Love of Learning
Faith in God
Service for Others

PARENT/STUDENT HANDBOOK

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PARENT/STUDENT HANDBOOK

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LITTLE FLOWER SCHOOL

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

Love of Learning

Faith in God

Service to Others

HISTORY

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

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

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

HONOR CODE

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

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

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

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

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

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

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

LITTLE FLOWER CATHOLIC SCHOOL HONOR CODE

A Little Flower student pledges to show academic honesty by:

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

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

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

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

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

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

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

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

Honor Code Pledge

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

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

INTRODUCTION

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

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

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

Little Flower, a Cognia Global Commission Accredited School, is founded by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary and staffed by dedicated lay teachers.

ABSENCE

If a student is absent, a parent MUST email their child's homeroom teachers and call or email the school office (**office@lfschool.org**) by 8:45 am.

If a parent wishes to pick up homework after school, the office will request that assignments and any necessary textbooks be left at the white table after 2:50 pm.

ACCREDITATION

Little Flower is Accredited Cognia Global Commission. This distinction is the result of extensive self-study, ongoing evaluation, and continual striving for academic excellence.

SPECIAL RECOGNITION

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

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

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

ADMISSIONS

The Archdiocesan Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at https://adwcatholicschools.org/non-discriminationpolicy/

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

- are formally registered in Little Flower Parish;
- worship each weekend with their Little Flower students at Little Flower Parish;
- provide consistent and verifiable financial support to the Parish. These gifts should be made by using the weekly Sunday envelopes or Faith Direct; and
- contribute annually to the Little Flower Parish Fund.

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

Children entering Pre-Kindergarten, Kindergarten or Grade 1 must be four/five/six respectively by the specific date determined by the State of Maryland. Incoming First Graders must have attended an approved kindergarten. Birth and Baptismal certificates and health records are to be presented for children entering our school.

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

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

ARCHDIOCESAN POLICY

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

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

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

ARRIVAL AT SCHOOL

Children should arrive on the school grounds between 7:50 am and 8:05 am. A member of the faculty supervises the area around the portables in the quadrangle ("The Nest") during this time. Parents are advised that no supervision is provided prior to 7:50 am. Classes assemble around The Nest and await the first bell at 8:05 am, which signals the beginning of the school day. For safety reasons, ball playing and games of chase are not permitted during this time.

Teachers meet their classes in their designated areas around The Nest and bring them into the school building.

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

ATTENDANCE

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

The following attendance regulations are the policy of the school:

1. A child's absence must be reported to the school office (office@lfschool.org) and homeroom teacher by emailing both prior to 8:45 am. The teachers' emails are listed on our website.
2. Following a communicable disease or extended absence due to illness, a note must be presented from the doctor stating the nature of the child's illness and certifying that the child is able to return to school.
3. Students who leave school early for reasons other than illness must have a written request from the parent, and the permission of the Principal. If someone other than a parent is picking up the child, this must be stated in the written request for early dismissal. Persons picking students up at times other than regular dismissal must meet the child in the school office where they will be asked to sign out the child.
4. Students arriving after the 8:05 am morning bell are considered late and must report to the office for a late slip. For security reasons, students must enter the school by way of the main door near the

office. Students arriving late or being dismissed at any point during the day are marked absent for the time out of classes.

5. If possible, all doctor/dentist appointments should be made for after school hours or for days that we have an early dismissal or no school.
6. Absences from school for sporting events or competitions, or additional vacations and trips during the school year are strongly discouraged and considered to be unexcused absences. Parents are strongly requested to plan vacations and trips around school holidays. **It is not possible for teachers to give families assignments for students who will be taking additional trips and vacations during the school year.** Excessive absence is a contributing factor to a child's academic difficulties and seriously impacts a student's grades. The parent, not the teacher, is responsible to work with the child to make up missed assignments and instruction.

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

Requests for student homework must be emailed to the teachers and the school office **prior to 8:45 am.** If books and assignments are requested, they may be picked up by a parent or other adult **at the close of the school day**. Other school children should not be asked to pick up these materials.

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

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

1. illness of the student (after three days of illness, parent must provide medical documentation that indicates that the student is able to return to school);
2. medical or dental appointments;
3. death in the student's immediate family;
4. necessity for a student to attend a judicial proceeding;
5. lawful suspension or exclusion from school by chief administrative officer;
6. temporary closing of facilities or suspension of classes due to severe weather, official activities,
7. holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring
8. closing or suspension of classes; and
9. other absence(s) approved in advance by the Principal upon the written request of a parent or guardian. Sufficient notice should be given to the school to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice may result in an unexcused absence.

Any absence that does not fall into one of the above categories or is not properly documented by the student's parent/guardian is an unexcused absence.

Academic consequences for truancy are to be determined by the local school chief administrator and communicated to their teachers, students, and parents/guardians through the faculty and student/parent handbooks. Policies and procedures regarding attendance shall be published in the student/parent handbook and clearly reinforced throughout the year.

BICYCLE RIDING

Students in Grades 5-8 are permitted to ride bicycles or scooters to and from school. Bike riders must obey all Montgomery County safety regulations. **Helmets are required**. It is the student's responsibility to make certain that the bicycle or scooter is securely locked into the bicycle rack at school for the duration of the school day.

CARE OF SCHOOL PROPERTY

Students are expected to take proper care of all school texts and materials. **Schoolbooks are to be covered.** It is strongly recommended that all students carry their books in a lightweight backpack. Rolling backpacks pose a severe safety problem moving through the building and their use is prohibited.

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

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

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

CHILD ABUSE POLICY

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

COMMUNICATION

The school newsletter is emailed each Thursday. The school calendar is posted on the school website www.littleflowerschool.org. Most school communications are sent home electronically. It is vital that you have provided the correct email address for your family.

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

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

CONFERENCES

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

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

CONFIDENTIALITY

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

COUNSELING

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

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

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

CURRICULUM

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

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

CRISIS PLAN

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

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

If it is necessary to evacuate the school building, there are several safe sites to which we have access. These include Little Flower Church and Westland Middle School.

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

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

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

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

HOW WILL WE COMMUNICATE WITH FAMILIES?

Our primary responsibility at this time will be the safety and welfare of the children. We will endeavor to keep in touch with our parents by way of e-mail if this is possible. All other information will be broadcast on public radio and television if these media are available. This will be our means of knowing what is happening in the area and our way of being advised when it is safe to dismiss the children.

CUSTODY

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding the child. If there is a court order

specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

DISCIPLINE

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

STUDENT THREATS

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

SUSPENSION

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

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

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

EXPULSION

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

1. Assault of a teacher or another student
2. Threats of violence

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

DRUG/ALCOHOL POLICY

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

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

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

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

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

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

ANTI-BULLYING POLICY

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

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

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

1. Physically harms an individual; damages an individual’s property; substantially interferes with an individual’s education or learning environment; or places an individual in reasonable fear of harm to the individual’s person or property; and

2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.

DISMISSAL

CAR RIDERS

All families entering the school grounds by way of Massachusetts Avenue are asked to proceed to the upper parking lot and park in the designated parking area for dismissal. If you arrive after students have been dismissed from their homerooms and are present in the parking lot, you will be asked to stop and wait along the ravine. These spaces, therefore, are not to be used for parking. Once the first set of rows are dismissed, waiting cars will be directed to park in the upper lot.

Those responsible for picking up a student after school should exit their cars, walk over to the student in their designated waiting area, and walk them back to their cars. Students are not to search the parking lot for the for whoever is taking them home. It is important to keep the dismissal process moving; adults should refrain from informal teacher conferencing or socializing. If children are moving, cars cannot move or be dismissed.

When each row is given the signal to exit the school grounds, all cars in that row must exit accordingly. No car should ever exit the parking lot unless directed to do so. Teachers will direct the exiting of cars in an orderly manner. All cars must exit the school grounds by way of Chesterbrook Road (to the left of the Church).

Drivers are asked to exercise grave caution during dismissal and follow instructions from staff and student patrols. Please proceed slowly when departing the school grounds so as to avoid serious accidents.

NOTE: **NO CAR SHOULD EXIT VIA MASSACHUSETTS AVENUE IN THE AFTERNOON DISMISSAL.** This is especially important as Westland Middle School's dismissal is closely aligned with ours. Do not pick up students from the line along the ravine and try to exit via Massachusetts Avenue. All cars on the property MUST proceed up the hill and exit via Chesterbrook Road with the dismissed car line. This is a critical traffic safety matter.

WALKERS

Students in Grades 2-8 may walk home. Pre-K-Grade 1 students are not allowed to walk home by themselves.

All students who walk home, including middle school students, are to walk with their staff and patrol escort to a designated point. No student is to walk without the staff escort.

- Mass Ave walkers will be walked to the light at the intersection of Massachusetts and Westbard Avenue.
- Wood Acres walkers will be walked to the corner of Kirkwood and Jordan Road.

NOTE: DRIVERS ARE NOT PERMITTED TO WAIT IN CARS AT THE WALKER DESIGNATION POINT TO AVOID THE DISMISSAL CAR LINE. Drivers are not to park in the area of Jordan/Kirkwood; the Montgomery Public Library parking lot or Ft. Sumner Dr; or the parking area off Mass. Ave. around the portables/gym. Walkers should be students who live within walking distance of the school. We ask that you comply with this request as failure to do so causes traffic safety concerns and issues with our neighbors.

INCLEMENT WEATHER DISMISSAL

On days when the weather is severe either due to heavy rains, snow or icy conditions, the students who usually dismiss from school by car will remain in the classroom with their homeroom teacher. Drivers are asked to come directly to the room to pick up their student(s).

DISMISSAL CHANGES

Parents are highly encouraged to make all transportation and play date arrangements before the school day begins. We often have students confused at the end of the day, thinking they are supposed to go a different route, yet we have no notification giving permission. Please send a note with your child in the morning or call the office **before 12:00 pm** if your child will not be following his/her usual dismissal route. Teachers generally cannot check their email or mailboxes during afternoon classes so changes made after 12:00 pm usually will not be seen.

EARLY DISMISSAL

We highly discourage the interruption of instructional time for any reason except emergencies or unusual circumstances. Please make every effort to schedule appointments outside of school hours or on half days per the school calendar. When a student leaves early or misses school midday, class time is lost, important instructions or homework are missed, and the classroom routine is disrupted for all. Early dismissals should occur only in rare situations.

If circumstances absolutely necessitate early release, please notify the school office as far in advance as possible so the student can pack up and be dismissed in the least disruptive manner, preferably at the change of classes. Older students are **not always** in their homeroom classroom so dismissals require them to interrupt another class to get their materials. Calling out students in mid-class distracts others and interrupts routines and instruction. This is especially true at the end of the school day when homeroom teachers are trying to pass out items, allow students time to copy down homework assignments, and come together for reverent prayer. To minimize interruption during closing activities and prayer, **we will not call into a classroom for any release after 2:30 pm**. Students must be picked up prior to that or they will be dismissed as usual.

EMERGENCY CONTACT INFORMATION

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

EMERGENCY HEALTH CARE

Health regulations prevent us from dispensing medications. However, in the event of an accident or illness here at school, immediate first aid and emergency treatment are available until either a parent or guardian is contacted and appropriate arrangements can be made for the child. In the event of a serious accident and/or if hospitalization is required, parents are called so that authorization may be received for appropriate care. **If the parents or the emergency contact person cannot be located, the child will be taken to the nearest hospital**.

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

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

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

EMERGENCY SCHOOL CLOSING

In the event of serious inclement weather, Little Flower follows all the directives given for **MONTGOMERY COUNTY PUBLIC SCHOOLS.** These are announced on local radio and television stations. Please do not call the school, convent, or rectory.

- On days that there is a **one-hour delay** in the opening of schools, Little Flower students should arrive by 9:05 am. When there is a **two-hour delay** in opening, students are to arrive by 10:05 am.
- If **MONTGOMERY COUNTY** announces that the schools will close one hour early, we will dismiss at 2:00 pm. For a two-hour early closure, we will dismiss at 1:00 pm.
- **If Montgomery County cancels after school activities,** then all after school activities for our school are also canceled. **After Care will close as well** and parents are expected to arrange to have their children picked up at dismissal.
- Should emergency situations arise that would affect only Little Flower School, parents will be contacted by means of our computerized telephone program and e-mail.

EXTRA CURRICULAR ACTIVITIES AT SCHOOL

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

FIELD TRIPS

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

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

FOREIGN LANGUAGE

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

FORGOTTEN STUDENT BELONGINGS

Each morning students should bring all necessary items to complete the day. Homework, lunches, water bottles, jackets, projects, instruments, etc. should be in the student's possession before they report to homeroom. Delivery of these items during the school day is a disruption to classrooms. **Please note that students are not allowed to call home for forgotten items**. The only exception is for a lunch left at home or in the car. Parents delivering a forgotten lunch to school are to put it on the first table in the lunchroom. If parents drop an item to school, deliveries will not be made to the classroom but a note will be left in the homeroom teacher's mailbox for pickup from the office at a convenient time.

HOME AND SCHOOL ASSOCIATION

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

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

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

HOMEWORK

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

The purpose of homework is:

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

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

Failure to complete homework assignments may affect a child's grade.

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

Requests for student homework must be called in to the school office **prior to 8:45 am.** Books and assignments are to be picked up by a parent or other adult **at the close of the school day**. Other school children should not be asked to pick up these materials. Students in Grades 5-8 should contact their Homework Buddy for assignment information.

IMMUNIZATION

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

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

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

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

INSTRUMENTAL MUSIC PROGRAM

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

LIBRARY

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

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

LITURGICAL LIFE

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

Students are involved in the planning and the participation in the liturgies for First Friday Masses to more fully develop an appreciation for the liturgical life of our faith. Dates and times of all liturgical celebrations are announced in the monthly school newsletter. Parents are encouraged to participate with the children whenever they can do so. Additionally, the Little Flower Liturgy Committee, comprised of middle school students, plan a variety of liturgical events with the parochial vicar and music teacher and liaise with grade levels, as appropriate.

LUNCH

Lunches generally are brought from home. We strongly recommend that a nutritious lunch be planned for the student excluding candy or high sugar drinks. Additionally, students in Primary Grades may bring an extra snack for the morning recess period.

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

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

MEDICATION POLICY

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

If your child needs an antibiotic during the day and you do not have a written order from your doctor, we cannot give your child the medication. You are welcome to come administer the medication yourself, but the office staff is not permitted to do so.

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

PARENTAL AGREEMENT

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

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

PARENT/GUARDIAN COOPERATION

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Little Flower School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church and will respect and support the unique identity that Little Flower School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Little Flower School.

Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the Church and school and will comply with the policies of the Archdiocese of Washington and Little Flower School.

PARTIES in the CLASSROOM

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

PHONE CALLS

Only emergency messages will be forwarded to a child. These do not include plans for after school play dates. Student outgoing messages will also be limited to emergency messages except for a lunch left at home or in the car. Forgetting a book, a homework assignment, gym uniform or materials for an after-school program will not be regarded as an emergency.

Students are not permitted to have cell phones or smart watches at school. For emergency reasons, parents may request permission for their child to have a cell phone. This request must be made in writing to the Principal for review and consideration. Phones are to be turned off and stored in bookbags throughout the school day.

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

PHYSICAL EDUCATION

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

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

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

PLAYGROUND

Our students are expected to:

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

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

PROMOTION/RETENTION

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

REGISTRATION

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

RE-REGISTRATION

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

RELIGIOUS FORMATION

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

The daily living of our Faith includes the practice of all that we believe. Regular church attendance, prayer, attitudes of respect, and proper moral values must be nurtured in family life. Parents, as the primary teachers of their children in the ways of the faith God has granted us, are expected to teach their children to practice this faith by attending Mass each Sunday and on Holy Days; to see that they receive the Sacraments of

Reconciliation and Eucharist regularly; and to prepare them for the reception of these sacraments. If this is done, then class instruction becomes meaningful for our students. Parents are urged to consider this matter carefully when reflecting on their priority for Catholic education.

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

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

REPORT CARDS

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

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

RIGHT TO AMEND THE HANDBOOK

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

SCHOOL ADVISORY BOARD

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

SCHOOL DAY

The school operates on a schedule from 8:05 am - 3:00 pm. Morning supervision begins at 7:50 am. Children arriving at school after the 8:05 am morning bell are considered late. They must enter the school by way of the main doors near the office, receive a late slip and then report to their homeroom.

The school is not responsible for the supervision of students before 7:50 am in the morning or after 3:00 pm in the afternoon. On early dismissal days, supervision continues until 12:30 pm only. Therefore, the school is not responsible for any injuries or accidents which may occur if parents permit children to be on the school grounds during unsupervised times.

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

SECURITY

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

SUMMER SCHOOL

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

TARDINESS

All students are expected to be with their class in their designated areas in The Nest when the 8:05 am bell rings for the start of the school day. Outside doors are locked and closed once all classes have entered the building. Children arriving at school after the doors are closed must enter the school by way of the main doors near the school office. For mandatory school record keeping, students must procure a late slip from the office before entering their classroom. Tardiness starts the day off wrong for the individual student and is disruptive to the orderly beginning of class and the opening exercises of the day. Students forego an afternoon recess if they have been late three times. If tardiness continues, after school detentions are scheduled. Tardiness is noted on the child's report card and permanent academic record card.

TECHNOLOGY AND THE INTERNET

Little Flower School provides students with an opportunity to access computers and computer networks, including the Internet. Students must be responsible for accessing only appropriate web sites. Should they encounter an inappropriate site they are to leave it immediately and notify the supervising adult in the classroom. Parents of students in Grades 2-8 are required to sign the Technology and Internet Usage Agreement of the Catholic Schools of the Archdiocese of Washington before their child may participate in Computer classes in the Lab or access the Internet from their individual classrooms.

In addition to the Technology and Internet Usage Agreement for the classroom, the following behaviors are considered as unacceptable:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting, or threatening others
- Damaging computer systems or computer networks
- Violating copyright laws
- Submitting documents from the Internet as a student's personal work
- Using another person's sign-on and/or password
- Trespassing in someone else's folder, work, or files
- Revealing a personal phone number, name, or address of one's self or another

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

The Archdiocesan Technology Policy can be found in the Appendix of this handbook.

TESTING

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

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

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

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

TRAFFIC

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

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

TRAFFIC PATTERNS

a) ARRIVAL/MASSACHUSETTS AVENUE

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

All families with Pre-K students must use the Massachusetts Ava entrance. Pre-K teachers or aides will be there to receive the children and take them directly to their classrooms.

b) ARRIVAL/KIRKWOOD

All families entering the school property by way of Kirkwood are asked to *slowly* enter the parking lot, come straight forward to the orange cones, let the children out on the **passenger side** of the car and then continue to slowly exit by way of Kirkwood.

If you are entering via Chesterbrook, we ask that you join the Kirkwood drop-off loop. Do not enter the parking lot in front of the convent.

For everyone's safety, we ask that you do not park and walk the children to The Nest, but rather drop them at the safety area described above.

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

TUITION AND FEES

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

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

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

TUITION POLICY

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

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

This still presumes that our Little Flower families:

- ✓ are formally registered in Little Flower Parish;
- ✓ worship each weekend with their Little Flower students at Little Flower Parish; and
- ✓ provide consistent and verifiable financial support to the Parish and Little Flower Fund. These gifts should be made by using the weekly Sunday envelopes or Faith Direct.

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

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

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

For the payment of tuition, families are offered a variety of payment plans outlined in the Tuition Agreement. Changes must be requested in writing. If you are paying the total tuition amount for the year with a single payment, you may pay by certified check. All other payments must be made through automatic withdrawal.

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

UNIFORM DRESS CODE

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

Uniforms are to be worn beginning the first day of school. It is expected that all students comply with the uniform dress code of the school. A written excuse must be presented to the school office if it is necessary for a child to be out of uniform at any time. Students who disregard these codes will be subject to disciplinary action.

The appearance of any young person is the responsibility of the student and the parents. **Girls' skorts and jumpers are to be no shorter than 3" above the knee**. Shirts must be tucked in at all times. T-shirts worn under the uniform shirt should be plain white.

EXCEPTIONS TO DRESS CODE

- "Free Dress Days" or "Tag Days" – On these occasions, students are still expected to wear clothing that is suitable for school. **No flip flops, ripped jeans, short shorts or short skirts are allowed**. We rely on the support and encouragement of our parents in seeing that this expectation is met.
- "Spirit Days" – On these special occasions, the dress code will be specified based on the event.
- Scout uniforms may be worn on the day of their meeting, if the meeting takes place immediately after school.

PRE-KINDERGARTEN

GIRLS	BOYS
• Navy skort, walking shorts, or pants • Red knit polo shirt, with school logo • Navy LFS sweatshirt (optional for winter) • Navy knee socks, white or navy crew socks, or navy tights • Rubber-soled sneakers	• Navy walking shorts or pants • Red knit polo shirt, with school logo • Navy LFS sweatshirt (optional for winter) • White or navy crew socks • Rubber-soled sneakers

*Pre-K does not have a separate gym uniform.

KINDERGARTEN - FIFTH

GIRLS		BOYS	
Fall/Spring May-October	**Winter** November-April	**Fall/Spring** May-October	**Winter** November-April
• Navy skort or walking shorts (with belt) or navy plaid jumper • White polo w/school logo • Navy or white crew socks • Rubber-soled shoes (like Buck or Sperry)	• Navy Plaid jumper • White knit shirt (long-sleeved) or plain white turtleneck • Navy sweater (V-neck or cardigan) with school logo or navy sweatshirt with school logo (¾ zip with school logo optional) • Navy knee socks or navy tights • Rubber-soled shoes (like Buck or Sperry)	• Navy walking shorts or navy pants (with belt) • White polo w/school logo • Navy or white crew socks • Rubber-soled shoes (like Buck, Sperry, or Merrell)	• Navy pants (with belt) • White oxford shirt • Navy plaid necktie • Navy sweater (V-neck) with school logo or navy sweatshirt with school logo (¾ zip with school logo optional) • Navy crew socks • Rubber-soled shoes (like Buck, Sperry, or Merrell)

SIXTH - EIGHTH

GIRLS		BOYS	
Fall/Spring May-October	**Winter** November-April	**Fall/Spring** May-October	**Winter** November-April

• Navy plaid skort or navy walking shorts (with belt) • White polo with school logo • Navy or white crew socks • Rubber-soled shoes (like Buck or Sperry)	• Navy plaid skort • White Oxford button-down shirt (long/short sleeved) or plain white turtleneck • Navy sweater vest (V-neck) with school logo or navy sweatshirt with school logo (¾ zip w/school logo optional) • Navy knee socks or navy tights • Rubber-soled shoes (like Buck or Sperry)	• Navy walking shorts or navy pants (with belt) • White polo with school logo • Navy or white crew socks • Rubber-soled shoes (like Buck, Sperry, or Merrell)	• Navy pants (withbelt) • Blue Oxford button-down shirt (long/short sleeved) • Navy plaid necktie • Navy sweater vest (V-neck) w/school logo or navy sweatshirt with school logo (¾ zip with school logo optional) • Navy crew socks • Rubber-soled shoes (like Buck, Sperry, or Merrell)

- Low cut (below ankle) or no-show socks are never permitted with the school or gym uniform.
- Sneakers or athletic shoes are to be worn only on PE days.
- Daily shoes are to be appropriate dress or rubber soled school shoes such as bucks or loafers. Boots, canvas, Sanuk, Hey Dude or Tom's style shoes are not dress shoes .
- Outerwear or sweatshirts other than the Navy LFS sweatshirt or ¾ zip may not be worn inside the school building.
- **All uniform pieces are to be clean and not stained or torn.**

GYM UNIFORM

Grades K - 8 GIRLS/BOYS	
Fall/Spring May-October	**Winter** November-April
• *Red shorts with school logo • *White cotton knit shirt with school logo (same as summer uniform shirt) • White Crew Socks (Golf socks never permitted) • Tennis shoes (worn only on gym days)	• Navy sweatpants and sweatshirt with school logo. • *Red shorts with school logo (worn under sweatpants • *White cotton knit shirt with school logo (same as summer uniform shirt) • White Crew Socks (Golf socks never permitted) • Tennis shoes (worn only on gym days)

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

- Plaid skort/ jumper
- Plaid tie
- Navy pants/shorts/skort
- Navy V-neck sweater vest with school logo
- Navy sweatshirt and sweatpants with school logo
- White polo shirt with school logo
- Red gym shorts with school logo

The following uniform items are available online at Lands' End at www.landsend.com. Go to School Uniforms and ***use School Code: 900053497.***

- White polo shirt with school logo
- White/Blue long/short-sleeved Oxford shirts
- Navy sweatshirt and sweatpants with school logo
- Navy pants/shorts/skort

***** PLEASE, PLEASE, PLEASE label all uniform items with the child's name and grade. *****

ADDITIONAL PERSONAL HYGIENE NOTES:

- It is expected that students always maintain the type of appearance and personal hygiene that is not distracting to teachers and other students.
- **Jewelry, smart watches, nail polish, makeup, or any other type of ornament may not be worn.**
- Girls with pierced ears may wear small earrings that complement the uniform. Dangling earrings are not permitted.
- Boys' and girls' hairstyles should be neat, not extreme, or suggestive of a fad in style or color. Boys' hair should not cover the eyebrows or touch the shirt collar.

USE OF STUDENT INFORMATION/PICTURES

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

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

VISITORS

To provide for the safety of the children entrusted to our care and to ensure a minimum amount of interruption to the classroom schedule, all parents and visitors to the school are asked to report to the school office. Here they will be asked to sign in and wear a badge identifying them as either a PARENT or VISITOR during their time in the school building. Under no circumstance should any adults go to a classroom without following this procedure.

VOLUNTEER PROGRAM

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

WITHDRAWAL FROM SCHOOL

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

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

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

The education of a child is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken or if the school cannot meet the child's learning needs.

TECHNOLOGY AND INTERNET USAGE AGREEMENT
ARCHDIOCESE OF WASHINGTON – Catholic Schools

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

STUDENTS

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:
    a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
    b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
    c. Shall keep all accounts and password information private and secure.

2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3. All Students:
    a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and anti-cyberbullying laws at the local, state and federal levels;
    b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
    c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
    d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
    e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
    f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

3. Students will manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online. T.PK8.DC.4. All Students:
    a. Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
    b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
    c. Shall use school issued email accounts for authorized educational purposes only;
    d. Shall respect the right of the school to monitor student use of technology.

4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:
    a. Shall demonstrate proper physical care for technology equipment;
    b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
    c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
    d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:
    a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
    b. Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology. c. Use of all technology may be monitored, and there is no expectation of privacy for , or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
    c. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

PARENTS/GUARDIANS

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity:

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

Definitions

Cyber-bullying/Harassment: of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the school's policy and values. Harassment/cyber-bullying whether it is initiated on or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution. https://cyberbullying.org/

Data-Collection Technology for Tracking Navigation: Entities that track an individual's personal data when using networked devices, for example, website cookies, search algorithms return results based on past searches, website analytics, GPS on cell phones, the "Internet of Things" where data is exchanged between networked devices and objects

Digital Identity and Reputation: How an individual is represented online in the public domain, based on activities, connections or tagging. For example; social media posts, photos, public online comments/reviews, awareness and monitoring of how others are depicting you online

Digital Privacy and Security: For example; activate privacy settings on social media accounts and each engine, recognize sites that use encryption, secure login and password information on shared devices, read and be conscientious about accepting privacy policies and access requests from apps and websites

Educational/Academic Purposes: Those tasks performed by students, which are directly related to the school's curricular assignments, projects, or research.

Electronic Device: Any device (personal or school-issued), including, but not limited to desktop computers, laptops, Chromebooks, Smartphones, iPads, tablets, and e- Readers)

Ethical Behaviors: Interactions that align with one's moral code, for example, preventing or not engaging in cyberbullying, trolling, or scamming; avoiding plagiarism; supporting others' positive digital identity

Legal Behaviors: Interactions that are mindful of the law. For example, abiding by copyright and fair use, respecting networking protections by not hacking them and not using another's identity.

Intellectual Property: Content or ideas created by an individual or entity, for example, music, photos, narration, text, and design

Internet: A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

Issued Device: Device that is the property of the school and is provided to a student as part of the student's educational program.

Managing Personal Data: For example, creating effective passwords, authenticating sources before providing personal information, sharing personal data conscientiously, not posting address and phone numbers visibly.

Network: The system of devices, kiosks, servers, databases, routers, hubs, switches, and distance learning equipment.

Online or Networked Devices: For example, internet-connected computers or tablets, multiplayer gaming systems and cell phones

Parent: The biological or adoptive parent, legal guardian or person acting in the absence of the parent or guardian.

Permanence of their actions: Digital content is everlasting; even when individuals delete it or believe privacy setting fully protect them from scrutiny.

Positive Behaviors: Interactions that convey a portrait of the way you want to be perceived and healthy interactions with technology itself, for example, moderating the time online or gaming, ergonomic issues, and balancing use of media with daily physical activity.

Rights and Obligations of Using and Sharing: Abiding by copyright and fair use, citing resources, gaining, or giving permission to use (content), avoiding plagiarism, understanding, and using creative commons.

Safe Behaviors: Interactions that keep you out of harm's way, for example, knowing the identity of who you are interacting with; how much and what kind of information you release online; protecting oneself from scams, phishing schemes, and poor purchasing practices (e- commerce theft)

Student Authorized Users: Any student enrolled in this school who is assigned a username and password.

Technology (equipment): Any electronic device or system that uses, stores, manages, carries, or supports audio, video, text, or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

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