



Little Flower Catholic School

Student Handbook 2017-2018

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 educations 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



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 not yell at one another. 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 to follow all school rules.

We will not spread rumors or gossip.

No one will cheat, plagiarize, or accept credit for work they did not do.

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, not in the "parking lot".

Each student, parent, and staff 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 pledge to give their best effort.

Students will complete all work to the best of their ability.

Students, parents, 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. There is absolutely no smoking anywhere on our campus/parish grounds.

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 in grades Preschool- 8th classes 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.

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 children who exhibit the necessary cooperation and attitude required for the school to fulfill its education mission. (See Little Flower Catholic School's Mission Statement) An admission will be denied to any student 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 \$50 per child must be paid for registration to be complete.

Tuition

Tuition for the following year is set by the principal and pastor and School Commission with consultation of the Finance Committee. Tuition for the year is published when the Finance Commission approves it. Because the school is a ministry of the Parish, the tuition paid by Parishioners is supplemented by the Parish when the school budget is created. This sharing of costs assists parents.

Active parishioners may be eligible for a tuition scholarship. Registration forms include requirements for the Catholic discount and must be approved by the parish office. New families to our parish must be members for six months or have a letter of participation from previous parish to receive the discount.

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, active parishioner scholarship and/or additional needs-based financial assistance.

Attendance

Attendance

Regular attendance is essential to a student's success in school. Frequent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. 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. Prior to 9:00 a.m., parents are required to call or e-mail the school office to report an absence. Please copy the classroom teacher on attendance e-mails.

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 are asked to sign the student out at the office before the student is released from school. Parents must come to the office to sign a student out. If a parent is sending someone to pick up his/her child, the parents must notify the office before the time that the child is to be taken from school.

Any student who is absent for more than two consecutive days must have a doctor's note or prior approval from the principal for the absences to be excused. The school reserves the right to request a doctor's note for any absence after 10 occurrences.

Arrival and Dismissal

Students arriving prior to 7:40 should proceed to the cafeteria. Teacher supervision of the cafeteria begins at 7:15 each morning. Students are considered tardy after 7:50 am. Each tardy is considered one hour of unexcused absence. Unreported absences are also unexcused absences. More than 3 unexcused tardies in a quarter disqualify a student from perfect attendance. Punctuality is a life lesson that begins in school. Parents will receive notices of tardies and may be required to meet with the principal if the school feels tardiness is affecting student success.

Electronic devices/phones are not to be used in the cafeteria before school.

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. 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. No 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. or Nowland Ave. All cars should enter through the alley off 13th and park facing North. Students will be dismissed to cars at 3:00 and dismissal will begin at 3:05. Cars will be dismissed one row at a time beginning with the far Western row. If you are not prepared to dismiss, please move with your row and park in the parking north of door #3.

Cafeteria Services

A free breakfast snack is offered to all students at the start of each school day.

The school cafeteria offers and suggests a well-balanced lunch each day.

Lunches with milk are **\$2.85**. Students may purchase five-meal lunch tickets or pay cash daily. Students who do not have lunch money will sign a borrow slip and be charged \$3.10. They will receive a regular lunch.

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 refrigerator or microwave for lunches. **Fast food from restaurants, soft drinks, and glass containers are not permitted in the cafeteria.**

Free and Reduced Meals- Parents 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 are encouraged to apply for this service.

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 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, and staff at Little Flower to exemplify attitudes and actions which reflect Catholic values. Values such as respect, integrity, stewardship, and excellence are the goals towards which all students must strive. Students, parents, 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 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; and

Classroom rules

At the beginning of the school year teachers will prepare a document describing his or her 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. The age of students and the preferences of individual teachers may impact the classroom rules. Both parents and students will receive a copy of the document. Some classrooms may give a regular conduct grade. In these instances, the grade will be communicated to the parents along with an indication of what behaviors caused a lower grade. In any situation, parents are encouraged to discuss school behavior with their children.

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. Consequences for violating standard and/or classroom rules are generally limited to loss of recess time, extra homework, seat reassignment, extra classroom chores or loss of privileges as well as reduction in the conduct grade. 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 students' 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.

Described below are sample offenses which may result in more serious disciplinary actions. Parents should always be promptly notified when this type of behaviors occur.

- 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 destruction 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 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, 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 may be given time to plan for detentions or out of school suspensions upon request to the administration. A conference with the parents is strongly recommended.

Administration assessed consequences include:

- Detention (1-5 days)
- In-school suspension
- Out of School suspension (1-3 days)

Bullying

1) 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 from 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 to 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' 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.

Disciplinary Procedures

Each teacher is responsible to maintain discipline for all students under the teacher's supervision. If a student exhibits behavior inconsistent with the code of discipline for Little Flower, the following procedures will be followed:

1. The teacher and student will resolve the problem.
2. The teacher and student will resolve the problem and the parent will be notified.
3. Teacher will remove student from classroom. Student will meet with principal.
 - A. Minor disciplines will be handled as necessary by the principal
 - B. Major disciplines will result in the following consequences
 - i. First offense—in-school suspension for student and meeting/phone call with parents
 - ii. Second offense—student and parent(s) will meet with the Student Assistance Team and follow their recommendations
 - iii. Third offense—student and parent(s) will meet with principal and Student Assistance Team

The teacher will determine whether discipline will begin at procedure 1, 2 or 3.

The administration will solely determine whether a discipline is considered minor or major

Student Assistance Team

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

Students who encounter difficulties with their class work or behavior may be referred to the Student Assistance Team by the principal. This team of three teachers will review the student's situation and then meet with the student and parents 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. 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 which 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 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 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. When an emergency removal has take place, the Fair Process meeting must be scheduled as soon as reasonably possible after the student's removal from school. No matter the circumstances which 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, and the school make frequent, open, constructive dialogue a priority. Parents can contact teachers via e-mail. All Little Flower e-mails are first initial, last name followed by @littleflowerparish.org (i.e. Kevin Gawrys's e-mail is kgawrys@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 situations 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 in the weekly newsletter. The school website www.littleflowerparish.org/school also contains valuable information.

Any organizations 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 anytime 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, Academics, Grades

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 & 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 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, physical education, library, Maker's Space and foreign language 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 will be notified of the schedule.

Students in grades 5-8 are expected to have a change of clothes for 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 (IEP/ICEP plans). This plan is then used to devise an educational program for small group instruction that best fits the student's needs.

Field Trips

All field trips are paid for through the generosity of our PTO. Parent volunteers entry fees are NOT paid for by the PTO.

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 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. Faxed permission forms will be accepted.

Parents are invited to attend field trips with their children as drivers and helper if they have completed Safe and Sacred training. Siblings may not attend because their presence would invalidate our school insurance. 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 fieldtrip if they fail to meet academic (including having missing assignments) and/or behavioral requirements (see Code of Conduct). Parents have the right to refuse to allow their children to participate in a field trip.

Academics

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 Jupiter. Parents should continuously keep track of their student's progress and students and/or parents should contact teachers if there is a concern. Since grades are online throughout the year, progress reports will not be sent home.

Students in Kindergarten, 1st and 2nd Grades will receive a standards-based report card with the following achievement scale:

4 Exemplary -- demonstrates a deep understanding of key concepts and consistently applies and extends them above grade level.

3 Mastery -- Demonstrates an understanding of key concepts and consistently applies them at grade level.

2 Partial Mastery -- Demonstrates partial understanding of key concepts and/or inconsistently applies them at grade level.

1 Non-Mastery -- Demonstrates little understanding of key concepts and /or rarely applies them at grade level without support.

X -- Standard not assessed.

It is important to know that this scale does not translate to the traditional A-F scale.

Students in 3rd through 8th Grade will receive a traditional report card with the traditional percentage grading scale as shown below.

Little Flower adheres to the Archdiocese of Indianapolis grading scale.

Archdiocesan Grading Scale

A	95%-100%
B	86%-94%
C	76%-85%
D	70%-75%
F	69% or below

Honor Roll

Each grading period students will be eligible for honor roll. Honor roll students will have an 88% average with no D, F or U for that grading period. High honor roll students will have a 95% average with no C, D, F, or U for that period.

Homework

Homework is important. It provides practice and drills that reinforces classroom learning and provides opportunities for independent study, research and creative thinking. Parents 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 are valuable. Students write their homework in assignment notebooks provided by the school.

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 upon enrolling their child agree to support the rules and policies stated below.

Little Flower provides a uniform exchange room at no cost to parents. Parents may take necessary items or leave outgrown uniforms for others. Please check in with the school office before visiting the uniform exchange room.

The principal may deem any clothing or jewelry or hairstyle inappropriate and require it be changed.

- Girls-**
1. Plaid or navy jumper or navy blue slacks.
 2. Plaid/navy skirt or skort or navy blue shorts.
 3. White or navy blouse/polo with turn-down collars or turtlenecks with jumpers.
 4. Plain navy blue or white cardigan or pullover sweaters.
 5. Little Flower sweatshirt or approved LF t-shirt.

- Boys-**
1. Navy blue pants of twill, corduroy, or polyester or shorts.
 2. White or navy shirt/polo with turn-down collar or turtleneck.
 3. Plain navy or white cardigan or pullover sweater.
 4. Little Flower sweatshirt or approved LF t-shirt.

NOTE: Cargo pants, jean style, baggy, saggy, or tight pants are never allowed.

All students will possess at least one LF navy blue polo shirt with current logo for Mass days and special LF dress days. These may be purchased through our PTO.

Shirts are to be completely tucked in at all times except during PE. Any t-shirts worn under uniform polo shirts should be plain white or navy.

Eighth grade students may wear khaki pants that meet the same requirements as the navy pants (or shorts, during the appropriate months).

Recess

Students will go outside for recess whenever reasonable possible (reasonable being at the discretion of the principal). Students should always be prepared for outdoor recess with appropriate coats, hats, gloves.

Non-Uniform Days

This is a privilege. Students should enjoy these days but they should always dress appropriately for school. Unless it is designated as a Dress-Up Day, students may wear jeans, shorts, skirts, dresses or slacks. Inappropriate clothes include short-shorts, cut-offs, tank tops, mini skirts, torn clothing, or clothing with inappropriate graphics or words.

Students Council Non-Uniform Days

The Student Council may also sponsor non-uniform days for \$1 to raise money for various charities and all school activities. Appropriate clothing for these days is described in Non-Uniform Days.

Jewelry

Jewelry if worn should not be valuable and must be appropriate to the school uniform.

Hair

Hair should be clean and well groomed at all times. Hats and head coverings are not allowed at any time. Mohawks and shaved designs are not acceptable. Acceptable hair styles/colors are at principal's discretion.

Fingernails

Fingernails should be well groomed, and at an appropriate length as to not be a safety hazard. Nail polish may not be applied during the school day or students will lose the privilege of wearing polish.

Make-up

Students may not wear or bring make-up to school.

Shorts

Navy blue shorts may be worn during summer dress period, which will be determined by the administration. No jean or athletic shorts are acceptable.

Shoes and Socks

Neutral color socks or tights and closed toe and heel shoes must be worn at all times. Other, colorful, socks or tights may be worn on spirit days ONLY.

Spirit Days, every Wednesday- students will be allowed to wear any LF shirt or a shirt/sweatshirt from local Catholic high schools.

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 will receive an email and/or text message with information about 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 9:30 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 is 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:

One child	\$1200
Multiple children	\$1600

All parents 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	\$12
Multiple children	\$16

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 Extended Care program.

Fundraising

School Fundraisers

Little Flower offers a number of curricular enhancements which are supported financially through fundraising activities. The LF PTO conducts the fund-raisers.

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 PTO manages the proceeds to pay for field trips, teacher appreciation, and other curriculum enrichment programs.

Student council may hold occasional out of uniform days to pay for service projects. No other groups should hold fundraisers at school.

Health

Medication may only be dispensed from the school office. Prescription medication must be for the child to whom it is to be given and must be in the original prescription bottle, and a signed medication policy must be on file. Students must turn in all medicine to the office (aspirin, etc.) Cough drops do not need to be taken to the office, however students must have a parent note.

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

The Marion County Healthy Department provides audiometric exams, vision screenings, and scoliosis screenings annually for specific grades. In additions, they provide other health services as needed.

Liturgy

All-School Masses are on Fridays and/or Holy Days at 8:30 AM. Classes will take turns planning and leading Mass. The Monday newsletter will inform parents which class is leading the Friday Mass.

Catholic parents and students must attend Sunday Mass to receive the parishioner discount on tuition.

Media Center

Little Flower Catholic School is fortunate to have a media center.. The teachers will schedule technology lab times as they integrate computers in their daily classroom teaching. Registration at Little Flower implies agreement with our Acceptable Use Policy, a copy of which is available in the school office.

BYOD—students in grades 3-8 may bring their own device to school, though the school does provide Chromebooks and iPads in addition to our computer lab. Phones are not acceptable devices for use in school. School is not responsible for lost/broken/stolen items.

Safety and Security

Emergency Information

For each student, emergency information is listed on their 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.

School/Classroom Visits

Any person visiting the school is required to report to the school office to sign in.

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 special area classes.

Volunteers

Volunteers are necessary to accomplish some of the work undertaken by the school.

Volunteers are required to take part in programs that are part of the Safe and Sacred 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 .at www.safeandsacred-archindy.org. It takes about 45 minutes to complete and can be done in parts.

Volunteers must complete Safe and Sacred before they serve as a volunteer. At the end of the program, new volunteers will be directed to enter information for a background check.

Upon completion of the Safe and Sacred program, a copy of the Certificate of Completion should be forwarded to the School Office. The Archdiocese of Indianapolis requires a background check on all volunteers who come in contact with the children of our parish and school.