St. Therese
LITTLE FLOWER CATHOLIC SCHOOL

STUDENT & PARENT

HANDBOOK

2026-2027

317-353-2282 www.littleflowerparishschool.org

Student and Parent/Guardian Handbook

Last Updated: July 2026

Welcome to St. Therese Little Flower Catholic School. In choosing Little Flower Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Guardian/Student Handbook reflects the policies of St. Therese Little Flower Catholic School for the 2026-2027 school year. Please read this document carefully and sign the handbook agreement. This agreement states that you intend to abide by the policies of Little Flower Catholic School during the 2026-2027 school year.

The faculty and staff of St. Therese Little Flower Catholic School are focused on the well-being of each and every child and will do our best to ensure each child's success. We look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Cassie Echegaray

Principal, St. Therese Little Flower Catholic School

Mission Statement

Little Flower Catholic School, an educational ministry of Little Flower Parish, exists to provide quality Catholic education for the Eastside and beyond, as it has since 1926. Little Flower is a compassionate, caring community for pre-kindergarten through eighth grade that celebrates the growth of each person. We welcome all families who share our philosophy and mission.

Our school provides a safe, nurturing environment, a challenging academic curriculum, with an emphasis on the arts, that prepares students for higher education and helps them develop into confident, responsible citizens. Following the words of St. Therese, our patroness, “Love is repaid by love alone,” we promote a dedication to the Catholic values of peace, justice, and service.

Vision Statement

Little Flower School will be THE Eastside school family where children are encouraged to dream, achieve a better world, and flourish heart, mind, and soul.

Philosophy

Little Flower Catholic School, called to faith and salvation in Jesus Christ in the Roman Catholic tradition, strives to live the Gospel by:

- Worshiping God in word and sacrament
- Learning, teaching, and sharing our faith
- Serving human needs

We commit ourselves to generosity and to the responsible use of our spiritual and material resources.

The Little Way

God is first.

Do all things with love.

Do even the simplest of things to the best of your ability.

Show integrity.

Welcome everyone.

Find the joy in everything.

Make every day and every moment count.

Serve the community.

Strive for excellence**.**

“I will seek out a means of getting to heaven by a LITTLE WAY.” ~ St. Therese

Expectations

Little Flower Catholic School respects the individual conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school, we cannot relinquish our own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in the religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of sacraments).

Respect

Love one another.
Each person has a unique point of view. We will listen to and learn from others.
We will accept others as they are, recognizing that we are all different.
We will value our own abilities, mind, and body and strive to improve ourselves every day. We will attack problems, not people.
Violence, whether physical or verbal, is unacceptable.

Integrity

Honesty is expected of all, all the time.
Registration is an agreement by students AND parents/guardians to follow all school rules.
We will use email and social media with respect towards others. We value the good name of ourselves, our families, other people, and Little Flower.

Stewardship

The building and grounds of Little Flower belong to all of us. It is EVERYONE'S responsibility to keep them clean. Each of us must do our best to promote Little Flower. If problems arise, they should be addressed to the appropriate person. Each student, parent, guardian, and staff member will provide time, talent, and treasure to Little Flower as their personal circumstances allow.

Excellence

"Your life is God's gift to you. What you make of it is your gift to God."
As Little Flower School pledges to provide the best education possible, all students and parents/guardians pledge to give their best effort. Students will complete all work to the best of their ability.
Students, parents/guardians, and staff will strive to always represent Little Flower, as a student, athlete, fan, or guest, in a positive manner. Whatever you choose to do, do it as well as you possibly can.

LITTLE FLOWER is a SMOKE-FREE campus. This includes, but not limited to, tobacco products, vaping products, and tobacco use. There is absolutely no smoking anywhere on our campus/parish grounds.

Academics and Grades

Academic Expectations

Little Flower, in keeping with our Catholic/Christian beliefs, expects all students to use their God-given gifts and talents to the best of their ability.

Grading Policy

Grades will be posted weekly by teachers on PowerSchool. parents/guardians should continuously keep track of their student's progress, and students and/or parents/guardians should contact teachers if there is a concern.

Student grades will be based on classwork, quizzes, tests, and application of skills. Students may retake a test after school, after they have done additional work to prepare. The highest test score will count toward the final grade. Application assignments will have deadlines that students must meet. These projects may not be redone. No extra credit is assigned.

Little Flower adheres to the Archdiocese of Indianapolis grading scale.

Archdiocesan Grading Scale

A 90%-100%
B 80%-89%
C 70%-79%
D 60%-69%
F 59% or below

Honor Roll

Each grading period, students will be eligible for the honor roll. Honor roll students will have A's and B's for that grading period. High honor roll students will have all A's for that period. Honor students will have all A's and B's for that period.

Homework

Homework is important. It provides practice and drills that reinforce classroom learning and provide opportunities for independent study, research, and creative thinking. Parents/guardians can help their children by arranging a set time and quiet place for them to work and by seeing that assignments are completed. Praise and encouragement from parents/guardians are valuable.

Admissions/Tuition and Fees

Admissions

Following Archdiocesan policies, the School Commission has established the following admissions policies:

Due to the number of applicants and the limited number of spaces, a registration list (and lottery, if necessary) will be used to determine the order of acceptance within each priority category. Siblings of admitted transfer students will not receive sibling priority for one year. Students will be accepted according to the following priorities:

1. Students currently attending the school.
2. Siblings of students currently attending the school, including the following:
    a. Catholic students who are currently attending the school.
    b. Catholic students who attended the school and currently attend Catholic high school.
    c. Non-Catholic students currently attending the school.
3. Children of Little Flower parishioners employed by the parish.
4. Members of Little Flower Parish.
5. Children of Catholic teachers at the school who are not parishioners at Little Flower.
6. Members of a Catholic parish that does not have a school.
7. Members of other parishes that have a school.
8. Children of non-participating parishioners and non-Catholics.

All students must have updated and complete immunizations to be accepted; **no exemptions allowed.** In all cases involving Catholic families, their pastor must certify they are active parishioners in good standing. An active parishioner is one who is baptized Catholic, registered in a parish, attends Mass regularly, supports a parish financially, and offers one's time and talents in the service of a parish. Transfer families must provide a letter from their pastor stating they are active parishioners. All applications will be reviewed, and participating parishioner status will be verified.

Little Flower Catholic School reserves the right to enroll only those families who exhibit the necessary cooperation and attitude required for the school to fulfill its education mission. (See Little Flower Catholic School's Mission Statement) Admission will be denied to any family whose behavior is not consistent with the expectations of Little Flower Catholic School.

Registration

Families must re-register each year, usually immediately following Catholic Schools Week. Registration must be completed in a timely manner (a deadline will be set) as a courtesy to new families looking to enroll their children. A non-refundable registration fee of $80 per child must be paid for registration to be complete (see School Engagement). **Families must have all past due balances paid to be eligible to register, and must also have a zero balance at the end of the school year.**

Tuition

Tuition for the following year is set by the principal, pastor, and School Commission in consultation with the Finance Committee. Tuition for the year is published when the Finance Commission approves it.

The school contracts with FACTS to collect, record, and deposit tuition payments. Tuition payments may be made annually, by semester, or over ten (10) months.

Families are expected to remain current on their tuition obligation. As a caring Christian community, Little Flower wants to support families who have endured a financial setback or other difficulties that make tuition payments difficult. The administration will work with families to make special arrangements for payment. When a family falls in arrears without contacting the principal first, the principal and/or the business manager will contact the family about the obligation and will work with the family to find a solution.

Financial Aid

Funding for financial aid comes from a variety of sources. Students may qualify for the Indiana Choice Scholarship (voucher), SGO scholarship, and/or additional needs-based financial assistance.

Little Flower Parish financial aid forms must be completed online through FACTS in a timely manner. Final tuition amounts and aid awards will be mailed out before the school year begins.

PreK

Preschool families who would be voucher eligible, but do not receive On My Way To PreK or CCDF, may receive a $1,000 SGO scholarship.

Vouchers

Families receiving state vouchers must complete the voucher application in the school office EACH YEAR. In addition, each family must come into school during the time designated by the state to sign paperwork. Failure to do so will result in forfeit of the State Choice voucher, with full tuition then being the responsibility of the family.

Arrival and Dismissal

Students arriving prior to 7:40 am should proceed to the cafeteria. Students may enter the building at 6:30 am each morning but should not arrive earlier. **Students are considered tardy if they are not in their homeroom after 7:50 am.** Punctuality is a life lesson that begins in school. If your student arrives at school after 8 am, they must be accompanied by a parent/guardian to check in at the front office. Students arriving after 9:00 AM or leaving prior to 2:00 PM will be counted as a half-day absent. Parents/guardians may be required to meet with the principal if the school feels tardiness is affecting student success.

THE SCHOOL PARKING LOT IS A NO-CELL-PHONE-ZONE. PLEASE DO NOT EVER USE YOUR CELLPHONE WHILE DRIVING IN THE PARKING LOT.

Additionally, Little Flower is a no-smoking campus; there is no smoking during arrival and dismissal.

Arrival—All cars should enter through the Main Entrance alley off 13th Street. Drive directly north and drop your child(ren) off at door #6. Please pull up to Door 4 to avoid potential backup in the alley. If you are walking your child into school, you may park at the north end of the building and enter door #3. You must hold your child's hand and walk them to door #3. Children are NOT to walk across traffic on their own. All cars will exit the east gate onto Nowland Avenue.

Dismissal—All car riders will be dismissed from the parking lot. No one is to be picked up on Bosart St., 13th Street, or Nowland Ave. All cars should enter through the alley off 13th and park facing north. Students will be dismissed to cars at 2:55, and dismissal will begin at 3:05. Cars will be dismissed one row at a time, with those heading west being dismissed from the west gate and those heading east from the east gate.

Students walking home (or being walked home by parents/guardians) will be dismissed once car dismissal is complete. Students may not leave the parking lot to walk or go to a car until the parking lot has been emptied.

Artificial Intelligence

Policy on Student Use of Artificial Intelligence (AI)

Purpose: The purpose of this policy is to ensure that students at Little Flower Catholic School use Artificial Intelligence (AI) tools responsibly, ethically, and in a manner that supports their educational goals while maintaining academic integrity. This policy applies to all AI-based tools, platforms, and applications used within

or outside of the classroom setting.

This policy applies to all students enrolled at Little Flower Catholic School who use AI tools, including but not limited to writing assistants, machine learning programs, chatbots, and other AI-powered technologies, as part of their academic work, extracurricular activities, or personal use that is connected to the school.

Guidelines for Responsible AI Use:

1. Academic Integrity:
   - AI tools may be used for research, drafting, idea generation, and analysis. However, students are expected to maintain academic integrity when using AI in assignments, projects, and exams.
   - Plagiarism, including the use of AI-generated content without proper citation or attribution, is strictly prohibited.
   - Students must ensure that AI-generated content is used to supplement their own work, not to replace their intellectual effort or independent thought.

2. Transparency and Disclosure:
   - If a student uses AI tools to assist in the completion of academic work, it is their responsibility to disclose such use to the instructor or relevant faculty member.
   - Any AI-generated content or assistance used in assignments must be clearly indicated, either in the document itself or in accompanying notes, depending on the instructor's preference.

3. Appropriate Use of AI for Learning:
   - AI tools can be used for enhancing learning, such as by improving writing skills, aiding in research, and helping to organize thoughts. They may also assist in exploring complex topics or providing alternative perspectives.
   - However, AI should not be used to complete assessments or assignments that are explicitly designed to measure the student's individual learning and skills.
   - Students are encouraged to use AI tools in a way that fosters growth, critical thinking, and creativity.

4. Respect for Privacy and Security:
   - Students must ensure that any AI tool they use complies with school guidelines regarding data privacy and security.
   - Students should not share personal information, including their own or others', or sensitive data, with AI tools unless explicitly directed to do so by a teacher or administrator.
   - The use of AI platforms outside of the school's approved systems or for activities not aligned with the curriculum is discouraged.

5. Fair Use of AI in Collaborative Work:
   - AI tools may be used in group assignments or collaborative projects, but each group member must contribute meaningfully to the project. AI should be a tool to support the group's work, not to complete tasks for individuals who are not contributing.
   - AI use in collaborative settings should be consistent with the expectations for teamwork, shared responsibility, and mutual respect.

6. Ethical Considerations:
   - Students must use AI responsibly and avoid any use that promotes harmful behaviors, misinformation, or unethical practices.
   - AI should not be used to generate or spread biased, discriminatory, or inappropriate content. Students are expected to be mindful of the ethical implications of AI-generated work.

7. Restrictions on Misuse:
   - Students are prohibited from using AI tools to:
     - Cheat or bypass academic assessments (e.g., generating answers for tests or assignments).
     - Engage in cyberbullying, harassment, or inappropriate conduct online.
     - Violate the school's code of conduct or disrupt the learning environment.

8. Parental and Teacher Guidance:
   - parents/guardians/guardians and guardians are encouraged to stay informed about the AI tools their children are using and discuss appropriate usage.
   - Teachers will provide clear guidance on how AI can be used in specific assignments and classwork, and they will help students understand how to use these tools ethically and productively.

9. Consequences for Misuse:
   - Violations of this policy will be addressed in accordance with Little Flower Catholic School's disciplinary procedures. Consequences may include academic penalties, such as a reduction in grades or disqualification from assignments, as well as other disciplinary measures, depending on the severity of the violation.

The integration of AI into education can provide valuable opportunities for enhanced learning, creativity, and problem-solving. However, it is crucial that students use these technologies responsibly, ethically, and in a manner that promotes personal growth and academic honesty. By adhering to this policy, students will contribute to a fair and positive learning environment for themselves and their peers.

Athletics

Participation in athletics at Little Flower Catholic is a privilege and is encouraged as beneficial to the physical, mental, and academic well-being of the student. All participating students must have a yearly physical, and copies must be submitted to the athletic director.

Attendance on Day of Practice or Contest

Unless prior arrangements have been made with the principal, a student missing school due to illness, unexcused absence, or vacation may not participate in practice or a game that occurs on that day. All-day attendance is required on Friday to compete on Saturday. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, etc.) must be approved through the principal's office.

Academic Eligibility

Little Flower Catholic School believes students are scholars first and athletes second. Consistent with this belief, athletes are expected to perform in the classroom before they perform on the athletic field.

Every 4 weeks, school administration will determine the eligibility of a student-athlete through the use of school-wide midterm reports and report cards.

- If a student is failing one of his/her classes, the student will still be eligible, but will be required to participate in a one-hour per week minimum tutoring session after school.

- If a student-athlete has two or more F's on a school-wide grade report (midterm or report card), he/she will be considered ineligible. He/she will not participate in games/meets and must attend tutoring in order to continue to practice. After ten school days of ineligibility, the student will complete a grade

check; if the grade check reveals less than two F's, the student will regain eligibility. If a grade check reveals two or more F's, then the student will have to wait until the next school-wide grade report (midterm/report card) to regain eligibility.

Behavior Eligibility

1. Athletes earning detention will not practice or participate in an event on the day detention is served.
2. Athletes earning an all-day placement in in-school suspension may not practice or participate in the next athletics event.
3. Students who are suspended from school will lose after-school privileges for the remainder of the season. For an athlete to regain eligibility within the same sport season, a parent or guardian must meet with the school principal or principal's designee.

The principal or assistant principal will notify the athletic board in cases of athletic ineligibility.

Attendance

Attendance

Regular attendance is essential to a student's success in school. Frequent absenteeism and tardiness create a genuine hardship for a student and are regarded as a very serious problem that could result in a referral to the state for educational neglect. According to Indiana State Law, children may not be absent from school except in cases of illness or emergency. Excessive absences may result in a student being retained. **Any unexcused tardy after 9:00 AM will count as a ½ day absence, as will leaving prior to 2:00 PM.**

Prior to 8:30 a.m., parents/guardians are required to call the school office or email absent@littleflowerparish.org to report an absence. Please copy the classroom teacher on attendance emails. Failure to report your child's absence will result in that absence being unexcused.

WE STRONGLY DISCOURAGE STUDENTS LEAVING FOR VACATIONS DURING SCHOOL DAYS. PLEASE AVOID IT IF POSSIBLE.

Excused Absences

- Absences are excused when a parent or guardian contacts the school to inform them of the reason for the absence. Valid reasons for absence may include:
  - Illness or injury
  - Scheduled appointments
  - Family emergencies
  - Religious holidays
- Parents or guardians will have until the end of the next school day to provide a reason for the child's absence.
- Doctor's notes are accepted for absences or appointments when available.
- Teachers will notify families when students have reached 10 excused absences via a letter being sent home and via PowerSchool. After 15 excused absences, outreach will be provided to parents/guardians/guardians or guardians by the social worker or Parent Involvement Educator (PIE) to determine any barriers to attendance. 20 or more absences will result in a mandatory meeting with the administrative team to discuss enrollment status.

Unexcused absences:

- School staff will contact parents/guardians if their student is not present at school by 9 am.
- Absences will remain unexcused if parents or guardians do not provide a reason for the child's absence by the end of the next school day.
- When a student reaches 5 unexcused absences, a conference must be held within a week with the school social worker, PIE, administrative team, and parent or guardian to identify barriers and establish an attendance contract.

Tardies:

- If your student arrives at school after 8 am, they must be accompanied by a parent/guardian to check in at the front office.

Doctor and Dentist Appointments

Doctor or dental appointments should be scheduled after school hours whenever possible. If it is absolutely necessary to make an appointment during the school day, a written excuse must be presented in the school office. parents/guardians are asked to sign the student out at the office before the student is released from school. If a parent/guardian is sending someone to pick up his/her child, the parents/guardians must notify the office before the time that the child is to be taken from school.

The school reserves the right to request a doctor's note for any extended absence.

Cafeteria Services

A free breakfast snack is offered to all students at the start of each school day.
The school cafeteria offers a wide variety of choices and suggests a well-balanced lunch each day.

Student lunches with milk are at no charge.

Milk may also be purchased for $0.50 for those who bring their lunch in a sack or lunch box. Students will not have access to a refrigerator or microwave for lunches.

Fast food from restaurants, soft drinks, and glass containers are discouraged. However, if a parent brings in outside food, it must be eaten in a separate area designated by kitchen staff. Please do not bring any meat on Fridays during Lent.

Free and Reduced Meals- parents/guardians will receive forms whereby they may apply for free or reduced breakfasts and lunches if they meet federal income guidelines. If at any time during the year financial circumstances change, parents/guardians are encouraged to apply for this service.

Cell Phone Policy

UNDER SENATE BILL 78, Indiana's statewide "bell to bell" ban will be in full effect beginning July 1, 2026. It requires all K-12 schools to strictly prohibit students from accessing or using personal wireless devices - including cellphones, smartwatches, and gaming devices - throughout the entire school day.

Students carrying cell phones and/or smartwatches and other smart devices to school must turn them off and leave them in the school office for the duration of the school day. A collection box with a secure lid is available in each homeroom. Students will power off the device and place it in the box. The closed box will be taken to the school office following announcements. The box will be returned to homeroom before dismissal. Phones

and other devices are to remain off until the student is off school property.

If a student keeps the smart device in his/her backpack and then attempts to use it during the instructional day, the device will be removed from the student. Parents/Guardians may pick up the smart device in the office. However, this then becomes a disciplinary matter since the student chose not to surrender the device to the teacher for safekeeping. The following actions will be taken:

- 1st offense: parent/guardian picks up at the main office during office hours
- 2nd offense: in-school suspension
- 3rd offense: out-of-school suspension on record; no longer permitted to bring to school

If a student needs to communicate with parents/guardians, they may request to use a school phone. Adults at home are asked to refrain from contacting students via the student's mobile device until after dismissal is concluded.

Students are not permitted to wear smartwatches to school. If another type of smart device is brought to school, the device will be confiscated, and parents/guardians will be asked to pick it up in the school office. This device will not be permitted at school thereafter.

If a student has used the phone in ways that require further reporting, the school administration will alert legal authorities and/or Child Protective Services. If legal authorities are involved, it is possible that the smartphone or other device may not be immediately returned to the parent or guardian.

Code of Conduct

Archdiocese of Indianapolis Guideline for Catholic Schools on Respecting Persons

The good name, reputation, and personal safety of each student, faculty, and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, and the school with dignity and respect. Students may not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, sexting, pornographic or sexual images, blogging, etc. Any individual found to have made or participated with others in making, repeating, or forwarding any such remarks or actions will be subject to disciplinary action by the school up to and including expulsion/dismissal.

Little Flower Code of Conduct

Little Flower General Disciplinary Philosophy

Little Flower strives to educate children with Christian values and to provide a learning environment that will assist the child in developing intellectually, spiritually, emotionally, physically, and socially. Discipline is a tool for learning, not punishing. We believe that the school must help each student attain the self-discipline necessary for self-reliance and successful learning. Until a student exhibits the ability to be self-disciplined, guidance must and will be provided.

We expect students, parents/guardians, and staff at Little Flower to exemplify attitudes and actions that reflect Catholic values. Values such as respect, integrity, stewardship, and excellence are the goals towards which

all students must strive. Students, parents/guardians, and staff must expend constant effort in growth and development toward this end. Discipline will be administered with respect for Christian values embraced by the Little Flower community. When necessary, consequences will be administered in a manner that is consistent, fair, firm, and appropriate for each situation.

Standard Discipline Rules

Disciplinary rules include provisions concerning education, parental involvement, reporting, investigation, and intervention. Students are expected to:

- Follow the responsible directions of school personnel in all educational settings;
- Refrain from disruptive behavior that interferes with the educational environment,
- Arrive on time, including at the beginning of the day, after recess breaks, and between classes;
- Adhere to the school dress code;
- Treat other people and their personal property with respect,
- Not engage in bullying, violence, fighting, or intimidation;
- Make an effort to complete all school assignments.
- Students will not use personal electronic devices during the school day or before/after-care; this includes cell phones, smartwatches, smart glasses, tablets, etc.

Classroom Rules

At the beginning of the school year, teachers will prepare a document describing the classroom rules. The administration will review and approve the document to ensure a general consistency across the school and that classroom rules fall within the school standards, including the dress code. Both parents/guardians and students will receive a copy of the document.

Consequences and Process for Violations of Standard or Classroom Rules

A teacher or other school staff member who has students under his or her charge may take any reasonable action necessary to carry out educational functions. Point-, checkmark-, and reward systems may be used at the discretion of the classroom teachers as part of their standard classroom rules.

Repetitive negative behavior may require incremental consequences. Bullying, fighting, and property damage are generally considered to be more serious behavior problems and will start with more serious consequences.

More Serious Behavior Problems

More serious behavior problems are those which disrupt a student's ability to learn, prevent other students from learning, exhibit disrespect for people and property, or raise safety concerns within the school environment. Violations of classroom rules may rise to the level of more serious behavior problems when the behavior is repetitive and begins to interfere with a student's ability to learn or undermines a teacher's ability to teach. When dealing with more serious behavior problems, teachers will notify the school administration and engage with the student's parents/guardians.

Described below are sample offenses that may result in more serious disciplinary actions. Parents/guardians should always be promptly notified when this type of behavior occurs:

- Disrespect or bullying of others, including written bullying, touching, and intimidation;
- Lying and dishonest behavior;
- Cheating or plagiarism on a test or assignment;
- Mistreating or destroying school books, classroom, or school property, or that of another;
- Fighting or physical assault;
- Stealing school property or the property of another student or of a teacher or staff person;
- Leaving school grounds without permission during the school day; and,
- Similar offenses.

Consequences and Process—Teacher Assessed

After first notifying the administration, the teacher will inform the student and the student's parents/guardians that his or her conduct constitutes a more serious behavioral problem and that consequences will be assessed. Teacher-assessed consequences for violation of these more serious behavioral problems include detention, grade reduction, and extra work assignments. Repeated violations should result in a parent, teacher, and principal conference and additional consequences. If the teacher feels the situation warrants a more severe consequence, she/he will review the situation with the principal.

Consequences and Process—Administration-Assessed

Regarding any incident involving a more serious behavior problem or repeated negative behavior, the administration may review the situation and determine, after consultation with the teacher, whether a less or more severe consequence is warranted. Parents/guardians may be given time to plan for detentions or out-of-school suspensions upon request to the administration. A conference with the parents/guardians/guardians is strongly recommended.

Administration-assessed consequences include:

- Detention (1-5 days);
- In-school suspension;
- Suspension (1-3 days).

Bullying

Bullying can be, but is not limited to:

- Emotional: Being unfriendly, excluding, tormenting e.g. hiding books or threatening gestures;
- Physical: Pushing, kicking, hitting, punching or any use of violence;
- Racist: Racial taunts, graffiti, gestures;
- Sexual: Unwanted physical contact or sexually abusive comments or gestures;
- Homophobic: Because of or focusing on the issue of sexuality;
- Verbal: Name calling, sarcasm, spreading rumors or teasing;
- Cyber: All areas of Internet, such as email or other social media misuse, mobile threats, text messaging or calls, and misuse of associated technology, e.g., camera and video facilities.

Objective of the Little Flower anti-bullying policy:

Bullying means to ostracize a single person and push them to the fringe. It is wrong, dangerous, and it is the opposite of the teachings of Jesus. Children learn what they live, so at Little Flower, we will do all we can to prevent it and address it if it does occur. A key element of bullying is a silent witness. All Little Flower students are expected to stand up for victims of bullying and report bullying behavior immediately.

Little Flower does not allow bullying. Students are to show respect to all persons at all times.

Bullying/harassment in any form is strictly prohibited. All reports of unwelcome, offensive, or inappropriate behavior will be promptly and thoroughly investigated. Students found to be in violation of this policy will be subject to appropriate corrective or disciplinary action, which may include required assessment and counseling (at parents/guardians‘ expense), detention, suspension, or expulsion.

Students are expected to report incidents at school or at a school-related event to a teacher, staff member, coach, chaperone, or administrator. Any incident should be reported promptly.

Little Flower is committed to providing a safe and secure learning environment free from bullying and harassment. We are a place for all to learn, grow, and lead.

Student Assistance Team

The purpose of the Student Assistance Team is to develop plans for those requiring assistance (academically, socially, behaviorally), and to ensure that individual student needs are being met.

Students who encounter difficulties with their classwork or behavior may be referred to the Student Assistance Team by the principal. This team will review the student’s situation and then meet with the student and parents/guardians to discuss what actions may be necessary (contracts, special educational plans, suspension, etc). The decisions of the Student Assistance Team may be appealed by the student or parents/guardians. All appeals will be heard by the principal.

Fair Process

A Fair Process meeting must occur: a) before a student is suspended for more than 3 days; b) before an expulsion. In addition, if a family chooses, they may request such a meeting because a suspension of 1-3 days has been assessed. Any time the principal is considering consequences that require a fair process hearing, the principal should consult the pastor and/or the Office of Catholic Education (OCE). It is expected that such situations will arise very rarely.

A Fair Process meeting must provide the student with a written or oral statement of the allegations against the student. If the student denies the allegations, a summary of the evidence is to be provided to the student and his/her parent(s) or guardian(s). The student must be allowed an opportunity to explain his or her conduct. This is normally followed by a written notice of the decision to suspend or expel the student or the announcement of an alternate decision. The written notice indicates that the student or parent may request the opportunity to have the decision reviewed by the pastor.

If the student was removed under emergency circumstances, any conditions for return to school must be presented. The Fair Process meeting must be scheduled as soon as reasonably possible after the student‘s removal from school. No matter the circumstances that lead to such a meeting, the primary considerations should be the best ways to help a student improve behavior, balanced by the needs of other students and the school‘s mission to educate. If a family is offered such a meeting and declines to schedule it, the family forfeits all rights administratively to contest and appeal the suspension or expulsion.

Communications

Two-way communication is a crucial component of our educational partnership. It is imperative that children, parents/guardians, and the school make frequent, open, constructive dialogue a priority. Parents/guardians

should regularly check student progress via PowerSchool and may contact teachers via email. All Little Flower emails are first initial, last name, followed by @littleflowerparish.org (e.g.,Cassie Echegaray's e-mail is cechegaray@littleflowerparish.org). All e-mails will be responded to in a timely manner. Please remember to consider your tone and language before you hit send. Civility is required of all.

Questions and concerns about your child's progress or classroom issues should first be discussed with your child's teacher. Please schedule an appointment if you wish to speak to your child's teacher in person.

In any situation involving parental custody issues, proper, current paperwork must be filed with the school office.

A school newsletter is sent home from the office weekly. This is our primary means of relaying information. The menu from the cafeteria is included on the school website. The school website https://www.littleflowerparishschool.org/ also contains valuable information. Any organization wishing to put up posters or distribute fliers in the school must have prior approval from the principal.

Change of Address/Emergency Information

We must have an up-to-date emergency form for every family. If at any time during the school year a family moves to a different address or the phone number for home or work is changed, please notify the school office immediately. This is for your child's safety. In the case that an emergency of sickness or accident may arise, the parent(s) will be contacted. In case of an emergency, each student is required to have on file in the school office the following information:

*Names of parents and/or guardians
*Complete and up-to-date address
*Current home, cell, and work phone numbers
*Reliable emergency phone number(s) of relative and/or friend
*Medical alert information

Curriculum

Standards

Little Flower Catholic School is an accredited school by the Indiana Department of Education. As such, LF incorporates the Indiana Academic Standards for instruction at each grade level. Teachers have a wide range of strategies, methods, and resources to meet and exceed these standards. In addition, we offer diverse and challenging enrichment activities.

Religion

All Little Flower students (including non-parishioners and non-Catholics) receive regular instruction in religion and attend Mass weekly and on Holy Days. Each grade has several opportunities each year to assist in planning the Mass, and teachers encourage each child to participate. Please check the weekly newsletter for the specific Masses for each grade. Instruction for First Communion is handled by the Religious Education Coordinator and the 2nd Grade teachers. It is the responsibility of the parents/guardians/guardians to see that their children regularly attend Sunday Mass.

Specials

Little Flower provides several classes designed to enhance the curriculum for its students. Art, music, and

physical education are considered “specials”. In general, specials are not offered every day to each student, but meet one to two times weekly. The schedule for offering these classes is determined at the beginning of each school year, and parents/guardians will be notified of the schedule.

Students in grades 5-8 must bring and wear the PE uniform on days that they have PE. Any student who is unable to participate in PE must send a note to the school office. The office may request a doctor’s note for extended issues.

Resource Program

An educational plan is created for each student in Resource based upon psycho-educational testing, observations, and parent/teacher conferences (ISP/CSEP plans). This plan is then used to devise an educational program for small group instruction that best fits the students' needs.

Field Trips

All field trips are paid for through the generosity of our PPS.

Field trips within the city and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to community resources. Parents/guardians will receive notices of field trips in advance of the scheduled trip date. No child may attend a field trip without a signed field trip permission form. For the safety of the children, telephone calls and handwritten permission notes will not be accepted. A copy of the official field trip form may be found on the school website or is available from the teacher.

Parents/guardians are invited to attend field trips with their children as drivers and chaperones under the direction of classroom teachers if they have completed **Safe Parish training and a background check**. Siblings should not attend if a parent is in a supervisory role. Proof of automobile insurance and a valid driver's license are required and must be on record in the school office for all field trip drivers. **Drivers may NOT make stops between Little Flower and the field trip destination for any reason other than an emergency**. Chartered buses may be used for distant field trips.

Participation in field trips is a privilege for Little Flower students. Students may lose the privilege of attending a field trip if they fail to meet academic (including having missing assignments) and/or behavioral requirements (see Code of Conduct). Parents/guardians have the right to refuse to allow their children to participate in a field trip.

Dress Code

A standardized dress code, using traditional school uniforms, fosters an atmosphere of school identity and pride, enhances neatness, and decreases competition. Our uniform policy applies to all students in grades Kindergarten through 8. Parents/guardians, upon enrolling their child, agree to support the rules and policies stated below. **The primary responsibility for enforcing the dress code belongs to the parents/guardians. Please check your child before he/she leaves for school. Parents/guardians will be asked to bring a change of clothing if their student is not following the dress code.** Your support is greatly appreciated.

Little Flower provides a uniform exchange room at no cost to parents/guardians. Parents/guardians may take necessary items and/or leave outgrown uniforms for others. Please contact the school office to make arrangements for the uniform exchange room.

Uniform polos and sweatshirts must be purchased from the school uniform and spiritwear sales.

Parents/guardians may purchase conforming style slacks (no jean/rivet cut) and shorts from local department stores, provided that the clothing is in strict compliance with the uniform code.

PRESCHOOL DRESS CODE - A specific uniform is not required of preschool children. Clothing that is neat, clean, and conducive to a play environment is adequate for the preschool program. Shoes should be closed-toe and have backs.

The following applies to students in Kindergarten - Grade 8:

BOYS (K-8)

- **Pants** - Navy blue, twill uniform pants. NO denim material, cargo pockets, joggers, skinny fit, yoga fit, sweatpants, or decorative embellishments. 8th grade ONLY may wear khaki pants as well.
- **Walking Shorts** - Navy blue twill uniform shorts. NO denim material, cargo pockets, skinny fit, yoga fit, sweatpants, or decorative embellishments. 8th grade ONLY may wear khaki shorts as well. Shorts must reach at least fingertip length when arms are extended at sides.
- **Little Flower Logo polo shirt with collar**
- **Navy, Gray, or White cardigan**
- **Little Flower Logo sweatshirt** - all sweatshirts, regardless of the style, MUST have a Little Flower logo.
- **Socks** - plain white, black, gray, or blue with no designs or patterns
- **Shoes** - athletic or dress shoes that are closed-toed and heeled. NO crocs, birks, slides, sandals, or slip-ons, etc., are to be worn.
- **PE Uniform (Grades 5th -8th)** - Purchased through uniform sale; yellow shirt and navy shorts with logo

GIRLS (K-8)

- **Pants** - Navy blue, twill uniform pants. NO denim material, cargo pockets, joggers, skinny fit, yoga fit, sweatpants, or decorative embellishments. 8th grade ONLY may wear khaki pants as well.
- **Walking Shorts** - Navy blue twill uniform shorts. 8th grade ONLY may wear khaki shorts as well. NO denim material, cargo pockets, skinny fit, yoga fit, sweatpants, or decorative embellishments. Shorts must reach at least fingertip length when arms are extended at sides.
- **Skirts/skorts** - Navy blue skirts or skorts. Skirts/skorts must reach at least fingertip length when arms are extended at sides. Shorts and leggings are permitted to be worn under skirts as long as they are solid in color and are black, white, gray, or navy.
- **Little Flower Logo polo shirt with collar**
- **Navy, Gray, or White cardigan**
- **Little Flower Logo sweatshirt** - all sweatshirts, regardless of the style, MUST have a Little Flower logo.
- **Socks/Leggings** - plain white, black, gray, or blue with no designs, patterns, or embellishments.
- **Shoes** - athletic or dress shoes that are closed-toed and heeled. NO crocs, birks, slides, sandals, or slip-ons, etc., are to be worn.
- **PE Uniform (Grades 5th -8th)** - Purchased through uniform sale; yellow shirt and navy shorts with logo

For Physical Education (P.E.) students in grades 5th - 8th must purchase and wear the PE uniform. Please do not send your child in sweats, shorts, or shirts purchased elsewhere.

ALL STUDENTS:

“Walking shorts” in navy blue (khaki for 8th grade only) are permitted as a uniform option. They may be worn

throughout the year, but students should dress appropriately for outdoor recess at all times. Shorts must be purchased from the uniform section of a department store to ensure neatness and regulation length and color. Shorts must reach at least fingertip length when arms are extended at sides.

- Uniforms should be neat, clean, and fit properly.
- Shirts MUST be tucked in at all times.
- A uniform shirt must be worn at all times, even under sweatshirts.
- If t-shirts or long-sleeve shirts are worn under the uniform shirts, they should be plain white with no pictures, writing, or graphics of any kind.
- Students must wear shorts/pants that are the proper waist size and wear them at the waist. No stretch or knit pants, leggings, joggers, sweatpants, or cargo pants are allowed.
- Jewelry, if worn, should not be valuable and must be appropriate to the school uniform. Jewelry in excess will not be permitted.
- Only ear piercings are allowed.
- No make-up is permitted. This includes but is not limited to: foundation, concealer, blush, eye shadow, mascara, lip gloss, lipstick. Students may wear CLEAR pimple patches (brightly colored stickers/pimple patches are not permitted).
- No press-on or artificial nails are permitted, but nail polish on natural nails is acceptable. Fingernails should be well-groomed and at an appropriate length, as determined by the principal. Nail polish may not be applied during the school day, or students will lose the privilege of wearing polish.
- Hair should be clean and well-groomed at all times. Hoods, hats, and head coverings are not allowed during school. Acceptable hairstyles/colors are at the principal's discretion.
- Tattoos are not permissible. This includes students marking upon themselves with pens, magic markers, or other materials.

HOUSE TUESDAYS - On Tuesdays, students can wear their house shirt and/or sweatshirt with uniform shorts, slacks, or skirts. Shirts must be tucked in at all times.

SPIRIT WEDNESDAYS - On Wednesdays, students can wear Little Flower "Spirit Wear" or a shirt/sweatshirt from Eastside Catholic or local Catholic high schools with uniform shorts, slacks, or skirts. Shirts must be tucked in at all times.

OUT OF UNIFORM DAYS - There will be days when students are permitted to dress out of uniform. Please continue to honor the expectation of modesty by refraining from tight clothing or clothing that does not completely cover the body from the shoulders to the thighs. No pajamas are allowed unless it is specifically approved by the principal in advance. Yoga fit, athletic leggings/shorts are NOT permitted. Jeans may not have any holes. Expectations for shoes remain as above for safety reasons.

The administration reserves the right to address in the manner she or he sees fit any out-of-uniform clothing that is deemed inappropriate. If a student repeatedly forces the conversation about inappropriate dress on out-of-uniform days, he or she will lose the privilege of participating in future out-of-uniform days.

Emergency/School Closings

Delay, Cancellation, and Early Close of School

Delay or cancellation of school takes place only during extraordinary circumstances, such as extreme weather conditions or equipment failure in the school, where a significant safety risk exists. Parents/guardians will receive an email and/or text message with information about the school closing. **Please be sure to keep your contact information updated with the office**. Local television stations (and their webpages) may also have the information. In the event of a two-hour delay, students may not come to school before 8:30 AM.

In the unusual circumstance when school must be closed before the scheduled end of the school day, parents/guardians will be contacted before students are released from the school.

Change of Emergency Information

It is very important for emergency and administrative reasons that the emergency information on file in the school office for every student be current. Parents/guardians must notify the school immediately of a change in the emergency information during the school year.

Extended Care

Extended care will have the same conduct expectations as the school. All handbook rules will apply. Hours will be from immediately after school until 6 PM. Extended Care will be organized into quiet study time, snack time, and play time. Fees will be paid on a monthly basis through FACTS on the following yearly rate schedule for families who apply by September 15, 2026:

One child $1600
Multiple children $2400

All parents/guardians will have three free days of extended care to handle emergencies that may arise. After those days, the following daily rate will apply:

One child $16
Multiple children $24

Electronic devices/phones are not to be used during Extended Care. Delinquent payments for Extended Care will be added to FACTS agreements if no other arrangements have been made. Failure to pick up students by 6:00 may result in withdrawal from the Extended Care program.

Fundraising

School Fundraisers

Little Flower offers a number of curricular enhancements that are supported financially through fundraising activities. The LF PPS conducts the fundraisers.

Trash Bag Sales takes place each fall and spring. Walk-A-Thon is held each fall. Because these events enrich the school experience of all students, we ask that all families participate to the best of their ability. The PPS manages the proceeds to pay for field trips, teacher appreciation, and other curriculum enrichment programs.

No other groups should hold fundraisers at school.

Health

If your child has allergies (requiring special treatment), asthma, diabetes, or any medical diagnosis, you will need to complete a health plan with a physician's signature. A new care plan and emergency medications/supplies need to be in the school office by the first day of school.

Medications

At Little Flower, we comply with the Archdiocese of Indianapolis Policy on Administration of Medication and Medical Care; therefore, the following rules must be followed at Little Flower regarding medication.

- All medication must include a completed medication release form.
- All medication must be delivered to the school office by an adult in the container in which it was purchased. The medication must be accompanied by a completed medication release form. The medication can only be sent home with an adult.
- Students are not to carry any medications, including over-the-counter medicines and cough drops, on their person (exceptions: inhalers and EpiPens).
- Little Flower does not stock or supply students with any medications.

If your child is ill, please do not send him/her to school until he/she has been fever/symptom free for 24 hours.

The Marion County Health Department provides audiometric exams and vision screenings annually for specific grades.

Immunizations

The Indiana State Board of Health and State Law require that every student who is admitted to school must have evidence of a current vaccination regimen. Your family physician or the school office can assist you as to what vaccinations are appropriate for your child. Failure to comply with this law can result in disciplinary action, such as exclusion from the school.

Liturgy

All-School Masses are on Tuesday and/or Holy Days at 8:30 AM unless otherwise noted. Classes will take turns planning and leading Mass. The weekly newsletter will inform parents/guardians which class is leading the Tuesday Mass.

Parents/guardians are welcome and encouraged to attend.

Live Animals

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. At no time will animals considered dangerous be brought into the classrooms.

When an animal is to be brought into a classroom a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance this will be done at the beginning of the school year. It is up to the parents to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the Principal will confer with the Teacher and determine what options are available including having the student transferred to a different classroom without animals or changing to a different species with no allergy problems, or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. Food and animal bedding shall be stored in appropriate sealable containers to avoid attracting pests.

Examples of educational purposes where animals would be in the classroom for an extended period are:
- Animals used in health class to demonstrate effects of different diets.
- Animals used in biology to show developmental changes or diversity.
- Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less:

- Pets/animals brought into the classroom to allow students exposure to a variety of species.
- Pets/animals used to demonstrate obedience training.

This is not a comprehensive list of appropriate uses. The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal (not students) on a routine basis as to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

When appropriate, teachers may allow students to handle and/or feed the animals.

Media Release

Parents/guardians who wish to not have their child(ren)'s photograph used in school PR/Marketing publications must notify the office in writing at the beginning of each school year by submitting a non-release form to the school office by the first day of school.

Safety and Security

Emergency Information

For each student, emergency information is listed on the registration form. Parents/guardians must notify the school immediately of a change in the emergency information during the school year.

Emergency Drills

Each classroom has a Safe School Handbook and a detailed escape plan posted inside the door. A fire drill is conducted once a month. During a fire drill, each class has an escape route to a designated area that is a safe distance from the building. Tornado drills are conducted four times a year. During a tornado drill, each class goes to a designated area within the building away from windows. A lock-down drill is conducted annually.

Playground/Recess Regulations

Playground regulations are based on respect students should have for one another, our staff, and parish property. Normal standards of courtesy are always expected.

All students should be prepared with the proper clothing according to the weather to go outside every day for recess.

The following procedures have been established to ensure a safe environment:

- Designated play areas may be assigned on a rotational basis for certain grade levels.
- The school will provide balls and playground equipment. Students are not encouraged to bring their own. However, if they do so, they assume responsibility for them.
- Balls will be retrieved periodically from the roof of any building by the custodian only.
- Anyone coming into the building must have the playground supervisor's permission.
- No one may stay in from recess without a doctor's note.
- No one will stay in a classroom without a teacher present.

- If a child is injured, the playground supervisors will take care of the child. In the case of a severe injury, the playground supervisor will notify office personnel or take the child to the office. The supervisor will fill out an injury form if necessary.
- Tackle football may not be played. Touch football is permitted, but caution should be used.
- Rocks, pebbles, sticks, snowballs, or any other objects are not to be picked up or thrown.
- Use of profanity will not be tolerated.
- Fighting is a serious infraction and will be treated as such.
- Students will demonstrate respect for other students and adult supervisors.
- Students must stay on the playground until the whistle is blown and the teachers are present to escort them into the building.
- Students must come in from recess quietly and orderly following procedures.

Any infraction of the rules will initially be handled by the playground supervisors and teachers with the student being removed from the situation in a time-out period. If a student is consistently out of order, administration will be asked to assist and a consequence will occur, minimally – loss of recess privileges for a period of time. Any students involved in incidents of fighting or use of profanity should be brought to the school office.

INDOOR RECESS – Recess will be indoors in cases of inclement weather. Students are to engage in activities and games in their own classrooms. No running or rough play is allowed in the classrooms.

Possession and/or Use of Tobacco, Drugs, Alcohol

Possession or use of tobacco or tobacco products, such as matches, lighters, or vapes is prohibited. Smoking, vaping, and tobacco use is prohibited on Little Flower property. Students caught using and/or being in possession of tobacco, tobacco products, or vaping products could be subject to suspension or expulsion. Students who possess, use, distribute, or are under the influence of drugs or alcohol, or who engage in the unlawful selling of ANY DRUG will be subject to disciplinary action including suspension and/or expulsion. Some circumstances involving students and illegal substances may require reporting to legal authorities and/or Child Protective Services.

Possession of Firearms or Weapons

FIREARMS: defined as a weapon whose charge is expelled by the combustion of powder.
WEAPONS: defined as anything to fight with, any instrument of offense or defense.
The penalty for possession of a firearm or weapon may be expulsion, suspension, or other disciplinary action by the school administrators. The administrators will make the decision regarding the student continuing his or her education at Little Flower. Some circumstances involving students and weapons or firearms may require reporting to legal authorities and/or Child Protective Services.

School/Classroom Visits

Any person visiting the school is required to report to the school office to sign in and obtain a visitor's badge. A parent is welcome to visit his/her child(ren)'s classroom(s) during the school year. To do so, a parent must call the school office and make an appointment so a visit does not conflict with testing or other special events.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Threats

Little Flower Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Vandalism

Any vandalism, willful destruction, defacing or theft of school, others, and/or church property will be brought to the parents' attention. Parents are legally and financially responsible for the actions of their children. Disciplinary actions may include restitution for the damages, suspension (in-school or out-of-school), and possible expulsion.

Volunteers

Volunteers are necessary to accomplish some of the work undertaken by the school. Volunteers are required to take part in the **Safe Parish Program**. The training builds awareness of how to recognize and report physical abuse, emotional abuse, neglect, and child sexual abuse. The training is available in English and Spanish 24 hours a day, 7 days per week. It takes about one hour to complete and can be done in parts. Please refer to the section on our school website for details on Safe Parish and instructions for completion. https://www.littleflowerparishschool.org/support-us/safe-parish

Volunteers must complete Safe Parish training and a background check before they serve as a volunteer. The Archdiocese of Indianapolis requires a background check on all volunteers who come in regular contact with children.

School Engagement

- Registration Fee: $80/student
- Two Tiers of Payment
  For families who have completed their 15 hours, the registration fee would be:
  - $0

  For families who have NOT completed their 15 hours, the registration fee would be:
  - $80
- Engagement hours would need to be verified
  - QR codes will be available at all engagement opportunities
  - Parent(s) complete a quick Google form to submit their engagement hours whenever they participate
  - Any family members may complete engagement hours for a family (if aunt coaches, she may assign her hours, if grandpa comes to parent night, etc.)
  - Little Flower families may not "share" their hours with other families
- Counts Toward Volunteer Hours:
  - Informational meetings (math, reading, and/or parent night), field trips, athletic support (concessions, tickets, etc.), coaching, translator, commission sub-committees, PPS, PPS event

hosting, room parent, classroom assistance, recess duty
- Does Not Count Toward Volunteer Hours:
    - Attending school programs (musicals, choir, athletic games)
- Engagement Hours run from January through December

Social Media Acceptable Use Policy

Little Flower recognizes that access to technology in school gives students, parents/guardians, and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- Students, parents/guardians, and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Little Flower makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

Use good judgment
- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful
- Always treat others in a respectful, positive and considerate manner.

Don't share the following:

Confidential information
- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

Private and personal information
- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.

- NEVER give out or transmit personal information of students, parents/guardians/guardians, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

Please be cautious with respect to:

Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right…

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents/guardians/guardians, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a

crime. Remember that your activities are monitored and retained by others.

Examples of Acceptable Use
I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

Examples of Unacceptable Use
I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others--staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

Limitation of Liability

Little Flower will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within Little Flower.
- Removal of student from Little Flower.
- Additional consequences determined by Administration.

Student Records

When a student transfers or graduates, records are sent upon written request to the school to which the student is transferring, if all fees have been paid to Little Flower Catholic School.

According to the Family Rights and Privacy Act of 1975, parents have a right to view their children's records. If parents see a need at any time to do so, please advise the office 48 hours prior to review, per Archdiocesan policy.

Technology

Damage to Electronic Devices

Students may only possess school-issued electronic devices. Any student found responsible for damaging an

electronic device will be assessed a fine. The fine is determined based on the amount of damage done and replacement cost (not to exceed the cost to replace the Chromebook). A restriction will be issued dependent on the amount of damage. If it continues, they will not be allowed to use the computers.

Acceptable Use

- Students will use the school-issued Chromebook in ways that are appropriate, educational, and meet the guidelines of Little Flower School.
- All Chromebooks are subject to inspection at any time without notice and remain the property of Little Flower School.
- Students will follow the policies outlined in the *Social Media/Acceptable Use Policy* found in the student handbook.
- Students will know where their Chromebook is at all times and not leave it unattended.
- Students will not loan out their Chromebook or share their password with others.
- Students will return their Chromebook to the classroom cart and plug it in for charging at the end of each school day.
- Students will keep food and beverages away from their Chromebook since they may cause damage to the device.
- Students will not remove or deface the serial number or identification label on their Chromebook.
- Students will not disassemble any part of their Chromebook or attempt any repairs.
- Students will not place decorations (such as stickers, markers, etc) on their Chromebook.
- Students and/or guardians will be **financially** responsible for all damage or loss caused by neglect or abuse. (will not exceed the replacement cost of a Chromebook)

Right to Amend

St. Therese Little Flower Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents/guardians/guardians/guardians.