and clean at all times; the use of stickers anywhere on the locker is not permitted. Lockers may be used before and after school and between classes.

### **STUDENTS WHO USE LOCKERS BETWEEN CLASSES MUST BE ON TIME FOR THEIR NEXT CLASS.**

Lockers are to be kept locked at all times. The combination of a lock may never be given to another student; neither may any student share a locker with someone else. Locker changes are made only with permission of the Assistant Principal for Student Services.

Damaged lockers are to be reported to the Assistant Principal for Student Services.

**All student athletes assigned to sports lockers must purchase a lock in the Student Services Office. These lockers are off-limits during the school day.**

**LOITERING**

No student may ever loiter in the vicinity of the school or in the park at any time. Students must enter the school building immediately upon arrival.

**LOST AND FOUND**

The Lost and Found is located in the Student Life Office. Students who find lost items are asked to bring them to the office. The school cannot be responsible for lost or stolen articles.

**OUTSIDE DELIVERIES**

Outside deliveries (flowers, food, gifts, balloons, etc.) intended for students cannot be accepted.

**PUBLIC BEHAVIOR**

**A STUDENT WHOSE PUBLIC BEHAVIOR JEOPARDIZES THE SAFETY, GOOD ORDER OR REPUTATION OF THE SCHOOL COMMUNITY IS LIABLE FOR DISMISSAL.**

**SALE OF MERCHANDISE**

No student is permitted to sell merchandise of any type in school or on school property.

If a homeroom or club or class wishes to purchase an item or items for their group the moderator/teacher is responsible for overseeing the design (where applicable), informing Student Affairs and collecting and depositing all monies in Finance until payment is made.

**SMOKING**

The State of Pennsylvania mandates that smoking be prohibited in all schools and on or around all school property. A student found smoking either in the school or in the vicinity of the school or on the buses provided for Little Flower students receives 31 demerits and must pay a \$50.00 fine.

Students may be charged with suspicion of smoking if found in a location where smoking is in progress; this carries with it 10 demerits.

**STUDY HALL**

The study period is a rostered class. Students report to the auditorium and sit every other seat, every other row. Any student not in her seat at the bell is late.

The following procedures apply for all study periods, first through eighth periods:

- Silence is to be observed in study hall.
- Students will be assigned places every other seat, every other row;

assigned seats can be changed only by the moderator.

- Students may leave study hall only with permission of the moderator.
- Students who must make up tests during study period must present a note from the classroom teacher requesting that they be excused.
- If a student is going to report to the library or the computer lab during study she must do so by the second bell. The sign-in sheet validates the absence from study and serves as permission to use the library or computer lab.

### **SUSPENSION, PROBATION AND DISMISSAL**

Each quarter a conduct mark of 100 is given to all students. Demerits received are subtracted from this mark.

**SUSPENSION** is a serious disciplinary action taken against a student whose behaviors are contrary to the good order of the school community. Suspension occurs at 31 demerits. The following procedures occur at suspension:

- The student is informed as to whether she is assigned in-school or at-home suspension;
- Parents/guardians of the suspended student are notified by and scheduled for an interview with the Assistant Principal for Student Services;
- The suspended student is assigned the required detention(s).

**PROBATION** results when a student's behavior warrants it. The Assistant Principal for Student Services (and/or the Principal) determines the probationary period. Students on probation are placed on contract and assigned to a guidance counselor, in an effort to help them make better choices. A student who does not respond positively to probation is subject to Discipline Board or Administrative Review.

**DISMISSAL** occurs as the result of a specific behavior or series of demerit offenses, or a Discipline Board proceeding or Administrative Review. **Any student who brings a weapon to school will be dismissed immediately.**

Any student involved in **fighting (any physical contact of an aggressive, violent nature)**, whether traveling to and from school, during the school day, or at any school function will be suspended immediately and liable for dismissal.

### **TELEPHONE MESSAGES**

**The school does not deliver telephone messages to students during the school day.** However, in the case of an extreme emergency, the parent can call the Student Life Office in order to get a message to the students

### **TEXTBOOKS**

Textbooks are on loan to the student and are her responsibility. The student

must pay for any lost or damaged textbook. Each book should have a label on which the student writes her name, section and grade level. Textbooks are to be covered at all times.

### **TRAFFIC IN CORRIDORS AND STAIRWAYS**

In corridors and on stairwells students are to keep to the right. Students are not permitted to loiter or to congregate in corridors. Screaming, yelling, running or other disruptive behaviors are forbidden. After the second bell, students must move quickly and quietly in corridors and on stairwells.

No student may be in the corridors during class time unless she has a hall pass. The student must exchange her ID card for this pass. If a student is summoned to any office or to the Health Room, the official request serves as a hall pass.

### **VANDALISM**

As an indication of respect for self and for the school community, each student is expected to take pride in her school and to take responsibility for our common property. Any student who deliberately destroys or defaces school property or the property of another will face appropriate disciplinary action, up to and including dismissal. In addition, the student will be responsible for making appropriate restitution.

### **VEHICLE REGISTRATION**

Students who drive to school must register their cars in the office of the Assistant Principal for Student Life. Each registered student must complete the vehicle registration card and vehicle Policy and Procedure form; she will then be assigned a space in the student section of the parking lot off Lycoming Street, depending upon availability. **NO STUDENT IS EVER PERMITTED TO PARK IN SPACES ASSIGNED TO FACULTY.**

### **VENDING MACHINES**

Vending machines may be used before and after school and during the lunch periods. Any tampering with the vending machines can be considered a misdemeanor.

## **GUIDANCE DEPARTMENT**

Guidance Services are organized services and activities in the school which help students to:

- Evaluate their abilities, achievements, aptitudes, interests, needs and values
- Make adjustments to school situations, peers and teachers
- Plan their futures, whether for work or for further education
- Think through their personal problems

These services are offered through one-on-one interviews with the counselors or in group sessions. Periodically, students will be interviewed by Guidance Office staff in order to become acquainted or to talk over school concerns. Students, however, are free to visit the Guidance Office at any time before or

after school or during a free period.

## **THE SCHOOL GUIDANCE PROGRAM**

**1. Counseling** usually involves a series of appointments during which a student explores her feelings, her conflicts or her options. Courses of action are discussed which are designed to help her handle life decisions. Students become involved in counseling for any of the following reasons:

- A scheduled conference with a specific counselor
- Self-referral (or referral by a parent)
- Referral from a teacher or administrator
- Academic failure
- Chronic absenteeism

**2. Parent Conferences** take place when either the counselor or the parents of a student request a meeting.

**3. Resources in the Guidance Department include:**

- Websites that facilitate exploration of career, post- secondary school scholarship, and financial aid options.
- Self-help pamphlets and books on a variety of adolescent issues

**4. Special Activities** are offered by the Guidance Office to assist students in various areas of their lives. Some of these activities are:

- Scheduled visits during lunch periods by college admission representatives
- Issuing work permits
- Help from specialists (CORA psychologist, school social worker, etc.)

**5. Services for College Bound Students** are an integral part of the Guidance Program. Students should be aware that the grades of all four years are critical to college acceptance. Naviance is an online college and career program Little Flower employs for college searches and applications. Students are registered for Naviance during freshman year.

**6. Post-Secondary School Admission Checklist**

- In freshman and sophomore years
  - Take the PSAT (Preliminary Scholastic Aptitude Test)
  - Challenge yourself academically
  - Explore opportunities and interests
  - Begin career and college research
  - Attend college fairs
- In junior year
  - Continue to challenge yourself academically
  - Take on leadership roles in clubs and athletics
  - Do your “college fit” research
  - Learn about the financial aid process
  - Understand your admissions options
  - Request Teacher Recommendations
  - Take the SAT or ACT (spring)
  - Meet with representatives, attend college fairs and visit selected schools
- In senior year
  - Take the SAT or ACT

- Finalize your list of colleges and universities
- Complete the application process
- File your Financial Aid applications (FAFSA, PHEAA, CSS Profile)
- Continue to visit colleges, meet representatives and attend fairs
- Investigate scholarship opportunities.
- Research and complete scholarship applications
- Request transcripts and recommendations for your applications

7. The number assigned to Little Flower by the College Board is **393380**. It is required on many forms including applications for college admission, financial assistance, ACT and SAT.

8. **Transcripts** are sent by the Guidance Office staff to colleges and other post-secondary schools. Students may request as many transcripts as needed. In order to have a transcript released, the student must request the Guidance Office staff to send her transcripts and any other documents to her prospective college/university.

9. **Services for Employment-Bound Students** are another integral part of the Guidance program. Students should realize that employers are very interested in academic achievement, attendance, and punctuality. Employers also are greatly influenced by past job performance; therefore, if a student is working before graduation in a part-time job, she should be responsible and reliable so that she may use that employer as a reference. Students intending to seek employment after graduation should do the following:

- Prepare a resume using Naviance
- Make an appointment with a guidance counselor to discuss employment plans and identify possible resources to contact for after-graduation employment.
- Develop a list of references. This list should include teachers, mature friends of the family and former employers. Peers and relatives are not good reference sources. Contact these people and request their permission to use them as references on job applications.

### **SPECIAL PROGRAMS AND SERVICES**

Specialized personnel are available to the students through the following programs or agencies:

1. **CORA** (Counseling or Referral Assistance) is funded by Act 89 of the Commonwealth of Pennsylvania for Auxiliary Services to non-public schools.

- Personal Counseling and Vocational Counseling are offered by a certified school counselor.
- In the event of a referral by the Director of Guidance, a CORA Psychologist will arrange for a diagnostic evaluation when necessary
- Little Flower students have access to speech and hearing therapy from CORA specialists.

2. **SHALOM** is a prevention and intervention program funded on a year-to-year basis from state and federal funds as well as financial contributions of private institutions and the Archdiocese of Philadelphia. The SHALOM counselor offers one-on-one counseling as well as group counseling in order to help students acquire better self-esteem and life skills. Students meet in ongoing, small groups which not only address drug and alcohol education, but

are also designed to strengthen an individual's ability to make healthy decisions in all areas of her life. As such, the groups focus on the development of trust, communication skills, self-concept, coping skills, life-planning skills, and other issues important to adolescents.

3. The **School Social Worker** works closely with administrative offices to ensure the delivery of quality social services to meet the needs of a selected population of students and their families. The Social Worker's activities include family meetings, home visits and contacts with outside service providers. The Social worker position at Little Flower is administered and funded by Catholic Social Services and Little Flower.

4. **Catapult Learning** provides a Family Connections Social Worker on a year-to-year basis from state and federal funds.

## **POLICIES AND PROCEDURES**

### **ABORTION POLICY:**

Little Flower Catholic High School upholds the teaching of the Catholic Church concerning the inviolable right to life of each person. This teaching is rooted in the Gospel message of Jesus, who came that we might have life in abundance. We therefore abide by the Archdiocesan policy on abortion as stated in The Diocesan Secondary School Policies and Procedures Manual. A copy of this policy is on file in the principal's office. The Office of Catholic Education understands the sensitive nature of confidentiality with regard to the student-counselor relationship. However, the seriousness of this issue dictates that the following policy be in effect for all administrators, faculty and staff members: Any information concerning a student having an abortion must be presented to the Principal of the school immediately.

### **PROCEDURE FOR SUSPECTED CHILD ABUSE- MANDATED REPORTERS**

1. The Administrator, teacher, counselor, staff member or volunteer who suspects child abuse, must report this fact to CHILD LINE, 1-800-932-0313. A report can also be submitted online at <https://www.compass.state.pa.us/cwis/public/home>.
2. Once the report has been made, the individual who made the report must immediately inform the Principal, Assistant Principal for Student Services and The Guidance Director.
3. After calling in the report on the CHILD LINE, the reporter will fax the Philadelphia Department of Human Services (DHS), 215-683- 5997.
4. If warranted, the school nurse should also be consulted in order to substantiate the fact of the abuse and to determine if the physical abuse warrants medical attention. When appropriate or possible, a photograph should be taken by the school nurse.
5. If the school nurse is not in the building, and the physical abuse is of the nature to warrant medical attention, the Guidance Director and/or Administrator should see that the student is taken to one of the area hospitals.
6. If the physical abuse is serious or if the child indicates that she will not return home, this information should be stressed with the Department of Human Services (DHS). The Assistant Principal, the Director of Guidance, and the DHS worker should come to a decision as to:

- whether DHS will get a court order to take custody of the child, and/or
- whether the police should be called so that they can take custody until DHS takes charge.

7. A member of the counseling department will follow-up with the child, as needed, after the report has been made.

### **ALCOHOL/DRUG POLICY**

**Policy:** No illegal mood-altering substance is to be present or used within the school or the school jurisdiction.

**Purpose:** The policy is an effort by Little Flower to respond openly and effectively to the potential and current uses and abuses of drugs, alcohol, and other mood-altering substances by students.

**Policy Violation:** This policy is violated when any student, visitor, guest, or any other person manufactures, uses, possesses, constructively possesses, distributes, or attempts to distribute any mood-altering substances or drug paraphernalia. In the event that the policy is violated, one or more of the following will be notified, depending upon the nature or circumstances of the violation:

- a)Police
- b)Parents
- c)Guidance Director

1. A student found in the act of selling or distributing any mood-altering substance will be liable for dismissal.
2. A student found to be under the influence of alcohol/drugs or in possession of any mood-altering substance will be immediately suspended and may be liable for dismissal. A determination of the disciplinary action to be taken (i.e. demerits, detention, discipline board, exclusion from class, dances, proms, and/or in the case of a senior, participation in graduation exercises) will be made at the time of the parental interview. This student will be referred to the CORA SAP Assessment Team and an assessment will be required; the parents/guardians must agree that the results be shared with the Director of Guidance and the school administration. At this point cooperation with any and all recommendations for treatment is required.
3. A student rumored to be involved in any way with alcohol/drugs or who writes self- incriminating notes/letters will be referred to a member of the Guidance staff in order to determine what, if any, support is warranted. Parents will be notified of any such notes/letters. If drug/alcohol use is evident, the counselor will contact the parents if an assessment is recommended. The expectation is that the parents and student will cooperate with any and all recommendations.
4. Any student who voluntarily seeks help with chemical use/abuse will be referred to a counselor, who will work with the student to determine the level of support/intervention needed. Should an assessment be warranted, parents will be contacted and full cooperation is expected.

### **SHALOM**

In the case of Shalom, an auxiliary service to Little Flower, the legal mandate of confidentiality concerning self-referrals will be respected. However, the

Shalom counselor is a consultant to the School Administration and when possible, both legally and in the student's best interest, the counselor will share pertinent information with members of the School Administration.

### **DEFINITIONS**

- **Assessment:** a psychological evaluation with regard to alcohol/drug use and a blood/urine analysis
- **Distribution:** to deliver, sell, pass, share or give to another person, or to assist distribution of any alcohol, drug, or mood-altering illegal substance
- **Drug/Mood-Altering Substance/Alcohol:** alcohol, drugs, narcotics and/or other health endangering compounds which include but are not limited to: alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD, and other hallucinogens, glue or solvent - containing substances, "look-alike" drugs, and all controlled substances identified in the following laws:
  - Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law)
  - The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No. 62) and Amendments
  - **Look-alike Drugs:** substances manufactured or designed to resemble drugs, mood-altering substances, narcotics and other health-endangering compounds
  - **Drug Paraphernalia:** all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act
  - **Active Possession:** to possess or hold without attempt to distribute any alcohol, drug or mood-altering illegal substance
  - **Constructive Possession:** to aid or abet the use of any mood-altering illegal substance.
  - **School Jurisdiction:** school premises, or at any school- related activities or while traveling to and from school or school-related activities.
  - **Suspicion:** a present observable student behavior and/or appearance that indicates that there has been some usage of alcohol, drugs, or other mood altering substances.'
  - **Rumor:** unsubstantiated information from any source

### **PREGNANCY POLICY**

1. In the event a student becomes pregnant, she and her parent should make an appointment with the school nurse, the Assistant Principal for Student Services or the Director of Guidance and thereby officially notify the school of the pregnancy. At this time, school support services and procedures to be followed once the student leaves school to have the baby will be clarified. In addition, the student must present a letter from her physician indicating her due date and the length of time she may remain in school. Normally, a student leaves school two weeks prior to her expected delivery date.

2. Before the student leaves school to prepare for delivery, the assistant principal will meet with the student to explain clearly the method of completing assignments and the expected levels of achievement. When the student leaves the school, she is assigned a full program of independent study with specific assignments to be completed on designated dates. During this time, these assignments are received and returned through the office of Academic Affairs. She will continue to be carried on the roll of the school, however; she will not be permitted to participate in any school activity.
3. In all cases, the Principal, in consultation with the Assistant Principal for Academic Affairs, shall determine whether or not the student has adequately completed the independent work required for readmission and credit toward graduation.

### **SUICIDE PREVENTION POLICY**

Teachers and staff members as well as the guidance counselors may become aware of students who may be a threat to themselves or others. This information must be reported immediately to the Director of Guidance, who will contact the parents and conduct a suicide assessment to determine that it is safe for the student to be in school. Any threat or potential threat will be taken seriously and handled immediately.

Please be advised that confidentiality does not apply if it is necessary to reveal information to appropriate parties in order to protect a child or others from clear and imminent danger. When it is determined that it is not safe for a student to be in school, the student will be required to have an immediate psychiatric evaluation to assess the situation. Parents will be asked to sign a release of information form at the evaluating agency so that the agency may share the results of the assessment with the school. Once the assessment has been completed, parents and student must follow the reinstatement process as described below. Only after all of this process has been completed may the student return to school.

### **REINSTATEMENT**

Steps to be followed if the student is permitted to return immediately after the assessment or after hospitalization:

1. Parents and student must contact the Director of Guidance or Social Worker prior to the student's return to school. A re-entry meeting may be required.
2. The parents and student must provide written recommendations and a written assurance from the psychologist, psychiatrist or other qualified mental health professional stating that the student is not a danger to herself or to others.
3. The parents and student must agree to follow all recommendations for treatment.
4. The Parents and student will be required to sign a release form that will allow the school to monitor the after-care plan.

N.B. – Please be aware that if any of the conditions listed above are not met, the school may require the student to withdraw.

Any student who is deemed by the school administration to be a danger to herself and/or others may be required to withdraw from the school.

### **MISCELLANEOUS**

#### **SCHOOL STORE -- FLOSSIE**

##### **SHOP**

The school store is owned by the school. The store is open during the lunch periods. The Flossie Shop strives to meet the needs of students, parents, alumnae, and faculty. It carries a variety of seasonal, as well as everyday merchandise.

##### **ALUMNAE**

##### **ASSOCIATION**

A graduate of Little Flower is automatically eligible to become a member of the Alumnae Association. The goals of this association are to foster the spiritual, social and intellectual welfare of the members, and to render financial aid to the high school.

#### **CHANGE OF ADDRESS**

Notification of any change of address or telephone number must be given to the Student Life Office and the Main Office in writing. Changes will not be made over the telephone. The Main Office will notify all other school offices. If there is a change in parish, a letter from the new pastor must be presented to the finance office. Prompt notification of these changes should be given to the school, both to ensure the ordinary communication between the school and the home, and as a precaution in the case of an emergency, when accurate telephone numbers, addresses, etc., are essential.

#### **EMERGENCY CLOSING -- SNOW**

##### **DAYS**

Little Flower does not have a snow emergency number. We follow the announcements made over the major radio stations for the Archdiocesan/Parochial schools in the City of Philadelphia. If school is to be closed for any other emergency, this will be announced on major radio and TV news stations. If school is in session when the emergency occurs, students will be dismissed only when SEPTA transportation or other safe passage home has been obtain

#### **DELAYED OPENING**

The School District of Philadelphia and the Office of Catholic Education have a delayed opening as one of the options in the event of inclement weather. This option allows schools to open later rather than cancelling the entire school day. The delay will be announced on KYW1060 and local stations as "All Philadelphia Public and Archdiocesan/Parochial Schools will open with a delay schedule."

For example, if the decision is made for a two-hour delay, our day will begin with homeroom at 10:00 am, followed by shortened class periods. Dismissal will be at 2:39.

**N.B.** SEPTA Trippers will not run on a delayed schedule. Therefore, students will need to use regular bus transportation or arrange their own transportation to school. SEPTA Trippers will be provided for 8<sup>th</sup> period dismissal at 2:39 pm.

**ANNUAL NOTIFICATION**

Little Flower Catholic High School for Girls has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the school office during regular office hours. KEM Partners, Inc. (610-594-2600 ext. 206) is the school's asbestos program manager and Acer Associates (856-809-1202) is the school's consultant. Inquiries regarding the plan should be directed to these organizations.

Regular Bell Schedule M-T	
Home Room	8:00-8:16
Period 1	8:19-9:04
Period 2	9:07-9:52
Period 3	9:55-10:40
Period 4	10:43-11:28
Period 5	11:31-12:16
Period 6	12:19-1:04

Period 7	1:07-1:52
Period 8	1:55-2:40


Friday Bell Schedule	
Home Room	8:00-9:04
Period 1	9:07-9:46
Period 2	9:49-10:28
Period 3	10:31-11:10
Period 4	11:13-11:52
Period 5	11:55-12:34
Period 6	12:37-1:16
Period 7	1:19-1:58
Period 8	2:01-2:40



**HANDBOOK  
ACKNOWLEDGEMENT**

I have reviewed the Student Handbook and am aware that I am responsible for knowledge of and compliance with the rules & regulations, policies and procedures stated within.

Parent /Guardian  
Signature \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

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

Student Number \_\_\_\_\_  
Homeroom \_\_\_\_\_

Date \_\_\_\_\_

Student Number \_\_\_\_\_ Homeroom \_\_\_\_\_

Date \_\_\_\_\_

**NOVENA ROSE PRAYER**

O Little Therese of the Child Jesus,  
please pick for me a rose  
from the heavenly gardens  
and send it to me as a message of love.

O Little Flower of Jesus, ask God today  
to grant the favors I now place with  
confidence in your hands.....  
(Mention specific requests)

,St. Therese, help me to always  
believe as you did  
in God's great love for me,  
so that I might imitate your  
"Little Way" each day. Amen.

**DAILY OFFERING**

Dearest St. Therese, You  
dedicated yourself to a  
simple life of  
love and service to God.  
Inspire me by your example as  
I go through this day  
to offer up all my "little" acts  
to glorify our Beloved Lord,  
and to spread your  
"little flowers" of love  
to everyone I meet. Amen.

***Little Flower Life Skills Goals Worksheet***

This is your life skills worksheet to help think about and set goals for improvement. LF students identified the life skills below as areas where they needed help. Throughout the year, you will receive information, tips and pointers to help you improve in each of these areas; the school will focus on one area each year. LF has provided one basic goal for you. See if you can come up with an additional goal for yourself! Good luck!

<b>Goals</b>	<b>1st Q</b>	<b>2nd Q</b>	<b>3rd Q</b>	<b>4th Q</b>
<b>Focus Skill: <i>Financial Literacy</i></b>				
<i>LF:</i> Increase your savings				
You:				
<b>Skill: <i>Healthy Living</i></b>				
<i>LF:</i> Eat more fruits and vegetables				
You:				
<b>Skill: <i>Time Management</i></b>				
<i>LF:</i> Plan your week in this Planner				
You:				
<b>Skill: <i>Academic Achievement</i></b>				
<i>LF:</i> Track your Homework in this Planner				
You:				
<b>Skill: <i>Live your Faith</i></b>				
<i>LF:</i> Attend Mass				
You:				

***Little Flower Life Skills Report Card 2021-2022***

**Instructions:** For each of the Living Skills areas below, award yourself points for each of the involvement levels towards self-improvement that you received and reached throughout the year:

Involvement Level for Self-improvement

- A. 0 = No input on living skill received
- B. .5 = Some facts about living skill presented
- C. .5 = Detailed information received and activities started
- D. .5 = Goals for improvement set
- E. 1 = Made progress towards goals

**Total Pts.  
Earned**

***Financial  
Literacy***    **A**   **B**        **C**        **D**        **E**

***Healthy  
Living***        **A**   **B**        **C**        **D**        **E**

***Managing  
Time***         **A**   **B**        **C**        **D**        **E**

***Achievement  
Strides***       **A**   **B**        **C**        **D**        **E**

***Spirituality  
Growth***       **A**   **B**        **C**        **D**        **E**

***Living Skills Total Score*** \_\_\_\_\_