



PARENT/STUDENT HANDBOOK

2016-2017

Little Flower Catholic School

900 Stevenson Drive, Springfield, IL 62703

217-529-4511 (office)

217-529-0405 (fax)

www.little-flower.org

Little Flower Catholic Church

800 Stevenson Drive

Springfield, IL 62703

217-529-1606

217-529-1649(fax)

www.littleflowerchurch.net

Table of Contents

Philosophy and Objectives	Page 1
Students, Teachers and Parents Responsibilities	Page 2
Attendance Policies/Procedures/Illness	Page 3
Daily Schedule/School Hours/Visitors	Page 3 - 4
Behavior Expectations	Page 4 - 5
Discipline	Page 5 - 7
Uniforms and Dress Code	Page 7 - 8
Registration and Financial Obligations	Page 8 - 9
Financial Plans and Other Contributions	Page 9 - 10
Fundraising/Tuition/Service Hours	Page 10
LAP	Page 10 - 11
Field Trips/Grades/Grading Policy	Page 11
Report Cards/Honor Roll/Retention	Page 12
Sports Policy	Page 12
Lunch Program/P-T Conferences/Sacramental Program	Page 13
Health/Medications	Page 13
Internet Use Policy/Office Records/Student Records	Page 14 - 15
Cell Phone/Testing/Asbestos Plan/Movie Policy	Page 15

Dear Parents, Guardians and Students,

Welcome to Little Flower Catholic School. By enrolling your child, you have chosen to partner with us in the education of your child. We share the responsibility of guiding your child's growth in all areas: spiritual, intellectual, moral, emotional, physical, and social. The success of this partnership relies on the cooperation and honest communication of all involved.

This handbook explains the policies and the general operation of the school. Policy statements are necessarily general and the administration reserves the right to make a specific application as circumstances arise. The specifics of each policy are available in the school office. Parents may request the total policy for review. In the absence of a court order, what is stated in this handbook of policies applies to any parent or legal guardian, whether or not the student lives with the parent.

We are honored that you have chosen Little Flower Catholic School and look forward to working with you this year.

Sincerely,
The Faculty and Staff of Little Flower School

Philosophy

We believe that Little Flower Catholic School is a Catholic Center of Education supported by the faith of Little Flower parishioners. We believe that Jesus is the foundation of our total educational endeavor.

We believe that education begins in the family and that families, together with the school staff, work to promote Christian values and academic excellence.

We believe that students, parents, teachers, and staff form a Christian educational community where knowledge is enlivened by an active faith.

We believe that each child, with individual talents and abilities, reflects God's image and likeness. We are committed to the spiritual, intellectual, moral, emotional, physical, and social development of each child.

Specifically, we implement the Little Flower Catholic School mission and philosophy with the following objectives:

Objectives

Spiritual

To create a Catholic community where each child can personally discover the presence and message of God and mature in his or her relationship with Jesus.

To instill deep love and reverence for the liturgy of the Church, particularly the Eucharistic Liturgy.

To actively search out, support and participate in Christian service activities.

Intellectual

To provide experiences that allows each child to develop his or her potential.

To create a learning environment where each child can develop critical thinking, reasoning, and problem solving skills.

To encourage an appreciation of and participation in the fine arts.

Moral

To help each child become aware of alternatives and consequences before making a choice in thought or action.

To teach each child to accept responsibility for his or her actions.

Emotional

To help each child develop a positive self image.

To create a classroom atmosphere in which each child's uniqueness is accepted.

Physical

To provide exercise and activities which foster a healthy development of the body and mind.

To provide extra-curricular activities, which promote good sportsmanship, school spirit, and a feeling of unity within Little Flower Catholic School.

Social

To develop an appreciation and respect for the dignity of the human person.

To teach each child to communicate and interact with others.

To promote opportunities for growth in responsible leadership and citizenship.

STUDENT'S RESPONSIBILITIES

Ultimately it is the student who must be responsible for his or her actions and who must be motivated to set high goals for himself or herself to be successful. To do this, the student should:

1. Realize responsibility for his or her own actions.
2. Approach studies with a seriousness of purpose and a realization that learning is work.
3. Develop good study habits and make a sincere effort to do his or her best in all studies by having assignments and homework completed on time.
4. Be well prepared for classes each day, both mentally and physically.
5. Develop a basic attitude of consideration, thoughtfulness and respect for the rights, the welfare and the happiness of other people.
6. Respect the authority of teachers and other members of the school staff.
7. Be regular in attendance and punctual in arriving at school and to class.
8. Dress according to uniform policies and practice habits of personal cleanliness.
9. Choose friends and companions carefully.
10. Act in a manner which will reflect credit on himself/herself during extra-curricular activities.

TEACHER'S RESPONSIBILITIES

The teacher tries to the best of his/her ability to encourage, to motivate, to guide and to instruct the student. To do this the teacher should:

1. Serve as a role-model by daily living of the Gospel values.
2. Respect each student as a distinct individual, recognize the difference in readiness and learning styles and provide for these differences.
3. Prepare materials and plan lessons well in advance.
4. Develop strategies for motivating students to do their best at all times.
5. Have an attractive physical arrangement and displays in the classroom that will be inviting, interesting and motivating to the student.
6. Be available for parents' visits, emails and telephone calls.
7. Inform parents immediately if students are not working up to their ability.
8. Establish and maintain a learning atmosphere in the classroom.
9. Correct immediately any intrusion by an individual student which disrupts the learning atmosphere.
10. Contact a student's parents for a conference if behavior patterns repeat themselves.
11. Inform the Principal if the parents need to be contacted for a conference if the need arises for further correction.

PARENT'S RESPONSIBILITIES

The parents should realize that the more they assume their responsibilities, the more the student will be inclined to take an interest in his or her responsibilities. Actions speak much louder than words. To do this the parent should:

1. Serve as a role-model by daily living of the Gospel values and attendance at Sunday liturgy.
2. Provide opportunity at home for the child to learn and assume responsibility for his or her actions.
3. Provide a learning atmosphere at home, realizing that the parent is the primary educator of the child.
4. See to it that the child is mentally and physically prepared for school. This includes nutritional meals, guidance of TV, and sensible bedtimes for growing children.
5. Teach thoughtfulness, consideration and respect for the rights of others. Teach children to compromise and settle differences by talking not fighting.
6. Give direction to the child in his or her choice of companions.
7. Make every effort to see that the child is at school on time.
8. Prevent a child's unnecessary absence.
9. Understand that communication with teachers is recommended and is welcome.
10. Stand behind the teacher when the teacher is fulfilling all of his/her responsibilities toward the student, even if the student is not happy about this.
11. Make every effort to attend the Parent-Teacher Club meetings each year to support our school

Absence

When a student is absent from school, a parent should call the office by 9:00 am each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of your child and our students.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. **These notes/letters will be retained in the office for one year.** Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:45 pm ó 3:30 pm.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed due to an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (30) days or the equivalent of 30 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for less than 1 ½ hours are counted as tardy. Students who are away from school for 1 ½ or more hours will be counted as a ½ day absence. Students away from school for an appointment for 3 hours or more will be counted as absent for one school day. Three (3) early withdrawals, each of which is less than 3 hours, is considered a ½ day absence.

Tardiness

If a student arrives after 8:00 a.m., the student must obtain an admittance slip from the office. **A tardy detention will be issued for every 3 tardies. Tardy detentions will be served on Friday mornings from 7:00-7:30a.m.** Students will be issued additional detentions for each tardy detention not served. Students who need to be excused early must bring a note to school that morning explaining the early dismissal. Students with three tardies or leave early are not considered for perfect attendance awards.

Vacations

While the school recognizes the value of travel, regular school attendance is very important, therefore children cannot afford to miss classes. Parents should consult the principal and the teacher(s) before withdrawing a child from school for a trip or vacation during the school year and **must put the request in writing to be filed in the school office.** Work will not be provided prior to vacation; however, make-up work will be given to the children upon their return.

Sickness or Injury

If a child becomes ill during the school day, a parent or person authorized by the parent will be notified. The Family Information Forms, which are kept on file in the office, list names of persons to contact in the event that parents are not available. Parents should be certain that the person who is listed on the card is available. **Please keep the Emergency Information Form up to date.** A child who is sick or has been injured cannot remain in school and arrangements must be made to pick him/her up immediately. **A child who is sent home with a fever and/or vomiting may not return to school the next day. The child must be free of a fever and/or vomiting for 24 hours.**

Daily Schedule

6:30 a.m.-7:30 a.m.	Morning Care available for a fee (PreK-8)
7:30 a.m.-7:50 a.m.	Arrival of students (PreK-8)
7:50 a.m.	First Bell (Students head to classrooms)
7:55 a.m.	Second Bell (Students should be in their seats)
8:00 a.m.	School Begins
11:00 a.m.	First Lunch Shift (PreK,)
11:20 a.m.	Second Lunch Shift (K, 1, 2)
11:45 a.m.	Third Lunch Shift (3, 4, 5)
12:05 p.m.	Fourth Lunch Shift (6, 7, 8)
2:45 p.m.	Dismissal for all students
5:30 p.m.	Afternoon LAP ends

School Office Hours

The school office is open on all school days from **7:30 AM – 3:45 PM**

Supervision

Beginning at 7:30, students may arrive and will be supervised by a staff member. Students are supervised by an adult from the time of their arrival in the morning, in the lunchroom, on the playground at noon and until all students are picked up after school. Students waiting for rides must sit in the chairs outside the school office until their rides arrive. After 3:00 p.m. (or 1:45 on early dismissal days) students will be sent to the LAP program and families will be charged a fee for this service. No students may leave the school grounds for any reason without the permission of the Principal. Students whose parents give permission to be at McDonalds or Arby's restaurant before or after school are required to send a written note stating the date(s) and time(s) allowed and a parent signature. Students may not come onto the school grounds in the morning and leave the grounds, such as to go to McDonalds or Arby's.

Visitors

School visitors (volunteers, parents, etc.) must park in the front of the school and enter the school via the main north entrance. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. At no time, should parents or other visitors go directly to a classroom during school hours without the permission from the office.

Any articles such as lunches or forgotten books should be left in the school office. Parents are reminded that keys are for the general areas of the building. Entrance into a teacher's classroom when he/she is not present requires the permission of the office.

Entry During School Hours

Entry to the school will be restricted to the School's north main entrance (on Stevenson Drive) during school hours (8:00 a.m. to 2:45 p.m.) All visitors, volunteers and parents picking up/dropping off students during school hours will need to park in the front of the school and enter through the School's main entrance. Access to the School via the circle drive will be restricted to before the start of the school day (7:30 a.m.) and after the end of the school day dismissal (2:45 p.m.). Students who participate in morning LAP will enter the school through the gym doors and report to the gym for morning LAP.

Emergency Closing

In case of extreme weather or other emergencies, parents will be contacted electronically through the School Messenger system. Parents may also listen to

WTAX at 1240 AM or to Channel 20 television station for an announcement of school closings. Do not call the school, parish office or the rectory concerning the closing of school as the determination is not made on the level of the individual Catholic school. A joint decision is generally made by the Springfield Catholic Elementary School Principals regarding the closing of our schools when an emergency occurs that would affect the health and safety of our students. Once school is in session, students will not ordinarily be dismissed early due to bad weather. In severe weather conditions, parents are free to pick up their children at their discretion.

Birthday Observances

Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats may be brought to school for students. Students are invited to come to the Principal's Office for a birthday treat. Party invitations may be passed out at school if all students are invited (i.e.: all girls and/or all boys).

Behavior Expectations

The goal of Little Flower Catholic School is to instill positive and productive behavior in students. Students will be held accountable for their behavior. Infractions will be recorded on accountability charts. Each infraction will correspond with a consequence. Students who regularly misbehave will have lower level consequences removed.

In the common areas, all staff members will share in supervising students. Action will be taken each time inappropriate behavior is observed. The students will receive a behavior accountability form/demerit/detention (BAF) noting his/her inappropriate behavior and will be responsible for delivering this form to his/her parent and homeroom teacher. The homeroom teacher will record the infraction for possible future consequences if BAFs are accumulated.

Behavior Expectations for Little Flower students:

- A. Be prompt and prepared.
 1. Come on time.
 2. Come with needed materials.

3. Come with assignments completed.

B. Respect authority.

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for your own behavior.

C. Respect the rights of others.

1. Use appropriate voice and language.
2. Listen to speaker.
3. Respect opinion of others.
4. Refrain from physical and verbal harassment.

D. Respect property.

1. Respect the property of others
2. Respect your own property.
3. Use materials and equipment appropriately.

E. Respect learning.

1. Remain on task.
2. Allow others to remain on task.
3. Be an active learner.

F. Display appropriate social skills.

1. Deal appropriately with disagreement, teasing, failure
2. Display courtesy and tact
3. Interact with others appropriately.
4. Think before you speak.

G. Display Christian character.

1. Be positive.
2. Be productive.
3. Treat others as you would have them treat you.

The consequences for noncompliance with these Behavior Expectations will be as follows, but not necessarily in this order:

1. Warning with interaction
2. Time out or one-minute personal interaction
3. Behavior Improvement Plan/Demerit/Detention
4. Call Parents
5. Meeting with Principal
6. Meeting with Principal, Parents, & Teacher(s)
7. In-School suspension
8. Out-of-School suspension

9. Expulsion

Grades 6-8

Academically, each student is expected to work to his/her ability and potential. Each student must complete his/her homework and turn it in when assigned. Students must come prepared for class each day. **Parents will be given access to Engrade, an online grade book, for their child. Parents are strongly encouraged to check grades and messages often as this is another form of communication.**

Each student is expected to display appropriate behavior in and out of the classroom at all times. In addition, it is the responsibility of the older students to be positive role models for younger students.

Demerits will be issued for minor rule infractions. When a student has accumulated three demerits, a detention will be issued. The students will begin each semester of the school year with zero demerits. Detentions may also be given for various offenses. **Detentions must be signed by a parent and will be served at 7:00 a.m. on Friday mornings before school.** Failure to serve an assigned detention or tardiness to an assigned detention, will result in an additional detention. When a student has accumulated five detentions in a semester, an in-school suspension will be assigned.

Demerit

- *Chewing gum
- *Failure to return forms on time
- *Lacking necessary class materials
- *Missing assignment
- *Excessive Talking
- *Uniform Violation

Detention

- *Cheating
- *Cruelty
- *Destruction of Property
- *Dishonesty
- *Disrespect
- *Inappropriate Behavior
- *Three Demerits

Discipline

Helping the child grow in self-discipline and a respectful attitude toward authority should be the constant aim of the parents and teachers. The children who have been taught these learn more readily and make the task of teaching more effective.

Our disciplinary regulations are designed:

- To maintain order, not regimentation, wherein an atmosphere for study can prevail;
- To teach respect for the rights of others;
- To develop good character traits;
- To provide opportunities for the development of leadership;
- To form an intelligent and virtuous Christian Citizen.

Parents will be notified if children are not following the rules and directives of Little Flower School. Failing to comply with school regulations will result in disciplinary action. Repeated violations of school policy or more serious disregard of rules may result in a child being suspended for one to five days or may result in expulsion.

Drugs and Alcohol

Possession, transfer, sale, use, or being under the influence of any alcohol, intoxicant, narcotic, marijuana, prescription drugs, any other controlled substance, and/or "look-a-like" drugs, while on school grounds or attending school sponsored activities. This includes students who have consumed any of these substances prior to entering or while attending school or any school sponsored event

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A reasonable suspicion of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indications giving rise to a suspicion of a violation of this policy. A student's failure to cooperate in testing required by this policy will result in disciplinary action up to and including expulsion from the school.

Gangs and Gang-Related Activities

This school is a gang-free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a School setting, as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline.

Possession of Weapons

It is a violation of the School's policies for a student to possess a weapon on School premises at any time or in connection with School-related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the School's discretion, may reasonably be considered to constitute a weapon.

Violations of this policy may result, at the School's discretion, in disciplinary action up to and including expulsion from the School.

Search and Seizure

School authorities (certified employees and administrators) may search a student and/or the student's personal effects (i.e. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner that is reasonable, related to the objectives of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Police Questioning

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

- The officer shall properly identify him/herself
- The parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities
- The student's parent(s) or guardian have (has) a right to be present if the conference is held in the parish/school
- If the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant
- If there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the principal should be a witness to the conference held in the parish/school.

A student who is accused of a serious wrong may be placed on a home-bound instruction pending the outcome of adjudication or investigation.

Harassment

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

Sexual Harassment

Little Flower Catholic School has a policy which expressly prohibits sexual harassment in the school environment. This policy protects the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual harassment includes any unwelcome sexual advances or requests for sexual behaviors, sexual comments or any conduct of a sexual nature when directed to a student.

If behavior is observed which violates this policy, the person observing such behavior shall bring the matter to the attention of either the Pastor or Principal for appropriate action. These allegations should be made in writing using the school's Harassment Report Form. Parents of both the offender and the victim will be

informed of the allegations. The matter is to be kept confidential by all parties involved. Every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

Threats Policy

All threats are to be taken seriously and investigated. If after investigation, the Principal deems it warranted, Little Flower Catholic School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

Bullying and Cyberbullying

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

Social Networking Sites

Engagement in online social networking sites such as, but not limited to, Facebook®, Instagram®, Twitter®, Snapchat®, etc. may result in disciplinary actions if the content of the student's social networking site/account(s) includes defamatory comments regarding the school, the faculty, other students or the parish.

Uniforms and Dress Code

Students in grades K-8 must be in school uniform each school day. Our uniform is optional for our Preschool students. Our plaid jumpers and skirts are available from Luers and Landø End only.

- Shirts must be plain red or white w/no visible logos with the exception of the Little Flower logo. They may be polo style (long or short sleeved) or white oxford (long or short sleeved). Shirts must remain tucked in at all times.
- Socks must be worn at all times. Socks must be plain white, navy, black or red. Socks must match and need to be noticeably visible above the shoe. White, navy, or red tights are optional in winter months. Sweat pants may be worn at recess during the winter months. Pajama pants and flannel pants may not be worn at any time.

- Navy pants or walking shorts must be plain w/o cargo pockets or loops. Shorts must reach the top of the knee. 8th graders may also wear khaki pants or shorts. Shorts may be worn from August until November 1. The wearing of shorts will start again in the spring at the discretion of the principal, weather permitting. Said date for the return of shorts to the uniform options will be April 1 or announced via the Principal's Newsletter in the Thursday Packet. Brown or black belts must be worn in Grades 2-8, if pants have belt loops.
- All girls may wear plaid jumpers or the plaid/navy øskortø. 8th grade girls may wear khaki øskortsø as well. (Luers, and Landø End are suggested).
- Red, navy, or white LFS logo cardigan, pull-over sweaters or sweatshirts may be worn as part of the uniform. Plain red, navy, or white cardigan, pull-over sweaters or sweatshirts may also be worn.
- Other spirit sweatshirts/shirts and hoodies may only be worn on Fridays.
- Girl Scouts and Boy Scouts may wear the official scout uniform on their designated meeting day. (This is not an out of uniform day for scouts).
- Shoes must have a back for safety of our students. Ballet style shoes may be worn if the shoe has a strap across the front of the shoe. Tennis Shoes that tie (Velcro for younger students) must be worn on P.E. days. Skate shoes, flip-flops, clogs, sandals w/o a back, boots, shoes w/a high heel, and slipper style shoes of any kind (especially those with fuzzy fleece or fur linings) may not be worn. Snow boots may be worn to and from school during winter months. Additional shoes must be brought to school and worn during school hours.
- Extreme tastes in hair styles may not be worn at any time (e.g. No mohawks). Colored hair dye or gel is not permitted. Hair must be neat and trimmed above the collar and at/or above the eyebrow for boys.
- Earrings and jewelry must be appropriate for school. Earrings are to only be in the earlobe (No cartilage piercings are allowed and one earring per ear.) Earrings should be no larger than a dime and should not be dangling. No pierced body parts other than ears are allowed. Students may wear a single small pendent necklace. Beaded/rope/fun band/thread necklaces and bracelets are not permitted. One ring per hand may be worn. Should jewelry become a distraction, teachers/staff will ask a student to remove the jewelry for the duration of the school day.
- Minimal make-up, chapstick and plain finger nail polish may be worn.
- Out of Uniform guidelines: No short shorts, T-Shirts with inappropriate language or images, tank tops, spaghetti straps, biker shorts, or tight/revealing clothing. No colored hair dye or gel. Students will be asked to call home for a change of clothes if deemed inappropriate for school.

A child at any grade level will lose the privilege of a dress down day after three uniform violations

*The Principal reserves the right to amend this code due to fads in clothing or shoe styles and will communicate all changes to the parents in the Thursday packet.

Admission Policy: (Nondiscriminatory Policy)

Little Flower School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, scholarships, and loan programs, and athletic and other school administered programs.

Accreditation/Recognition

Little Flower Catholic School is recognized through the Illinois State Board of Education and the Diocese of Springfield.

Registration Procedure

Pre-Registration for students to be enrolled in Little Flower School takes place in early March. An enrolled family may also register Preschool, Kindergarten and new students at that time. New families moving into the parish may register at any time in the school office after they have registered in the parish. Children whose parents are members of Little Flower Parish will have preference in enrollment.

Requirements include:

- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP (if applicable)

The Illinois State School Code requires those children entering Pre-K must be three (3) or four (4) years of age by September 1st. Children entering Kindergarten must be five (5) years of age by September 1st.

Preschool classroom shall not exceed 16 students for Pre3 and 18 students for Pre4 without an additional aide. When the Preschool classrooms have been filled, a waiting list will be established.

Financial and Service Obligations

Tuition Schedule – 2016-2017

	Catholic	Non-Catholic
1 Child	\$3,400	\$3,900
2 Children	\$5,950	\$6,950
3 Children	\$6,950	\$8,450
4 Children	\$7,300	

Additionally:

- **Book/Tech Fee** ó Families will be charged a \$100 book/tech fee per K-8 student and a \$50 book/tech fee per PreK student at our Orientation Day.
- Each family is required to complete a minimum of **twenty** family service hours. Families will be charged \$20 per service hour not completed by the last day of school. Exceptions may be granted to individuals willing to work at our Heritage Days.
- Each family will be required to sell ten Heritage Days Mega Raffle tickets before the last day of school. Families will be charged \$50 for each unsold ticket on that date.
- Any student with an outstanding lunch bill of \$20 or more will not be allowed to participate in our lunch program until the balance is paid in full.
- Any student with an outstanding LAP bill of \$60 or more will not be allowed to participate in our LAP program until the balance is paid in full.

Families can receive a \$300 tuition credit for referring a new family to Little Flower School (K-8), if both families are in sound financial status.

Registration Fees

Tuition is set in the spring of each school year for Preschool ó Eighth grade students. There are two tuition schedules, Catholic and Non-Catholic.

- A non-refundable \$50.00 deposit per family is required at the time of Pre-registration. The full deposit amount will be applied to the full tuition bill of the family.

- Book/Tech Fee to cover our various book series and the technology related to our book series, families will be charged a \$100 book/tech fee per K-8 student and a \$50 book/tech fee per PreK student at our 2016 Orientation Day.
- A non-refundable \$25.00 deposit per child is required to complete registration for **new** students.

PAYMENT PLANS

Each family must choose from one of the four options listed below. All payment plans are required to make a \$50 non-refundable deposit per family at the time of registration. The deposit will be applied towards the first tuition payment.

OPTION 1: Single Payment due August 17, 2016. Payment is made directly to the school.

OPTION 2: Two Payment Plan: Two equal payments are made directly to the school. The first payment is due August 17, 2016. The second payment is due by January 15, 2017.

OPTION 3: Four Payment Plan: Four equal payments are made directly to the school by the following dates: August 17, 2016; October 15, 2016; January 15, 2017; April 15, 2017.

OPTION 4: FACTS monthly payment plan - payments are debited from your bank account over 10 months beginning July 2016 through April 2017. Payments may be made either on the 5th or 20th of the month. A one-time service fee of \$43.00 will be charged to each family by FACTS Management Co. FACTS Management Co. will send notice to the families on what date they will charge the account for this fee.

Note: A \$30.00 charge will be assessed by FACTS each time a payment attempted, but funds are not available.

FACTS PAYMENT PLANS (Option 4)

K ó 8TH Grade

A. CATHOLIC

	Tuition	Deposit	Total	Monthly
One child	\$3,400	\$50	\$3,350	\$335.00
Two children	\$5,950	50	\$5,900	\$590.00
Three children	\$6,950	50	\$6,900	\$690.00
Four children	\$7,300	50	\$7,250	\$725.00

B. NON-CATHOLIC

One child	\$3,900	50	\$3,850	\$385.00
-----------	---------	----	---------	----------

Two children	\$6,950	50	\$6,900	\$690.00
--------------	---------	----	---------	----------

C. PRESCHOOL

Preschool families who have at least one student enrolled in K ó 8 for the 2016 ó 2017 school year	\$4,000	50	\$3,950	\$395.00
--	---------	----	---------	----------

Preschool families who only have students enrolled in Preschool for the 2016 ó 2017 school year	\$4,550	50	\$4,500	\$450.00
---	---------	----	---------	----------

TUITION ASSISTANCE FORMS are available on our school website.

***The application deadline is April 30, 2017.**

Fee Payment Policy

The policy of the Church of the Little Flower is to provide its school students the finest educational and formational services available, in a Catholic atmosphere, including a variety of special educational and extracurricular activities and services. The cost of providing these services requires that the following policies for payment of school fees be instituted:

Contributions:

- It is the duty of all members of our faith to support their Church to the best of their ability including fulfilling the requirements of the parent agreement.
- It is a particular duty of the parent/guardian of the student who is receiving the privilege and benefits of a Catholic education at Little Flower Catholic School to support their Church in its endeavors.
- Each Catholic Parish family with a child enrolled at Little Flower Catholic School is expected to fulfill this financial duty by making a weekly envelope contribution to the support of the Church of the Little Flower and its school.
- Students receive their own church envelopes. Parents are asked to teach their children the value of supporting the Parish through the use of these envelopes.
- Little Flower Catholic School families are expected to participate in the Parish Stewardship Program (Sharing time, talent, and treasure).
- Little Flower Catholic School families are expected to participate in fundraising activities such as the Auction, Heritage Days, SCRIP, etc.
- Each family is required to complete a minimum of **twenty** family service hours.

Review of Compliance with this Policy:

- Compliance with these policies will be monitored by the School Board and Administration.
- If payments are not made as agreed, parents have an obligation to contact the Principal. Every effort will be made to assist families with their financial commitment. If families choose to persist in the delinquency of their payments and no resolution can be made, the school will be forced to implement the following policies:

Situation occurs on or before:

First Day	Student may not be admitted to first day of school.
February 1	Student may be withheld from classes until bills are paid.
May 1	Student may be withheld from classes until bills are paid.
Graduation	8 th grader will not receive diploma, report card, attend graduation awards program or field trip until all fees have been paid.

*** Failure to comply with these policies will be excused only in cases of extreme hardship as determined by the Principal and Pastor. Families with outstanding fees will be referred to a collection agency if special arrangements for payments have not been made with the Principal and Pastor. Parents/Guardians who believe their circumstances need consideration should take the responsibility to contact the Principal in addition to filling out a Tuition Assistance form. Final decisions regarding financial assistance will be made by the Principal and Pastor.**

A limited amount of financial aid is available. Tuition assistance, if approved, will be given first to parish families who have been registered in our parish for a year and are actively living their faith.

Fundraising/Tuition

The tuition collected at Little Flower is only about 40% of the operating cost. Another 40% comes from the Parish and the final 20% comes from fundraisers. To reach our fundraising goal we will have one major fundraiser, the Heritage Days.

In February, we will begin selling Mega-Raffle tickets for Heritage Days to be held each year in June. These tickets will sell for \$50.00 each and every family is required to sell ten (10) tickets (\$500.00). If a family does not sell ten tickets by the last day of school, they will be charged for the balance of the tickets. For example: if a family only sells three (3) tickets worth \$150.00, \$250.00 will be added to their current tuition. If tickets are not sold, report cards/diplomas will not be issued or records transferred.

Our Scrip program is also available for families to purchase. For more details about the Scrip certificates please visit the school website.

Volunteer Services

A child's education is facilitated and enriched by the use of a variety of resources; especially people who can provide service beyond the usual scope of the textbook for which school personnel are not available. Because of the generosity of many volunteers, we have many enrichment experiences for our students.

Volunteers are an integral part of our program. **“Protecting God’s Children” training is a diocese requirement for all school and church volunteers.**

All families are expected to volunteer a minimum of twenty (20) hours of service each year. Mothers and fathers of our school children are encouraged to volunteer their service to the school, church, and community. Office help, library, computers, playground, running errands and carpentry work are just a few areas in which the school needs help. Assistance is also needed with the following committees: Room Parents, Parent Teacher Club, School Board, Building and Grounds, Development, Men's Club, and St. Therese Guild. Each family is asked to return the Volunteer Form which is included in the Orientation Packet.

LAP Program

LAP is the before and after school program for children grades PreK-8. The morning program will run from 6:30 ó 7:30 a.m. and the after program will be 2:45 ó 5:30 on all regularly scheduled school days. On days when children are dismissed at 1:30 for faculty meetings, afternoon LAP will be in session. Afternoon LAP **will not** be in session on half-days, holidays and days of holiday dismissal. Fees are posted at the beginning of the school year. Fees are reduced for additional children except for morning LAP. Any student with an outstanding LAP bill of \$60 or more will not be allowed to participate in our LAP program until the balance is paid in full.

If a child is not picked up by 3:00 (or 1:45 on early dismissal days), the child will be sent to the LAP program. Parents are responsible for all fees incurred.

Patrols

Junior High students participate in the patrol program. The students who act in this capacity are sacrificing their own time and filling a position of service for students and parents. Students and parents are expected to be respectful and courteous to the patrols. Likewise, patrols are to be respectful and courteous to students and parents. It is the responsibility of each patrol to fulfill the varied duties assigned by the patrol supervisor.

Emergency Drills

State Law requires that fire drills be held a minimum of three times a year. During the fire drills, students should follow these regulations:

1. Stand in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Stand in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Little Flower School periodically holds drills for lock downs, earthquakes, and other emergencies as mandated by the State of Illinois. Procedures are found in the Crisis Plan located in the school office.

Field Trips

All field trips must have an educational and informational purpose. The following applies to all field trips:

1. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip and will be filed in the office for one year.
2. **A field trip is a privilege and not a right.** Behavioral and/or academic issues may prevent a student from attending a trip at the discretion of the teacher and/or principal.
3. A field trip permission slip is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you are to call the school and another field trip permission slip will be sent home.
4. **A telephone call will not be accepted in lieu of the proper field trip permission slip.**
5. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
6. Drivers must have taken the Protecting God's Children Training and must be properly insured as required by the State of Illinois. **Stopping anywhere for refreshments is prohibited.**

7. Parents of students under the age of 8 must provide a car seat or booster seat for their child.

Grading Scale

A = 93 – 100

B = 85 – 92

C = 76 – 84

D = 70 – 75

F = 69 or below

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:45 PM ó 5:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Report Cards/Progress Reports

Report Cards are important tools for communication. This report shows the progress made scholastically and also the progress in the character formation of the child. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Kindergarteners receive three report cards. Parents are encouraged to contact the teacher when a concern arises.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, lunch fees, service hours, or LAP fees are in arrears.

Honor Roll

All students in grades 3-5 who earn all ones and/or twos in effort and conduct on report cards each quarter are eligible for the Effort Honor Roll. An Academic Honor Roll is published each quarter for grades 6-8 students with an A or B average and ones and/or twos in effort and conduct for the core subjects. They must also have all ones or twos in conduct and effort in the special area classes. There will be an A Honor Roll and a B Honor Roll. Students on the Honor Roll for all four quarters will be recognized at the end of the year.

Cheating

Cheating of any type is a moral issue and will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. Parents will be contacted by phone. A student who is involved in cheating may be suspended from extra-curricular activities.

Retention Policy (Academic Intervention)

If a student in Grades 6, 7, or 8 fails to achieve a cumulative passing grade in Science, History, English, Literature or Math, he/she will be required to successfully complete teacher-assigned compensatory work in order to proceed to the next grade. Parents of failing students will be required to pay for the materials and necessary teacher time for instruction and grading of the compensatory work.

Resource Teacher

Students exhibiting a need will be given extra help in academics as needed. Students will have the advantage of a small group situation and will be scheduled for these classes within the school day in the Learning Resource Room.

Sports Policy

Participation in athletic activities at Little Flower School is encouraged for as many students as possible. All students participating in any Athletic Program offered by Little Flower School must have insurance and a yearly physical.

It is expected that all students participating will maintain their scholastic standing. In order to keep proper balance between athletics and scholastics, suspension or dismissal from the sports program of the participating student may occur for one of the following reasons:

1. Failure to maintain scholastic or effort/conduct grades.
2. Violation of the Disciplinary Policy.

3. Poor Sportsmanship.

The grades of all students will be reviewed at the end of each week. Cumulative averages for the quarter will be used for this review.

Students who have an F or two or more Ds or a 5 or two or more 4s in effort/conduct during the quarter in any academic areas will be ineligible to play or practice for that week. Students who receive a D or a 4 in conduct/effort during the quarter will be placed on probation for one week.

Students determined by the Faculty to be students with learning difficulties will be judged mainly on effort. When this is the case, the Athletic Director and the parents of that child will be notified that this child is being evaluated differently than the other students. Even in the case of a child with a learning difficulty, the child must be completing assignments and cooperating in class.

A copy of the ineligibility notice will be kept in the AD Office. Copies will also be sent to the parent, the Athletic Director and the individual coaches. Students will be notified of their ineligibility by the teacher.

The coach or AD will contact the parents/guardian when a student is ineligible. **Ineligibility takes effect on the Monday after notification and ends on the following Sunday.**

Student Council

All students are invited to be part of Student Council. Grades 4-8 elect representatives for their class. Grades Preschool to third are represented by seventh and eighth grade students. The challenge to participate in decisions affecting the spirit and activities of Little Flower Catholic School will help students become leaders of the future who are eager to serve others.

Lunch Program

Lunch is served, using United States Department of Agriculture guidelines. The price of a meal is \$3.00. Students in the second and third lunch periods will be able to add an additional main entrée item (i.e. sandwich, serving of chili, etc.) to their hot lunch for \$1.50. Each family will receive a notice when the lunch account is \$5.00 or below. Money should be placed in a marked, sealed envelope. Children should be encouraged to have a hot lunch each day. If a child brings a lunch from home, it should be a sack or box labeled with the child's name and grade. Milk or juice for the cold lunch program will be \$.30. **Fast food from restaurants and soda are not permitted in the lunchroom.** Any student with an outstanding lunch bill of \$20 or more will not be allowed to participate in our lunch program until the balance is paid in full.

Library

The students have a specific library period each week. Students should return books promptly so that all may benefit from the collection. If overdue books

are not turned in by the end of the quarter, report cards will not be issued. Students will be required to pay for lost or damaged books.

Parent-Teacher Conferences

In accordance with the Springfield Diocesan policy, the teacher meets with the parents and student for the purpose of discussing constructively the progress of the child in school along with other matters of mutual concern once a year. Such conferences are scheduled during October at a time convenient for the parents. Parent attendance at these conferences is very important. Other conferences will be scheduled during the year as needed. Students in grades 6, 7, and 8 are to accompany their parents to these conferences.

In addition, should a parent have a concern during the school year, the teacher should be notified first either via phone, email or a pre-arranged meeting. If a solution is not found, the principal should be called to arrange a meeting with both the teacher and parent. If the concern still has not been addressed, the pastor should be called in for final resolution.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Little Flower Catholic School. **Students must be Baptized before 2nd grade.** Please call the Church office for further information. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Students in Grades 8 will prepare for and receive the sacrament of Confirmation every year. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist, and Confirmation are only conferred to students baptized in the Roman Catholic tradition.

Liturgy

All Little Flower students (PreK-8) are expected to attend Mass each weekend. Students are encouraged to attend with family members. Students and families should support their Parish Church through the use of these envelopes.

Students in grades K-8 also have the privilege of attending Mass one day a week with their classmates. Preschool students attend special all-school liturgies. Parents, as members of the school community, are encouraged to participate in these Liturgies. Each class will have the opportunity of planning and participating in special Liturgies frequently.

Health/Medication

All children entering either PreK or Kindergarten, and those entering 6th Grade must have on file a completed written health exam by a physician. **These records must be in the school office on or before the first day of school.** All students not in compliance with the Illinois state law health regulation before October 15th of the current year will be asked to remain at home until the health exam or immunization records are filed with the school office.

All children in Kindergarten, 2nd, and 6th grades must have a dental examination by May 15. If a child in those grades fails to present proof of having been examined by a dentist by May 15th of the school year, the school may hold the child's report card until one of the following occurs: (1) the child presents proof of a completed dental examination or (2) the child presents proof that a dental examination will take place within 60 days after May 15th. Waivers may be obtained for children who show an undue burden or a total lack of access to a dentist.

All Kindergarten students must have a vision examination on record in the school office by October 15th of the school year.

Parents are asked to bring to the attention of the school special health concerns regarding a particular child. (For example, birth defects, allergies, epilepsy, diabetes, etc.).

On occasion, prescription and non-prescription medications, as listed on the emergency information form, can be given at school. Parents will be notified by the school office before non-prescription medications are given to students. Students are **NEVER** to carry medications on their person while at school. If it is necessary for a student to take medicine during the school day, a permission form from a doctor must be filed in the office. The form must indicate the student's name, date, title of medication and the time/dosage. The medication is kept in the office or refrigerated if necessary. Medicine must be brought to school in a container properly labeled by the pharmacist or physician. The **STUDENT** must take the responsibility to come to the office to receive the medication.

Home-School Communication

In an attempt to reduce paper and copy costs, the school newsletter will be available online each week. Families without Internet service may request a packet by putting this request in writing in the school office.

Internet Use Policy

We are very pleased to have internet access at Little Flower School and believe the internet offers valuable, diverse, and unique resources to both students and teachers. The goal of providing this service to students and teachers is to promote educational excellence by facilitating resource sharing, innovation and communication.

The internet is only to be used as assigned and monitored by a teacher. Students are not to use the school's internet service for personal reasons, including but not limited to: solicitation, spam, distribution of illegal or inflammatory material or information, defamation, of the school, parish, diocese or anyone associated with those entities, access to pornographic or illicit sites, etc. Students and parents will sign the Internet Usage Policy each year.

Students found in violation of this policy will face disciplinary measures.

Crisis Plan

Little Flower Catholic School has implemented a crisis plan which is reviewed and updated as needed. All information is communicated to teachers and staff in order to ensure student safety. This plan is available for parent review in the school office.

Child Abuse Laws

Little Flower Catholic School abides by the child abuse laws of the State of Illinois and the policies/guidelines by the Diocese of Springfield. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Family Services. Protecting God's Children training is mandated for all employees and volunteers/coaches of Little Flower Parish.

Counseling Services

The School and Child Psychology Program is a counseling service which is offered to the Catholic Schools in Springfield. The counselor deals with student and family problems which impede academic progress. These services may be requested for a child by the teacher or parents by contacting the teacher or Principal.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.** Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business

phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Pregnancy/Parenting Policy

Little Flower Catholic School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life. Little Flower Catholic School equally asserts the values of forgiveness and compassion.

Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent(s), the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

Student Records

Little Flower School shall keep an academic record of each student's performance. Confidentiality will be maintained. Upon graduation or transfer from Little Flower Catholic School, a copy of the student's records will be sent to the new school. If requested, additional information may be provided to the new school's personnel to assist them in the appropriate placement of the student and/or completion of any scholarship applications.

***Parental Right to Review Records:** Parents will be allowed to review a student's records upon reasonable request and in accordance with procedures established by the Principal. With respect to the rights of the non-custodial parent, Little Flower Catholic School abides by the provisions of the Buckley Amendment.

Accordingly, in the absence of a court order to the contrary, Little Flower Catholic School will allow the non-custodial parent access to his/her child's academic record and other school-related information. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

***Procedures for Parents to Review Records:** In accordance with school policy, parents/guardians have the right to see the school records. A parent/guardian should notify the Principal in advance if he/she wishes to view the records of his/her child in the school office. The Principal will be present during the examination of records by a parent/guardian.

Student Accident Insurance

All students must be covered by some form of Medical Accident Insurance. The school participates in a Group Plan from Union Labor Life Insurance Company offering two options of coverage while at school, or 24 hour coverage. Checks must be made payable to the Insurance Company Only. Insurance envelopes are distributed on Orientation Day in August. They should be returned as soon as possible for immediate coverage. **A signed Declaration of Family Insurance must be returned for all students. A “no” to the school insurance indicates that the student is covered by family insurance.**

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a written note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Cell Phone

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to place the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession. (Pagers or other electronic devices also apply).

Testing

The Iowa Assessment standardized test is mandated in Grades 3, 5, and 7. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. Those entering Kindergarten take the KDI-2 (Kindergarten Readiness Test) the spring before they enter Kindergarten. Students in PreK, Kindergarten, First, and Second grades have their speech and language skills screened by the speech and language therapist at the beginning of the year. Speech/Language and academic testing are available to any students needing such services by Little Flower Catholic School staff. Psychological testing is available to Little Flower students through a referral to District #186 or Sangamon Area Special Education staff at no cost to parents. The Principal or Little Flower Special Resource staff has more information on the referral process.

Asbestos Management Plan

The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public

Health in 1989. Recommendations in the plan have been accepted by the School and the State. A copy of the Asbestos Management Plan is on file in the school office and is available for inspection during normal business hours. The tri-annual re-inspection has been completed and is on file in the School Management Plan. Six month periodic surveillance requirements and additional re-inspections will be completed as required by Federal Regulations.

Video/Movie Policy

Videos can greatly enhance the classroom curriculum. The criteria for selecting a video for use in the classroom are 1.) the film's intrinsic educational value, 2.) its actual fit into the curriculum and 3.) its harmony with Catholic faith and morals. **“G” or “PG” rated movies may be shown in the classroom.**

**Right to Amend

Little Flower Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday packet.