



Love of Learning
Faith in God
Service for Others

PARENT/STUDENT HANDBOOK



**5601 MASSACHUSETTS AVENUE
BETHESDA, MD 20816**

www.littleflowerschool.org

**301-320-3273
Fax 301-320-2867**

LITTLE FLOWER SCHOOL

Philosophy/Mission Statement

The mission of Little Flower School is to share in the educational ministry of the Catholic Church. We strive to help each student achieve academic excellence and reach his or her spiritual and social potential by creating a caring community through respect and responsibility.

Love of Learning

Faith in God

Service to Others

HISTORY

Little Flower community began in 1906 with its establishment as a mission of Our Lady of Victory Parish. The mission consisted of a small white chapel building on Vassar Circle in Glen Echo, Maryland. Our church was one of the first in the world dedicated to St. Therese of Lisieux, the Little Flower, who had died only nine years before.

In 1948, the mission had grown sufficiently to warrant its incorporation as a separate parish. Four years later, the pastor Rev. Edward J. O'Brien purchased the present site on Massachusetts Avenue and plans for a convent, school and temporary church were begun immediately. Unfortunately, the buildings were not completed on time for the beginning of school in September 1953. So until November of that year, classes were conducted in the old Glen Echo Firehouse on Conduit Road, now MacArthur Boulevard. The original staff was composed of four Sisters, Servants of the Immaculate Heart of Mary, and two lay teachers. They served two hundred sixty children in grades 1-6. The two additional grades were added over the next two years.

The original school plant was enlarged in 1958 providing additional classrooms and in subsequent years the school gym was constructed.

HONOR CODE

Little Flower is committed to educating the whole child, according to gospel values. We strive to nurture and educate all of our students to prepare them to be responsible and contributing members of their family, their community and their Church. We promote academic success and prepare students for high school and life. As a Catholic school, we strive in partnership with our parents, to uphold Christian values at all times and in all circumstances. *Creating a Caring Community through Respect and Responsibility* is more than a theme - it is a goal to live by. Any actions which disregard any aspect of this goal diminish our school community. Every family and student contributes to the well-being of our school and all are expected to support and live by these core values which are the foundation of good Christian living.

At the beginning of each academic year, parents and students are presented with the school's Honor Code to sign and support.

Little Flower School is committed to academic honesty and integrity in its learning community. We also strive to foster every student's intellectual and character development. As our mission statement proclaims, "We endeavor to help each student achieve academic excellence and reach his or her spiritual and social potential by creating a caring community through respect and responsibility."

As a community we work together to uphold standards of integrity, respect, cooperation, and trust in all we do. Recognizing the image of God in every person, it is the expectation that every member of Little Flower School community treats others with respect and dignity. Disrespectful remarks and actions demean members of our school community and should have no place in a school committed to Catholic values.

All members of the LFS community, faculty, parents and students, share responsibility for upholding the highest ethical academic standards. All forms of cheating, plagiarism and inappropriate behavior are unacceptable and are not tolerated.

We remind students regularly that the core values of honesty, integrity, and respect serve as a foundation for academic success and personal fulfillment throughout their lives. We believe that each child needs to be held responsible for their own behavior and achievement. We expect our students to understand that character and honor may never be sacrificed for academic achievement.

As part of our commitment to these principles, all members of our school community are expected to pledge their commitment to the Honor Code. A signed Honor Code statement will be kept on file and will be renewed annually.

LITTLE FLOWER CATHOLIC SCHOOL HONOR CODE

A Little Flower student pledges to show academic honesty by:

A Little Flower student conducts him/herself with integrity and upholds the Honor Code.

A Little Flower student demonstrates respect for others and their property; follows the Golden Rule by treating others as they would like to be treated; speaks to and about others with kindness and asks permission before taking something that is not theirs; takes care of school property and the property of others.

A Little Flower student is truthful, honest and cooperative with administration, faculty, and fellow students. He/she holds his/her classmates accountable and encourages them to live by the values set forth in the Honor Code.

A Little Flower student demonstrates academic responsibility and integrity. All homework, reports, tests, exams, or other graded or ungraded material are the sole work of the student whose name appears on the work. All work is properly cited and no unauthorized help is given or accepted.

A Little Flower student shows pride in ones work and does not give or receive unauthorized help when completing assignments. They are honest and do not share or seek information about a test or quiz before, during or after it has been taken

A Little Flower student works together with his/her parents, school staff, and fellow students to live the principles of the Little Flower Honor Code each day.

Examples of actions which violate the Honor Code include, but are not limited to, the following:

- *Copying from another person's work or allowing another person to copy your work*
- *Doing work for another student*
- *Giving or receiving aid or cheating in any way during a test, quiz or class activity*
- *Using notes during a test unless allowed by a teacher*
- *Sharing or seeking information about a test or quiz before, during, or after it has been taken*
- *Presenting someone else's work (all or in part) as your own*
- *Plagiarizing in a research paper, report, essay, or other work*
- *Not acknowledging information taken from print, media, and electronic sources in citations and a bibliography*
- *Using study aids/notes/books/data/phones/electronic devices, etc., without the teacher's express permission to do so.*
- *Lying or any dishonesty to an administrator or teacher*
- *Fabricating adult signatures/ letters*

Honor Code Pledge

On My Honor † I pledge to uphold the Little Flower School Honor Code. In imitation of Christ, I will demonstrate truth in my words and goodness in my deeds and I will treat every member of our community with respect and dignity. I will do my work with integrity. I pledge to conduct myself respectfully and responsibly in my activities both inside and outside of Little Flower School.

(Students will pledge all quizzes, tests, and exams. Teacher may require other work to be pledged as well. A student may pledge a piece of work by writing "I pledge" on it. However, he/she must understand that these two words actually stand for the pledge. Work, which requires the pledge, is incomplete without it.)

Our Morning Prayer:

Come Holy Spirit, guide me this day to live the Little Flower School Honor Code.

INTRODUCTION

Little Flower School is devoted to the total development of each member of the Christian community whose life it touches.

Each child who comes here will find acceptance, encouragement and motivation to become his/her best possible self.

The Administration and Staff are committed to working closely with the home to create a warm, loving environment in which each child can gain an awareness of his/her potential and be challenged to use his abilities and talents for his own good and for the good of his family, school, church and country. In order to do this, we need the support of each of our families in all that we do.

Little Flower, a Southern States AdvancED Accredited School, is staffed by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary and dedicated lay teachers.

ACCREDITATION

Little Flower is a Southern States AdvancED Accredited School. This distinction is the result of extensive self-study, ongoing evaluation and continual striving for academic excellence.

SPECIAL RECOGNITION

In 2008 and 2017, Little Flower School received the prestigious Blue Ribbon Award and joined 342 schools across the nation that were recognized as National Schools of Excellence.

A clearly recognized symbol of high quality, the Blue Ribbon originated in the 19th century, when the coveted “Blue Riband” went to the fastest passenger ships to cross the Atlantic. In 1982, the U.S. Department of Education chose the Blue Ribbon to honor the very best in education.

Since its inception, the program has continually evolved. In 2002, to reflect the strong accountability called for in No Child Left Behind, it was renamed the No Child Left Behind-Blue Ribbon Schools Program. With that change, eligibility focused more stringently on student achievement results. Little Flower School’s students consistently perform in the top ten percent of schools across the nation on a nationally-normed standardized testing program thus meriting this national recognition.

ADMISSIONS

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org

Since Little Flower is a parish school, it provides the children of the parish with an educational experience based on a Catholic philosophy of education. Any child who fulfills the age, health and academic requirements is eligible for admission. It is presumed that our families:

- *Are formally registered in Little Flower Parish.*
- *Worship each weekend with their Little Flower students at Little Flower Parish*
- *Provide verifiable financial support to the Parish. These gifts should be made by using the weekly Sunday envelopes or Faith Direct and by contributing annually to the Little Flower Parish Fund*

If space is available, non-parishioners may be accepted.

Children entering Pre-Kindergarten, Kindergarten or First Grade must be four/five/six respectively by the specific date determined by the State of Maryland. Incoming First Graders must have attended an approved kindergarten. Birth and Baptismal certificates and health records are to be presented for children entering our school.

Care is taken to determine whether a child will benefit from our program of studies. Screenings, review of school records and report cards, teacher recommendations and reports of conduct are some of the criteria used in making admission decisions. New students will be accepted on a probationary basis for a period of three months. Acceptance will be finalized when it is determined that the school can meet the student’s academic needs.

Enrollment of a child in Little Flower School implies the willingness of both parents and students to comply with the policies and regulations of the school. In order to realize the school's aims, parents and students must agree with and support the philosophy of the school and the Code of Discipline.

AFTER CARE

A well-supervised and licensed After Care Program is available for any student registered at Little Flower School in Grades Pre-K - 8. This service is available from 3:00 pm - 6:00 pm on all days that the school is in full day session. Registration forms and the fee schedule are available in the School Office.

The discipline policies of the school extend to the After Care Program. Students whose behavior is a cause of concern to the adults supervising the program will not continue in the program.

ARCHDIOCESAN POLICY

All persons who have contact with children are required by the Archdiocese of Washington to attend an awareness workshop entitled *Protecting God's Children* and to have a criminal background check. This policy is for all Archdiocesan personnel, including priests, deacons, religious, employees, contract workers and parent volunteers. This policy extends to all parents who volunteer at school in any capacity where children are present. **Parents who do not fulfill these requirements may not assist at school.**

The school office has all of the information and required authorization forms for proceeding with the criminal background check.

The Archdiocesan Website, www.adw.org, has all the current information regarding the required workshop, *Protecting God's Children*.

ARRIVAL AT SCHOOL

Children should arrive on the school grounds between 8:00 am and 8:10 am. A member of the faculty supervises the quadrangle during this time period. Parents are advised that no supervision is provided prior to 8:00 am. Classes assemble in the quadrangle and await the first bell at 8:10 am, which signals the beginning of the school day. For safety reasons, ball playing and games of chase are not permitted during this time.

Teachers meet their classes in the quadrangle and bring them into the school building.

On mornings that the weather is extremely cold or rainy, the children may enter the school building and wait with the teacher on morning duty until the students are sent to their homeroom.

ATTENDANCE

Punctuality and regular attendance are an absolute necessity for a child's progress in school. Only serious illness or family emergency should cause a student to be absent. Excessive absenteeism is a contributing factor to a child's academic difficulties and seriously impacts his/her grades. Parents are strongly encouraged to plan vacations and trips around school holidays.

The following attendance regulations are the policy of the school:

1. A child's absence must be reported to the school office by telephone or email(office@lfschool.org) prior to 8:45 am.
2. Following a communicable disease or extended absence due to illness, a note must be presented from the doctor stating the nature of the child's illness and certifying that the child is able to return to school.

3. Students who leave school early for reasons other than illness must have a written request from the parent, and the permission of the Principal. If someone other than a parent is picking up the child, this must be stated in the note requesting early dismissal. Persons picking students up at times other than regular dismissal must meet the child in the School Office where they will be asked to sign the child out.
4. Students arriving after the 8:10 am morning bell are considered late and must report to the office for a late slip. For security reasons, students must enter the school by way of the main door near the office.
5. Students arriving after 11:30 am or leaving before 12:30 pm are marked absent a half-day.
6. If at all possible, all doctor/dentist appointments should be made for after school hours or for days that we have an early dismissal or no school.
7. Absences from school for sporting events or competitions, additional vacations and trips during the school year are strongly discouraged and considered to be unexcused absences. Parents are strongly requested to plan vacations and trips around school holidays. **It is not possible for teachers to give families assignments for students who will be taking additional trips and vacations during the school year.** Excessive absence is a contributing factor to a child's academic difficulties and seriously impacts a student's grades. The parent, not the teacher, is responsible to work with the child to make up missed assignments and instruction.

Standardized and/or teacher generated tests given during a period of a student's unexcused absence will not be able to be rescheduled.

Requests for student homework must be called in to the school office **prior to 9:00 AM**. Books and assignments are to be picked up by a parent or other adult **at the close of the school day**. Other school children should not be asked to pick up these materials.

Students in Grades 5-8 are to have a Homework Buddy who will be responsible for sharing assignment information when a student is absent.

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

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer;
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. **Archdiocesan Regulation #3535**

BICYCLE RIDING

Students in Grades 5-8 are permitted to ride bicycles to and from school. Bike riders must obey all Montgomery County safety regulations. Helmets are required.

It is the student's responsibility to make certain that the bicycle is securely locked into the bicycle rack at school for the duration of the school day.

CARE OF SCHOOL PROPERTY

Students are expected to take proper care of all school texts and materials. **Schoolbooks are to be covered at all times.** It is strongly recommended that all students carry their books in a lightweight book bag. Rolling book bags pose a severe safety problem in Grades 1-4 and their use in those grades is strongly discouraged.

Loss of or damage to any school text/library book will be subject to a fine covering the cost of the book.

School furniture, equipment and property are to be cared for responsibly. Any student who damages, defaces or destroys school property will be penalized and may be suspended. Parents/guardians will be required to assume the cost of necessary repairs or replacement.

Careless disposal of gum presents both sanitation and cleaning problems: Gum chewing is not permitted at any time on the school premises.

CHILD ABUSE POLICY

The welfare of each child is important to our parents as well as to the Faculty and Staff of Little Flower School. Parents are reminded that the school is required by law to report any **suspected** case of abuse or neglect, even if there is no definite proof. **(Archdiocesan Regulation #5000.2)**

COMMUNICATION

The school newsletter and calendar are posted on the school website www.littleflowerschool.org on a monthly basis. Most school communications are sent home electronically.

Parents wishing to contact teachers may do so by sending a note with their child, sending an e-mail directly to the teacher or calling the school office. The teachers are asked to respond as soon as possible.

It is important to note that communication by e-mail should never be the vehicle for exchanging information that should be shared in a conference.

CONFERENCES

Parent-Teacher Conferences are scheduled to coincide with the distribution of report cards at the close of the first marking period. Additional conferences may be scheduled if either the teacher or the parent deems it necessary. Parents are encouraged to be in contact with the teacher should there be any concerns regarding their child.

The Principal is also available for conferences. Parents who have concerns with a teacher should first address that concern with the particular teacher before discussing it with the principal. Arrangements for conferences should be made through the School Office.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them regarding a student as long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

COUNSELING

Counseling service is available at Little Flower School. This service utilizes a short term, goal oriented model of counseling best suited to remediate school related problems or difficulties which are situational or developmental in nature.

If a student requests to meet with the Counselor, he/she may do so without parental notification and consent. Should there be a need for additional visits, parents will be notified. If serious concerns exist, parents will be promptly notified.

Archdiocesan Catholic School Counseling Services

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

CURRICULUM

The educational program at Little Flower provides for the individual growth of the student in all phases of development. The courses of study are in total compliance with the requirements set by the Catholic Schools Office of the Archdiocese of Washington and the Department of Education of the State of Maryland.

Little Flower, a Catholic School, is established to impart moral training and religious knowledge in a Christian environment where religion provides the foundation upon which the entire curriculum is based.

CRISIS PLAN

In the event of a major crisis taking place during the school day, the faculty and staff will exercise the greatest care and concern in the supervision of all of the children committed to our care. Depending on the circumstances of the event, careful and sound decisions will be made regarding the safety of all students and staff.

Parents arriving at the school on days such as these are asked to carefully follow the requests of the administration and staff and to work in partnership for the well being of all.

In the event that it is necessary to evacuate the school building, there are several safe sites to which we have access. These include Little Flower Church, Westland Public School and the Fourth Presbyterian Church at the intersection of Kirkwood Drive and Ridgefield Road.

Communication with parents will be kept as up to date as is possible depending on the circumstances of the day. If phone lines are operative, the telephone chain will be activated, e-mails will be sent and the direct call out computerized program will be put into operation.

If it is not possible to communicate in this fashion, all children will be kept in a safe and well-supervised site until a parent can arrive on the scene.

For safety reasons, children may never be released to another adult unless the school has the expressed written permission of the parents.

As in all circumstances such as this, television channels and radio stations always assist in disseminating up to date information.

IMPORTANT INFORMATION

EMERGENCY PREPAREDNESS

“In the rare event of a biological or chemical incident, the safest and most prudent action for the principals will be to create safe spaces in the schools so that children and staff can be “sheltered in place”. There will be no evacuation or movement outside of buildings. (This is different for us, because we have been trained to evacuate and flee in emergencies.) The schools will be locked, with all staff and students in safe places. If this should occur, parents would not be permitted to pick up children, because opening the building will jeopardize the safety of all students. Pick up will follow when local authorities determine the area to be safe.”

Superintendent for Catholic Schools-Washington Archdiocese

In the event of an emergency situation and a directive from local authorities to shelter-in-place, please be advised of the following:

1. All students will be moved into our shelter-in-place area, which is the gym.
2. All faculty and staff will be with the children to ensure their proper supervision and safety.
3. The school is prepared with adequate water supplies and materials so that the children will be fine for the duration of the quarantine.
4. The gym will be sealed off so that no one may enter or leave until local authorities advise it is safe to exit. This announcement will be given over the radio and television.
5. Parents are asked to stay in their own safe area whether this is at home or at work until the announcement is made by local authorities that it is safe to leave. Do not come to the school, until local authorities advise that it is safe to do so as you will endanger your own safety and that of others. Gym doors will be sealed.
6. Parents are asked not to call the school, as any lines that we have need to be open for emergency communication.

Any visitors or parents in the school at this time will be directed to stay. When authorities provide direction to shelter-in-place, they want everyone to take those steps immediately where they are and not drive or walk outdoors.

HOW WILL WE COMMUNICATE WITH FAMILIES?

Our primary responsibility at this time will be the safety and welfare of the children. We will endeavor to keep in touch with our parents by way of e-mail if this is possible.

1. If time and circumstances allow we will place a message on the computerized emergency contact system, if this is possible.
2. All other information will be broadcast on public radio and television if these media are available. This will be our means of knowing what is happening in the area and also our way of being advised when it is safe to dismiss the children.

HOW WILL THE CHILDREN BE DISMISSED?

Once local authorities declare that the area is safe, we will bring the children to the classrooms along the quadrangle.

When all students have settled in their classrooms, parents will be invited to enter the building from the upper parking lot and get their children from the classrooms.

PRE-K, KDG, GRADES 1, 2 AND 3

Students in these grades will be brought to the following rooms along the quadrangle:

Pre-Kindergarten (Library)	Kindergarten (Computer Room)
Grade 1 (Music Room)	Grade 2 (Math Room)
Grade 3 (Junior High Room)	

All other grades will be in their regular classrooms

Special Teachers will be in the hallways assisting parents in getting students from the classrooms.

This plan will be revised should we receive additional directives from local authorities suggesting any other recommended emergency course of action.

CUSTODY

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding the child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

DISCIPLINE

Little Flower is a Catholic community, which thrives on the Christian principles of respect and love. Together with parental support and cooperation, we strive to foster positive attitudes and behaviors. A firm commitment to individual responsibility is necessary for all students. It is expected that all students will act honorably and will obey all the rules of courtesy and good behavior. Acts of violence directed toward persons and/or property do not have a place in this school. Potentially harmful and dangerous items will not be permitted on the premises at any time nor at any school related function. The safety of everyone is a predominant concern. All threats of violence will be taken seriously. Should the presence of a student pose a safety threat for others in the school, that student will be removed from the school setting. Students accused of a serious wrong can/may be placed on a Home Study Program.

STUDENT THREATS

*In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Little Flower School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion. **Archdiocesan Regulations #3570 and 3540***

SUSPENSION

Offenses, which make a student liable for immediate suspension, may include but are not limited to the following:

1. Destruction of school or Church property
2. Fighting, bullying, harassment
3. Threats of violence
4. Insolence or grave disrespect
5. Use of foul or obscene language in school, on the playground and on school property
6. Stealing/Cheating
7. Unauthorized use of another's work - plagiarism
8. Disregard for school authority
9. Truancy
10. Leaving school grounds without the required permission
11. Drinking alcohol/Smoking in school, on school grounds, or at any school- related function
12. Bringing to school any dangerous or hazardous material or misusing any material so as to cause harm to oneself or others
13. Conduct on or off school grounds that is detrimental to the good name of the school

Any child suspended for the above reasons may be excluded from participation in special school events. A child suspended may be reinstated in class only after the parents have a conference with the Principal. Corrective measures must be taken in order for the student to remain at Little Flower School.

EXPULSION

Offenses, which make a student liable for immediate expulsion, may include but are not limited to the following:

1. Assault of a teacher or another student
2. Threats of violence
3. Using, taking, selling, giving or possessing alcohol at school, on school grounds, or at any school-related function
4. Using, taking, selling, giving or possessing drugs of any type at school, on the school grounds, or at any school- related function
5. Having in one's possession any dangerous or harmful material
6. Misusing any material so as to cause damage to school property or harm to oneself or another
7. Repeated suspensions
8. Conduct on or off school grounds that is detrimental to the good name of the school

DRUG/ALCOHOL POLICY

The following procedures will be followed if any student is found taking, selling or possessing drugs/alcohol on school property:

1. The student will be detained in the principal's office.
2. The drugs/alcohol will be confiscated.
3. Parents will be contacted.
4. The student will be immediately suspended pending determination regarding expulsion.
5. Law enforcement officers will be contacted.

The school reserves the right to "search" if there is probable or reasonable cause. The school reserves the right to "seize" any of the above substances. The student's illegal activity shall be reported to the police. (Archdiocesan Regulation #5150.1) Possession may result in immediate suspension or expulsion.

Parents are reminded that students are forbidden to have any medications on their person, or in their belongings, during the school day. This constitutes a serious violation of our binding drug policy.

The rules and regulations of this current policy are fully applicable and binding, in accordance with established and approved Archdiocesan Disciplinary Policies.

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause.

ANTI-BULLYING POLICY

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

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

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

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

EMERGENCY CONTACT INFORMATION

It is essential that the information in a student's emergency contact file is accurate and up-to-date at all times. The school office should be notified in writing immediately should there be a change of address, telephone number (home and business), or emergency contact person.

EMERGENCY HEALTH CARE

Health regulations prevent us from dispensing medications. However, in the event of an accident or illness here at school, immediate first aid and emergency treatment are available until either a parent or guardian is contacted and appropriate arrangements can be made for the child.

In the event of a serious accident and/or if hospitalization is required, parents are called so that authorization may be received for appropriate care. **If the parents or the emergency contact person cannot be located, the child will be taken to the nearest hospital.**

Parents are required to notify the school of any serious chronic health problems, diabetes, epilepsy, etc. so that appropriate attention may be given to the student.

Should a child contract a contagious disease, the school should be notified so that parents of other children in the class can be notified.

It is the directive of the County Health Department that any child with a rash be sent home immediately; the child cannot return without a physician's notice indicating that the child may return to school.

EMERGENCY SCHOOL CLOSING

In the event of serious inclement weather, Little Flower follows all the directives given for

MONTGOMERY COUNTY PUBLIC SCHOOLS. These are announced on the local radio and television stations. Please do not call the school, convent or rectory.

On days that there is a one-hour delay in the opening of schools, Little Flower will open at 9:10 am. **When there is a two-hour delay in opening, our school will open at 10:10 am.**

If **MONTGOMERY COUNTY** announces that the schools will close one hour early, we will dismiss at 1:50 pm. For a two-hour early dismissal, we will dismiss at 12:50 pm.

If Montgomery County cancels after school activities, then all after school activities for our school are also canceled. After Care will close as well and parents are expected to arrange to have their children picked up at dismissal.

Should emergency situations arise that would affect only Little Flower School, parents will be contacted by means of our computerized telephone program and e-mail.

EXTRA CURRICULAR ACTIVITIES AT SCHOOL

Any extra-curricular program that takes place on school grounds is governed by the same codes of behavior that are expected during the regular school day.

FIELD TRIPS

In the event that a field trip is planned for a class, parents are required to complete an official ADW permission slip in order for students to participate. Telephone calls may not be accepted in place of written permission. Faxed permission forms may be accepted. The school will exercise care in planning and following safety procedures for such trips.

Field trips are considered a privilege and a class celebration. The school reserves the right to exclude from events such as these, students who fail to meet academic requirements and whose conduct does not reflect acceptable school behavior. Students not participating in a class trip are expected to report to school for that day. Should there be a heightened security alert in our area, all field trips may be canceled.

FOREIGN LANGUAGE

Students in Grades 1 - 8 are afforded the opportunity to study a foreign language. French and Spanish are offered as part of the curriculum here at Little Flower. Parental choice determines the language studied by the student.

HOME AND SCHOOL ASSOCIATION

An integral part of the school program is the Home and School Association, which is composed of all parents and the school staff. This is another link between home and school by which parents keep informed of school activities, programs, and new trends in education.

The Home School Association strives to work for the good of the school, to build a strong sense of school community and to foster viable channels of communication whereby parents and faculty may better communicate and cooperate in the education of our children.

All parents are asked to be active members of this vital organization.

HOMEWORK

Homework is a necessary part of each child's educational program. Home assignments may include written work, reading, study, or long term projects. Homework ordinarily should be completed in a reasonable amount of time. The suggested formula of ten minutes times the grade level gives a good perspective on the approximate amount of time for each grade. This number may vary depending on the work patterns of the individual child.

The purpose of homework is:

1. To foster habits of independent study
2. To reinforce learning that has taken place in class
3. To deepen knowledge of a subject by long range reading, projects and research
4. To develop initiative, independent thinking, and personal responsibility for completing school assignments.

Written assignments may be given over the weekend. If a child continually says that he/she does not have any homework or that he/she completed it in school, parents should make further inquiries of the classroom teacher. A student who has been absent should make arrangements with another student in the class to notify him/her of the assignments.

Failure to complete home assignments will necessarily affect a child's grade.

It is not possible for teachers to give families assignments in advance for students who will be taking additional trips and vacations during the school year. Excessive absence is a contributing factor to a child's academic difficulties and seriously impacts a student's grades. Parents are responsible to work with their child to make up missed assignments and instruction.

Requests for student homework must be called in to the school office **prior to 9:00 AM**. Books and assignments are to be picked up by a parent or other adult **at the close of the school day**. Other school children should not be asked to pick up these materials. Students in Grades 5-8 should contact their Homework Buddy for assignment information.

IMMUNIZATION

It is the policy of the Archdiocese of Washington that all students attending schools in the archdiocese must be fully immunized in accordance with the immunization requirements against contagious diseases published by the local department of health. There are no exemptions permitted. Only if your child has a valid medical contraindication to being immunized against a contagious disease, and such contraindication is documented by a physician, will a temporary exemption be permitted.

Immunization in accordance with the Archdiocese of Washington's policy is a condition for admission into all archdiocesan Catholic schools. To be admitted to attend classes, there must be two forms related to immunization on file at your child's school by the first day of school, and they are:

1. the Immunization Policy Acknowledgement, completed and signed; and
2. Maryland Department of Health and Mental Hygiene Immunization Certificate, (adapted for use by Archdiocese of Washington's Catholic Schools in Maryland) signed by a medical provider and parents

N.B. "No principal, or person in charge may allow a child to enter school, for even one day, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status." DDMH DEPT of Education.

INSTRUMENTAL MUSIC PROGRAM

In conjunction with the Archdiocesan Program, Little Flower has a band composed of interested students in Grades 4-8. A qualified music instructor is assigned by the Archdiocesan Program as the Band Director. All arrangements, lessons and rental or purchase of instruments are handled privately between parents and the Band Director. The school permits students in the band to be released from classes for a half hour lesson each week. This schedule is set up on a rotating basis so that the same academic classes are not always missed. It is the responsibility of the student to make up the work from a missed class.

LIBRARY

The library is staffed by a librarian and volunteer parents. Books are checked out by the teachers in Kindergarten and First Grade for their classes. Students in Grades 2 - 8 may sign books out for a two-week period.

Students are encouraged to make use of the library and to develop a love for reading. They are also expected to be responsible in the care of the library books and in returning them to the library on time. Lost or damaged books are expected to be replaced; therefore the student will be charged the price of a new book.

LITURGICAL LIFE

The liturgical life of the school is a strong and vital part of our program here at Little Flower. This is fostered and encouraged by the strong support of our Pastor and priests.

Students are involved in planning and participation in the liturgies in order to appreciate more fully the liturgical life of our faith. Dates and times of all liturgical celebrations are announced in the monthly school newsletter. Parents are encouraged to participate with the children whenever they are able to do so.

LUNCH

Lunches are to be brought from home. White or chocolate milk may be ordered in September for the year. Students in Primary Grades may bring an extra snack for the morning recess period. We strongly recommend that a nutritious lunch be planned for the student excluding candy or high sugar drinks.

For a fee, students have the option to purchase Hot Lunch twice a week. This program is provided by a local caterer and is supervised by parents who are volunteer members of the Hot Lunch Committee.

Parents bringing lunches in for children during the school day are asked to label them with the child's name/grade and leave them on the first table in the front hallway.

MEDICATION POLICY

State regulations require that we do not administer **any type of medication (over the counter or prescription)** here at school without a written order from a physician. **The written order and the medication, in its original container, may only be delivered to the office by a parent.**

If your child needs an antibiotic during the day and you don't have a written order from your Doctor, we cannot give your child the medication. You are welcome to come administer the medication yourself, but the Office Staff is not permitted to do so.

The school's Drug Policy forbids students to have any medications on their person or in their belongings during the school day. All medications must be kept in the School Office.

PARENTAL AGREEMENT

At the beginning of each school year, parents are required to sign a Statement of Agreement stating that they and their children have read the school handbook and will support the policies of the School as they are stated and implied. **Signing this Statement of Agreement also indicates that parents have read the emergency procedures that will be activated at school should an emergency situation be declared by local authorities and that they will faithfully comply with them.**

School officials are advised to admit a student to classes only when a signed agreement is submitted.

PARENT/GUARDIAN COOPERATION

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

PARTIES

Classroom parties are arranged at the discretion of the homeroom teacher. Invitations to an individual child's party to be held outside of school may never be passed out in school unless either every child in the class or all of the boys or all of the girls are invited.

PHONE

It is requested that personal calls between parents and students be kept to an absolute minimum. Only emergency messages will be forwarded to a child. These do not include plans for after school play dates. Student outgoing messages will also be limited to emergency messages. Forgetting a book, a homework assignment, gym uniform or materials for an after school program will not be regarded as an emergency.

Students are not permitted to have cell phones at school. For emergency reasons, parents may request permission for their child to have a cell phone. This request must be made formally in writing.

Teachers are not available for calls during the school day. It is school policy that teachers' home phone numbers are not released to the school community. Parents are asked not to call the teacher at home. Parents wishing to contact teachers may do so by sending a note with their child, calling the school office or contacting the teacher by e-mail. The teacher will respond as soon as possible.

PHYSICAL EDUCATION

All students are expected to participate in the School's Physical Education Program. A child may be excused only if a note from his/her physician is sent to the teacher of this program. In case of serious injury, surgery or prolonged illness, a release is needed before the child is allowed to resume classes.

A gym uniform is required. The regulation shorts and shirts must be worn for all gym classes. On the day of gym classes, students are to wear their tennis shoes for the entire school day.

Students unprepared for class will not be permitted to participate in Physical Education activities and will be required to complete alternate assignments.

PLAYGROUND

Our students are expected to:

1. follow the directions of the Playground Parents
2. stay in the appropriate areas - areas off limits include:
 - ..the grassy area in front of the Church
 - ..the ravine
 - ..areas around the parked cars and the bicycle rack
 - ..the Music Room steps
3. tell the parents if a ball goes down into the ravine
4. be kind to one another and be inclusive in their games
5. be polite, kind, and caring at all times
6. play ball in the designated areas of the playground
7. place trash in the receptacle in the Quadrangle
8. refrain from throwing balls against the building

The use of foul language, bullying and fighting on school grounds are very serious offenses and may warrant suspension by the Principal.

PROMOTION/RETENTION

Students will be promoted or retained on the recommendation of the teachers and the Principal, following their evaluation of the child's maturity in relation to his motor skills, social adjustment, and academic performance. Teachers will inform parents of the possibility of retention as soon as it is indicated. Ongoing conferencing will focus on the appropriate procedures to be followed in the best interests of the child.

REGISTRATION

Formal online registration of new students for Little Flower School opens in November and continues into the month February prior to the opening of the new school year. Specific details regarding this process are found in the section on ADMISSIONS.

RE-REGISTRATION

Families of children already enrolled in the school are required to re-register online in the month of January prior to the opening of the new school year. The re-registration and the designated fee hold the child's place in class for the new school year.

RELIGIOUS FORMATION

As a Catholic school, the teaching of Christian Doctrine receives special emphasis in our program. Students engage in daily prayer, have opportunities for the Sacrament of Penance and participate in Liturgy and other religious experiences. Personal, family, local and global concerns and other needs are addressed from a Christian perspective. Students are encouraged to respond to one another with love and a sense of justice, since the knowledge of Religion encompasses more than class time and required assignments.

The daily living of our Faith includes the practice of all that we believe. Regular church attendance, prayer, attitudes of respect, and proper moral values must be nurtured in family life. Parents, as the primary teachers of their children in the ways of the faith God has granted us, are expected to teach their children to practice this faith by attending Mass each Sunday and holyday; to see that they receive the Sacraments of Reconciliation and Eucharist regularly; and to prepare them for the reception of these sacraments. If this is done, then class instruction becomes meaningful for our students. Parents are urged to consider this matter carefully when reflecting on their priority for Catholic education.

Second grade children prepare for the reception of the Sacraments of Reconciliation and First Eucharist. Seventh and eighth grade students prepare for the Sacrament of Confirmation. Mandatory parent meetings are scheduled for each of these Sacramental Programs.

All students, including non-Catholics, shall (1) take religion classes in which Catholic doctrine is taught, (2) attend liturgical activities and sacramental programs and be invited to participate to the extent allowed by Church law, and (3) participate in all other aspects of the school's religious education program including formal retreat experiences. **Archdiocesan Regulation #6240**

REPORT CARDS

Report Cards are distributed four times a year. Both the format and the grading system used are those of the Archdiocese of Washington. Explanation of the grading system appears on the card. Grades are not merely a summation of test scores, but reflect the student's attitude, daily work, class participation, homework, special projects, test scores and quizzes.

Pre-Kindergarten and Kindergarten report cards are distributed in January and June.

RIGHT TO AMEND THE HANDBOOK

The school or the principal retains the right to amend the Parent/Student Handbook for just cause. In such cases, parents will be given prompt notification if changes are made.

SCHOOL ADVISORY BOARD

The purpose of the Little Flower School Advisory Board is to provide advice and assistance to the Pastor and the Principal in the governance of the School. The Board shall fulfill its purpose and exercise its functions in accord with the mission and goals of the parish and school and the goals, policies and regulations of the Archdiocese of Washington.

SCHOOL DAY

The school operates on a schedule from 8:10 am - 2:50 pm. Morning supervision begins at 8:00 am. Children arriving at school after the 8:10 am morning bell are considered late. They must enter the school by way of the main doors near the Office, receive a late slip and then report to their homeroom.

The school is not responsible for the supervision of students before 8:00 am in the morning or after 3:00 pm in the afternoon. On early dismissal days, supervision continues until 12:30 pm only. Therefore, the school is not responsible for any injuries or accidents which may occur if parents permit children to be on the school grounds during unsupervised times.

Parents are advised of these time frames of supervision and asked to cooperate with this school policy so that the safety of our students can be ensured.

SECURITY

For the safety of our students and staff and the security of our building, all outside doors are locked. All visitors and parents are asked to enter the building by way of the main door near the office. All visitors and parents must sign in and secure a visitor badge before going to any place in the school building.

SUMMER SCHOOL

Students in the Intermediate or Junior High Grades, who fail a major subject, may be requested to attend summer school before they will be admitted to the next grade. Failure in more than one major subject may result in retention.

TARDINESS

All students are expected to be with their class in the school quadrangle when the 8:10 am bell rings for the start of the school day. Doors on the quadrangle are closed once all of the classes have entered the building. Children arriving at school after the doors on the quadrangle are closed must enter the school by way of the main doors near the school office. For mandatory school record keeping, students must procure a late slip from the office before entering their classroom. Tardiness starts the day off wrong for the individual student and is disruptive to the orderly beginning of class and the opening exercises of the day. Students forego a noon recess if they have been late three times. If tardiness continues, after school sessions are scheduled. Tardiness is noted on the child's report card and permanent academic record card.

TECHNOLOGY AND THE INTERNET

Students must be responsible for accessing only appropriate web sites. Should they encounter an inappropriate site they are to leave it immediately and notify the supervising adult in the classroom. Parents of students in Grades 2-8 are required to sign off on the Internet Rules before their child may participate in Computer classes in the Lab or access the Internet from their individual classrooms.

In addition to the Internet Rules for the classroom the following behaviors are considered as unacceptable:

Sending, displaying, or downloading offensive messages or pictures

Using obscene language

Harassing, insulting, or threatening others

Damaging of computer systems or computer networks

Violating copyright laws

Submitting documents from the Internet as a student's personal work

Using another person's sign-on and/or password

Trespassing in someone else's folder, work, or files

Revealing a personal phone number, name or address of one's self or another

In compliance with regulations, the school network is protected by a firewall filter and unacceptable sites are blocked.

ARCHDIOCESAN POLICY 3212: TECHNOLOGY AND INTERNET USAGE

Student Responsibilities When using any Technology Equipment, All Students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.

- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

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

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

All students understand and acknowledge:

- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student’s teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.

- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement

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

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

TESTING

Children of Little Flower School participate annually in the Archdiocesan Standardized Testing Program. The Catholic Schools Office determines the grades to be tested and the semester in which these are to be administered.

Results of these tests are shared with the parents, provide valuable information for the school faculty and are used in conjunction with the High School Admissions Program of the Archdiocese.

Our curriculum provides for ongoing testing as a means of evaluation. Subject area tests are given periodically upon completion of unit or level material.

Corrected test papers are to be signed by parents and returned to the classroom teacher.

TRAFFIC

To ensure the safety of all students, parents transporting their children to and from school by car are required to follow the traffic pattern established by the school in consultation with the **Montgomery County Police** and to follow the instructions of the Safety Patrol and teachers.

Parents who insist on going contrary to the school's procedures create problems for the school community, place their children in difficult and unsupervised situations and jeopardize the safety of all students.

TRAFFIC PATTERNS

ARRIVAL/MASSACHUSETTS AVENUE

All families entering the school property by way of Massachusetts Avenue are asked to enter the school grounds by the driveway closest to Westland School, drive up to the coned area, let the children out on the passenger side of the car and then slowly exit the school grounds by way of the far right driveway to Massachusetts Avenue.

ARRIVAL/KIRKWOOD

All families entering the school property by way of Kirkwood are asked to slowly enter onto the parking lot, come straight forward to the orange cones, let the children out on the passenger side of the car and then continue slowly to exit by way of Kirkwood. Parents wishing to park and walk their child to the quadrangle are asked to park in the spaces along the edge of the property facing Westland School. Parents are asked to escort their child along the edge of this area to the safety zone where no cars may enter.

Parking spaces in the area adjacent to the Field are reserved for parishioners attending the 8:15 am Mass.

ARRIVAL/CHESTERBROOK

All families entering the school property by way of Chesterbrook are asked to drive slowly and carefully in front of the Church, turn right, come straightforward to the orange cones, let the children out on the passenger side of the car in the same area of the parking lot as the cars entering from Kirkwood, and then continue slowly to exit by way of Kirkwood. Parents wishing to park and walk their child to the quadrangle are asked to park in the spaces along the edge of the property facing Westland School. Parents are asked to escort their child along the edge of this area to the safety zone where no cars may enter.

Parking spaces in the area adjacent to the Field are reserved for parishioners attending the 8:15 am Mass.

DISMISSAL - GRADES PRE-K - 8

All families entering the school grounds by way of Massachusetts Avenue are asked to proceed to the upper parking lot, and park in the designated parking area for dismissal. Teachers will direct the exiting of the cars in an orderly manner.

When each row is given the signal to exit the school grounds, all cars must move. If your child has not yet come to the car, you must move with the line of cars. You may then pass in front of the Church and re-enter the school parking lot. All cars must exit the school grounds by way of Chesterbrook Road. The spaces along the ravine are not to be used for parking.

INCLEMENT WEATHER DISMISSAL

On days when the weather is severe either due to heavy rains, snow or icy conditions, the children who usually dismiss from school by car will remain in the classroom with their teacher. Parents will be asked to come directly to the room to pick up their children.

Parents are asked to exercise grave caution and to proceed slowly when departing the school parking lot so as to avoid serious accidents.

TUITION AND FEES

Tuition rates and school fees are published each year with registration notices.

All families are required to sign a **Tuition Agreement Form** indicating their payment plan of choice. All are asked to meet their financial obligations to Little Flower School promptly.

All financial obligations must be paid before report cards will be distributed or transcripts/records will be released to any other school.

TUITION POLICY

The amount of tuition is set by the Pastor in consultation with the School Advisory Board. Little Flower School has both Archdiocesan Parishioner and Non Archdiocesan Tuition Rates.

In keeping with Archdiocesan policy all families that are registered, active, and supportive of their parish will be afforded the Archdiocesan Parishioner rate of tuition since every parish in the Archdiocese is now being assessed to support Catholic Education whether they have a parish school or not.

This still presumes that our Little Flower families:

Are formally registered in Little Flower Parish

Worship each weekend with their Little Flower students at Little Flower Parish

Provide verifiable financial support to the Parish. These gifts should be made by using the weekly Sunday envelopes or Faith Direct and by contributing annually to the Little Flower Parish Fund

Little Flower families who do not meet these criteria will be charged the Non Archdiocesan tuition rates.

Families from other parishes in the Archdiocese who have children at LFS will be asked to provide verification from their Pastor that they are active and supportive members of their parish otherwise they will be afforded the Non Catholic rate of tuition.

For the payment of tuition, families may choose one of the three recommended Payment Plans:

- | | | |
|----|----------------|---|
| A. | Annual Plan | Full tuition due in August. |
| B. | Bi-Annual Plan | Two equal tuition payments due in August and January. |
| C. | Quarterly Plan | Four equal tuition payments due in August, November, January and March. |

Families opting for the Bi-Annual or Quarterly Plans will be required to pay an additional administrative fee.

Each family enters into a contractual agreement with the School by annually completing the Tuition Agreement Form for the school year.

In accordance with Archdiocesan Policy, the School reserves the right to withhold a student's school records and report cards when a family fails to meet tuition obligations. In addition re-registration and/or readmission may be denied. In the event that some emergency makes payment impossible, families must request a meeting with the Principal or the Pastor.

UNIFORMS

We strive to encourage our students to take pride in their appearance. Our uniform dress code helps them to focus on what is appropriate attire for school and reflects the identity, unity and spirit of our school.

There are times throughout the year that children have the opportunity for “dress up days”. On these occasions they are still expected to wear clothing that is suitable for school. We rely heavily on the support and encouragement of our parents in seeing that this expectation is met.

Uniforms are to be worn beginning the first day of school. All uniform items may be purchased at Flynn and O’Hara in the Loehman Shopping Center in Rockville. The optional summer navy walking shorts may be purchased at Lands End, J. C. Penney or the Gap.

Parents are requested to label all uniform items with the child's name and grade.

A written excuse must be presented to the school office if it is necessary for a child to be out of uniform at any time. Students who continue to disregard the dress and uniform code of the school will be subject to disciplinary action.

GIRLS - GRADES 6-7-8

- Navy plaid skirt – no more than two inches above the knee
- * White cotton knit shirt with school logo (May 1 – October 31)
- Navy blue walking shorts/belt, or navy blue skort (May 1 – October 31) optional
- White short/long sleeved oxford button down shirt (November 1 – April 30)
- * Navy blue vest w/school logo (November 1 – April 30)
- Navy blue knee socks (November 1 – April 30)
- White/Navy crew socks (May 1 – October 31) no golf socks
- Rubber soled school shoe or loafers – no sport shoes

GIRLS - GRADES K-5

- Navy plaid jumper – no more than two inches above the knee
- * White cotton knit shirt with school logo (May 1 – October 31)
- Navy blue walking shorts/belt or navy blue skort (May 1 – October 31) optional
- White cotton knit shirt with logo/plain white turtleneck (November 1 – April 30)
- Navy sweater/LFS sweat shirt
- Navy blue knee socks (November 1 – April 30)
- White/Navy crew socks (May 1 – October 31) **Golf socks never permitted**
- Rubber soled school shoe or loafers – no sport shoes

BOYS - GRADES 6-7-8

- Navy blue trousers/belt
- * White cotton knit shirt with school logo (May 1 – October 31)
- Navy blue walking shorts/belt (May 1 – October 31) optional
- Light blue short/long sleeved oxford button down shirt (November 1 – April 30)
- School tie (November 1 – April 30)
- * Navy blue vest w/school logo (November 1 – April 30)
- White/Navy blue crew socks (**Golf socks never permitted**)
- Rubber soled school shoe or loafers – no sport shoes or Timberland/hiking boots

BOYS - GRADES K-5

- Navy blue trousers/belt
- * White cotton knit shirt with school logo (May 1 – October 31)
- Navy blue walking shorts/belt (May 1 – October 31) optional
- White long/short sleeved shirt (November 1- April 30)
- School tie (November 1 – April 30)
- Navy sweater/LFS sweat shirt
- White/Navy blue Crew Socks (**Golf socks never permitted**)
- Rubber soled school shoe or loafers – no sport shoes or Timberland/hiking boots

GYM UNIFORM

August – October 31

Grades K-3

- * Red shorts with school logo
- * White cotton knit shirt with school logo (same as summer uniform shirt)
- White Crew Socks (Golf socks never permitted)**
- Tennis shoes (**worn only on gym days**)

Grades 4-8

Girls and Boys may wear Navy walking shorts instead of the red shorts with school logo. Students opting to wear the red shorts will continue to wear them under their regular school uniform.

- * White cotton knit shirt with school logo (same as summer uniform shirt)
- White Crew Socks (Golf socks never permitted)**
- Tennis shoes (**worn only on gym days**)

November 1 – April 30

Grades K-8

- * Navy LFS sweat suit
- Students opting to wear the red shorts with school logo will continue to wear them under their LFS sweat suit.**
- * White cotton knit shirt with school logo (same as summer uniform shirt)
- White Crew Socks (Golf socks never permitted)**
- Tennis shoes (**worn only on gym days**)
- * Navy sweatshirt with school logo
- (Grades 6-7- 8 worn only on gym days from November 1 – April 30)**
- * Navy sweat pants with school logo
- (All Grades - worn only on gym days from November 1 –April 30))**

PRE-KINDERGARTEN

- * **Girls – Navy blue shorts, slacks or skort – Red school shirt with logo**
- * **Boys – Navy blue shorts or long pants – Red school shirt with logo**
*LFS sweatshirt optional for winter uniform

The following uniform items are to be purchased at Flynn and O'Hara in the Loehman's Plaza at 5210 Randolph Road,, Rockville Maryland 20851 (301-838 8958) or online at www.flynnohara.com.

1. Girls uniform skirt and jumper
2. Boys Uniform Tie
3. Girls and Boys Navy blue vest sweater with school logo
4. Girls and Boys Navy blue sweat shirt and sweatpants with school logo ***
5. Girls and Boys white cotton knit shirt with school logo***
6. Girls and Boys red gym shorts with school logo

****Lands End also carries our white cotton shirt with school logo (All Grades)
the navy blue sweat shirt and the straight leg sweatpants with school logo.(Grades 6-7-8)*

Sweat shirts and sweat pants should be purchased from the same supplier so that the dye lots will match.

Order online at <http://www.landsend.com> go to School Uniforms. **School Code # 900053497**

T-Shirts worn under the Uniform Shirt should be plain white at all times.

During the winter months (November - April) the regular gym uniform may be worn under the uniform navy sweat suit on the student's scheduled gym days.

Students in Grades K – 3 may wear the regular gym uniform all day in school on their assigned gym days during the months of September, October, May and June. * All items starred are to be purchased through the school.

The appearance of any young person is primarily the responsibility of the student and the parents. **Girls' skirts and jumpers are to be of the required knee length.** It is expected that students always maintain the type of appearance and personal hygiene that is not distracting to teachers and other students. Shirts must be tucked in at all times.

Jewelry, nail polish, makeup, or any other type of ornament may not be worn. Girls with pierced ears may wear small earrings that complement the uniform, dangling earrings are not permitted. Boys and girls' hairstyles should be neat, not extreme or suggestive of a fad in style or color. Boys' hair should not cover the eyebrows or touch the shirt collar.

Students who are in Scouts may wear their Scout uniforms on the day of their meeting if the meeting takes place immediately after school.

It is expected that all students comply with the uniform and dress code of the school. Students who continue to disregard these codes will be subject to disciplinary action.

USE OF STUDENT INFORMATION/PICTURES

Generally speaking, the law allows for the release of directory information, i.e. names and addresses to appropriate persons. However, addresses will not be openly posted on our website or referenced to in our print materials for reasons of safety and privacy.

The school reserves the right to use student pictures in its publications and on the website. Should a parent have an objection to this, they must notify the principal in writing prior to the official opening of the school year.

VISITORS

In order to provide for the safety of the children entrusted to our care and to insure a minimum amount of interruption to the classroom schedule, all parents and visitors to the school are asked to report to the School Office. Here they will be asked to sign in and to wear a Visitor Badge during their time in the school building. Under no circumstance should any adults go to a classroom without following through on this procedure.

VOLUNTEER PROGRAM

The strength of a school community relies heavily on the support and involvement of all the families that the school serves. Each family of Little Flower School should be involved in at least one of the many Parent Programs that serve our students. Every child benefits from the commitment, interest, and assistance given by involved mothers and fathers.

ARCHDIOCESAN POLICY

All persons who have contact with children are required by the Archdiocese of Washington to attend an awareness workshop entitled *Protecting God's Children* and to have a criminal background check. This policy is for all Archdiocesan personnel, including priests, deacons, religious, employees, contract workers and parent volunteers. This policy extends to all of our parents who volunteer here at school in any capacity where the children are present. **Parents who do not fulfill these requirements may not assist at school.**

The school office has all of the information and required authorization forms for proceeding with the criminal background check.

The Archdiocesan Website, www.adw.org, has all the current information regarding the required workshop, *Protecting God's Children*.

WITHDRAWAL

Families withdrawing children from the school should notify the Principal as soon as possible. Records will be forwarded to the new school upon their request and only if the parent has signed a student record release form.

Parents requesting special transcript information will be charged an additional fee for this service. (\$75)

All financial obligations must be paid before records and recommendations are released.

The education of a child is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.