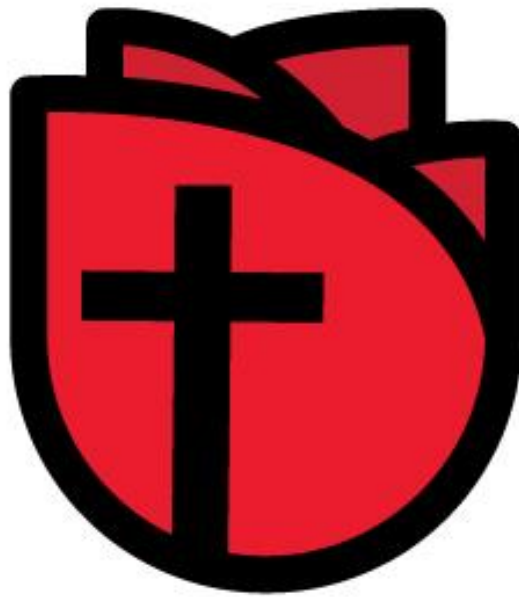


Little Flower Catholic School



Parent-Student Handbook

1300 Casazza Drive
Reno, NV 89502
(775) 323-2931

Receipt of Handbook

This receipt serves as official record that you have received a Parent-Student Handbook for the 2021 - 2022 school year.

By signing this document, all parents/guardians and their students accept the provisions set forth in the Parent-Student Handbook and agree to comply with stated provisions as a condition of continued enrollment at Little Flower School.

Little Flower School reserves the right to amend the Parent-Student Handbook at any time throughout the school year. If a question on policy arises, the current Parent-Student Handbook will be the authoritative document in determining the correct procedures.

I have received and read the Parent-Student Handbook for the 2020 - 2021 school year.

Print – Parent/Guardian

Signature – Parent/Guardian Date

Print – Student Name

This signed contract is a condition of enrollment at Little Flower School. Failure to return the signed contract by September 20, 2021 will result in your son/daughter receiving an unexcused absence and not being allowed to attend school until the contract is returned.

Important Phone Numbers

Little Flower School	323-2931
Principal Extension	201
Business Office Extension	202
Little Flower Church	322-2255
Little Flower School Fax	323-2997
Diocese of Reno	329-9274
FACTS Help Line	866-441-4637
Catholic Youth Organization	Please call school

MISSION STATEMENT

Little Flower School community provides children a Catholic education rooted in high academic expectations, leadership, and service opportunities in a faith-filled environment.

Motto:

Different Where It Counts

Philosophy:

Guided by the example and teachings of Jesus, and in partnership with our parents, we assist our children in growing as servants, scholars, leaders, and witnesses to Christ.

The faculty of Little Flower School strives to develop the whole child; we work to nurture the spiritual, moral, physical, intellectual, and psychological well-being of every child. We are a community where all are welcome, all are supported, and all are loved. We are “Different Where It Counts.”

SLEs:

Little Flower Students will be...

1. **S**ervants
 - a. To the school, parish, and greater community in activities, events, and outreach programs
2. **E**ducated
 - a. To meet or exceed all Common Core State Standard grade level benchmarks
 - b. To be critical thinkers
 - c. To be skilled in organization and preparedness
 - d. To be prepared for a rigorous secondary education
3. **L**eaders
 - a. Who set an example for peers and the community
 - b. Who make socially and morally responsible choices
 - c. Who work cooperatively with all community members and groups
4. **F**aith Filled
 - a. Through acknowledgement of the teachings of the Catholic Church
 - b. Through participation in public worship

Through tolerant and respectful relationships with others

I. Acceptance of Parent-Student Handbook as a Contract

All Students, along with their Parent(s)/Guardian(s), explicitly accept the provisions set forth in the current Parent- Student Handbook as a condition of enrollment at Little Flower School and agree, so far as they may be applicable and not at variance with any of the provisions of this contract, to comply with all school regulations. Little Flower School reserves the right to amend the Parent-Student Handbook at any time should the need arise. Any policy statements published during the course of the school year are considered to be an addendum to the Parent-Student Handbook. The policies stated in the Parent-Student Handbook shall prevail should inconsistencies be found with the published policies in other Little Flower School publications.

II. Notice of Non-Discrimination Policy as it applies to Students and Employees

Little Flower School operates in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. & 2000d et seq.) and the non-discriminatory requirement of Title IX of the Education Amendments of 1972 (20 U.S.C. & 1681 et seq.). Little Flower School admits students of any race, gender, color, national, and ethnic origin to all of the rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, national or ethnic origin in the administration of its educational policies, scholarship and loan programs and other school administered programs.

III. Private Elementary and Secondary Authorization Act Exemption

The Catholic Schools of the Diocese of Reno are exempt from the Private Elementary and Secondary Education Authorization Act as allowed by NRS 394.211. LFS is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

This means that the schools are recognized by the State of Nevada as alternatives to public schools but are not subject to the licensing requirements of the State. Exempt schools are required to provide a curriculum equivalent to that required for public schools and that follows the state curriculum standards. Instructional time, length of day and school year must meet state requirements. The schools are required to comply with all applicable state, county and local health, safety and fire inspections and laws, ordinances and regulations including those relating to fire emergency drills, vehicles and immunization of pupils.

The standard curriculum in use in the Diocese of Reno incorporates the curriculum guidelines developed by the Archdiocese of Cincinnati, Ohio, the Nevada State

Standards and Common Core State Education Standards. Changes in the curriculum are made as deemed appropriate to meet the needs of students and for alignment with the Nevada State Standards.

All elementary school students in grades K-8 are tested annually in the fall of the school year using the ACT ASPIRE. The Curriculum at Little Flower School meets or exceeds the Nevada State Standards in all content areas.

The Diocese of Reno Catholic Elementary Schools are accredited by the Western Catholic Educational Association. Every six years, each school develops a self-study that is reviewed by a Visiting Committee of educators through a formal visit to evaluate the school's progress. A school receives a term of accreditation up to six years.

Bishop Manogue Catholic High School is accredited by the Northwest Association of Schools and is evaluated according to the norms of that agency and the Western Catholic Educational Association. For curriculum and program information regarding Bishop Manogue, please visit www.bishopmanogue.org.

IV. 2021 - 2022 FACULTY AND STAFF

The staff of Little Flower School is comprised of well-trained professionals who are deeply committed to the ministry of Catholic education. With a sincere effort to help every child in our school, the faculty works collaboratively for the good of the school and the continued improvement of programs that are essential to a healthy learning environment. The faculty encourages and maintains ongoing communication with the parents of the school community and the parish.

V.

Business Matters

A. Admissions

Little Flower School admits and provides services for students of any race, color, national or ethnic origin. It is a parish school that provides children with an educational experience based on a Catholic philosophy of education. Any child who fulfills the age, health, and academic requirements is eligible for admission.

1. Kindergarten

All students seeking admission to Kindergarten for the upcoming school year must complete a Readiness Assessment before August 10. Little Flower School will offer several opportunities to complete the assessment and those times and dates will be posted on the website. Interested parents may contact the main office for details.

Students seeking Kindergarten admission should be five years of age on or before September 30 of the school year entering.

2. Admissions Requirements

All students are required to provide the following prior to being admitted to Little Flower School:

a) Official Application and Application Fee (accessible in the main office or at www.littleflowerschoolnv.org)

b) Birth certificate

c) Baptismal certificate (if applicable)

d) Current immunization records

e) For students in grades 1-8 seeking admission:

(1) Official records showing successful completion of prior grade levels

(2) Withdrawal paperwork from the prior institution

(3) Two letters of recommendation addressing behavioral and academic characteristics

(a) One letter from the principal

(b) One letter from the most recent grade level teacher

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

B. REGISTRATION

Registration for all returning students takes place in January / February each year. In order to register, each family must complete the on-line enrollment packet through FACTS.

Tuition for the present year must be current in order to register for the following year.

C. TUITION AND FEES

Tuition rates and school fees are published each year according to the budget. Base tuition for the 2021 – 2022 school year for grades K-8 is \$5,350.00. Tuition may be paid annually, semi-annually, or over a ten-month period from August to May. Payments for families paying annually are due on or before August 5. Semi-annual payments are due August 5th and January 5th. All monthly payments are due on the 5th day of each month from August to May.

Parents are required to sign a **Contractual Agreement for Payment of Tuition** and to meet their financial obligations promptly in accordance with the terms of the agreement.

If withdrawal occurs during the school year, the tuition obligation is *immediately* due and payable through the last day of the month in which the withdrawal occurs. **For example**, if a child withdraws on March 15th, the tuition is due and payable through March 31st of that school year. All tuition for which a parent or guardian is responsible must be paid in full before transcripts or will be released to any student, parent/guardian, or educational institution.

1. Unpaid Financial Obligations

Financial obligations are directly related to the continued enrollment of a student at Little Flower School. Little Flower School reserves the right to withhold registration privileges, report cards, transcripts and diplomas until all financial obligations have been satisfied. The unpaid balance of the obligation (including charges for tuition and all other fees) shall be considered an educational loan extended to the parent(s) for their child's benefit by Little Flower School and is enforceable under the laws of the State of Nevada and the United States of America. Any financial obligations incurred pursuant to this contract are collectible by law and will be pursued accordingly.

Any time a family experiences a delinquency of 30 days or more with regard to tuition payment and other fees, the family must contact the business office and/or the Principal immediately. Continued non-payment could result in the dismissal of a student. Past due accounts may be turned over to a professional collection agency at the discretion of the school. All past due accounts may be assessed a \$25 per month late fee.

If at any time families experience any unforeseen difficulties with regard to tuition payments, the business office and the Principal should be contacted immediately.

Students will not be permitted to register at another Catholic school within the Diocese of Reno until all financial obligations at their current or previous Catholic school within the Diocese have been met.

2. Return/Refund Policy

All application and registration fees are non-refundable.

3. Financial Aid

Little Flower School uses FACTS Grant and Aid as a confidential third party evaluator to determine student and family aid needs. All families applying for aid must complete the FACTS Grant and Aid Application online by May 1 of the year prior to the year for which aid is being requested. Only verified applications that have been determined as having need through FACTS Grant and Aid will be given tuition assistance.

4. Sibling Discount

Little Flower school offers a sibling discount for those families with more than one child attending each school year. Please refer to the tuition contract for specific details.

5. Parent Service Hours

Little Flower strives to work for the good of the school, to build a strong sense of school community and to foster viable channels of communication whereby parents and faculty may better communicate and cooperate in the education of the children. The school depends upon parent participation to provide auxiliary services, fundraising, playground supervision, coaching, room parents, classroom, helpers, clerical assistance, and much more. Being involved in such activities is beneficial for the child and contributes to a positive school community.

Every family at Little Flower School has an obligation to perform 25 hours of service to the school each year or pay a fee of \$500.00. For those families who do not complete the required 25 hours, they will be assessed \$20.00 per hour for those hours not fulfilled. There are many activities throughout the school year to help each family complete their required service. Activities must be school related and parents are responsible for recording and reporting the hours worked through the online system. Hours need to be returned within 30 days following the event in which they were served and a record of volunteer hours will be sent home in the Brown Envelope each quarter. Hours should be complete by April 30, 2020. For more information on Parent Hours and opportunities to complete those hours, please contact the Business Office through the main office at (775) 323-2931.

D. Volunteer

Volunteers must have a background check available on the Diocese website and meet the requirements of the "Protecting God's Children" for adults program prior to volunteering. This includes reading follow-up bulletins. Volunteers must "sign in" and "sign out" in the school office every time they volunteer. If you currently have a Virtus account, you can add or delete a location by logging into your Virtus account, going to general information and add or delete a location. One choice will be your primary location. Then go to locations and roles and edit. Be sure to save the changes. If you need assistance, please contact the Safe Environment Office: 775-326-9445.

E. Insurance

Little Flower School offers an opportunity for students to participate in an accident insurance policy. The cost is minimal and there are different plans available.

F. School Hours, School Days, After School Care, Operations

1. Main Office

School office hours are 7:30 a.m. to 3:30 p.m. The school office is closed to students during the day unless they are ill or there is an emergency.

2. Staff Development Days

The first Friday of each month, unless otherwise noted in the school calendar, will be a minimum day with dismissal at 12:30 p.m. If Little Flower School students are attending noon Mass on a half day, children will be dismissed after Mass, at approximately 1:00 p.m. This day is set aside each month specifically for the purpose of staff development and faculty meetings. On these days, teachers will receive training and / or in-service. Please make every effort to pick up your children on time on these days so that the faculty and staff can proceed with their meeting. Children not picked up by 1:00 p.m., will go to the After School Program at the minimum day charge of \$20.00.

3. School Day

The school day begins at 8:30 a.m. and ends at 3:15 p.m. Students may enter the building at 8:20am. The first bell is at 8:20am and students may enter their classrooms at that time. The bell to mark the beginning of the school day is at 8:30 a.m. It is imperative that students arrive on time to prevent disruptions.

The school is not responsible for the supervision of students before 8:00 a.m. or after 3:30 p.m. Students are not allowed on the playground before 8:00 am without parental supervision. On early dismissal days, supervision continues until 12:45 p.m. *No child may remain at school unsupervised for any period of time.*

If students are not picked up by 1:00 p.m. on early dismissal days or by 3:30 p.m. on regular days, they will be sent to the After School Program and charged the drop-in rate. Parents must be responsible to pick up their children promptly each day. This policy is due to liability and safety reasons.

A. Students may not be released from classes early from 3:00 – 3:15, except in cases of emergency. Students may be picked up from the office between the hours of 9:00am to 3:00pm.

4. Weather Emergency, School Closing

In the event of serious inclement weather, Little Flower School will try to follow WASHOE COUNTY SCHOOL DISTRICT closures and delayed starts. If schools are closed or on a delayed start, announcements are made on our Bright Arrow system, and the

local television stations, normally KOLO-Channel 8, KRNV- Channel 4, and KTVN-Channel 2. In the event of a 2 hour delayed start, children may not be dropped off on school grounds until 10am as there is no staff here to supervise them.

Also, in the event of a pandemic or other situation that may warrant widespread school closure, Little Flower School may follow the guidelines and recommendations, as applicable, of the Washoe County School District or Washoe County Health Department.

5. Lunch

Students may bring their own lunch or order lunch items that are delivered to school five days a week. Lunch must be ordered one week in advance via the online system. White milk, chocolate milk may be ordered at the beginning of each semester. It is recommended that nutritious lunches and snacks be planned for students, excluding candy or high sugar drinks; sodas are not allowed at school.

Parents who bring lunches during the school day are asked to label the lunch with the child's name and grade. Lunches may be left in the school office and the meals will be delivered just before lunchtime. **We are a nut free school!**

6. Before and After School Programs

A well-supervised Before and After School Program is available for any student registered at Little Flower School in Grades K-8. These Programs are not a licensed child-care program, but a paid service provided to school families only. The Before School Program is available from 7:00 – 8:00 a.m. on all days that the school is in session. The Before School Program will not be available on days that we have a delayed start. The After School Program is available from 3:30 – 5:30 p.m. except for the days before holidays (Thanksgiving, Christmas, Spring Break and Easter). On minimum days the service is available from 12:45 – 5:30 p.m. PLEASE KEEP YOUR CONTACT TELEPHONE NUMBERS CURRENT. PLEASE NOTIFY THE OFFICE, PREFERABLY IN WRITING, IF YOUR CHILD WILL BE ABSENT.

a) GUIDELINES FOR BEFORE SCHOOL PROGRAM

- (1) Location: 4th Grade Classroom
- (2) Hours: 7:00 – 8:00 a.m.
- (3) Fees: Full-time (5 days/week) \$40.00 per child
Drop-in \$10 —per day per child

b) GUIDELINES FOR AFTER SCHOOL PROGRAM

- (1) Location: 4th Grade Classroom
- (2) Hours: 3:30-5:30 p.m. Extra charge of \$5.00 per family, per day from 5:30-5:45 p.m. or any time thereafter
- (3) Fees: Full-time (5 days/week) \$45.00 per child, per week
- (4) Part-time (1-4 days/week) \$12.00 per child, per day
- (5) Drop-in on minimum days \$20.00 per child, per day
- (6) Please keep in mind that your child is receiving after school care for a minimal cost of only \$31.00 per week for five days. Because Little Flower School is trying to offer a convenient, low cost service to the parents, no refunds can be given due to absences.
- (7) Payments must be made in advance through the online system. Extra charge (\$5.00) from 5:30-5:45 p.m. must be paid when the child is picked up.
- (8) Minimum Days: There are certain days throughout the school year when school is dismissed at 12:30 p.m. On those days the charge will be \$20.00 per child for drop-ins.
- (9) Snacks: A snack will be provided each day for the children. On minimum days children must bring a lunch and drink.
- (10) Schedule: 3:15 - 3:45 p.m. Outdoor play (weather permitting)
 - 3:30 – 3:45 p.m. Outdoor play (weather permitting)
 - 3:45 - 4:15 p.m. Snack, socialization
 - 4:00 - 4:15 p.m. Projects, games, or play
 - 4:15 - 5:00 p.m. Tutoring/homework**
 - 5:00 – 5:30 p.m. Projects, games or play

**This time is scheduled for homework, reading, or quiet work. Students who do not have homework are expected to sit quietly and read as a courtesy to the students who have work. Please send age-appropriate desk-work activities with young children (i.e., workbooks and crayons).

(11) Sign-out: Parents must sign out their child each day. A written permission note must be sent with your child to the office if someone other than the parent will be picking up the child. *If your child is leaving school early or will be picked up at 3:00 p.m., and will not attend the program, YOU MUST NOTIFY THE OFFICE.* It takes valuable time away from the students if we have to find a child who did not report for roll call.

(12) Parking: Parking is available at the east side of the Church or in the parking lot west of the school. Absolutely no driving on the playground is permitted. Please park in either of these two lots and enter through the 8th grade room. We ask that you do not park in front of the school or enter through the front door, again, please use the parking lots and the south door.

(13) Behavior: All established policies of Little Flower School apply to the Before and After School Programs. Conduct referrals will be sent to the Principal and the parents if problems occur. If conduct problems continue, the child will not be allowed to return to the Before and After School Programs.

G. Communication

1. Little Notes/Monthly Newsletter

Little Notes is a weekly electronic communication with calendar, notes and important updates. The Monthly Newsletter is a monthly heads up on what is coming up that month.

2. Telephone Calls

In emergency situations, parents may phone the office, leave a message, and it will be conveyed to the student immediately. All other phone messages received throughout the day will be brought to the student at 2:55 pm in order not to disturb the classroom.

3. Parents' Club Meetings

Parents' Club Meetings are open to all parents/guardians of the Little Flower Community. Notice of meetings will be posted on the website and sent home in the monthly newsletter in the Brown Envelope.

4. Back-To-School-Night

Back-to-School Night is an opportunity for parents to meet the classroom teachers and hear a presentation regarding curriculum, expectations, classroom needs, and school rules. Please see the school calendar and web page for specific dates and times.

5. Conferences

Parent-Teacher Conferences are scheduled to coincide with the distribution of report cards at the close of the first grading period. See school calendar and web site for specific dates and times. Additional conferences may be scheduled if the teacher, the parent, or principal deems it necessary. Parents are encouraged to be in contact with the teacher.

7. Complaints

Ordinarily the complaints shall be directed to make the complaint to the party concerned and to seek resolution or mutual understanding at that level. Every effort should be made to deal with the problem at the earliest possible state.

If a resolution cannot be reached between the parties concerned, a written complaint should be submitted in the following order and every effort to resolve the issue(s) should be made at each level:

To the Principal

To the Pastor

And, finally, to the Superintendent of Catholic Schools (only after all other avenues have been pursued.)

VI. Health and Safety Regulations

A. Emergency Information Record

Parents are to make sure that an emergency information record is on file with the school for each student enrolled. This form should be filled out completely. Any medical conditions, medications used by students, or medical excuses requested should be specified on the form.

B. Emergency Contact Information

It is essential that the information on a student's emergency contact on the computer is accurate and up-to-date at all times. The school office must be notified in writing immediately, if there is a change of address, telephone number (home and business), or if the emergency contact person(s) change. The school will not release a student to anyone not listed on the emergency contact card.

C. Medication at School

Students, who require medication to be administered during the school day must adhere to the following policy:

1. Little Flower School has office medical forms that have to be completed by a parent or doctor, allowing LFS to administer medications.
2. Students may only receive their medication from the front office secretary or the principal. No student is allowed to go and retrieve his/her own medication or to carry his/her own medication with him/her throughout the day. Students who carry their own medication will be considered to be in violation of the prescription drug policy and will serve the appropriate consequences.

The only exception to the medication rules listed above is for students with inhalers and epipens. Students who need to carry inhalers or epipens must follow all of the above policies, parents must meet with the Principal, and the student will be allowed to carry his/her inhaler or epipen.

D. Illness during School

Students becoming ill during the school day are to report to the front office secretary. If it is necessary to send the student home, the front office will inform the parent, legal guardian or individual(s) so designated on the student's emergency information record. If a parent/guardian is unable or unwilling to pick up their student, the student may be sent to the hospital via ambulance. **If this procedure is not followed and the student leaves the campus without checking out properly, he/she will be subject to disciplinary action upon return to the school. Little Flower has the right to contact 911 at any time.**

E. Communicable Diseases Policy

To ensure the safety, health and welfare of the entire Little Flower community, the administration will require or recommend appropriate forms of isolation and non-attendance at classes or on the campus. *Isolation* means that the student must stay home until fully recuperated. *Non-attendance at classes or on the campus* means, that with certain communicable diseases, the individual may not attend class or be on campus without a Medical Release from a physician. With other less serious communicable diseases, it is recommended that the student not attend class or be on campus. The following policy is in accordance with the guidelines of the Center for Disease Control.

Strict Isolation and Non-Attendance at Classes:

1. **Childhood diseases such as chicken pox, measles, German measles and mumps**
2. **Viral hepatitis**
3. **Active pulmonary tuberculosis**
4. **H1-N1 virus Modified Isolation and Non-Attendance at Classes:**
5. **Severe influenza, severe infectious mono-nucleosis and pneumonia**
6. **Conjunctivitis (pink eye)**
7. **Any communicable disease**

Recommended Isolation and Non-Attendance at Classes:

1. **Severe sore throat, influenza**
2. **Any severe infection or disease**

F. Evacuation Plan

Little Flower School has implemented an effective, organized plan in the event of an emergency that would warrant the evacuation of the school. This plan is a State approved emergency operations plan and all employees are trained annually. Staff and students are made aware of this complete evacuation plan at the beginning of the school year.

G. Protecting God's Children

Anyone who works with students on the Little Flower School Campus must participate in the Protecting God's Children program and fill out a background check prior to employment or volunteer work. All students will participate in the Personal Safety courses.

H. Confidentiality

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

The name of Little Flower School, its activities, student roster, or parent mailing lists may not be used in any way for personal gain. In cases of dispute, the Principal shall make the final decision.

Communications from the school are not for public distribution or media use unless specifically stated or authorized.

The many accomplishments of Catholic School students, staff, and parents may draw the attention of newspapers, television stations, or other media who visit the school to photograph, film, or interview members of a Catholic school in the Diocese of Reno. In addition, schools in the Diocese of Reno may use pictures of students in school related activities (such as drama, sports, and choir) for publication in media including, but not limited to, newspapers, school/parish bulletins, informational brochures and presentations, and the school's website.

In recognition of parental concerns over the identification of their child(ren), Little Flower School has adopted the following publication guidelines:

3. Exceptions to this policy:
 - a) *School portraits for use in the yearbook (unless the parents/guardian does not authorize any publicity by designating this preference on the form).*
 - b) *Students who participate in activities as a representative of the Diocese of Reno or a Catholic school in the Diocese of Reno (including but not limited to drama, sports, choir, and academic competitions) may be photographed and identified in photos for publication.*
 - c) *Any photos taken at school activities and events may be used in school publications; individuals will not be identified by name without prior notification.*

J. Child Abuse and Harassment

Teachers will report any knowledge or suspicion of child abuse, neglect, or sexual abuse as required by Nevada Revised Statutes 432B.010-390. According to federal law, sexual harassment includes, but is not limited to:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations, or comments.
2. Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
3. Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play because of some sexual matter.
4. Threats and demands to submit to requests for certain benefit.
5. Retaliation for having reported or threatened to report sexual harassment.

In all cases, the principal, or in the principal's absence, the vice principal will be notified immediately.

K. Playground Use

Parents agree to assume the risk of, and by enrollment, release the school from liability for, injuries sustained as a result of classroom/playground activities.

Skin cancer is the most prevalent cancer in the United States, is linked to sun exposure in youth, and is preventable. As students spend time outdoors during physical education, recess, sports, and other school activities, Little Flower has a responsibility to work with families and communities to protect students' future health by educating them about protecting their skin and adopting sun-safe behaviors while outdoor. Students may keep sunscreen in their backpacks and apply it when they feel it necessary while outdoors. They may also wear hats and protective clothing while outside to protect themselves from harmful UV exposure. They must remove the hat or clothing once inside the building

L. Locked Doors

For the safety of our students, staff, and the security of the building, ALL outside doors are locked (when not in use) during the school day, with the exception of the main front door. All visitors and parents must enter the building by way of the main door near the office (the Casazza Drive entrance). Visitors and parents MUST SIGN IN / SIGN OUT and secure a visitor badge from the school office BEFORE going to any location within the school building. This policy is in effect before school, during school, and after school. A buzzer entry with camera is installed in the front door entry.

M. Visitors

For the safety of our students and to ensure a minimum of classroom interruption, parents and visitors to the school must report to the school office. After registering the name and purpose for being in the building, the visitor will be asked to wear a Visitor Badge during the time in the school building. No one shall enter a classroom, without following this policy. The safety of the school environment is very important to all members of Little Flower School.

N. Threats of Violence

The safety of every person at school is the primary concern of the administration. All threats of violence will be taken seriously. Teachers shall notify the principal in cases of acts or threats that pose a safety concern.

O. Release of Minors

No unauthorized organization, agency, or person is allowed to visit or assume custody of any student during school hours. In order to cooperate with parents, the school is to be informed of custody status. Students who are picked up for appointments during the school day hours have to be signed out in the school office. In order for a student to go with another person, a written note by the legal guardian must be submitted to the office prior to the student being released.

P. Pickup and drop off

There is one travel lane in the parking lot that goes from Plumb Lane to Casazza. There is one entrance into the lot from Casazza and two exits. Please do not go out of the parking lot through the far west driveway as that is an entrance only. You may not stop in these travel lanes to pick up or drop off; rather you are required to pull into a designated parking space. **You may not park or load/unload children in the travel lanes.** Failure to abide by these rules may result in the revocation of your parking privileges in the west lot for a period of time to be determined by the principal. (see attached picture)

1. **Parking in front of the school**

The yellow zone is for active loading and unloading only.
You may not park in the red zone for any reason.

VII. Attendance

A. Absence Procedure

If a student is going to be absent, even for one class or a portion of one class, the procedure detailed below must be followed:

1. Parent/Guardian must call the Office (775) 323-2931 between 7:15am and 9:00am on the day of the absence

a) *In the call, please state the following:*

- (1) Reason for absence

(a) if absence is because of illness, if illness is communicable

- (2) Length of absence

b) *Parent/Guardian must send a note a) with the student, or via fax (775) 323-2997 prior to the student's arrival that explains the absence*

Please Note: A note or a phone call is required in order for an absence to be considered for excusing. Failure to have a note or a phone call will result in the student receiving consequences for an unexcused absence.

B. Types of Absences

1. School Excused

Parent/Guardian phone calls and notes may excuse a student absence only for the following reasons:

- i. Student Illness
- ii. Student Serious Injury
- iii. Death in the family
- iv. Emergency
- v. Immediate and necessary medical attention
- vi. Any school sponsored activity

2. Parent Excused

Parent/Guardian phone calls and notes may excuse a student absence for an appointment or an event that is not an emergency and could be scheduled outside of school time. Five or more Parent Excused absences per semester will have a negative impact on a student's grade and may require student remediation.

3. Unexcused

All absences that do not have a parent/guardian phone call and a parent/guardian note are unexcused.

4. Truancy

Truancy is defined as an "unexcused absence" from school without the knowledge and consent of parent/guardian and proper notification of Little Flower School authorities, for part or all of any school day. Failure to provide verification of excuse of an absence within the specified time frame will result in an immediate referral to the Principal and appropriate consequences.

Additional Consequences: Depending upon the nature and seriousness of the truancy incident, additional consequences may be imposed by the Principal and may include, but are not limited to, the following: Parent Conference, Activity Suspension, Off-Campus Suspension, On-Campus Suspension, Probation, and possible Dismissal from Little Flower School. Schoolwork, assignments, and/or tests missed because of truancy MAY NOT be made up.

5. Pre-Planned Absence

In the event that it is necessary for a student to be away from school and parents are aware of the need for an absence, The Parent/Guardian must contact the teacher and office:

- (1) Today's Date -Exact Dates of Absence -Reason for Absence
- (2) Date and Time student will return to school

C. Make-up Work

In cases of excused absence, students shall have the same number of days that they were absent to make-up all required work. If a student was absent for two days, his or her work is due the third day of his/her return (two full days of work time). The exceptions to this policy are as follows:

- i. Projects – Projects that were assigned prior to the student's absence must be returned the day the student returns.
- ii. Tests/Quizzes – Tests and quizzes that were assigned prior to the student's absence and for which the student has all classroom knowledge and completed all learning must be complete when the student returns.

D. Tardiness

A student is defined as tardy if he or she is not inside the designated classroom with all necessary materials when the tardy bell rings. Individual teachers may require that a student not only be inside the classroom but in their seat when the tardy bell rings in order to be counted on time. This policy will be supported by the administration. It is the responsibility of each student, with the support of parents/guardians, to be on time to school and each class every day. **Tardiness is a disruption and a form of disrespect to teachers, peers, and administrators. Being late to a class indicates disregard for a teacher's time and fellow classmates' time.** Excessive tardies will require a conference with the principal!

E. Special Considerations

1. Parent/Guardian Out of Town

If you will be out of town or otherwise unavailable for your child, please send a note to the Main Office at least three days prior to your departure. Information supplied prior to such an occurrence should include the name and relationship of the person responsible during your absence, as well as the address and both home and work phone numbers for this individual. The beginning and ending date of this arrangement should also be noted.

2. Mass and Prayer Services

All students must attend all-school masses/ prayer services as a component of their education at Little Flower School. Parents may not excuse their students from these services. Habitual absence, even those for appointments, from masses/services will result in a conference between the student, the student's parents/guardians, and the Principal.

VIII. Academic Matters

A. Curriculum

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

The educational program at Little Flower School provides for the individual growth of the student in all phases of development. The courses of study are in compliance with the requirements set by the Catholic Schools Office of the Diocese of Reno and the State of Nevada Department of Education. Changes in curriculum are made as deemed appropriate to meet the needs of the student according to Nevada State Law. Beginning with the 2011-2012 academic year, Little Flower School will follow the Common Core Standards set by the state department and the National Governors' Association.

1. Reading

Students in grades K-5 use Houghton Mifflin Harrows Journeys 2012 Sadlier Oxford Vocabulary. Beginning in third grade, students use chapter books and age appropriate literary pieces to continue their reading education. In grades 6-8, students have an English class that focuses on grammar, writing, and comprehension, as well as a Literature class that introduces them to common literary works and in-depth reading and analysis.

6-8 English grammar- students learn parts of speech, proper writing techniques and mechanics, sentence structure, and appropriate language use. English grammar classes are divided into honors and regular classes.

2. Writing

Little Flower School applies writing across the curriculum. All students have required written pieces and each subject demands formal and informal written responses.

6-8 Literature- students read classical texts and learn about tone, author's purpose, audience, historical context and how to complete character studies

The school uses Words Their Way as a supplemental vocabulary program in K-3 and grades 4-8 follow the Sadlier-Oxford Vocabulary program.

3. Mathematics

Math in focus, a Singapore math curriculum is followed in grades K-5. Middle School math is departmentalized; students are grouped based on instructional level in courses of Geometry, Pre-algebra, and Algebra.

4. Science

In grades K-5 students are introduced to science through Pearson resources and curriculum structure. Topics covered include Life Science, Space Science, Earth Science, and Biological Science.

In grades 6-8, students follow a secondary curriculum in Earth, Life and Physical Science.

5. Social Science

K-5 follows the Pearson curriculum for Social Science. Sixth grade studies Western Civilization, seventh grade studies Modern World History, and eighth grade studies United States History.

6. Theology

Grades K-8 all receive religious instruction. The school uses *Blest Are We* from RCL Benziger.

7. Foreign Language

Students in Kindergarten through 8 have the opportunity to study Spanish as a part of the curriculum.

8. Physical Education

All students are expected to participate in the physical education program. A student may be excused ONLY if a written note from the physician is sent to the office. In cases of serious injury, surgery, or prolonged illness, a release may be required before the student is allowed to resume participation in class.

9. Religious Formation

The teaching of Church Doctrine is given special emphasis in our educational program. Students engage in daily prayer, and have opportunities for initiation into the Sacrament of Reconciliation and Holy Communion. Personal, family, local and global concerns and other issues are addressed from a Christian perspective. Students are encouraged to respond to one another with love and justice.

Regular church attendance, prayer, attitudes of respect, and proper moral values must be nurtured and encouraged in family life. Parents are the primary teachers of their children in the ways of faith and Little Flower School encourages and assists the family in daily living and in practices of the Catholic faith. Parents are urged to consider this matter carefully when reflecting on the priority for Catholic education. Students are prepared for the Sacrament of Reconciliation during the Advent and Lent seasons.

However, it is the parent's responsibility to see that the child receives this sacrament during these special seasons as well as throughout the year.

The Family Life Program is taught in the classroom. Parents are strongly encouraged to continue the lessons by supporting parent-child relationships and information, providing marriage and family life connections, and teaching how to make good moral choices.

Second grade children prepare for the reception of the Sacraments of Reconciliation and First Eucharist. Parents are strongly encouraged to attend scheduled meetings for each of these sacramental programs. Parents are provided with support and information at these meetings. If a student in Kindergarten or 1st grade has not been baptized, please contact the church office to begin the process.

All students, including those of other faiths shall:

1. Take religion classes in which Catholic doctrine is taught.
2. Attend liturgical activities and sacramental programs and be invited to participate to the extent allowed by Church law.
3. Participate in all other aspects of the school's religious education program, including classroom study and opportunities, for which a numerical grade is assessed.
4. In grades 3-8 students may have opportunities for Reconciliation at Little Flower Church.

B. Special Programs

1. LIBRARY

Students in Grades K-8 may check out books from the library. Students are encouraged to make use of the library and to develop a love for reading. Students are also expected to be responsible for the care of books and in returning them to the library on time. Lost or damaged books will be replaced; therefore, the student shall be charged the price of a new book, plus shipping and handling.

2. Computer Technology

The purpose of the computer lab is to introduce students to the computer and its components through the correct use of software and hardware in Grades K-8.

3. Title I

To provide eligible students with enrichment, a Title I Program is available in our school that provides intervention strategies and computer-assisted instruction in the core areas of the curriculum.

4. Special Needs

Parents/guardians acknowledge that the school does not have the personnel, equipment, or resources to develop, provide, or implement individual programs for students who may have special needs. Nevertheless, at its sole discretion, the school

may assist parents/guardians of special needs students in locating resources that may be available from public institutions or other private sources. Any assistance provided by the school may be terminated at any time at the discretion of the school unless the school is obligated to act under applicable law. Little Flower School offers the Student Success Center to assist in developing academic plans and accommodations for students identified as having a learning disability.

C. Grading and Assessment

Academic grades are based on scholastic achievement according to the following numerical grading value:

Grades 1-2		Grades 3-8					
E	86-100			A	97-100	A-	94-96
S	70-85	B+	92-93	B	88=91	B-	85-87
I	0-69	C+	82-84	C	75-81	C-	70-74
		D+	67-69	D	64-66	D-	60-63
		F	59 and below				

1. Progress Reports

All grades will provide mid-quarter progress reports via Net Classroom or in a hard copy upon request. These reports are informative only and not part of the permanent file. When progress report notices are sent to the parents, this report (or sheet stating that you checked it) will be signed by the parent and returned to the teacher within three days. Parents are encouraged to write comments or to schedule an appointment with the teacher to discuss any concerns. The formal Parent/Teacher conference will be held at the end of the first quarter, generally in early November.

2. Report Cards

Report Cards are distributed four times a year. Explanation of the grading system appears on the card. Grades are not merely a summation of test scores, but reflect the student’s attitude, daily work, homework, class participation, test scores, overall effort, and extra work. Each teacher will provide information to parents concerning how grades are weighted and assessed to determine each quarterly and final grade at the Back-to-School Night.

3. Testing

a) ACT Aspire & MAPS

The ACT Aspire is administered to all students in Grades 3 through 8. Students take 1 interim test each year and 1 summative test in the spring. Grades K through 2 take 2 interim and 1 summative. All tests are online.

b) ACRE

The ACRE (Assessment of Catholic Religious Education) Test is administered annually to the 5th and 8th graders to assess the religion curriculum.

c) High School Placement Test

The course placement exam for Little Flower School is administered at Bishop Manogue Catholic High School on select dates of the 8th grade year. Parents will be notified of the dates and times of these tests which will be posted on Bishop Manogue website. It is important for those students planning to attend Bishop Manogue Catholic High School to recognize the importance of this test.

d) Classroom Assessment

Both formative and summative assessments are used throughout the school year to evaluate student progress. The Little Flower curriculum provides for ongoing testing as a means of evaluation, in addition to classroom work, projects, presentations, and portfolios. Subject area tests are given periodically upon completion of unit or grade level material.

e) Homework

Homework is a valuable aid in helping students to make the most of their experience in school. It is useful in reinforcing what has been learned in class, in preparing students for upcoming lessons, in extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. Each student is expected to spend time, in addition to class instruction, to achieve satisfactory work. Failure to complete homework assignments will affect a student's grade.

Students are expected to work on their own, asking parents for help only after they have given their best effort. Parents are asked to make homework a top priority at home, provide the necessary supplies and a quiet environment, set a daily homework time, provide praise and support, help the child when necessary, but in no case will the parent do the homework for the child.

If the child continually says that he/she does not have any homework or that he/she has completed the work at school, the parent should make further inquiries of the classroom teacher. A student who has been absent should make arrangements with the classroom teacher to make up the assigned work.

Students in grades 1-8 are given a Student Planner and strongly recommended to record homework in the Student Planner. Homework for 5th through 8th grade students should be posted daily on the web page.

4. Promotion and Retention

Students who satisfactorily complete a grade's work, consistent with applicable state and Diocesan standards, will be promoted to the next grade.

A student is retained in a grade only if repetition of the grade is considered profitable to the well being of the student because of particular circumstances. If, in a teacher's judgment, retention is probable, parents will be notified in the beginning of the second semester. Decisions will be made only after discussion and input by parents, teachers, principal, and other involved individuals.

5. Honor Roll

The principal and staff endeavor to support each student's success in school. The honor roll is just one way to highlight and applaud the student. In quarters 1-3, an honor roll will be published within the first week following receipt of the report cards. Certificates will also be issued to students for their successful academic achievement at a special assembly.

The honor roll is based on grades and behavior (conduct) earned in each subject for each quarter in grades 3-8. All classes in which the student is enrolled will be counted. This includes the student's work in art, Spanish, religion, P.E., and computers. The conduct grade must be "S" (satisfactory) or above in each subject. If a subject is ungraded, the student must earn a passing grade.

a) Honor Roll Delineations

- (1) A student who earns a 4.0 all 4 quarters will receive Principal's Honor Roll at the end of the year.
- (2) A student who earns a 3.85 – 4.0 will receive Gold Honor Roll.
- (3) A student who earns a 3.5 – 3.84 will receive SILVER Honor Roll.

*** Un-weighted GPA's are used for grades 3-5, and weighted GPA's are used for grades 6-8**

6. National Junior Honor Society

The Little Flower School Chapter of the NATIONAL JUNIOR HONOR SOCIETY promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. Students in grades 6-8 are nominated and selected for membership according to national rules and local chapter by-laws. The chapter performs various service projects throughout the year. In May of each year a special ceremony is held to honor these students.

7. Presidential Award

In some cases, students in grades 6-8 will earn recognition for achievement by receiving a Presidential Award for excellence. These awards are presented at the National Junior Honor Society ceremony or for 8th graders, at graduation.

D. Special Events

1. Graduation

According to Diocesan regulations, graduation will be kept as simple as possible. Students who have successfully completed eighth grade curriculum will receive a diploma.

Graduation activities may include:

- Eucharistic Liturgy and distribution of diplomas
- Distribution of scholarships and awards
- Graduation reception and dance

2. Field Trips

Field trips are arranged by the school to enhance the learning experience of each student. Parents are required to sign an official school permission form for their child's participation in the event(s). The school will exercise care in planning the event and will follow safety procedures for each trip. All students will be required to follow State of Nevada regulations regarding seat belt and child restraint safety. Field trips are considered a privilege and the school reserves the right to exclude students from events when student conduct or academics does not reflect acceptable school achievement. All field trips must be cleared by the principal and all drivers need to have the following items on record at the school office: 1) a current copy of the driver's license; 2) proof of insurance; 3) Background check and 4) proof of "Protecting God's Children" class for adults and follow-up training is in progress. Students not participating in a class trip are expected to report to school for the day.

3. Parties

The teacher will arrange all classroom parties with room parents. Please check with the individual teacher as to his or her plan for the school year.

Treats for the classroom: No nut products and please be mindful of portions and keep in mind the age of the students.

4. School Dances

School dances are an opportunity for students to practice social skills in a controlled environment. Dances are for 6th through 8th grades only. At the direction of both the faculty and the principals of each school, students from the other parochial schools may be invited to attend the dances under the guidelines set forth by the various schools' faculty and the principals. **NO GUESTS ARE PERMITTED.**

Only prearranged chaperones will be admitted. The dance organizer will be the person who determines the number of prearranged chaperones. Chaperones must meet eligibility requirements to include a background check and having taken the Protecting God's Children class, as well as follow-up bulletins.

Please see Dance Conduct in the Behavioral Expectations section for further information.

E. Extra-Curricular Activities

1. Student Government

- a) *Christian Leadership*
- b) *Classroom representatives*

2. Activities

- a) *National Junior Honor Society*
- b) *Geography Bee*
- c) *CYO Volleyball, Basketball, and Track*
Students in grades 5-8 may participate in CYO volleyball and basketball. In order to be eligible to play in **ANY** CYO sponsored events, a student must maintain a 2.0 GPA in academics and citizenship and have no F's.
- d) *Community and religious activities*
- e) *Fundraisers*
- f) *Faculty Appreciation Day*
- g) *School spirit days*
- h) *Field Trips*
- i) *Olympic Day*
- j) *Yearbook Committee*

3. Spiritual Enrichment

- a) *Preparation and participation in weekly Eucharist*
- b) *Daily prayer*
- c) *Reconciliation service preparation*
- d) *Celebration of church Holy Days and seasons*
- e) *Choir*
- f) *Celebration of Catholic Schools Week*
- g) *Christmas Program, Stations of the Cross, Exposition of Blessed Sacrament*
- h) *Preparation and reception of First Sacraments*

4. Academic Enrichment

- a) *Missoula Children's Theatre*
- b) *Books and Beyond*
- c) *Moby Max*
- d) *National Junior Honor Society*
- e) *Geography Bee*
- f) *Camp Sea Lab 5/6*
- g) *East Coast trip 7/8*
- h) *Gold Country 4th*

F. Plagiarism and Academic Dishonesty

Plagiarism can occur with any assignment, no matter how small or how large. Homework, essays, projects, tests, quizzes, exams, and any work that is assigned to be completed by each student can be considered plagiarized if it is not the student's own work, sources are not properly cited or attributed, or part of another student's or person's work is represented. There are serious consequences and penalties for the offense of plagiarism.

Some examples of plagiarism:

- i. Using an online translator to complete a foreign language essay or project
- ii. Copying another student's work – including tests, quizzes, homework, projects, etc.
- iii. Using another student's workbook as your own
- iv. Using an essay found online as your own
- v. Using copious amounts of another source in your own work and not properly citing or attributing the work to the true author

1. Plagiarism consequences/penalties

If a teacher believes that plagiarism has occurred, they will meet with the student and notify him or her of the offense. That teacher will also immediately notify the Principal and the Principal will notify the student's parents. If a determination is made that the student has plagiarized the consequences will be as follows:

a) First Offense

Quiz/Test

The student will receive a grade of "0" on the Quiz/Test that was plagiarized, a week of 20 minute administrative detention, an Official Warning, and a note in his/her file regarding the offense. The student's parents will be contacted by the Principal.

Homework

The student will receive a grade of "0" on the assignment that was plagiarized, one 20 minute administrative detention, an Official Warning, and a note in his/her file regarding the offense. The student's parents will be contacted by the Principal.

b) Second Offense

Quiz/Test

The student will receive a grade of "0" on the Quiz/Test that was plagiarized, In-House-Suspension for a day, a week of 30 minute administrative detention, a second Official Warning, and a note in his/her file regarding the offense. The student's parents will be contacted for a conference with the Principal to sign a Probation Contract to last the remainder of the semester.

Homework

The student will receive a grade of "0" on the assignment that was plagiarized, a week of 20 minute administrative detention, a second Official Warning, and a note in his/her file regarding the offense. The student's parents will be contacted by the Principal.

c) Third Offense

The student will receive a grade of "0" on the assignment that was plagiarized, an immediate 3-day suspension, and the student's parents will be contacted for a conference with the Principal.

Academic Integrity is a requirement at Little Flower School and a third offense demonstrates a student's unwillingness to comply with this requirement. A Disciplinary Contract or dismissal may be imposed after a third offense.

G. Withdrawal

Students withdrawing from Little Flower School during the school year must follow

the procedure listed below:

1. Notify the Principal of the intent to withdraw
2. The parents or legal guardian of the student or students withdrawing must notify the Principal via telephone or email of the intent to withdraw.
3. Withdrawal:
 - a) *Meet with the Business Office for final checkout*
 - (a) *Tuition*
 - (b) *Fees*
 - (c) *Books*
 - (d) *Service Hours*

Please note that transcripts will not be forwarded until all financial obligations to the school have been paid.

IX. Behavioral Expectations and Discipline

In all matters of discipline, the Principal is the final arbiter. Little Flower School students represent the school 24 hours a day 7 days a week and as such are expected to act and behave in a manner that is appropriate and respectful at all times. The school firmly believes that parents and guardians are the primary instructors in a child's life. If a behavioral or conduct matter that took place outside of school becomes an issue at school, Little Flower School reserves the right to hold students accountable based on the appropriate school policy.

A. Code of Conduct

All school interactions and exchanges shall be characterized by mutual respect. As children grow intellectually and physically, there should be a corresponding growth in self-discipline. In establishing policy, the school will strive to maintain a balanced form of discipline, one that will not be a hindrance to growth and self-expression, but will contribute to controlled, responsible behavior, and thus promote an atmosphere conducive to learning and Christian living.

In all policies and rules of discipline, children shall be made aware of what is expected and the consequences of their actions. Children who fail to meet the school's standards will receive interventions from their teacher or principal in order to adjust behavior. The appropriate discipline may, in some cases, be probation, suspension, or expulsion

according to the severity of the offense. Children are required to refrain from any action that will endanger their health and that of others.

Any student's behavior that constitutes a threat to the safety or well-being of any member of the school community will be taken seriously. Incidents of physical assault are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion.

Early intervention to modify unacceptable behavior should attempt to ensure success for every child in Catholic schools. Regular collaboration between home and school will assist the school to provide an education without interruptions from others. Intervention should include communication with parents when there is a continual problem so that all those responsible for the character formation and moral development of the child will be in collaboration.

B. School Jurisdiction

Little Flower School has total jurisdiction concerning conduct and behavior in school, on school property, at all school-sponsored events and activities, as well as on the way to and from school. Little Flower School reserves the right to search students, their backpacks, lockers, or belongings at any time for any reason. FURTHERMORE, A STUDENT'S CONDUCT AT ANY TIME, EVEN AWAY FROM SCHOOL AND SCHOOL-RELATED ACTIVITIES, REFLECTS UPON LITTLE FLOWER SCHOOL, AND MAY AFFECT THEIR STANDING AS A MEMBER OF THE LITTLE FLOWER SCHOOL COMMUNITY. (This includes any items posted on any social networking sites, other Internet websites or any published material or behavior that in any way discredits the school or is threatening to other students or employees.) **These policies are designed to ensure a healthy community and to promote the rights and responsibilities of all members of the Little Flower Community.** Per Nevada Revised Statute 202.265, no firearms are allowed on school grounds without the written permission of the principal.

C. Drug and Alcohol/tobacco and vaping Policy

Any student who freely approaches a counselor, administrator, teacher, coach or other staff member for help regarding a drug/alcohol problem will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends for intervention. These cases will not be considered as disciplinary matters and will be referred to a counselor. However, students under the influence of drugs, alcohol, or any other legally controlled substance or mind altering substance on school grounds, while involved in any school-related activity, at any location or in any situation which would reflect adversely on Little Flower School are liable for disciplinary consequences. Little Flower School reserves the right to conduct random and specific drug and alcohol testing at any time, including all school events. Students found possessing drug paraphernalia will be suspended immediately and may be subject to arrest by a local law enforcement agency. Little Flower School reserves the right to search students, their backpacks, lockers, or belongings at any time for any reason. Any student found to be

distributing alcohol or drugs will be dismissed. Students found to have hosted an event where alcohol or drugs are used or who have provided alcohol or drugs to other students are liable for dismissal. Parents/Guardians found to be hosting an event where alcohol or drugs are used by minors or who have provided alcohol or drugs to minors will be referred to a local law enforcement agency. Students found possessing any controlled substance during the school day for use or sale may be dismissed. Any violation of this policy will result in the following actions:

- I. Parent(s) or guardian(s) will be immediately notified.
- II. Student will be suspended from school.
- III. Student and parent/guardian will conference with the Principal and/or other school officials.
- IV. The student will be evaluated by an outside agency at the expense of the parents.

- V. If the student's appeal is upheld, he/she will be placed on a Disciplinary Contract and assigned to his/her counselor for direct supervision to include: a professional evaluation (a formal written report indicating specific recommendations must be submitted to the school within four weeks of the event), involvement with a support group, participation in psychotherapy or rehabilitation as recommended by the evaluation, random drug testing and any other provisions deemed necessary or appropriate by the Principal and/or his/her counselor. Any student, who violates the terms of his/her contract, including testing positive for controlled substances, may be dismissed.

Parents/Guardians and older siblings/family members are both legally and morally responsible any time they allow alcohol and/or drug use by underage minors. Parents are asked to closely monitor the activities of their children, especially at times when the parents cannot be present in the home. If the student is allowed to remain at Little Flower School, appropriate disciplinary action will be taken.

These policies are designed to hold students and parents accountable for their seriously unacceptable and potentially dangerous behavior, and discourage any activity which supports continued abuse and addiction, as well as support the student and his/her family and offer assistance in the healing process.

The use or possession of tobacco, e-cigarettes, vaping, or juuling on school grounds or a school-sponsored event is strictly prohibited.

D. Parent/Guardian Behavioral Code

It is the expectation of Little Flower School that Little Flower families represent themselves in an adult and reasonable fashion. A family member's negative behavior on or off campus, including but not limited to harassment of school employees, threats, profanity/hostile language or actions, lewdness, and /or criminal behavior may impact a student's enrollment at Little Flower School.

A parent's behavior at school, during a school sponsored event, or in relation to anything Little Flower, may negatively impact a child's attendance at Little Flower. Students may be withdrawn at any time at the discretion of the principal due to parent behavior.

E. Closed Campus

Little Flower School is a closed campus at all times. Students may not leave the school grounds during the school day for any purpose without written permission from the office. All students are required to remain on campus from the time they arrive until they are released for the day. Any student who needs to leave campus prior to the end of the school day must receive permission from the main office and must follow the sign in/sign out procedures. Students are not to make arrangements to meet with anyone except parents, legal guardians, or other authorized persons on campus before, during, or after school. All visitors must check into the Main Office. Any unauthorized visitor will be considered to be trespassing and will be issued a Trespass Warning. Students that withdraw or are dismissed from Little Flower School are not permitted on the school premise without written permission from the Principal. Any withdrawn/dismissed student on the premise without written permission will be considered to be trespassing and will be issued a Trespass Warning.

F. Hallways

During passing time between classes, students are expected to walk to class in a civilized manner without horseplay or disruptive talking. Students should be in their assigned seats before the tardy bell rings. It is a teacher's right to count a student tardy if he or she is only just inside the door when the tardy bell rings and not in his/her seat.

G. Playground Rules

In an effort to keep students safe, students are asked to not talk to passers by on the outside fence area and to report to the yard duty teacher anyone on the outside of the fence who may be watching the students at play.

1. Proper use of playground equipment

- a) *Climb on the equipment by using the ladder.*
- b) *When using the slide, sit down and go forward only (do not climb up the slide). Be sure area at the bottom of the slide is clear of students before going down. Only one person at a time is to go down the slide, there is to be no pushing or pulling.*
- c) *Do not climb on the outside of the tubes on playground equipment.*
- d) *Any student who brings equipment outside is also responsible for returning it.*
- e) *Students must get permission of yard duty teacher to retrieve equipment that went out of bounds.*

2. Off Limit Areas

- a) *Sidewalks and planters around the church*
- b) *Church building, Bowling Hall/bathrooms, and side entrances*
- c) *Outside the playground area (the fence surrounds the playground)*
- d) *Dumpster area and dumpster walls*
- e) *Kindergarten dumpster and play area*

3. Play games that are safe

- a) *NO wrap around football, softball, baseball, or crack the whip*
- b) *Football, kickball, etc., may only be played below the basketball/volleyball lines*
- c) *Do not run through basketball/volleyball courts when in use*
- d) *No rough playing, i.e., tackling, pretend fighting, punching, kicking, neck holding, etc.*
- e) *Do not grab clothes in an attempt to hold or stop someone*
- f) *Jump ropes are allowed and are to be used for jumping only; no metal bats*
- g) *No throwing balls against the building*

4. Keep the playground clean:

- a) *Food is only allowed on the playground during the morning recess; not at lunch or after school*
- b) *Please pick up after yourself and put all wrappers and waste in the garbage cans*

5. Winter Snow Rules

- a) *Do not throw snow or ice of any form at anyone or anything*
- b) *Stay off the ice*
- c) *Stay off of snow piles and do not play behind them*
- d) *Stay off playground equipment when wet, icy, or snow covered*

At the discretion of the principal, students will remain inside during inclement weather.

Failure to follow playground rules will result in loss of recess and a student being sent to supervised quiet reading time. Three playground behavioral incidents in a single week will result in loss of recess for a week. Any further incidents will require a parent

meeting with the Principal and a behavioral contract. Repeated playground misbehavior will result in a behavioral contract.

H. Dance Conduct

Any student who arrives at the dance obviously under the influence of drugs or alcohol will be detained and the student's parents or proper authorities will be notified and the student will be suspended and possibly expelled from school.

Students must arrive at the dance within one half hour of opening time. If this is not possible, prior arrangements must be made with the dance organizer.

Students are not permitted to leave the dance until pick-up time.

To ensure safety, upon admittance, students' pockets and belongings may be checked and no purses, bags, or backpacks will be allowed into the event. It is encouraged that students avoid bringing these items.

The dress code that is provided for each dance needs to be followed.

Only students who appear on the school submitted roster will be admitted to the dance.

I. Assembly and Mass Behavior

Courteous behavior is expected of all students during assemblies. This includes following directions, remaining seated, appropriate participation, and respectful listening. Failure to comply with the rules will result in removal from the assembly and appropriate disciplinary consequences.

J. Disciplinary Actions and Procedures

1. Student/Teacher Conferences and Parent Conferences

When a student's behavior becomes a problem in school, the teacher will point out the problem in behavior, the change, which is expected of the student, and the procedure that will be followed if the student's behavior does not improve. At this time the teacher will notify the parent/guardian and the Principal of behavioral concerns.

2. Teacher Detention

Individual teachers may issue administrative detention or classroom detentions for violations of classroom rules or procedures. A teacher detention is served with the teacher at a time designated by the teacher. Students must report to the teacher detention on the date and time scheduled. Failure to serve a teacher's detention at the scheduled time will result in administrative detention.

3. Administrative Detention

Students may be issued an administrative detention by any member of the Little Flower Faculty. Uniform violations, tardies, minor disrespect issues, disruptions in the

classrooms, violations of classroom rules, and minor violations of campus rules could all result in an administrative detention. Any teacher, administrator, or counselor may issue an administrative detention for any behavior, speech, or action that they see as inappropriate.

Students who are assigned detention must check in at the sixth grade classroom within five minutes of the required time. If the student does not make it in the five minute window, he/she will be issued two detentions. Students are expected to bring homework and reading books for detention time. Detention time can be issued in increments of 15 minutes, 20 minutes, or 30 minutes. The action, its severity, and frequency of occurrence will determine the amount of time served.

4. Formal Referral

In situations where the student has not responded to a teacher's disciplinary intervention (detention, parent phone calls, etc.), the student will be notified by the teacher that the student is being formally referred to the Principal for disciplinary intervention. A formal referral will be made and placed in the student's disciplinary file as part of his/her permanent record. The Principal will call a parent conference with the student and parents in **order to inform the parents of the referral and all consequences. The Principal will determine appropriate consequences based on the severity of actions resulting in the referral.**

5. Suspension

Suspension as a disciplinary measure is used in situations where a student, by his/her attitude, speech, gesture, or behavior has indicated the she/he is not at present committed to the philosophy and goals of Little Flower School, thereby indicating the student's inability or unwillingness to responsibly and fully participate in the Little Flower School Community. The student's behavior indicates to Little Flower that she/he does not wish to be a student at Little Flower. Suspension removes the student from the community for a period of time to reflect on the student's actions. A student may be suspended from school for serious or chronic violations of school rules and/or procedures (a student has multiple detentions and referrals). Length and type of suspension is determined by the Principal in consideration of the nature and seriousness of the incident/violation. Suspension length is usually for a period of one (1) to ten (10) days. A suspension from school automatically places the student on Disciplinary Probation.

a) Types of Suspension

(1) Activity Suspension

Activity Suspension means a period of time in which students may not participate in any extracurricular activities. Students are prohibited from attending sporting events, club activities, dances, retreats, performances, and anything else school sponsored outside of the school day. However, students who are members of a team or elected office are

not removed from the team or office in order not to punish the whole group.

(2) Full Day Off-Campus Suspension

Off-Campus Suspension prohibits students from attending classes, loitering on campus, participating in and/or attending any school athletic practice or competition or any other school activity. A conference with the student and her/his parent(s)/guardian(s) is a condition for readmission after suspension. School work missed must be made up, but only for 50% of the total grade and a negative participation grade may be recorded.

(3) Full Day On-Campus Suspension

The Principal may determine a student must serve their suspension on campus in a supervised location. The suspended student is required to meet with each instructor and get all assignments prior to the suspension. Since the student is suspended, he/she may not participate in any school related activities during the time of suspension. School work missed must be made up, but only for 50% of the total grade and a negative participation grade may be recorded.

(4) Disciplinary Probation

Disciplinary Probation may be imposed by the Principal when a student has seriously and/or continually violated existing school rules and regulations. When a student has been given a disciplinary probation notice, he/she must keep in mind that another serious breach of the disciplinary code or a series of minor offenses will lead to more severe disciplinary action and that all offenses against the disciplinary code are viewed more seriously. Disciplinary Probation is in addition to any other punishment imposed by the administration. The Principal decides whether a student on Disciplinary Probation may participate in school sponsored trips, dances, or other activities. Students on Disciplinary Probation are reviewed quarterly. A student's progress will be evaluated to determine the status of the contract. Depending on the student's level of progress, a recommendation will be made for continuation of probation, an end to probation, or dismissal of the student from Little Flower School.

(5) Disciplinary Contract

Disciplinary Contract is the most serious sanction that can be imposed. This puts the student and parents/guardian on notice that any violation of the contract in or out of the classroom will result in immediate referral to the Student Conduct Board or immediate dismissal.

The Principal has the final authority to expel a student.

(6) Dismissal

The Principal may determine that a student, by his/her speech, gesture, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures) has indicated sufficiently his/her inability or lack of desire to remain a student at Little Flower School.

K. Major and Severe Infractions

1. Major I Infractions (A list of infractions, by no means exhaustive, that could result in administrative detention.)

- a) *Excessive Profanity Cutting, class/leaving class without permission, Disorderly conduct or teasing another student*
- b) *Failure to report for or complete punish work*
- c) *Inappropriate behavior in Mass*
- d) *Disobedience to any school employee*
- e) *Jeopardizing the safety of others*
- f) *Lying*
- g) *Misuse of school property (Monetary restitution required in addition to consequence)*

2. Major II Infractions (A list of infractions, by no means exhaustive, that could result in On-Campus Suspension.)

- a) *Major disrespect to faculty/staff*
- b) *Cheating/plagiarism or the intent to do so*
- c) *False calls on behalf of yourself or another student*
- d) *Forgery of parent/guardian signature on notes, papers, report cards, progress reports, etc.*
- e) *Minor vandalism (Monetary restitution required in addition to consequence)*
- f) *Theft (For property values of \$20 or less, restitution is required along with consequences)*
- g) *Repeated truancy violations*

3. **Severe I Infractions (A list of infractions, by no means exhaustive, that could result in 3 days of Off-Campus Suspension or dismissal.)**

- a) *Gross misbehavior**
- b) *Harassment/Intimidation/Hazing**

- c) *Major theft (For property values greater than \$20, restitution is required along with consequences)*
- d) *Verbal assault*
- e) *Insubordination*
- f) *Causing and/or participating in a fight**
- g) *Possession or use of alcohol, illegal narcotics, or controlled substances**
- h) *Possession or use of tobacco, tobacco products, vape or juuling at school*
- i) *False fire alarm**

**Depending on the severity, these events may warrant immediate dismissal.*

4. Severe II Infractions (A list of infractions, by no means exhaustive, that could result in 5 days of Off-Campus Suspension)

- a) *Indecent exposure*
 - (1) Please note that indecent exposure at Little Flower includes any nudity or partial nudity on campus or at school-sponsored events. Partial nudity is defined as exposing more skin than allowed by the school uniform policies.
- b) *Intimate Acts*
- c) *Open/persistent defiance of authority*
- d) *Extortion*

Severe II infractions will result in the student being suspended immediately and assigned to five days of Off- Campus suspension. Depending on the action, immediate dismissal may be necessary.

5. Severe III Infractions (A list of infractions, by no means exhaustive, that could result in a 10 day off-campus suspension and/or dismissal.)

- a) *Arson*
- b) *Physical assault of an employee*
- c) *Possession and/or use of explosives*
- d) *Please note that fireworks are included in this category*
- e) *Use of any instrument as a weapon*
- f) *Major vandalism (Restitution is required)*
- g) *Possession of a firearm*
- h) *Possession of a weapon*
- i) *Bomb threat*

Severe III infractions will either result in a student being suspended immediately or dismissed.

L. Harassment Policy

Little Flower School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by another student is prohibited and will not be tolerated. It is the policy of Little Flower School to provide an educational environment in which all students are treated with respect and dignity.

1. Types of Harassment

Verbal Harassment: Demeaning comments, statements, questions, slurs, jokes, anecdotes, or epithets.

Physical Harassment: Unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Exclusion: The act of excluding or being excluded from a group.

Cyber Bullying: Any form of electronic communication that severely degrades, threatens or humiliates another student.

Written Harassment: Suggestive or obscene letters, notes, or invitations

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, sexting, cartoons, or posters.

Initiation: "Hazing" or harassment of a fellow student is expressly forbidden by Nevada Revised Statutes. Any student caught participating in the aforementioned acts will be severely punished.

Sexual Harassment: Sexual Harassment includes, but is not limited to unwelcome, unwanted, and unsolicited advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

This policy prohibits student - to - student or student - to -teacher sexual harassment at any time.

Any student who engages in the sexual harassment of another individual is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside of the school environment come to the attention of the school, this may serve as grounds for discipline as students of this school are expected to align their lives to Christian principles at all times.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in discipline action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to and including, expulsion.

Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation from the school.

2. Student Responsibility

It is the students' responsibility to behave in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

To promote an environment free of harassment, the Principal shall take appropriate actions, such as removing vulgar or offending graffiti, establishing site rules, provide staff in-service, and student counseling. Teachers shall discuss this policy with their students in age appropriate ways and shall assure them they need not endure any form of harassment.

The school will treat any allegations of harassment seriously, and, in accordance with the comprehensive reporting and investigation procedures set forth in the Little Flower

Policy against Harassment, will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

All decisions concerning harassment issues will be made by the Principal.

M. Ban on Hazing

Little Flower School enacts this policy to maintain a safe learning environment for students that is free from hazing. The school shall not tolerate any hazing of students and prohibits hazing at all times.

1. Hazing Definition

Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

2. Staff Responsibilities

Teachers, administrators, coaches, moderators, and other school employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has knowledge or belief of conduct that may constitute hazing shall inform the principal immediately. Teachers, administrators, coaches, moderators, and other school employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing.

3. Application of Policy

This policy applies to behavior that occurs on or off school property and during school hours, before school, and after school.

4. Formal Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the principal.

5. Informal Reporting Procedures

Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with the principal. Staff members who have concerns about possible hazing behavior are encouraged to talk with the principal. Informal reporting will be kept strictly confidential. The school intends to use informal reporting procedures to try to stop hazing, not to determine intent or blame.

6. Investigation

Upon receipt of a formal complaint or report of hazing the school shall authorize or

undertake an investigation that will be completed as soon as practical and a report will be filed with the principal.

7. Discipline

The school will discipline or take appropriate action against any student or school employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, or termination.

N. Uniform Policies

The intent of our school uniform: Our dress code's intent is to foster a spirit of community, leadership and respect. As a Catholic community, Little Flower believes that the way to represent ourselves reflects something about who we are. Our uniform encourages students to focus on self-expression through a student's skills and talents, not their outward appearance or material goods. Our uniform policy helps us teach that our understanding and expression of self is grounded in our faith, character and Christian dignity.

A student's attendance at Little Flower School implies that he/she will abide by the uniform and dress code of the school according to the following guidelines. It is also the parents' responsibility to ensure that children adhere to the guidelines. Please check that your child is in proper school uniform before he or she comes to school. If the student cannot get back into uniform, the student's parents will be called and the student will be sent home until he/she can return to school in the appropriate uniform. If violations persist, students will serve additional consequences including, but not limited to, losing free-dress, jeans day, and 8th grade sweatshirt privileges.

ALL GRADES:

- NO colored fingernail polish (white is a color; glitter-type polish is a color and is not allowed); only clear polish (without a tint) is allowed.
- NO open-toed, open-heeled shoes, or high heeled (wedge, platform, spike) shoes. All shoes must be closed toed, closed heeled, rubber soled, and have a hard exterior such as leather or canvas. Slippers are not allowed or ballet style shoes. Tennis or athletic type shoes are preferred. Sandals are never permitted. Rubber soled rain boots/snow boots (NO HEALS or over the calf boots) may be worn during inclement and/or wet weather. No boots/booties. No roller skating shoes.
- NO hats, bandannas, or head coverings of any type may be worn in the classroom or in the building.
- JEWELRY: ONLY girls may wear earrings: stud style earrings only, one per ear lobe, no dangling or hoop style earrings. No other body piercings are allowed. ONLY one *small* necklace for boys and girls. ONLY one bracelet and one watch for boys and girls.

- NO shorts November 1st – March 31 and girls must wear tights or leggings with skirts, skorts or jumpers.
- Sweaters are required on Thursdays for mass November 1st – March 31st. They are optional during the warm months.

GIRLS

Jumpers / Skirts / Skorts:

Grades K-4 McDonald plaid jumpers. The hem of the jumper must touch the middle of the kneecap while standing up straight.

Grades 5-8 McDonald plaid skirts. The hem of the skirt must touch the middle of the kneecap while standing up straight.

All Grades: Skorts may be worn daily, Monday through Friday.

Shirts:

All Grades White or grey knit collared polo's, plain, without emblems. No turtleneck shirts. If an undershirt is worn, it must be plain white.

White or grey shirts must be worn on Thursday.

Shirts MUST be tucked in, except during recess and re-tucked when recess is over.

Sweaters / Sweatshirts:

Grades K-7 Red V-neck sweater (purchased from Dennis Uniform Company). The sweater is required on Thursday November 1 – March 31, unless the principal specifies otherwise.

Grade 8 The 8th grade students have the special privilege of wearing a sweatshirt selected by the entire class. The 8th grade students will wear either the red school sweater or the custom designed 8th grade sweatshirt in the classroom or on dress-up days. Eighth grade students may need to wear the Dennis Uniform red v-neck sweater for the Christmas program.

Socks: Plain white, black, red or grey socks, with one manufacturer logo is permitted. The socks must visible above the shoe.

Plain knee socks, tights and/or leggings in white, red, grey or black may be worn. Knee socks stop below the knee; no socks that come up over the knee and reach mid-thigh may be worn.

Slacks: Navy blue cotton twill or corduroy pants are to be worn. The slacks must be plain – no cargo pockets, flaps, or embroidery. No “skinny” or tight fitting pants. Slacks must be worn with a belt.

Shorts: Navy blue cotton twill walking shorts to the kneecap – no cargo pockets, flaps, or embroidery. Shorts must be worn with a belt.

Belts: A solid black, brown, or navy blue belt must be worn with slacks and shorts.

Make-up: No make-up (this includes eye liner, eye shadow, mascara, blush, cover-up, glitter, lipstick, colored chap stick/lip gloss, etc.). Non-colored chap stick is permitted. This applies to grades K-8.

Hair: Hair must be clean, combed, and attractive in appearance during the school day and at school activities. Excessive or faddish hairstyles, unnatural color/bleaching, or unnatural highlighting is not permitted. Hair accessories, hair bands or ties must coordinate with the school uniform and headbands may be no larger than 3 inches wide and may not cover the ears or forehead. No animal headbands or large bows or flowers.

BOYS:

Pants: Navy blue cotton twill or corduroy pants are to be worn. The pants must be fitted at the waist. No sagging or bagging is allowed. Undergarments cannot be visible.

Shirts:

All Grades White or grey knit collared polo’s, plain, without emblems. No turtleneck shirts. If an undershirt is worn, it must be plain white. White or grey shirts must be worn on Thursday.

Shirts **MUST** be tucked in, except during recess and must be re-tucked after recess.

Sweaters / Sweatshirts:

- Grades K-7 Red V-neck sweater (purchased from Dennis Uniform Company). The sweater is required on Thursday November 1 – March 31, unless the principal specifies otherwise.
- Grade 8 The 8th grade students have the special privilege of wearing a sweatshirt selected by the entire class. The 8th grade students will wear either the red school sweater or the custom designed 8th grade sweatshirt in the classroom or on dress-up days. Eighth grade students may need to wear the Dennis Uniform red v-neck sweater for the Christmas program.
- Socks: Plain white, black, red or grey socks, with one emblem or manufacturer logo is permitted.
- Slacks: Navy blue cotton twill or corduroy pants are to be worn. The slacks must be plain – no cargo pockets, flaps, or embroidery. No “skinny” or tight fitting pants. Slacks must be worn with a belt. No sagging or bagging is allowed. Undergarments must not be visible.
- Shorts: Navy blue cotton twill walking shorts to the kneecap – no cargo pockets, flaps, or embroidery, worn with a belt. Undergarments must not be visible. No sagging or bagging is allowed.
- Belts: A solid black, brown, or navy blue belt must be worn with slacks and shorts.
- Hair: Hair must be clean, combed, attractive in appearance (clean cut), during the school day and at school activities. Excessive or faddish hairstyles are not permitted (No pattern cutting). This includes uneven or contrasting lengths and unnatural color/bleaching, or unnatural highlighting. Hair must be cut above the top of the collar, above the top of the ears, and above the top of the eyebrows.

MASS DAY:

- Girls are to wear their skirts/jumpers, or skorts on Thursday.
- Boys are to wear their uniform pants – not shorts.
- Red sweaters are to be worn at Mass (unless the principal specifies otherwise).
- 8th graders will wear their sweatshirts.
- NO FREE DRESS

PHYSICAL EDUCATION UNIFORM (Boys and Girls – All Grades):

Spring/ Summer:	Plain red, black or grey mesh or jersey knit shorts to the kneecap No stripes or logos; except for official Little Flower School logo. Plain red, black grey or white shirt.
Winter:	Plain red, black or grey sweatpants – No emblems (except large Little Flower School logo). Plain red sweatshirt – No emblems (except large Little Flower School logo).

Athletic shoes are required on P.E. days. May wear LFS extra curricular t-shirts such as CYO, track day, Missoula etc....

Parents may come to the office to inquire about the purchase of used PE uniforms with school logo.

NOTE: The school sells additional clothing items with the Little Flower School logo. These may be worn except on Mass days and PE days.

ALL clothing worn by the students should clean, neat, and free of holes or fraying, especially at the sleeves and neckline.

FREE DRESS DAYS

Shirts/dresses may be sleeveless but must be appropriate and tasteful. Shirts must cover the pants waistline. Inappropriate logos or sayings (profanity, implications, etc.), are not permitted. Tank tops, halter tops, tube tops, etc. are not allowed. Flip-flops, sandals, house slippers, open toed, or open heeled shoes, boots/booties may not be worn. Make-up and jewelry rules will apply.

On free dress day the event advisor (Student Council or NJHS) will inform the student body of the rules.

Dress policies for dances and graduation will be provided before the event

XI. Technology

1. Cell Phones/Smart Watches (watches that have the capability to connect to the internet or use data)

Cell phones/smart watches are not permitted during school hours! All cell phones must be turned off and in the students backpack.

Violation of this rule regarding cell phones/smart watches will result in the device being confiscated, parents having to come to school to reclaim the phone/smart watch.

2. Computer Use Agreement

Students must be responsible for accessing only appropriate web sites and reporting any accidental “hits” of inappropriate sites. Rules for use of the computer are posted in the computer lab and are discussed with the students. Those who do not comply with usage rules may forfeit their usage privileges.

The following behaviors are unacceptable in the use of the school-owned technology equipment:

- i. Sending, displaying, or downloading offensive messages or pictures
- ii. Using obscene language
- iii. Harassing, insulting, or threatening others
- iv. Damaging of computer systems or computer networks
- v. Violating copyright laws
- vi. Submitting documents from the Internet as a student’s personal work
- vii. Using another person’s sign-on and/or password
- viii. Trespassing in someone else’s folder, work, or files
- ix. Using the network for commercial purposes
- x. Revealing a personal phone number, name, or address, for one’s self or another.
- xi. Electronic copying of another student’s work

3. Social Networking Policy

It is the responsibility of each Little Flower student and his/her family to know and understand responsible social networking use and application. Little Flower School will not police student’s texting, Facebook, Twitter, Email, blog accounts, or any social media. However, if content from one of those sites is inappropriate, disparaging to the school or any other student, threatening or harassing, the school will hold students accountable and students will receive appropriate consequences. Please know that postings, pages, emails, and texts are often printed immediately and brought to the school’s attention when they contain inappropriate content. Students are encouraged to be appropriate at all times with all social networking technology to avoid severe consequences.

