

Little Flower Catholic High School for Girls
1000 West Lycoming Street
Philadelphia, PA 19140-2199
215-455-6900
215-329-0478 (fax)
www.littleflowerhighschool.org
Student Handbook and Agenda Planner
2022-2023

CONTRACTUAL AGREEMENT

This handbook constitutes a contract of the school with parents and students. School jurisdiction in academics and behavior is detailed in the handbook but not limited to it. Additional policies developed by the Little Flower Catholic High School for Girls administration are equally binding. School jurisdiction is not limited to school hours or school property.

The Archdiocesan Secondary School System and Little Flower Catholic High School for Girls reserve the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates. These changes may be due to changing guidelines, recommendations, or restrictions from the Centers for Disease Control, the state of Pennsylvania, local authorities, or the Archdiocese of Philadelphia related to Covid-19.

This agenda belongs to: _____

Homeroom Section: _____

ACCREDITATION

Little Flower Catholic High School for Girls is accredited by the Commonwealth of Pennsylvania, the Archdiocese of Philadelphia, and the Middle States Association of Colleges and Secondary Schools.

Administration

President..... Mrs. Kristie Dugan
Principal Ms. Kathleen Radebaugh

Assistant Principals

Academic Affairs
Student Life..... Mrs. Molly M. Quinn

Academic Departments

English Ms. Felicia Maisey
Fine Arts..... Mrs. Noreen Diehl
Guidance Mrs. Kristin Sheridan
Mathematics..... Ms. Kathleen Zolk
Physical Education..... Mrs. Margaret Robinson
Theology Ms. Maureen Gillespie
Science Ms. Carol Dauerbach
Social Studies..... Ms. Ann Tracey-Lyman
World Language..... Ms. Laura Stankiewicz
School Minister Rev. Joseph McCaffrey
Admissions/Enrollment..... Ms. Kia Benjamin
Management
VP for Advancement..... Sister Joan Ames, IHM

NOVENA ROSE PRAYER

O Little Therese of the Child Jesus, please pick for me a rose
from the heavenly gardens
and send it to me as a message of love.

O Little Flower of Jesus, ask God today to grant the favors
I now place with confidence in your hands.....
(Mention specific requests)

St. Therese, help me to always believe as you did
in God's great love for me, so that I might imitate
your "Little Way" each day. Amen.

DAILY OFFERING

Dearest St. Therese, You dedicated yourself to a simple life of love and service to God.

Inspire me by your example as I go through this day to offer up all my “little” acts to glorify our Beloved Lord, and to spread your “little flowers” of love to everyone I meet. Amen.

BELIEF STATEMENTS

All members of the Little Flower Catholic High School Community bring this Mission Statement to life each day by acting in a manner consistent with our beliefs. The Little Flower Catholic High School Community believes that:

- All human beings have inherent dignity, being created in God’s image and likeness.
- Diversity is an expression of God’s Creativity.
- God invites us to experience the divine mystery through relationships, experiences, traditions, and knowledge.
- Jesus lives among us, teaching and calling us to a way of reverent living with one another and with all Creation.
- Service is rooted in the desire to practice Christ-like empathy, love, and respect for all.
- St. Therese, our patroness, unites us and draws us into discovering and sharing God’s incarnational presence in the simple and the ordinary.
- Catholic education is a relational and shared ministry centered on living the gospel in the Catholic Tradition.
- Catholic education promotes academic excellence and the healthy development of all dimensions of the human person, and encourages students to reach their full potential.
- Young women can discover, celebrate, and respond to God’s call to be empowered women of faith, hope, integrity, leadership, and service through the focused environment of a single sex high school.

PHILOSOPHY

Little Flower Catholic High School for Girls affirms the primacy of faith in its three-fold aim of Christian education: to teach the truths of Catholic Christianity, to build community and to serve others. Within the framework of a strong academic program, this school endeavors to develop the spiritual, the social, the emotional and the physical well-being of its young women.

To foster each student's personal relationship with her God, as well as to teach authentic Catholic doctrine is the goal of a Christian formation, which will overflow into a conscious endeavor to work for social justice. "By their fruits you shall know them" (Matthew 7:20); thus, Little Flower is committed to educating each young woman, through example and experience, to a level of individual growth, which will lead to a participatory, responsible involvement in her faith and her local community.

Staffed for many years by an administration and a faculty imbued with a sense of Christian mission, Little Flower has fashioned a strong tradition of community. Through the acceptance of human diversity and the recognition of individual potential and talent, this Catholic school is committed to promoting student self-esteem. Within this multi-cultural, multi-racial, single-sex environment, Little Flower students are empowered to discover and to deepen strong commitments to their own heritages, while fostering a fundamental school unity based on the understanding of and respect for one another. Concomitantly, through daily interaction and participation in religious and social activities, the students learn of human needs beyond their own and their duty to respond to them through service and prayer.

To meet the needs of this specific urban community, Little Flower educators employ a variety of instructional strategies and are committed to a curriculum based on the requirements of the Pennsylvania Department of Education and the Archdiocese of Philadelphia. The student's search for truth is stimulated through intellectual growth, self-knowledge, healthy curiosity and independent thinking. The faculty also aims to encourage each student's active participation in her scholastic world in order to increase her ability to communicate her ideas effectively, to understand the ideas of others and to learn appropriate collaboration for the good of the group.

Equally important to a young woman's development is her growing awareness of herself as a capable person and a vital, responsible member of a local and global community. Little Flower Catholic High School values the social maturation of its students as an integral educational goal. Recognizing that the parents and guardians are the primary educators, we realize the faculty and staff share in the responsibility of teaching social and relational skills. Thus, the school endeavors to provide student organizations, extracurricular activities and frequent social events as vehicles for the introduction and reinforcement of these skills, as well as for student enjoyment, leadership training and the cultivation of friendships.

Living in today's world presents problems and challenges as unique and as personal as each individual. Through a network of services provided by the

school, guidance and direction are given to students to cope with personal problems and family conflicts in a comfortable, confidential atmosphere, which engenders in these young women a feeling of self-worth, encourages their self-discipline and fosters their moral courage to improve their life situations and circumstances.

Since the ability to lead a full and active life requires more than academic and social achievement, Little Flower is also concerned with the physical development of its students. Formal instruction in Health and Physical Education, mandatory for every student, aims to instill in the girls a respect for the human body and the good health habits that will sustain them throughout their lives, while a variety of athletic activities afford the opportunity to learn the value of team spirit and healthy competition.

Through physical and intellectual education, personal guidance, social interaction and a strong emphasis on the development of a personal relationship with God through the Catholic faith, Little Flower Catholic High School for Girls sends its students into their futures knowledgeable of themselves and their responsibilities to the global society, competent in the academics necessary for successful attainment of their goals and eager to assume their roles as leaders and contributors to their local and global societies.

HISTORY

With the expanding growth of the Catholic population in the northeast section of Philadelphia, as well as the lack of facilities in the existing Catholic high schools for girls, the need for a new school became imperative in the nineteen thirties. On May 21, 1939, His Eminence Dennis Cardinal Dougherty laid the cornerstone of the Little Flower Catholic High School at Tenth and Lycoming Streets. Under his leadership, encouragement, and generosity the school was made possible. To express his personal devotion to St. Therese of Lisieux, His Eminence named the school “Little Flower” confident that as patroness of the school she, in her “Little Way,” would be a model for the girls who would be educated here. In 1953, a statue of this saint was placed on the campus at the entrance of the building.

Little Flower Catholic High School for Girls opened September 1, 1939 as the most modern of the secondary schools and the pride of the Philadelphia Catholic School System. The first class graduated in June 1941; in 1953, Little Flower was the largest Catholic girls’ high school in the country, with a student body numbering three thousand three hundred and twelve.

The first administration of the school was directed through the Office of the Diocesan Superintendent of Schools under Monsignor John J. Bonner with the

assistance of the Prefects of Activities, Discipline and Studies. In 1952, Reverend Joseph Brown was assigned the first principal and served in this capacity until 1967 when he was succeeded by Reverend L. James Mullen. Reverend Monsignor H. Glenn Bennett became principal in 1972. Reverend Joseph J. McLaughlin assumed office in June 1981; he was replaced in September 1988 by Reverend Joseph T. Marino. Ms. Marie Gallagher assumed the duties of principal in 1991. Sister Joan Rychalsky, IHM was appointed President of Little Flower when the school adopted the President/Principal Governance Model in 1993. Sister Kathleen Klarich, RSM was appointed Principal in 1995. Sister Donna Shallo, IHM, was appointed President in 2000. Mrs. Jeane McNamara was appointed President in 2018. Mrs. Colette Weber was appointed Principal in 2020. Mrs. Kristie Hughes Dugan '92 was appointed President in 2022.

The original faculty was composed of seventy religious women representing ten different religious communities. Today, the faculty consists of both lay and religious teachers.

Through the years the course offerings have changed to meet the students' needs. Little Flower strives always to offer the highest quality Catholic education. Little Flower Catholic High School is accredited by the Middle States Association of Colleges and Secondary Schools.

“Today’s students – tomorrow’s leaders” keynotes the aim of Little Flower’s graduates. Little Flower Catholic High School is proud of its tradition and its history.

SCHOOL COLORS

The school colors are maroon and white. Class colors are as follows:

Seniors - yellow

Sophomores - blue

Juniors - pink

Freshmen - green

SCHOOL SEAL



The symbolism of the seal of Little Flower Catholic High School for Girls is closely associated with the life of our patroness, St. Therese of Lisieux.

The octagon shape of the seal represents the eight years that the Little Flower

spent as a Carmelite. Within the octagonal form, the name of the school is printed in gold upon a white background. This edging encloses and protects the figures within the seal, standing as a barrier to corrupting influences that might undermine the virtues symbolized therein.

The Greek lettering symbolizes our total dependence upon God for Christian learning. The open book represents knowledge. The words Victor, on one page, and Labor and Amor, on the other page signify that those who labor and love are victorious.

On one side of the book of knowledge, the harp indicates the fine arts, while on the other side, the distaff typifies industry. The flaming dart denotes the burning love of Saint Therese for Almighty God.

The seal is adorned with a lily and a rose. The lily implies freedom from taint of sin; the rose, love and zeal. The three virtues purity, love and zeal should characterize the lives of the students.

The tinted green thorns, which symbolize penance, speak to us of Christ's passion and death. Mary Immaculate's mantle is draped in the center.

The prevailing star with the large M represents the ever-ready willingness of Our Lady to enlighten those who seek her aid in acquiring knowledge.

Prominent in the seal are the brilliant colors. The deep red suggests enthusiastic devotion to Our Blessed Lord. The bright, cheerful yellow depicts lightheartedness and joy, the green stands for hope, and the pure metal gold symbolizes integrity.

The Latin words Vigilate et Orate, found at the bottom of the seal, are carved over each room in the Carmelite convent. This motto is a signal for life – "Watch and Pray."

ALMA MATER

Alma Mater, good and true, The pride of Church and City
We pledge our all to God and you
Under Mary's mantle blue. Our Faith is anchored here
With love that will light your years,
Staunch hearts will ever sing in praise of you.
Hail to you Little Flower Hail! Pride of all, our love will not fail.
Guide us and keep us safe through the years Bring us your children,
brave through all fears. Onward we will march foursquare
Vanguard of truth to do and to dare,
We to you our pledge renew, Fore'er we will be true
Little Flower we glory to see Your colors gleam in the sunlight,
Maroon for love and loyalty Snowy white for purity.
Proud, we your banner fling, Exultant, your praises sing.
We march on strong with trust in God above.
Hail to you Little Flower Hail! Pride of all, our love will not fail.
Guide us and keep us safe through the years Bring us your children,
brave through all fears. Onward we will march foursquare
Vanguard of truth to do and to dare, We to you our pledge renew,
Fore'er we will be true.

UNIVERSAL SEARCH POLICY

To protect the safety and welfare of students and school personnel, school administration may question and search a student, her personal effects, lockers and vehicles used by the student and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Searches conducted by school authorities may include, but not limited to, utilization of certified drug detection dogs or any devices used to protect the health, safety and welfare of the school population. A student's refusal or failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

ACT 30

If a student is applying to or presently attending Little Flower, and is found guilty of a juvenile or adult crime, and it is reported to the school administration, the student may be refused admission to Little Flower or may be liable for dismissal from Little Flower.

DIOCESAN HARASSMENT POLICY

Harassment in any form is unacceptable conduct and will not be tolerated. Any pervasive, unwelcome action, physical, verbal, written or electronic, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member or anyone within the school community, is prohibited by this policy.

Harassment because of a person's sex, race, age, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

Sexual Harassment: can result from unwanted sexual attention, sexual advances and comments or requests for sexual favors. Examples include:

- threatening adverse action if sexual favors are not granted;
- promising preferential treatment in exchange for sexual favors;
- unwanted physical contact; a pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language;
- display of sexually suggestive objects or pictures;
- unwelcome notes, e-mails and other communications that are sexually suggestive.

Bullying: intentional, repeated, hurtful words, acts, or other behaviors, including but not limited to: exclusion, spreading rumors, name calling, threatening, and/or shunning, completed by one or more students against another over a period of time. Bullying includes relational aggression, a type of emotional violence whereby individuals use relationships to harm others, and cyber bullying, the sending or posting of harmful or cruel text or images using the internet or other digital communication devices. Cyber bullying is a violation of the Acceptable Use Policy and the Diocesan Harassment Policy.

Hazing: refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Any student who feels she/he has been subjected to harassment should bring the matter personally to the immediate attention of the Assistant Principal for Student Life. If a student is uncomfortable for any reason discussing the matter with the Assistant Principal for Student Life, the student should report it to the Principal.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate disciplinary action will be taken, up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

A copy of the Harassment/Sexual Harassment/Hazing policy and all other diocesan school-related policies are on file in the Principal's Office.

ADMISSION POLICY

ELIGIBILITY

The Archdiocesan Secondary School System has an open enrollment policy. Students from any grade school are eligible to apply for admission to Little Flower. The school does not discriminate on the basis of race, color, or national and ethnic origin in its admission policies or in any school-administered programs.

Catholics of other Rites and students of other Religions are welcome in Little Flower with due consideration of the facilities available to provide for the number enrolled. It is not necessary for the student of another religion to become a Catholic; however, to enter fully into the life of the school all students admitted to Little Flower must:

- accept and support actively the philosophy and goals of the school.
- attend Theology class
- attend liturgies, retreats, and all religious services

APPLICATION PROCEDURES

Eighth grade students and transfer students can apply to Little Flower by going to the Admissions link on our website at www.littleflowerhighschool.org. Interested applicants will be reviewed by the Admissions' Committee and will be notified of procedures and financial aid opportunities.

Prospective incoming ninth grade students are required to take the High School Placement Test (HSPT), which is used to determine eligibility for academic scholarships and other merit-based financial aid and also to aid in course level placement.

TRANSFER STUDENTS

All students transferring into Little Flower from public, charter or private schools are required to have an interview as part of the application procedure.

The purpose of the interview is to discuss the reasons for seeking a transfer and to determine whether or not the school can meet the academic and social needs of the student. During the interview the Committee will review the student's most recent report card and any current standardized test results available. If standardized test results are not available the student will take a mastery skills test. The student interview is scheduled by the school sometime after the application for admission has been received.

FRESHMAN ORIENTATION

In September, each student is given a school calendar, a student Agenda Planner/ Handbook and a roster. All freshmen and incoming transfer students participate in an orientation program.

DISMISSED STUDENTS

A student dismissed from Little Flower for academic or disciplinary reasons may apply for readmission to Little Flower after one school year. Readmission will be based upon whether or not the student has completed a successful scholastic school year in another school. The student's attendance record and discipline record are major factors which affect the decision to readmit a student to Little Flower.

TUITION RATES

Tuition is \$8600.00 and school fee is \$1200.00.

All international students pay an additional \$1,900.00 in addition to the student tuition rate for a total of \$11,700.00.

TUITION DISCOUNTS

FAMILY RATE DISCOUNT Families with three or more students in the same family and in an Archdiocesan high school at the same time, each student receives a discount. If your tuition account does not reflect this discount, please provide the Tuition Officer with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

ASSISTANCE AND SCHOLARSHIPS

Through the generosity of our alumnae, businesses and other benefactors, the Archdiocesan Office of Catholic Education and individual schools provide millions of dollars of financial support to parents through scholarships and

tuition assistance. Information on scholarships may be found by going to the “Admissions” tab at www.littleflowerhighschool.org.

Parents seeking financial aid must complete a tuition assistance application by the deadline set in the previous school year, submit the required forms to verify income, and the required fee. A link to the FACTS Assistance Application may be found on the school’s website. **Families currently receiving tuition assistance must reapply each year for the next school year.**

If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce Little Flower awards so that these funds can be allocated to other deserving students.

If a student receives a scholarship or grant, it will be allocated to the student’s account based on the number of payments the parents have agreed to be billed during the year. Parents are responsible for paying the net amount due each month to keep tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

Little Flower takes great pride in our reputation for generous financial assistance and maintaining it through a student’s high school career. Please see our website at www.littleflowerhighschool.org under the Admissions tab for additional information on scholarships and financial aid.

TUITION PAYMENT SCHEDULE

FACTS provides tuition management services for all Archdiocesan high schools. Services for parents include online account access, tuition and fees invoicing, payment processing and 24-hour customer service.

New and returning families will receive information from FACTS regarding enrolling in FACTS for the year.

There is an annual fee of \$42 for a monthly payment plan, \$10 for a semi annual payment plan, and no charge if you make your payment in full for the year.

For parents selecting to spread their payments throughout the year, the tuition and the main school fee will be billed in eleven installments **beginning in June and ending in April**. Families have the option of having their payments due on the 1st of each month or the 15th of each month.

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments.

TUITION PAYMENTS

All tuition and fee payments should be made through FACTS Tuition.

Parents who pay tuition under the installment plan are encouraged to set up automatic payments in FACTS. Under the automatic payment plan, the amount will be deducted from your bank account on the due date each month. **As a special incentive, if a family makes these payments electronically each month throughout the year, a rebate of \$120.00 will be applied to your account at the end of the school year.**

FACTS is able to take payments in a variety of ways:

- Check or Money Order by Mail
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week.
- Online Web Payment from Checking, Savings or Credit Card Credit Cards—*Visa, MasterCard, American Express or Discover*
- Cash at School—recorded by School into Facts Family Account as a Paid at School Payment (no checks may be taken by the school).
- International Payments through *peer Transfer*
- Mobile Payments from Apple and Android devices.

If a parent signs up for automatic payments, they will receive an email reminder 7 to 10 days in advance of the payment. If a parent signs up to be invoiced, an invoice will be created 20 days before the due date. **Payments are due on or before the due date.** If your payment is not made by the due date or if you are carrying an outstanding balance, a late fee of \$30 will be applied to your account.

Additional fees will be applied by FACTS for failed payments processed via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees for these transactions. Changes to banking information must be made at least three business days before your next scheduled debit. You can update your banking or recurring credit/debit card information by logging into your account at www.online.factsmgt.com, or you can call 1-866-441-4637.

FACTS TUITION LOGIN AND CUSTOMER SERVICE

Once enrolled in FACTS, parents are able to do the following:

- Make a payment
- Review payment history
- Change/edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to your account

Parents can call the FACTS Tuition Customer Service Center at 1-866-441-4637 and a FACTS Tuition Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, 365 days a year! The team of specialists is able to:

- Provide you with balance & account information
- Take a payment
- Review your payment history
- Update your payment information
- Update your personal & contact information
- Provide or change your online username and password
- Address concerns regarding your account
- Each school has a tuition officer that can answer any questions

FACTS Tuition is not able to address:

PRORATED TUITION AND TUITION REFUNDS

Students who enroll late or withdraw during the year pay a prorated tuition according to the refund schedule published annually with the tuition rates.

Students who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a prorated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year, since the resources have been allocated for the student's education. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

DELINQUENT TUITION

According to Archdiocesan policy, if a student's family is not current in its payment of tuition and fees, the following will occur:

- **No student will be permitted to start a new school year with any outstanding balance from a previous year.**
- **Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.**
- **Families may not be more than 90 days in arrears on tuition payments at any time. Failure to cooperate may result in the student suspended from classes or even dismissal until the balance is addressed.**
- **Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.**
- **Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshman dance) unless they are current in their tuition payment.**
- **Transcripts may not be released for students who are not current in their payments.**
- **Final reports may not be released if there is an outstanding balance.**

TUITION AND FEES

This is the planned schedule for fees for the 2022-2023 school year. This schedule may be adjusted due to new conditions.

The Tuition and School Fees for students enrolled in Little Flower for the 2022-2023 school year are \$9,800.00. (\$8,600.00 tuition plus school fee of \$1,200.00). Tuition is remitted immediately to the Diocese to pay for salaries and school utilities, it is necessary for Little Flower to require payment of fees.

The School Fee covers the cost of Theology books, Chromebook insurance fee, school calendar, Agenda Planner/Handbook, The Literary Garland, the Retreat Program, assemblies, school insurance, computer reporter printing, and the first ID card. There are no mandatory fundraising obligations. Please note that if the situation dictates in the 2022-2023 school year, school fees will be adjusted accordingly. Families with three or more students in Archdiocese high schools at the same time, receive a discount. The Finance Office will supply a form to be filled out by the family. The family rate discount does not apply to students in parish schools or in private high schools.

THE RE-REGISTRATION FEE The Re-Registration Fee is \$125.00. It covers the cost of processing the student's application and preparing her roster and includes membership in the Home and School Association. The re- registration fee is charged in January and it is not refundable.

FACTS FEE and LATE FEE Facts has a fee of \$42.00 due in June. If any scheduled payment is not made by the due date or if you are carrying an outstanding balance, a late fee of \$30 will be applied to your account.

GRADUATION FEE Seniors are required to pay a Graduation Fee to cover the cost of Graduation-related events, including the cap and gown, printing fees, facility and equipment rental, videography and photography, and the yearbook. The fee is \$250.00 and it will be charged through FACTS in October. Graduation Fees may be adjusted if the situation dictates.

If fees have not been paid, the graduation materials and yearbook will be retained **ONLY ONE YEAR** after completion of the senior year.

FRESHMAN (& NEW STUDENTS) TECHNOLOGY, CHROME BOOK REPLACEMENT AND CHARGER FEES: Freshmen and new students are required to pay a Technology Fee of \$200.00 and it will be charged through FACTS in June. If you lose or break your Chromebook, there is a replacement fee of \$200.00. If you lose or break your charger, there is a replacement fee of \$50.00.

A YEARBOOK FEE of \$75.00 for any underclass student who wishes to purchase a yearbook. The yearbook will contain an individual picture of EVERY student instead of a group homeroom picture. You are under **NO** obligation to purchase a yearbook. Senior Yearbook fee is included in the graduation fee.

A MUSIC FEE of \$125.00 must be paid by all instrumental Music students and it will be charged through FACTS in October. This fee helps to offset the price of music, supplies and the instrument repairs. This must be paid by the end of the first semester.

The schedule of **ATHLETIC FEES** is listed below:

- \$235.00— for the first sport,
- \$175.00— for the second sport
- \$150.00— for the third sport
- Swimming Fee— \$230.00 (includes all swimwear)
- Golf Fee— \$155.00

The Athletic Fee must be paid by any student participating in Little Flower's Athletic Program by the date determined by the Athletic Director. This fee helps offset the increasing cost of transportation and officiating costs.

SPIRITUAL LIFE – MINISTRY PROGRAM

The Spiritual Formation of our students occurs daily with our encounters with God and with each other and this formation is deepened through our Theology Classes and School Ministry Program.

Daily Mass at 7:20 AM in the Chapel

Mass is celebrated each weekday in the Chapel. Students are most welcome to join us as we begin our day centered around the Word of God and the Grace of the Eucharist.

Daily Prayer during homeroom and at the end of the day - Prayer is essential to our academic, moral, emotional, and spiritual development. When prayer is being offered everyone will stand in silence in respect for these sacred moments of grace. If you are in the hallways when prayer is offered students must stand and remain where you are in reverent silence until the conclusion of the prayer and the Pledge of Allegiance.

Morning Prayer is offered for the school community at 8:00 each morning. These prayers unite us as a community as an acknowledgment for God to strengthen us and sustain us through the day. We bookend our week with prayers to our Patron - Saint Therese of Lisieux. Our week begins with the Novena Rose Prayer, and on Friday we pray the Daily Offering.

St. Francis' Peace Prayer is prayed at the beginning of 8th period:

Lord, make me an instrument of your peace; Where there is hatred let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy. O Divine Master, grant that I may not so much seek to be consoled, as to console; to be understood, as to understand; to be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life. Amen.

Lunchtime Liturgies in the Chapel at the beginning of each lunch period

These are moments to gather in prayer in Chapel at the beginning of your lunch period. The liturgy includes an opportunity to offer your needs to God, to listen to the daily reading from Sacred Scripture, and to receive the nourishing strength of the Eucharist. The liturgy begins shortly after the bell rings to begin the period and lasts for about five minutes.

Exposition of the Blessed Sacrament every Thursday

The Blessed Sacrament is present on the Altar in Chapel, for private or group periods of Adoration, every Thursday from 1st through 8th period.

Rosary

One of the mysteries of the Rosary is prayed every Thursday in Chapel at 2:45 PM. The Rosary offers the opportunity to pray the traditional prayers of the Catholic Church while meditating upon the events of the Paschal Mystery and Salvation History.

The Chaplet of Divine Mercy:

The Chaplet of Divine Mercy is prayed every Tuesday in Chapel at 2:45 PM. The Chaplet offers a variety of prayers, prayed while holding the rosary, that reflect upon the Passion of Jesus and his great gift of Mercy.

The Sacrament of Reconciliation:

The Sacrament of Penance is offered daily, in Chapel, on a rotating schedule - one period each day. The schedule will be announced. Also, Penance Services are celebrated in Chapel during the Advent and Lent seasons.

Retreats:

An annual retreat is a mandatory component of Catholic Education. The Junior, Sophomore, and Freshman classes will have a designated retreat day, at school, in Advent. The Senior Class will have the opportunity for small group retreat experiences that are held after the school day into the early evening. The Senior Retreats are conducted during the Second Semester.

Spiritual Organizations:

The Community Service Corps (CSC):

The Community Service Corps (CSC) showcases our Theresian Spirit of simple, loving service by conducting numerous social and environmental activities throughout the school year. Information about the CSC is shared through your Theology Class CSC Representative as well as through a Google Classroom CSC site.

Respect Life Club:

The Little Flower Respect Life Club - You Can't Spell Life without LF - organizes a diverse program of activities throughout the year to raise awareness of the scope of life issues. Additionally the Respect Life Group participates in the various events sponsored by the Archdiocese.

Liturgical Friends - Ministry Group

The Liturgical Friends are altar servers, readers, and participants at our school liturgies. Previous experience as an altar server is helpful but not required. The Liturgical Friends assist at our Community Masses which are celebrated in the Auditorium.

ACADEMIC AFFAIRS

Little Flower Catholic High School for Girls is part of the Secondary School System of the Archdiocese of Philadelphia and is accredited by the Middle States Association of Colleges and Secondary Schools.

The Assistant Principal for Academic Affairs arranges academic offerings consistent with policies determined by the Department of Education and the Commonwealth of Pennsylvania, the directives of the School System of the Archdiocese of Philadelphia, and the philosophy and objectives of the school.

ACADEMIC REQUIREMENTS

The curriculum of Little Flower High School attempts to meet the needs of various types of learners.

General course plans are included on the following pages. Further information regarding individual courses can be found in the course catalog posted to the website each spring. In addition, course profiles, which provide a detailed description of each course, are available in the Office of Academic Affairs.

SENIOR YEAR

Required: Theology 4, English 4.

In addition, each senior is required to choose at least 1 fourth year elective in Math, Science, Fine Arts, Comparative Government, or a 3rd or 4th year of a World Language, and any 2, 3, or 4 from:

Advanced Placement Biology	Entrepreneurship
Advanced Placement Calculus AB or BC (AB is a prerequisite for BC).	Comparative Government and Economics
Advanced Placement English Literature	Psychology and Child Development
Advanced Placement US History (alternates with AP Gov)	Honors Psychology
Advanced Placement Psychology	Contemporary American Studies

Advanced Placement US Government (alternates with AP US History)	American Street Law
African American Studies	Case Studies in Civil Rights
Advanced Placement Statistics	World Geography
Advanced Placement Studio Art	Latin: Language of the Church
Anatomy and Physiology	Chinese 1, 2, 3, 4
Physics	French 1, 2, 3, 4
Chemistry 2	Spanish 1, 2, 3, 4
Pre-Calculus/Trig	Instrumental Music 1, 2, 3, 4
Forensic Science	Vocal Music 1, 2, 3, 4
Personal Finance/Business Law	Art 1, 2, 3, 4
Calculus	Ceramics
College Algebra/Trigonometry	Graphic Design
Statistics	AVLI options
Introduction into Painting	Introduction into Drawing

JUNIOR YEAR

Required: Theology 3, English 3, U.S. History, Algebra 2, Pre-Calculus/Trig or AP Calculus AB, Biology or Physics, and any 2 or 3 from:

Advanced Placement English Language	Personal Finance/Business Law
Advanced Placement US History (alternates with AP US Gov)	Latin: Language of the Church
Advanced Placement US Government (alternates with AP US History)	Chinese 1, 2, 3
Advanced Placement Biology	French 1, 2, 3
Advanced Placement Studio Art	Spanish 1, 2, 3
Biology, Physics	Instrumental Music 1, 2, 3
Chemistry 2	Vocal Music 1, 2, 3
Genetics	Graphic Design
Entrepreneurship	AVLI options

SOPHOMORE YEAR

Required: Theology 2, English 2,
American Government and Politics, Geometry and Chemistry and any 1 or 2
from:

Latin: Language of the Church	Art 1, 2
French 1, 2	Instrumental Music 1, 2
Chinese 1, 2	Vocal Music 1, 2
Spanish 1, 2	Physical Ed/Health
Advanced Placement US Govern- ment	Reading/Math Enrichment

FRESHMAN YEAR

Required: Theology 1, English 1
Algebra 1, World History, and Conceptual Physics or Honors Biology and any
1 or 2 from:

Latin: Language of the Church	Art 1
French 1	Reading Enrichment
Chinese 1	Math Enrichment
Spanish 1	Communications Skills
Instrumental Music 1	Math Skills
Vocal Music 1	

Other courses may be offered from year to year as the opportunity or need occurs.

REPORT CARDS

Report cards are issued four times a year at approximately nine-week intervals (November, February, April, and June) and emailed to the parents. The report card includes:

- Attendance record (number of days absent and number of days late)
- Discipline Record
- Names of courses, track levels, and teachers' grades and teachers' comments
- Quality Points
- Honors (when applicable)
- Rank in Class (at the end of each semester)

PARENT-TEACHER MEETINGS

“Back to School Night” is held in September to provide families an opportunity to meet their daughter’s teachers. At this meeting, the teachers will share the goals of their courses in addition to the requirements and expectations of their respective courses. This information appears in the course profile which each teacher prepares and distributes to every student at the beginning of the year.

Formal Parent-Teacher Conference meetings are held during the year. Conferences will be scheduled following the issuance of report cards. The purpose of these meetings is to provide the parents and the teachers an opportunity to meet and to discuss student progress.

COURSE LEVEL SYSTEM

The course level system is designed to meet the particular needs of the individual student at the level of her ability. State-required subjects, except health and physical education, are offered at different levels of academic difficulty, ranging from Advanced Placement (AP), Honors (H), College Prep (CP) and Academic College Prep (AC) courses. Electives are offered in different levels depending upon the intrinsic difficulty of the subject matter in relation to other electives. The workload in courses differs depending on course level. As a result, a particular grade received in a higher level demands more work than the same grade in a lower level. To help adjust this situation, quality points have been assigned to grades depending on course levels. A complete quality point table is printed in this section.

An important feature in the course level system is that a student is not permanently locked into a particular level for her succeeding years. All changes in course levels are determined by the Assistant Principal for Academic Affairs after review of grades and recommendation of the teacher. The student may be moved into a higher or lower level for a specific subject. A student may also be placed in different levels for different subjects. This allows a student to be placed in course levels based upon ability and specific needs.

The following can be used as a guide to understand the course level system:

Advanced Placement (AP):

AP refers to courses that utilize the course of study developed by the Advanced Placement Program of the College Board. Admission to this program is based upon past academic achievement in the subject area, teacher recommendation, and department chairperson approval. All students registered in an AP level course are required to take the AP exam in May.

Honors Level (H):

Honors refers to college preparatory courses for students of high or exceptional level ability and industry.

College Prep Level (CP):

College Prep refers to college preparatory courses for students of above average ability.

Academic College Level (AC):

Academic refers to college preparatory and skills-based courses for students of average ability.

GRADES

The classroom teacher determines the quarter grade using the criteria most appropriate to the academic discipline: homework, book reports, test grades, term papers, classroom presentations, performance assessments, etc. A quarterly assessment is given in all subjects sometime near the end of each quarter. The first semester grades are made up of 50% of the first quarter grade and 50% of the second quarter grade. The second semester grade is 50% of the third quarter and 50% of the fourth quarter. Final grades will be made up of 45% of the first semester, 45% of the second semester and 10% of the final assessment grade. The final mark determines whether the student has passed or failed the course for the year. Both the first and second semester as well as the final mark appear on the student's permanent record. The first and third quarter grades are meant to be progress reports to the students and their parents.

POWER SCHOOL

PowerSchool is the Student Information System used by Little Flower. It is the official gradebook for the Archdiocese of Philadelphia. All student academic progress, attendance and discipline can be tracked by both the student and the family through PowerSchool on any computer or mobile device and in any language. Access accounts are provided for both students and parents/ guardians in order to responsibly monitor academic progress.

SCHOOLGY

Schoology is the Learning Management System used by the Archdiocese of Philadelphia. It is used to post assignments online, and communicate with teachers.

HOMEWORK

Homework is an essential component in any student's educational success. It is through homework that the work learned during the school day is applied and reinforced. Study periods in school are not a substitute for a time of quiet study at home. Students should have a minimum of 30-45 minutes of homework for each course that they take in school. Although a student may not have a written assignment in every subject every night, she should spend a minimum of 30 minutes reviewing the work of the day or preparing for the next day for each of her classes.

PROGRESS REPORTS/FAILURE WARNINGS

Progress Reports will be issued four times a year to keep parents informed of their child's progress. Progress reports are distributed electronically to the parent/ guardian email address on record.

Failure warnings for seniors in danger of failing for the year will be sent to parents by certified mail in the spring.

PARTICIPATION IN THE GRADUATION CEREMONIES

Participation in the commencement exercises of a diocesan high school is a privilege, not a right. Only those students who have completed all the requirements for a diploma may participate in the commencement exercises. Students may be excluded from participation in the commencement exercises for any of the following:

- a scholastic failure in the program of studies
- a discipline failure or major breach in the school's disciplinary code
- a failure to fulfill financial requirements which include tuition, senior fees, and school fees excessive absences
- a failure to receive a physical examination during four years of high school

HONOR ROLL REQUIREMENTS

1st Honors	Average 93	No grade lower than 90
2nd Honors	Average 88	No grade lower than 85

Honors are determined from the grade average, and do not depend on the tracks of the courses which the student is taking. To calculate the grade average, add together the grades for all tracked courses and divide by the number of credits. Honors will be calculated on a quarterly basis and will **not** include semester assessments or the semester average.

RANK IN CLASS

Rank in class is determined by the average of the quality points achieved. The course grades are weighted according to the level of the course in order to take into consideration both the student's grade and the difficulty of the work at that course level. We use a credit adjustment table, which gives the student carrying extra courses a slight advantage. The current rank in class is calculated using only the current semester report period grades; cumulative rank in class includes all the semesters in the student's high school career.

Grade Conversion for Diocesan Scholars and Public Schools

A+	99
A	96
A-	93
B+	89
B	88
B-	83
C+	79
C	76
C-	73
D+	72
D	71
D-	70
F	65

QUALITY POINTS FOR EACH ACADEMIC LEVEL

Grade	AP	Honors	College Prep	Academic
100	54	48	44	40
99	53	47	43	39
98	52	46	42	38
97	51	45	41	37
96	50	44	40	36
95	49	43	39	35
94	48	42	38	34
93	47	41	37	33
92	46	40	36	32

91	45	39	35	31
90	44	38	34	30
89	43	37	33	29
88	42	36	32	28
87	41	35	31	27
86	40	34	30	26
85	39	33	29	25
84	38	32	28	24
83	37	31	27	23
82	36	30	26	22
81	35	29	25	21
80	34	28	24	20
79	33	27	23	19
78	32	26	22	18
77	31	25	21	17
76	30	24	20	16
75	29	23	19	15
74	28	22	18	14
73	27	21	17	13
72	26	20	16	12
71	25	19	15	11
70	24	18	14	10
65-69	21	15	11	7
59-64	18	12	8	4
0-59	0	0	0	0

GPA

Both a weighted and unweighted GPA can be calculated. Each course receives a GPA value and then the average GPA of all courses is calculated.

Grade	Un-weighted	AP	Honors	College Prep	Academic
100	4.0	6.0	5.5	5.0	4.5
99	3.9	5.9	5.4	4.9	4.4
98	3.8	5.8	5.3	4.8	4.3
97	3.7	5.7	5.2	4.7	4.2
96	3.6	5.6	5.1	4.6	4.1
95	3.5	5.5	5.0	4.5	4.0
94	3.4	5.4	4.9	4.4	3.9
93	3.3	5.3	4.8	4.3	3.8
92	3.2	5.2	4.7	4.2	3.7
91	3.1	5.1	4.6	4.1	3.6
90	3.0	5.0	4.5	4.0	3.5
89	2.9	4.9	4.4	3.9	3.4
88	2.8	4.8	4.3	3.8	3.3
87	2.7	4.7	4.2	3.7	3.2
86	2.6	4.6	4.1	3.6	3.1
85	2.5	4.5	4.0	3.5	3.0
84	2.4	4.4	3.9	3.4	2.9
83	2.3	4.3	3.8	3.3	2.8
82	2.2	4.2	3.7	3.2	2.7
81	2.1	4.1	3.6	3.1	2.6
80	2.0	4.0	3.5	3.0	2.5
79	1.9	3.9	3.4	2.9	2.4
78	1.8	3.8	3.3	2.8	2.3
77	1.7	3.7	3.2	2.7	2.2
76	1.6	3.6	3.1	2.6	2.1
75	1.5	3.5	3.0	2.5	2.0
74	1.4	3.4	2.9	2.4	1.9
73	1.3	3.3	2.8	2.3	1.8
72	1.2	3.2	2.7	2.2	1.7

71	1.1	3.1	2.6	2.1	1.6
70	1.0	3.0	2.5	2.0	1.5
69	0.0	0.0	0.0	0.0	0.0
68	0.0	0.0	0.0	0.0	0.0
67	0.0	0.0	0.0	0.0	0.0
66	0.0	0.0	0.0	0.0	0.0
65	0.0	0.0	0.0	0.0	0.0
64	0.0	0.0	0.0	0.0	0.0
63	0.0	0.0	0.0	0.0	0.0
62	0.0	0.0	0.0	0.0	0.0
61	0.0	0.0	0.0	0.0	0.0
60	0.0	0.0	0.0	0.0	0.0

LETTER-DAY CYCLE

A 6-day cycle of sequential letter-days is followed at Little Flower. Classes are rostered for days lettered A through F instead of Monday through Friday.

An example is given below:

Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday
A	B	Holiday	C	D	E	F

With the use of this cycle, holidays do not displace classes which do not meet every day or labs scheduled only once each cycle; because the letter-days are sequential, these classes or labs meet on the next day school is in session. After any holiday, snow day, or other unscheduled holiday, classes resume for the letter day immediately following the last class day.

Students are informed daily as to what number schedule and what letter day will be followed for the next day's classes.

PERMANENT RECORD CARD

Each student's permanent record is kept in the Office of the Assistant Principal for Academic Affairs. It contains her attendance record, the first semester and final grades for all courses taken each year, the number of credits attained each year, the rank in class at the end of each year, the cumulative rank in class for all her high school years, and the results of any standardized tests the student has taken in high school. A photograph of the student taken for her ID card is affixed to the record card.

Under the supervision of the Assistant Principal for Academic Affairs, the permanent record is available for visual inspection to the student, her parents, the school administration, and any of her current classroom teachers who have sufficient need to view it. This is the information which will be sent to another school if the student transfers; it is also sent as a transcript at the request of the graduate to prospective employers or educational institutions to which the student seeks admission

STANDARDIZED TESTS

The Performance Series Test is administered to 9th, 10th and 11th grade students three times over the course of the year in the subjects of English and Mathematics only. The Preliminary Scholastic Aptitude Test (PSAT) is given in the fall to all students in 10th and 11th grades. Students in Grade 9 take a test called PSAT 8/9. Both the PSAT and PSAT 8/9 are modeled on the revised SAT. These tests help the student understand her strengths and identify areas in which she needs improvement. The tests also help her develop test-taking skills, which will be necessary for college admission and job applications. The tests help the school to assess the effectiveness of the program of studies, and to determine the proper placement of students for the following year.

ACADEMIC DISMISSAL AND PROBATION

The determination of Academic Probation is set forth by the Office of Academic Affairs in consultation with Guidance and Student Life. This determination can occur during any of the quarters based on student performance and attendance.

MAKE-UP WORK FOR ABSENCES

Daily attendance at school is extremely important in ensuring continuity of learning. It is the responsibility of the student who is absent to follow the proper procedures for making up the work missed because of the absence.

Make-up work for absence from school falls into the following categories:

- Limited absence: i.e., less than a week – The student is responsible to contact her individual subject teachers and to obtain any assignments missed during the absence.
- Extended absence: i.e., several weeks – Parents must first notify the Attendance Office at Little Flower of the nature/length of absence. The Academic Affairs Office will make arrangements to obtain assignments from the student's teachers. Arrangements will be made in accordance with the individual circumstances.

SUMMER SCHOOL

All students are obliged to make up all failures in the Diocesan Summer School Program. A student may not be readmitted to Little Flower or any Diocesan high school if the student has not completed the specified Diocesan Summer School Program.

WITHDRAWAL/TRANSFER PROCESS

A student who withdraws from Little Flower, either voluntarily or at the request of the school, must comply with the following procedures:

- The student must be accompanied by a parent or guardian and be interviewed by an administrator.
- A “Notification of Withdrawal” form must be completed and signed by a parent or guardian. This form may be obtained from the Assistant Principal for Academic Affairs.
- The student must return her books, ID card, Chromebook, and other school materials as directed by the Assistant Principal for Academic Affairs, and she must settle all financial and other matters on her last day of school.
- No academic transcripts will be issued or recommendations given by the school until all tuition and fees have been paid and all books and materials have been returned.

LIBRARY

The library is open each day before school and during lunch periods. Students may come to the library before school, during lunch, and when the classroom teacher has arranged for library time during a class period. Students may come to the library during homeroom after prayer and announcements, except when it is reserved for a meeting. Students may come to the library during study periods on days the library is open.

The library is to be used for school work only. Please see the section on “Social Media/Technology.” The Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia applies to all technology use, including the library computers. The Responsible Use Policy for Technology applies to all students, faculty, staff, volunteers or community members allowed access to school technology resources. Students and their parents are to read the policy and sign and return the appropriate contracts.

Students who wish to use the library during lunch must report to the cafeteria to sign out of the cafeteria and also sign the library roll list when they arrive at the

library. The students must remain in the library until the end of the period. No food, drink (only water) or chewing gum may be brought into the library.

Students may withdraw four books for a period of two weeks unless books are on reserve. Books may be renewed one time only. No student may check out a book when she has an overdue book or fines. Reference books may not be taken from the library.

Students will be charged a fine for overdue books. Lost books are the responsibility of the student and must be paid for. If books are not returned, students must reimburse the library for the cost of the book.

STUDENT LIFE

All students are encouraged to participate in a variety of activities. When selecting activities, students are advised to consider the time involved in after-school meetings and practices. Conflicts do arise when several activities are scheduled at the same time. Elected club officers and publication editors must consider themselves essential to every club meeting and event. This necessarily limits their membership in other clubs.

Membership on sports teams and in extra-curricular/co-curricular activities is open to all interested and qualified students. The school community is committed to providing every student an equal opportunity to apply for membership. After a careful review of the applicants, the decision of the coach/moderator regarding membership is final. The principal will not intervene in non-selection decisions unless a decision is deemed arbitrary.

The Activities Program at Little Flower consists of three groups:

- Activities held after school include: the *Garland*, the *Literary Garland*, the *Theresian*, Student Government, Orchestra, Concert Choir, Flowerettes, Stage Crew, National Honor Society, Spanish National Honor Society, Black Student Union, Athletes Helping Athletes, Community Service Corps, Little Flower Ambassadors, Mathletes, and School Musical.
- Clubs whose meetings are held within the school day during the T-1, T-2 Activities Schedule The Little Flower Activities Booklet will be distributed to all freshmen in their homerooms. Copies will also be available in upperclassman homerooms and on-line.
- Athletics

CO-CURRICULAR ACTIVITIES

Orchestra

Members of the Music Department participate in instrumental presentations throughout the school year. The Orchestra performs at occasions such as the Christmas and Spring Concerts, Baccalaureate, Graduation, special liturgies and assemblies. Senior members of the Orchestra are required to play for Ring Mass, Baccalaureate and Graduation.

Students typically join the instrumental department in their freshman year and are prepared to play with the upper-class orchestra members by the end of that year. Freshmen who have played an instrument in elementary school may be eligible, after an audition, to perform with the larger group.

Since music is an elective major, all performances presented during this course of the school year are an integral part of the curriculum. The majority of these performances are coordinated after regular school hours. Attendance at these after- school rehearsals and performances is mandatory and will affect your grade in this class.

Concert Choir

Students interested in Concert Choir are required to take the Vocal Music class. This class is open to all students. Concert Choir members are required to participate in both the Christmas and Spring Concerts. Attendance at after-school rehearsals for the concerts is mandatory. Concert Choir members may also serve as the choir, cantors, or leaders of song for liturgical celebrations and special school assemblies. Senior members of the Concert Choir are required to sing for Ring Mass and Baccalaureate.

Flowerettes

Flowerettes is the advanced choral ensemble, consisting of 20 members. Membership is open to students who are serious about choral singing and committed to singing more difficult music. A vocal audition is necessary in order to gain entry into the group. Flowerettes participate in the Christmas and Spring Concerts and may perform at various functions throughout the year. Attendance is mandatory at both concerts as well as all other performances. Senior members of the Flowerettes are required to sing for Ring Mass and Baccalaureate.

EXTRA-CURRICULAR ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is composed of the following members:

- President, Vice-President, Secretary, and Treasurer elected by the Junior Class
- Student Council Representatives elected at-large by their respective classes (10 Seniors, 8 Juniors, 6 Sophomores, and 6 Freshmen)
- One Homeroom Representative elected from each homeroom

Students who wish to be considered for candidacy must meet the qualifications stated in the SGA Constitution which are published and posted prior to nominations and listed below.

Student Government Officers:

- Record of service to the school community
- No failures on the report for the current year and currently have an academic average of 80
- No failure in conduct for all quarters of 9th grade
- 85 in conduct for all quarters of 10th and 11th grades
- May not be on probation or involved in any serious disciplinary infraction at the time of election
- May not have more than 6 unexcused latenesses for the current year
- Attendance record will be considered
- May not be a Diocesan Scholar
- May participate in competitive sports with the understanding that SGA responsibilities come before team responsibilities
- Teacher input will be solicited and considered
- Candidates will participate in an interview with the SGA Moderator, a member of the Administration, and two current SGA officers
- The final decision concerning candidacy will be made by the Principal, the Assistant Principal for Student Life, and the SGA Moderator

Student Council Representatives:

- No failures on the report for the current year
- No failure in conduct for all quarters of 9th grade
- 85 in conduct for all quarters of 10th grade (applies to Juniors and Seniors only)
- 85 in conduct for all quarters of 11th grade (applies to Seniors only)
- Current conduct grade of 85 or above
- May not be involved in any serious disciplinary action at the time of election

Homeroom Representatives:

- No failures on report card for the previous year
- No failure in conduct for all quarters of 9th grade
- 85 in conduct for all quarters of 10th grade (applies to Juniors and Seniors only)
- 85 in conduct for all quarters of 11th grade (applies to Seniors only)
- Current conduct grade of 85 or above
- May not be involved in any serious disciplinary action at the time of election

PUBLICATIONS

The Garland (Yearbook)

The Literary Garland (Literary Publication)

The Theresian (Online School Newspaper)

SCHOOL MUSICAL

Every year, Little Flower produces a Broadway musical. Recent productions include *Shrek*, *Sister Act*, *Mary Poppins*, Disney's *Little Mermaid*, Disney's *Beauty and the Beast*, *The Addams Family Musical*, and *Willy Wonka*. Cast members are selected by means of auditions.

ATHLETICS

Athletic activities are scheduled after regular school hours. They should not conflict with the academic work of the athlete or of the school. Accordingly:

- Athletes will not be excused from class or assignments for meetings or practices.
- Athletes may only be excused from class for the purpose of participating in or traveling to an interscholastic athletic activity.
- Conflicts in schedules for athletes involved in the Fine Arts Program must be brought to the attention of the Coach and Fine Arts teacher or director by the athlete involved.

REGULATIONS FOR ATHLETES

All athletes are governed by school rules and regulations as well as those rules set forth by the Philadelphia Catholic League and the PIAA. Therefore, conduct violations are subject to school and league consequences. A copy of the directives, code of conduct and hazing policy will be given to each team member. **It is the responsibility of each athlete to know these rules and to abide by them.**

The following regulations will also be strictly enforced:

- **Alcohol/Drug Policy** All Little Flower students are subject to the school's Alcohol/ Drug policy found on pages 52 - 54 of this handbook. In addition, an athlete who is found to be using or under the influence of alcohol or drugs will be dismissed immediately from participation in the Athletic Program.
- **Smoking** An athlete is expected to refrain from smoking at all times. If any member of a team is found smoking, she will be suspended from the team for three days, receive 31 demerits and be fined \$50.00 in keeping with the School's Smoking Policy. A second offense will incur the same demerits and fine, and result in dismissal from the team.
- **Academics** Grades of student-athletes are monitored by the Athletic Director. In the event of academic difficulties in a particular subject, the Athletic Director consults with the teacher of that subject to determine the student-athlete's eligibility to play the sport. If failing the subject, there will be no sports activity for the following week (5 school days). Multiple failures will result in no sports activity for the remainder of the marking period.
- **Conduct Record** Conduct of student-athletes is monitored by the Athletic Director and the Assistant Principal for Student Life. Student-athletes whose conduct grade falls below 80 are placed on probation for the duration of the athletic season in which the sport occurs. Should the student-athlete continue to accumulate demerits, she is suspended from the sport for up to five days. This includes games, practices, team meetings and activities. Student-athletes who are suspended from school for conduct violations are also suspended from participation in the sport for anywhere from five days to the remainder of the athletic season, depending on the nature of the conduct violation. This includes games, practices, team meetings and activities. Should the student-athlete be suspended a second time she would be ineligible to participate in any sport for the remainder of the school year. Also, any serious infraction involving a student-athlete may result in immediate probation or suspension from participation in the sport; this will be determined by the Principal, the Assistant Principal for Student Life and the Athletic Director.
- **Attendance** All athletes are required to attend practices according to their coaches' policies. Coaches maintain a daily roll. Failure to adhere to practice policies will be grounds for dismissal from the team.
- **Attire** As representatives of Little Flower, members of athletic teams are expected to be neatly dressed, not only during a game but also when leaving a practice or game.
- **Procedures** Every athlete and her parent/guardian must complete the required PIAA forms. These forms must be on file with the Athletic Director two weeks prior to the beginning of try-outs. Students whose forms have not been returned to the Athletic Director will not be permitted to try out for a sport. The Athletic Fee must be paid before an athlete is issued her uniform.

ATHLETIC ASSOCIATION

The members of the Athletic Association act as student managers and plan Pep Rallies. The association aims to build school spirit by encouraging participation in interscholastic events.

ATHLETIC TEAMS

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Basketball	Lacrosse
Field Hockey	Bowling	Softball
Golf	Cheerleading	Track and Field
Soccer	Indoor Track	
Tennis	Swimming	
Volleyball		

Cheerleading: Please note that since Cheerleading is now classified as a PIAA sport, it begins during the fall sports season and continues through the winter and spring sports season.

ACTIVITIES BUS

The activities bus/van will be available based on student interest. The cost will be determined by the transportation department. Students may pay in cash/bill their FACTS account for the activities bus/van.

INSURANCE

All students are covered by Student Accident Insurance during the school day and while participating in school activities outside of the school day. This is included in the school fee. The Office of the Assistant Principal for Student Life handles the Student Accident Insurance, therefore, requests for information or claims must be directed to that office.

PROMS AND DANCES

The Assistant Principal for Student Life is responsible for the organization and coordination of the Senior Prom and all dances sponsored by Little Flower. **Students should realize that attendance at these social functions is a privilege earned through demonstrated good behavior and cooperation with school personnel and policy.** Parents may be assured that all dances are strictly chaperoned and carefully regulated.

SENIOR PROM REGULATIONS

Students who wish to attend the Senior Prom may purchase a Single or Couple ticket. If a young lady purchases a couple ticket, she must be accompanied by a gentleman escort.

Time and Place:

Details about time and place will be included in written directives emailed to all seniors and their parents in the Fall.

Tickets: Tickets may be purchased through the Finance Office providing the following conditions are met:

- Tuition and fees must be paid to date.
- Parents/guardians must attend the Junior/Senior Parent Meeting in the Fall.
- Seniors and their parents/guardians must read and sign both prom letters, one of which is distributed in the fall; the other, several weeks before the prom.
- Seniors must provide their own names, addresses, phone numbers and emergency phone numbers, as well as those of their escorts and escorts' parents/guardians. In addition, gentlemen escorts must obtain the appropriate signatures from their schools, indicating that they are in good disciplinary standing.
- Seniors and their families must be aware of all prom regulations and be responsible to inform their escorts of these regulations.

Dress Code: The Senior Prom is a formal event. Long gowns are the preferred attire. Gowns should be floor-length. They must reflect the respect students have for themselves and for the values and morals of Little Flower. Gentlemen must wear a tuxedo. Sneakers and casual boots are not permitted. Detailed information regarding styles of gowns and general dress code will be outlined at the meeting for parents/guardians in the fall, and included in the prom letters mentioned above. Students and guests who are not dressed appropriately may be asked to leave the prom. In this case, parents will be called, students will receive demerits, and ticket money will not be refunded. Students and guests who are not dressed properly but who are permitted to remain at the prom will receive demerits and will not be permitted to purchase formal photographs of the prom. In this case, parents will receive a letter informing them of the situation. The consequences stated here will be issued according to the nature of the dress code violation.

Arrival/Departure: Those attending the prom may arrive no later than one hour after the prom begins and must remain until the end of the event.. Once you enter the prom, you will not be permitted to leave the prom for any reason.

Pre-Prom/Post-Prom Parties: The school does not sponsor or approve of such activities and officially discourages parents/guardians from sponsoring them. Pre-Prom/Post-Prom parties that include alcohol, drugs, or any other illegal substances, whether parent-sponsored or not, are **illegal**. The use of drugs or alcohol before, during, and after the prom is **absolutely forbidden**. *Please see the section on social media conduct in this handbook for more information.

Alcohol and Drugs: Anyone who, in the opinion of the faculty or chaperones, has possession of or is under the influence of alcohol, drugs, or any other illegal substances will be liable to serious consequences and will be required to leave the prom with their parents who will be notified immediately. The Assistant Principal for Student Life will handle the situation accordingly.

Misconduct: Anyone who does not conduct herself or himself appropriately will be asked to leave the prom with their parents who will be notified immediately. Seniors are responsible for the behavior of their escorts. The Assistant Principal for Student Life will handle the situation accordingly.

Please note: All of the above rules apply both to Little Flower students and guests, even if they are over 21. These rules are promulgated in advance and are not matters for negotiation with parents or students. Students who are required to leave the prom due to misconduct and/or possession or use of drugs or alcohol jeopardize their participation in the graduation ceremonies.

JUNIOR PROM REGULATIONS

Students who wish to attend the Junior Prom may purchase a Single or Couple ticket. If a young lady purchases a couple ticket, she must be accompanied by a gentleman escort.

Time and Place: Details will be included in written directives emailed to all Juniors and their parents/guardians in the fall.

Tickets: Tickets may be purchased through the Finance Office providing the following conditions are met:

- Tuition and fees must be paid to date.
- Parents/guardians must attend the Junior/Senior Parent Meeting in the Fall.
- Juniors and their parents/guardians must read and sign both prom letters, one of which is distributed in the fall; the other, several weeks before the prom.
- Juniors must provide their own names, addresses, phone numbers and emergency phone numbers, as well as those of their escorts and escorts' parents/guardians. In addition, gentlemen escorts must obtain the appropriate signatures from their schools, indicating that they are in good disciplinary standing.

- Juniors and their families must be aware of all prom regulations and be responsible to inform their escorts of these regulations.

Dress Code: The Junior Prom is a semi-formal event, therefore, dresses knee-length or long gowns are preferred. If long gowns are worn, they are to be floor-length. Attire must reflect the respect students have for themselves and for the values and morals of Little Flower. Gentlemen must wear dress pants, shirt, tie and suit jacket. Sneakers and casual boots are not permitted. Detailed information regarding styles of dresses and general dress code will be emailed to Juniors and their parents/guardians in the fall and included in the prom letters mentioned above. Students and guests who are not dressed appropriately may be asked to leave the prom. In this case, parents will be called, students will receive demerits, and ticket money will not be refunded. Students and their escorts who are not dressed properly but who are permitted to remain at the prom will receive demerits and will not be permitted to purchase formal photographs of the prom. In this case, parents will receive a letter informing them of the situation. The consequences stated here will be issued according to the nature of the dress code violation.

The remainder of the regulations for the Junior Prom are the same as those set down for the Senior Prom.

FRESHMAN/SOPHOMORE DANCE REGULATIONS

Students who wish to attend the Freshman/Sophomore Dance may purchase a Single or Couple ticket. If a young lady purchases a couple's ticket, she must be accompanied by a gentleman escort.

Time and Place: The Freshman/Sophomore Dance is held at school from 7 -10 pm. Students must arrive by 7:30pm and may not leave until 10pm. No one will be permitted to leave the building for the duration of the dance.

Details will be included in written directives distributed to students and their parents/ guardians several weeks prior to the dance.

Tickets: Tickets may be purchased through the Finance Office providing the following conditions are met:

- Tuition and fees must be paid to date.
- Students must provide a signed permission form with their own names, addresses, phone numbers and emergency phone numbers, as well as those of their escorts and escorts' parents/guardians. In addition, gentlemen escorts must obtain the appropriate signatures from their schools, indicating that they are in good disciplinary standing.
- Students and their families must be aware of all dance regulations and be responsible to inform their escorts of these regulations.

Dress Code: Students and escorts are expected to be well-dressed but not formal. Since this is a semi-formal dance, long gowns are not permitted. Attire must reflect the respect students have for themselves and for the values and morals of Little Flower. Gentlemen are to wear dress pants, a shirt and tie. Sneakers and casual boots are not permitted. Detailed information regarding styles of dresses and general dress code will be included in the dance letter mentioned above. Students and guests who are not dressed appropriately may be asked to leave the dance. In this case, parents will be called, students will receive demerits, and ticket money will not be refunded. Students and guests who are not dressed properly but who are permitted to remain at the dance will receive demerits and will not be permitted to purchase formal photographs of the dance. In this case, parents will receive a letter informing them of the situation. The consequences stated here will be issued according to the nature of the dress code violation.

The remainder of the regulations for the Freshman /Sophomore Dance are the same as those set down for the Senior Prom.

GENERAL DANCE INFORMATION (This applies to all school dances)

- Sneakers, work boots, jeans, shorts, sweatpants are never permitted.
- Dress code regulations are published and posted prior to every dance. Students and their escorts are expected to know and follow them. Consequences for not following the dress code are the same as the formal dances listed above.
- For the Ring Night (Seniors only) and the Harvest Dance (open to all classes), students may attend with or without a gentleman escort.
- As outlined in the absence policy, if a student is absent on the day of an after- school or evening event, she may not attend that event. -In certain circumstances, approval for participation in a scheduled activity may be obtained from the Assistant Principal for Student Life.
- Refunds for unused dance tickets are not given. Students are not permitted to transfer tickets they have purchased to other students without the permission of the Assistant Principal for Student Life.

CLASS RINGS

Every student has the option of purchasing a class ring. Rings are ordered in the spring of Junior year. Representatives from Jostens will come to school to take ring orders and the initial down payment, and then will arrange an online payment schedule for parents or guardians. In order to guarantee that a student will receive their ring with the rest of the class at the Ring Mass, the order and payment must be submitted by the date provided by Josten's. **All rings are to be ordered through Jostens. All payments are to be made through Jostens.** The Ring Mass is held in the fall of Senior year. Even if a student has not purchased a class ring, she may still attend the Ring Mass and Dance.

PUBLICITY

All signs and posters for display in public areas of the school must be approved by the Assistant Principal for Student Life before being posted. Posted material is to be removed immediately after the event.

EXPECTATIONS AND POLICIES FOR LITTLE FLOWER STUDENTS AND THEIR FAMILIES

Little Flower Catholic High School for Girls prides itself on being a Christian community where students are encouraged to develop, achieve and succeed. To maintain this environment, a number of behavioral expectations have been established; meeting these expectations will enable a student to reach her full potential.

At Little Flower, we believe that “Respect **GOES** a Long Way.”

G - Respect for God

We show respect for God by:

- quietly standing for prayer at the beginning of the school day, at the beginning of 8th period, and at the beginning of each class.
- behaving appropriately during, paying attention to, and participating in Liturgies.

O - Respect for Others

We show respect for Others by:

- being courteous, polite to all students, faculty, staff, and visitors
- behaving appropriately, in word and action, at all times.
- settling differences peacefully.
- responding respectfully to instructions/requests from faculty, staff etc.

E - Respect for our Environment

We show respect for our Environment by:

- respecting and maintaining school property including lockers, desks, textbooks, technology, etc.
- respecting the building and its facilities, including the outside areas

S - Respect for Self

We show respect for Self by:

- taking responsibility any and all personal actions
- making personal choices based on reasonable decision- making processes, in keeping with Christian values and in compliance with all school policies and procedures
- accepting the consequences of one’s actions
- taking pride in your personal appearance and maintaining your school uniform according to the Dress Code

Meeting these expectations involves a thorough understanding of school policies and procedures as stated throughout this handbook.

ASSEMBLIES

Students are expected to move quickly and in silence going to and from prayer services and to and from the Eucharistic Celebration. Conduct at the Eucharistic Celebration, at prayer services and at all assemblies should be appropriate; that is, during Mass or prayer services students are expected to be silent, reverent and respectful. During formal assemblies students are to be attentive and courteous.

Calling out, whistling, cheering, etc. are not behaviors that are appropriate during a formal assembly. Seating is assigned for all events scheduled for the auditorium; students are expected to be in assigned seats. Students will be dismissed in an orderly fashion at the conclusion of each liturgy or assembly.

ATTENDANCE

All absences will be considered UNEXCUSED unless a certified doctor's note, court documentation, or death notice is provided. Certified Documentation needs to be presented on the day the student returns. The Student Life Office reserves the right to contact the entity to certify the student's absence.

A student's attendance record reflects her patterns of absence and lateness. A **'Perfect Attendance' certificate is awarded to those students who have been present each school day and have no unexcused lates.**

The school year is 180 days long.

Pennsylvania Law requires the attendance of each student on all days and hours that the school is in session. State law further requires that students may not absent themselves without the approval of the school.

REPORTING OF ABSENCE

When a student is absent, her parent or guardian must telephone the Student Life Office at (215) 455-6900 ext.1125 or 1128 between 7:30 AM and 10:00 AM. If the absence is going to be prolonged, the student's parent or guardian may make arrangements to call in periodically. **NO STUDENT IS EVER PERMITTED TO REPORT HERSELF ABSENT FROM SCHOOL.**

OFFICIAL ABSENCE FORM

The official absentee form is to be brought to the Student Life Office before homeroom on the day of return. The form must be signed by a parent or guardian, and must include current home and work numbers. Discipline consequences (demerits and/or detention) are applied when this policy is not followed.

Only the official form is acceptable; these forms may be obtained in the Student Life Office or online at the school website: www.littleflowerhighschool.org under Student Life.

A student who is absent for **three or more days is required to have a doctor's certificate** as well as the official form on the day of her return. **Doctor's certificates must be presented when the student returns to school.**

EXCUSED ABSENCE

An absence will only be "excused" in the case of a verified doctor's appointment (with documentation submitted to the Office of Student Life), court proceedings (with documentation submitted to the Office of Student Life), or death in the immediate family. This is Archdiocesan Policy.

UNEXCUSED ABSENCE

"Unexcused" absences exceeding 22 days will result in assignment to summer school. Students must bring in absence notes within the week or risk summer school.

Seniors that have 22 or more UNEXCUSED absences may be prohibited from attending Baccalaureate or Graduation exercises. Significant absentee cases will be reviewed by the administration.

A student sent home before she has completed four class periods will be counted as absent from school for that day. Any student missing four class periods in a day for medical or other appointments will be counted as absent.

Students are not permitted to participate in any school activity on days they are absent from school. In certain instances approval for participation in a scheduled activity may be obtained from the Assistant Principal for Student Life. **Failure to comply with this regulation could result in the student being asked to leave the event to which she has come.**

Parental contact information should be kept up-to-date in case there is an emergency or a question as to absence or lateness. When the need arises, students are to update phone numbers/addresses in both Student Life and the Main Office.

Students will be referred to the guidance department to assess attendance concerns. The Student and parent will sign a contract to acknowledge the Office of Catholic Education's 22 day policy in regards to attendance.

LATENESS FOR SCHOOL

A warning bell will ring at 7:55 am, at which time each student should move quickly to her homeroom. Another bell will ring at 8:00 am, signaling the beginning of the school day. At this time, each student must be in her assigned seat in homeroom. A student who arrives after the 8:00 bell is late for school, and must report to the Student Life Office for a late pass **before** going to her locker or to her homeroom. Students will not be permitted late into homeroom without a late pass from the Office for Student Life .

EXCUSED LATENESS

The administration understands that there are instances that are beyond a student's control. This includes medical appointments or court ordered appearances. If an early morning appointment causes lateness, official verification of the appointment and a parent note is to be brought to the Office of Student Life in order to receive an excused late pass. These special circumstances will be reviewed by administration.

UNEXCUSED LATENESS

All student lateness will be recorded and will be cumulative. All student lateness will be reviewed by the administration. No other faculty/staff/office may excuse a student for being late/absent. The administration, at their discretion, may issue excused lateness based on external information collected due to weather, traffic, and/or SEPTA issues, but only after those issues have been verified. The administration is in constant contact with local law enforcement, emergency services and SEPTA to ensure the safe travel of our students. Little Flower encourages students and their parents to manage their time and schedules to ensure that the student is on time and arrives at school safely, a student who has been late to the bus stop, misses a bus, or states the bus hasn't shown up is not an excused late and parent phone calls will not be accepted as excused lateness.

Consequences for unexcused lateness:

- 2 demerits will be issued that same day
- Unexcused student lateness will be entered into a log and tracked
- Once a student accumulates 10 unexcused lateness, parents will be notified by the Office of Student Life and they will be assigned to Saturday Detention at Little Flower from 9 AM - 12 PM. Unexcused Lateness Detention will be held once per month.
- Students will be referred to the Guidance Department to assess lateness concerns
- Latenesses are cumulative and will continue to be tracked for the remainder of the school year.

- Lateness will affect the student's conduct grade and could potentially keep them from participating in dances, activities, and sports.
- A parental interview will be required for students who make no attempt to improve in this regard.

Unexcused lateness will count against a perfect attendance record. A 'Perfect Attendance' certificate is awarded only to those students who have been present and have no unexcused lates.

LATENESS FOR CLASS

Students must be in assigned seats when the bell rings to begin class; otherwise they are considered late and will receive the demerit consequences. Demerits for lateness for class are issued by the subject teacher or the substitute present in class.

Students are not considered late if they have a pass from a teacher or an office. The pass must note the time the student left the teacher or office and have the appropriate signature.

Early Dismissal/Late Arrival/Medical Appointments:

Parents/students are asked to arrange for routine medical and dental appointments, job interviews, procurement of working papers, driving tests, interviews for or visits to colleges, etc. either **after school hours, on Saturdays, school holidays or during vacation periods**. They must consult the online school calendar for free days. Students will not be routinely excused for these appointments. We realize that sometimes this is not possible. If your daughter needs to arrive late or leave school early for a scheduled appointment, please print and complete the Early Dismissal Form on our website under Student Life-Student Services information <https://littleflowerhighschool.org/student-services-information> or obtain a paper copy in the Office of Student Life.

A student who has an appointment must bring a note from a parent or guardian to the Student Life Office no later than the beginning of homeroom on the day of the requested early dismissal. Phone calls are not accepted in place of a note requesting an early dismissal. The form must be completed with a parent contact that will be verified. All concerns must be verified before a student can be released. The official permission form from the Office of the Student life is to be presented by the student to the classroom teacher at the time of the early dismissal in order to leave class. She must then report to the Student Life Office to meet her parent/guardian and to be signed out. Demerit consequences are applied when this policy is not followed.

In the case of an emergency early dismissal, the parent or guardian must contact the Student Life Office at ext. 1128.

Students that leave early for a medical or court appointment are required to submit the proper verification note when they return to school. Without proper verification, credit will not be issued. Students must be in school for 4 periods to be considered present for the day. Credit will only be given for verified doctor appointments, court proceedings, or death in the immediate family. Some examples of credit NOT being issued include, but not limited to: driver's test, college visits, recitals, plays, etc. Students that violate the Archdiocesan rule of 22 absences/latenesses and miss excessive time at school due to absences, lateness and early dismissals will be reviewed before the administration. All early dismissals will be unexcused unless they meet the requirements for attendance credit and verified documentation can be provided. The student is/will be responsible for any instruction/assignments not completed in class as per the teacher's directions. Family Trips: Vacations and trips should be planned when school is not in session and are not excused.

STUDENT ILLNESS WHILE IN SCHOOL (Health Room procedures)

To receive care, the following procedure must be followed:

1. A student must obtain permission from her teacher to visit the health room. A health room slip will be filled out by the teacher and given to the student.
2. Depending on the day, the student should go to the Nurse's Office or the Student Life Office and sign in.
3. When the health room visit is completed, the student's pass will be signed and she will then return to class.
4. If the student is to be sent home, the nurse or another school official will phone the parent/guardian to inform them of the need to provide transportation home.

NO STUDENT MAY MAKE THIS CALL HERSELF. If such contact is made (by phone, email, text, or any other means of unapproved communication - this includes smart watches) the student will receive 15 demerits for Cell Phone Policy violation.

5. If a student is sent home by the Nurse, she will be sent to the Student Life Office to wait for a parent/guardian to pick her up. A parent/guardian must report to the Office of Student Life to pick up the student. The early dismissal will be recorded in PowerSchool. An official form must be signed by the parent/guardian before the student will be permitted to leave school. Students will be released ONLY to parents/guardians or those listed as Emergency Contacts in the student's PowerSchool account.

PERFECT ATTENDANCE

The Archdiocese does not distinguish between being in school every day and being late. The report cards may state that a student was in attendance each day but perfect attendance certificates are only awarded to students who are in school and on time every day. This is a reward for fulfilling all requirements of perfection. All absences will be considered UNEXCUSED unless a certified doctor's note, court documentation, or death notice is provided. Certified Documentation needs to be presented on the day the student returns. Only excused absences warrant the issuance of a perfect attendance certificate. Students at graduation/commencement are usually recognized for their four years attending Little Flower.

CAFETERIA

STUDENTS ARE NOT PERMITTED TO TAKE FOOD OR DRINK FROM THE CAFETERIA AT ANY TIME.

If students bring food to eat in the morning, they must eat in the cafeteria. A number of tables have been set aside so that all can enjoy their meal in comfort. Students using these tables are expected to clean them before moving to homeroom. Students are to leave the cafeteria by 7:55 AM bell in order to avoid being late for homeroom.

Although senior lockers are in the cafeteria, senior students cannot sit at their lockers and have breakfast - all food must be eaten at a table.

Students are to report to lunch periods on time; the hallways should be clear at the second bell. Lunch may be brought from home or purchased in the cafeteria.

During lunch periods, all students should observe the following procedures:

- Students are expected to enter the cafeteria in an orderly fashion and be seated at their assigned lunch table no later than five minutes after the bell that begins their lunch period has rung.
- Students are reminded to keep their pocketbooks and purses with them at all times. School bags are to be placed on the floor under the lunch table before moving to the lunch lines.
- Students must remain seated until the cafeteria bell rings to signal the beginning of prayer. At this time, all activity will cease, and everyone will be silent for the prayer and for announcements.
- All students are expected to participate in and/or be reverent during prayer.
- Once prayer is complete, the teacher who is monitoring the cafeteria will call any student who wishes to purchase lunch or use the vending machines will be called up by grade level. Seniors will have the privilege of being called first each day, the underclassmen will be called on a rotating schedule.

- Students are to form single lines when approaching the counters. Any student who leaves the checkout line without paying for her purchases faces disciplinary action. **NO SCHOOL BAGS ARE PERMITTED IN CAFETERIA FOOD LINES.**
- Vending machines are to be used at student's own risk. Absolutely no refunds will be given by the school from vending machines.

Each student is responsible for the condition of her lunch table and the surrounding area. Good health requires that everyone cooperate in maintaining a high standard of cleanliness in and around the cafeteria.

No student may leave the cafeteria without the permission of the moderator. If a teacher has requested to meet with a student during her lunch period, an official request slip signed by a faculty member must be shown to the cafeteria moderator **BEFORE** a student is permitted to leave the cafeteria.

Sign-out lists are available for those who need to use the library, Klarich Center, computer lab or, visit an office to conduct official school business or go for tutoring during lunch periods. Students must sign out when they are ready to leave the Cafeteria. No student may sign out during the last fifteen minutes of the period.

Ten minutes before the end of the lunch period, a warning bell will ring. At this time

- The lunch counters and vending machines will close
- The Flossie Shop will be closed
- The lavatories will be cleared
- The tables should be cleaned and checked, no trash should remain on a cafeteria at this point. . Students are to remain seated until the bell to move to their next period rings.

Students who leave their lunch tables in a condition that does not comply with the above standards may face disciplinary action.

CELL PHONE POLICY

The privilege of bringing the phone is extended **ONLY** to provide a convenient way of allowing a parent to maintain contact with their child as they travel to and from school. **If a parent needs to contact their child during the school day that contact is to be made through the Student Life Office at 215-455- 6900 ext. 1128.**

Cell phones must be turned off (not simply silenced) and kept in bags during the school day. At the 7:55 bell, the phone must be put away. Students must have earbuds if they are listening to music before school. Earbuds are forbidden to be worn during the school day, this is a school safety issue.

Cell phones may not be used in school or on school grounds to make calls, send texts, play games, or access the internet until after the 8th period dismissal, unless given express permission by a teacher for approved class purposes in that class only. Any student who wishes to call home may use an office phone. Students may never text or call parents for early dismissal.

Apple watches are considered to be used as a cell phone/camera and must be turned off and kept in the student's bag. They may not be worn during the school day.

Cell phones may never be used to take pictures during the school day. Students may never use a cell phone or any other device to take pictures of another student or teacher/adult in the school community for any reason. This would be in direct violation of our Acceptable Use Policy. **Taking pictures and/or posting pictures of teachers/students using any device may result in dismissal. Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.**

Demerit consequences for cell phone policy violations range from 10 to 31 demerits. Repeated offenses will result in suspension.

Any faculty or staff members may confiscate a cell phone/apple watch in a way. Any student who refuses to hand over a cell phone will be automatically suspended.

Confiscated cell phones will be returned to the student at the end of the day in the Office of Student Life.

After the 2nd offense, a parent will need to retrieve the confiscated cell phone.

Little Flower is not responsible for any items that are brought to school that are lost or stolen. This includes but is not limited to: cell phones, smart watches, airpods, earbuds, personal laptops, iPads, e-readers, wallets, money, transpasses. EACH STUDENT IS ASSIGNED A WORKING LOCKER WITH A FUNCTIONING LOCK. THEY MUST BE USED.

CONTRABAND

Contraband refers to those objects that are not permitted in school or on school property. Among these are: alcohol, drugs, mace, drug paraphernalia, lighters, cigarettes, devices used for vaping or any device that allows consumption of an illegal or medicated substance. Possession of such items before, during or after school hours is forbidden and could result in suspension, probation, dismissal or intervention from local authorities, depending on the nature of the item.

The school administration reserves the right to conduct a search of any individual who the school suspects is in possession of drugs, alcohol, stimulating medication, nicotine or mood altering substances. Appropriate law enforcement will be called if necessary.

Students found to be involved in any distribution of any illegal substances; look-alike drugs or alcohol will be detained and referred to the proper authorities. Parents will be notified immediately of such action and the student will be expelled from the school. The school's decision is final and not subject to review or appeal.

DEMERITS

The demerit system recognizes that human beings are responsible for their own actions, and that they have responsibilities to others. It establishes a set of regulations designed to protect the welfare of all members of the community and the reputation of the academic institution. Through the use of this system, students develop a strong sense of self-respect and self-discipline.

Each infraction of a rule results in a demerit or multiple demerits, as indicated in the demerit table. Any faculty or staff member has the ability to issue demerits. Issued demerits are approved through the Office of Student Life. The accumulation of 20 demerits will also result in Saturday Detention from 9 A.M. until 12 P.M.

All demerits will be issued through PowerSchool. A notification will be sent through PowerSchool to the parent/guardian's email on file. Please be diligent in checking your email.

It is the responsibility of the student to advise her parent/guardian of her demerit status.

The Assistant Principal for Student Life reserves the right to issue demerits for any infraction not listed in the demerit code.

DEMERIT TABLE

1.	Fighting	31, Liable for dismissal
2.	Possession and/or use of weapons	Immediate dismissal
3.	Verbal confrontation	15 to 31
4.	Alcohol or drug violations (immediate suspension; liable for Discipline Board; liable for dismissal)	31
5.	Stealing (immediate suspension)	31
6.	Truancy - the action of purposely staying away from school without good reason (immediate suspension)	31
7.	Use of tobacco/vaping (\$50 fine) (immediate suspension)	31
8.	Cutting class, lunch, or study hall	15
9.	Forgery - the action of forging or producing a copy of a document, or signature, either paper or virtual	10 to 31
10.	Leaving school premises without permission (immediate suspension)	31
11.	Disrespect; defiance (describe incident)	5 to 31
12.	Cheating; dishonesty (describe incident)	5 to 31
13.	Vandalism (describe incident)	5 to 31
14.	Violation of Cell Phone Policy (describe incident)	10 to 31
15.	Disobedience - "Failing to comply with a reasonable request from any faculty or staff member." (For example: refusing to hand in a cell phone, I.D., or airpods)	15
16.	Skipping Saturday Detention	Suspension
17.	Skipping detention . . . (private)	5
18.	Contraband (See previous section)	3 to Dismissal
19.	Disorder in class, public area	5 to 10
20.	Eating, drinking outside the cafeteria	5 to 10
21.	Failure to report for cleaning assignment	3

22.	Gum	3
23.	Improper language	5
24.	Out of bounds/loitering	5
25.	Dress Code Violation	5
26.	No parental form	3
27.	Late (class, lunch, study)	5
28.	No ID	3
29.	Locker violation	5

DETENTION

Detention works in conjunction with the demerit system to insure an atmosphere conducive to academic and personal growth.

Private detention is used by teachers to address minor classroom disturbances or problems, and is served on the day assigned by the teacher.

Public detention is used to address attendance and conduct violations, and is assigned by the Student Life Office. Detention is held on Saturday from 9 A.M. to 12 P.M.

SUSPENSION:

The office of student life reserves the right to assign suspensions either in school or out of school on a case by case basis.

Discipline Summer School is assigned to those students who have been referred by a Discipline Board or by Administrative Review, to those who have received two or more suspensions during the year, to those whose behavior warrants it and to those with excessive absences or lateness.

- Discipline Summer School will be held at Little Flower and begins the week following the close of school. A fee is required, and must be paid the first day.
- Students who have been assigned Discipline Summer School may be required to serve it off-campus through an agency-designed program. In this case the agency would determine the fee.
- Students assigned to Discipline Summer School are required to report in full uniform.

- Students must provide their own transportation to/from Discipline Summer School. Students assigned Discipline Summer School will be automatically on probation for the following school year.
- Seniors assigned Discipline Summer School will receive their diplomas **after** completing the program; **underclass students who do not complete this program may not return to Little Flower in the fall.**

DISCIPLINE BOARD/ADMINISTRATIVE REVIEW

The Discipline Board is composed of members of the faculty who volunteer to serve for a year's term. The Board reviews teacher and counselor reports and the discipline, attendance and academic records of any student whose behavior warrants immediate attention, and of any student who has violated her probation contract.

The Assistant Principal for Student Life will notify the student and her parents when a Discipline Board is to be scheduled. The student, her teachers, and her Guidance counselor will have the opportunity to present pertinent information to the Board.

The Board may recommend conditions to which the student must adhere if she is to remain at Little Flower, or may recommend the student be dismissed.

The Board's recommendations are reviewed by the Assistant Principal for Student Life, and then presented to the Principal. The Principal makes the final determination in each case.

If retained, the student is placed on Discipline Board contract. Violations of this contract result in Administrative Review. Notification for Administrative Review is the same as for Discipline Board. During Administrative Review the Principal and the Assistant Principal for Student Life conduct a student interview and review all records and reports to determine retention or dismissal.

The decision rendered in either of these processes is final.

DRESS CODE

Please be advised that our dress code policy is in accord with the Diocesan Dress Code Policy.

The dress code is in effect for all students coming to school, during school and leaving school. This means students may not wear sandals, flip-flops, sneakers, shower shoes, clogs or other casual footwear to or from school. Also, students

are not permitted to wear sweats, jeans, pajama bottoms, etc. under the uniform. Sneakers for gym class are worn only in the Gym and only for the class itself.

The Little Flower uniform consists of:

- a maroon, KNEE-LENGTH jumper;
- a white long-sleeved or short-sleeved blouse
- maroon Trimfit Cotton - Spandex socks worn at the knee or maroon stockings;
- maroon & white saddle shoe; the solid-color maroon shoe may be worn if the maroon and white is unavailable. If a student has a medical condition that prevents her from wearing the regulation shoe a **doctor's note** indicating why/for how long and requesting a shoe pass must be presented in the Student Life Office;
- the appropriate class emblem, sewn on the upper left side of the jumper;
- the official Little Flower uniform maroon cardigan school sweater sold at Flynn & O'Hara
- Only seniors are permitted to wear the "senior sweater." Orders will take place in September.

Students whose uniforms need to be hemmed are responsible for making certain that the **hemline is regulation length. Students are advised to avoid having the uniform cut.** Those whose uniforms have been cut too short are in violation of the dress code and will receive the appropriate consequences.

Other characteristics of the Little Flower uniform policy:

- IDs must be worn during the school day on Little Flower lanyards. Only official school pins may be worn on the uniforms.
- Hats, scarves, and bandanas worn as headbands and wide headbands (three inches or more) are not permitted. This is a school safety issue.
- Students' hair color and style is to be appropriate (no mohawks, spikes, etc). If a student decides to dye her hair she must choose a naturally occurring, human color (No blue, burgundy, green, gold, orange, purple, neon red, stripes, half blond-half brunette, etc.)
- Jewelry, spangles, glitter etc. in the hair are not permitted.
- Make-up is to be appropriate for school attire; that is, no black or blue lipstick, no glitter eye shadow or face powder, etc.
- Excessive jewelry is not appropriate with the school uniform. Excessive earrings should not be worn, no earring larger than the size of a quarter are permitted. Gauge and disk earrings may not be worn. One chain with a moderate-sized charm may be worn. One small ring on each hand may be worn.

- Multiple bracelets may not be worn.
- Nose rings/studs, eyebrow rings, lip rings/studs, tongue studs, visible tattoos, face/neck piercings, finger piercings, hand piercings, hand- web piercings and the like **ARE NOT PERMITTED**. This also pertains to students who continue to wear masks.

Depending on the nature of the dress code violation, class/school attendance may be affected for those who choose to ignore the code.

UNIFORM AND SHOE SUPPLIERS

THE OFFICIAL UNIFORM SUPPLIER FOR THE ARCHDIOCESE OF PHILADELPHIA IS FLYNN O’HARA UNIFORMS:

- 10905 Dutton Road, Philadelphia, PA. (215-637-4600) or
- 6801 Frankford Avenue, Philadelphia, PA (215-624-1983)

The regulation shoe and regulation socks are ordered from:

- DiGiulio’s, 6948 Frankford Ave; Philadelphia PA (215-333-5512)

ELEVATOR PASS

The elevator is for the use of the faculty and school personnel. A student who has a medical condition requiring use of the elevator must apply to the Assistant Principal for Student Life and The Health Room for an elevator pass. She must present a **doctor’s note** stating the reason for the request and the period of time the pass is needed. She must have the pass with her at all times and keep it in her lanyard, she must show it to any faculty or staff member upon request. A fee of \$5.00 is required to replace lost passes. **NO STUDENT MAY RIDE THE ELEVATOR WITHOUT A PASS.**

When companion passes are needed (student needs help with her bag), it will **NOT** be issued without a doctor’s note and only in extreme situations. Students with these passes are permitted to leave class **one minute before the bell**. Only those holding an elevator pass may ride the elevator.

ENTERING THE BUILDING

All students must use the FRONT entrance to the building, even if you park in the parking lot. The side entrance is reserved for Faculty, Staff, and official school deliveries.

FIRE DRILL

The signal for a fire drill is the fire alarm.

The Fire Drill Route is posted in the front of each room; each student should familiarize herself with these routes.

SILENCE IS OBSERVED DURING THE ENTIRE DRILL. Students are to leave the room in single file; on stairwells students are to move in single file. The last student to leave the room is to turn out the lights and close the door. Students are to exit the building quickly and report to the area assigned, where roll will be taken by their classroom teacher. When the ‘all clear’ is given students are to re-enter the building in silence.

If in the corridor or at the change of class, students are to leave by the nearest exit.

Students may take purses with them.

HEALTH ROOM

A school nurse certified by the Commonwealth of Pennsylvania and assigned by the School District of Philadelphia is on duty at least three days a week during school hours. **If an emergency occurs when the nurse is not in the building, the student should report to the Office of Life Office.**

The nurse administers programs mandated by the School Code of Pennsylvania. These include vision, growth and hearing screenings. Deficiencies are reported to the parents so that a physician can evaluate and prescribe treatment. The nurse monitors the resolution of health problems, immunization programs, and contagious disease exclusions. The school nurse should be notified of special health problems, which affect a student’s social or academic progress or limits a student’s physical activity in school.

For students who require medication during the school day, the nurse must be informed. The nurse must be contacted to obtain the proper medical forms to be completed by your physician. The medication must be brought to school in a properly labeled pharmacy bottle.

The medication is to be kept in the nurse’s office and administered by the nurse or designee. Ideally, medications should be administered before/after school, when possible. Please contact the school nurse if you have any questions regarding medication administration.

Pennsylvania State Health Law requires a physical examination for all students entering 9th grade. This physical form is due by September of the freshman year.

Times when the health room is available will be posted. If an emergency occurs when the nurse is not in the building, the student should report to the Student Life Office.

Parental contact information should be kept up-to-date in case there is a need for emergency contact. Students are to update phone numbers and addresses in both the Office of Student Life and the Main Office.

HOMEROOM PERIOD

Prayers are said over the public address system immediately after the homeroom bell. The Pledge of Allegiance follows the prayer. Homeroom roll is then taken. All attendance is recorded in PowerSchool. Following prayers, students are expected to be seated in and quiet to allow all members of the homeroom and homeroom teacher as the daily announcements are read. **No one may leave the room for any reason whatsoever until all announcements are concluded.**

Conversation may be permitted in the homeroom after all necessary business is concluded. Students may not leave the room without a hall pass. Two students may not travel on one pass.

Students are responsible for the cleanliness of the homeroom. The Homeroom Moderator will assign cleaners by rotation. No one may be excused from this assignment.

ID CARDS/SWIPE CARDS

Students will receive two cards in the beginning of the school year:

1. Her Official Little Flower School ID card. The picture for this I.D. will be taken during the first week of school. **THIS ID DOES NOT ALLOW ACCESS TO THE BUILDING.**
2. Her “swipe card” which is a plain white card with the student’s name on it. This white card will grant the student access to the building. For security purposes, no pictures are placed on this card.

Students must wear both cards on a school issued Little Flower lanyard as part of the school uniform. The ID card must be presented whenever school personnel request it.

If a student loses her ID or swipe card, she must report this immediately at the Student Life Office. Her card will be replaced when she presents the \$15.00 fee required.

Student IDs are collected in June; ID cards that have not been turned in are deactivated. If an ID card needs to be reactivated, a fee of \$5.00 is required.

LOCKERS

Lockers are the property of the school; therefore, the administration has the legal right to search a student's locker when deemed necessary. (See Universal Search policy)

New students will receive a combination lock from the school; this lock is to be used while a student at Little Flower. **Only the official school lock may be used.**

Each student is assigned a locker for use during the school year. The locker is to be kept neat and clean at all times; the use of stickers anywhere on the locker is not permitted. Lockers may be used before and after school and between classes.

STUDENTS WHO USE LOCKERS BETWEEN CLASSES MUST BE ON TIME FOR THEIR NEXT CLASS.

Lockers are to be kept locked at all times. The combination of a lock may never be given to another student; neither may any student share a locker with someone else. Locker changes are made only with permission of the Assistant Principal for Student Life.

All student athletes assigned to sports lockers must purchase a lock in the Student Life Office. These lockers are off-limits during the school day.

Little Flower is not responsible for any items that are brought to school that are lost or stolen. This includes but is not limited to: cell phones, smart watches, airpods, earbuds/airpods, personal laptops, iPads, e-readers, wallets, money, transpasses. EACH STUDENT IS ASSIGNED A WORKING LOCKER WITH A FUNCTIONING LOCK. THEY MUST BE USED.

LOITERING

No student may ever loiter in the vicinity of the school or in the park at any time. Students must enter the school building immediately upon arrival.

LOST AND FOUND

The Lost and Found is located in the Student Life Office. Students who find lost items are asked to bring them to the office. The school cannot be responsible for lost or stolen articles.

OUTSIDE DELIVERIES

Outside deliveries (flowers, food, gifts, balloons, etc.) intended for students cannot be accepted.

PUBLIC BEHAVIOR

A STUDENT WHOSE PUBLIC BEHAVIOR JEOPARDIZES THE SAFETY, GOOD ORDER OR REPUTATION OF THE SCHOOL COMMUNITY IS LIABLE FOR DISMISSAL.

SALE OF MERCHANDISE

No student is permitted to sell merchandise of any type in school or on school property.

If a homeroom or club or class wishes to purchase an item or items for their group the moderator/teacher is responsible for overseeing the design (where applicable), informing Student Life and collecting and depositing all monies in Finance until payment is made.

SMOKING

The State of Pennsylvania mandates that smoking be prohibited in all schools and on or around all school property. A student found smoking either in the school or in the vicinity of the school or on the buses provided for Little Flower students receives 31 demerits and must pay a \$50.00 fine.

Students may be charged with suspicion of smoking if found in a location where smoking is in progress; this carries with it 10 demerits.

SOCIAL MEDIA/TECHNOLOGY

Examples of Unacceptable Uses –

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.

- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

STUDY HALL

The study period is a rostered class. Students report to the auditorium and sit according to the instructions of the moderator.. Any student not in her seat at the bell is late.

The following procedures apply for all study periods, first through eighth periods:

- Silence is to be observed in study hall.
- Students will be assigned seats; assigned seats can be changed only by the moderator.
- Students may leave study hall only with permission of the moderator.
- If a student is going to make up a test during Study Hall, she must first report to Study Hall for attendance, present a note from the subject teachers, and go directly to the classroom with the permission of the moderator.

- If a student is going to report to the library or the computer lab during study hall , she must first report to Study Hall for attendance and then sign out with the permission of the moderator. She must also sign in when she reaches the library or computer lab. **If a student fails to follow these procedures she will be considered cutting class and appropriate disciplinary action will be taken.**

SUSPENSION, PROBATION AND DISMISSAL

Each quarter a conduct mark of 100 is given to all students. Demerits received are subtracted from this mark.

SUSPENSION is a serious disciplinary action taken against a student whose behaviors are contrary to the good order of the school community. Suspension occurs at 31 demerits. The following procedures occur at suspension:

- The student is informed as to whether she is assigned in-school or at-home suspension;
- Parents/guardians of the suspended student are notified by and scheduled for an interview with the Assistant Principal for Student Life; The suspended student is assigned the required detention(s).

PROBATION results when a student's behavior warrants it. The Assistant Principal for Student Life (and/or the Principal) determines the probationary period. Students on probation are placed on contract and assigned to a guidance counselor, in an effort to help them make better choices. A student who does not respond positively to probation is subject to Discipline Board or Administrative Review.

DISMISSAL occurs as the result of a specific behavior or series of demerit offenses, or a Discipline Board proceeding or Administrative Review. **Any student who brings a weapon to school will be dismissed immediately.**

Any student involved in **fighting (any physical contact of an aggressive, violent nature)**, whether traveling to and from school, during the school day, or at any school function will be suspended immediately and liable for dismissal.

TELEPHONE MESSAGES

The school does not deliver telephone messages to students during the school day. However, in the case of an extreme emergency, the parent can call the Student Life Office in order to get a message to the student.

TRAFFIC IN CORRIDORS AND STAIRWAYS

In corridors and on stairwells students are to keep to the right. Students are not permitted to loiter or to congregate in corridors. Screaming, yelling, running or other disruptive behaviors are forbidden. After the second bell, students must move quickly and quietly in corridors and on stairwells.

No student may be in the corridors during class time unless she has a hall pass. The student must exchange her ID card for this pass. If a student is summoned to an office or to the Health Room, the official request serves as a hall pass.

VANDALISM

As an indication of respect for self and for the school community, each student is expected to take pride in her school and to take responsibility for our common property. Any student who deliberately destroys or defaces school property or the property of another will face appropriate disciplinary action, up to and including dismissal. In addition, the student will be responsible for making appropriate restitution.

VEHICLE REGISTRATION

Students who drive to school must register their cars with Sr. Joan Ames in the Alumnae Office. Each registered student must complete the vehicle registration including valid proof of insurance, the vehicle Policy and Procedure form, and the fee for the spot for the year. She will then be assigned a space in the student section of the parking lot off Lycoming Street, depending upon availability. If someone is parked in your spot, please see Sr. Joan Ames in the Alumnae Office. **NO STUDENT IS EVER PERMITTED TO PARK IN SPACES NOT ASSIGNED TO THEM. IF A STUDENT CONTINUES TO VIOLATE THIS POLICY, THEY WILL LOSE THEIR PARKING SPOT AND WILL NOT BE GIVEN A REFUND.**

VENDING MACHINES

Vending machines may be used before and after school and during the lunch periods. Any tampering with the vending machines can be considered a misdemeanor.

GUIDANCE DEPARTMENT

Guidance Services are organized services and activities in the school which help students to:

- Evaluate their abilities, achievements, aptitudes, interests, needs and values
- Make adjustments to school situations, peers and teachers
- Plan their futures, whether for work or for further education
- Think through their personal problems

These services are offered through one-on-one interviews with the counselors or in group sessions. Periodically, students will be interviewed by Guidance Office staff in order to become acquainted or to talk over school concerns. Students, however, are free to visit the Guidance Office at any time before or after school or during a free period.

THE SCHOOL GUIDANCE PROGRAM

1. **Counseling** usually involves a series of appointments during which a student explores her academics, her behavior, her feelings, her conflicts or her career and college options. Courses of action are discussed which are designed to help her handle life decisions. Students become involved in counseling for any of the following reasons:

- A scheduled conference with a specific counselor
- Self-referral
- Parental referral
- Referral from a teacher or administrator
- Academic failure
- Chronic absenteeism

2. **Parent Conferences** take place when either the counselor or the parents of a student request a meeting.

3. **Special Activities** are offered by the Guidance Office to assist students in various areas of their lives. Some of these activities are:

- Scheduled visits during lunch periods by college admission representatives
 - Issuing work permits
 - Help from specialists (CORA psychologist, school social worker, etc.)

4. **Services for College Bound Students** are an integral part of the Guidance Program. Students should be aware that the grades of all four years are critical to college acceptance. Naviance is an online college and career program Little Flower employs for college searches and applications. Students are registered for Naviance during freshman year.

5. Post-Secondary School Admission Checklist

In Freshman and Sophomore years:

- Take the PSAT (Preliminary Scholastic Aptitude Test)
- Select a challenging roster
- Explore opportunities and interests
- Begin career and college research
- Attend college fairs

In Junior year:

- Continue to select a challenging roster
- Take on leadership roles in clubs and athletics
- Do “college fit” research
- Learn about the financial aid process
- Understand admissions options
- Request Teacher Recommendations
- Take the SAT or ACT (spring)
- Meet with representatives, attend college fairs and visit selected schools

In Senior year:

- Continue to select a challenging roster
- Take the SAT or ACT
- Finalize your list of colleges and universities
- Complete the application process
- File your Financial Aid applications (FAFSA, PHEAA, CSS Profile)
- Continue to visit colleges, meet representatives and attend fairs
- Investigate scholarship opportunities.
- Research and complete scholarship applications Request transcripts and recommendations for your applications

6. The number assigned to Little Flower by the College Board is 393380. It is required on many forms including applications for college admission, financial assistance, ACT and SAT.

7. **Transcripts** are sent by the Guidance Office staff to colleges and other post-secondary schools. Students may request as many transcripts as needed. In order to have a transcript released, the student must request the Guidance Office staff to send her transcripts and any other documents to her prospective college/university.

8. **Services for Employment-Bound Students** are another integral part of the Guidance program. Students should realize that employers are very interested in academic achievement, attendance, and punctuality. Employers also are greatly influenced by past job performance; therefore, if a student is working before graduation in a part-time job, she should be responsible and reliable so that she may use that employer as a reference. Students intending to seek employment after graduation should do the following:

- Prepare a resume

- Make an appointment with a guidance counselor to discuss employment plans and identify possible resources to contact for after- graduation employment.
- Develop a list of references. This list should include teachers, mature friends of the family and former employers.. Contact these people and request their permission to use them as references on job applications.

SPECIAL PROGRAMS AND SERVICES

Specialized personnel are available to the students through the following programs or agencies:

1. **CORA** (Counseling or Referral Assistance) is funded by Act 89 of the Commonwealth of Pennsylvania for Auxiliary Services to non-public schools.

- Personal Counseling and Vocational Counseling are offered by a certified school counselor.
- In the event of a referral by the Director of Guidance, a CORA Psychologist will arrange for a diagnostic evaluation -Little Flower students have access to speech and hearing therapy from CORA specialists.

2. **SHALOM** is a prevention and intervention program funded on a year- to-year basis from state and federal funds as well as financial contributions of private institutions and the Archdiocese of Philadelphia. The SHALOM counselor offers one-on-one counseling as well as group counseling in order to help students acquire better self-esteem and life skills. Students meet in ongoing, small groups which not only address drug and alcohol education, but are also designed to strengthen an individual's ability to make healthy decisions in all areas of her life. As such, the groups focus on the development of trust, communication skills, self-concept, coping skills, life-planning skills, and other issues important to adolescents.

3. The School Social Worker works closely with administrative offices to ensure the delivery of quality social services to meet the needs of a selected population of students and their families. The Social Worker's activities include family meetings, home visits and contacts with outside service providers. The Social worker position at Little Flower is administered and funded by Catholic Social Services and Little Flower.

4. **Catapult Learning** provides a Family Connections Counselor on a year-to-year basis from state and federal funds.

POLICIES AND PROCEDURES

ABORTION POLICY:

Little Flower Catholic High School upholds the teaching of the Catholic Church concerning the inviolable right to life of each person. This teaching is rooted in the Gospel message of Jesus, who came that we might have life in abundance. We therefore abide by the Archdiocesan policy on abortion as stated in The Diocesan Secondary School Policies and Procedures Manual. A copy of this policy is on file in the principal's office. The Office of Catholic Education understands the sensitive nature of confidentiality with regard to the student-counselor relationship. However, the seriousness of this issue dictates that the following policy be in effect for all administrators, faculty and staff members: Any information concerning a student having an abortion must be presented to the Principal of the school immediately.

PROCEDURE FOR SUSPECTED CHILD ABUSE- MANDATED REPORTERS

1. The Administrator, teacher, counselor, staff member or volunteer who suspects child abuse, must report this fact to CHILD LINE, 1-800-932-0313. A report can also be submitted online at <https://www.compass.state.pa.us/cwis/public/home>.
2. Once the report has been made, the individual who made the report must immediately inform the Principal, Assistant Principal for Student Services or The Guidance Director.
3. After calling in the report on the CHILD LINE, the reporter will fax the Philadelphia Department of Human Services (DHS), 215-683- 5997.
4. If warranted, the school nurse should also be consulted in order to substantiate the fact of the abuse and to determine if the physical abuse warrants medical attention. When appropriate or possible, a photograph should be taken by the school nurse.
5. If the school nurse is not in the building, and the physical abuse is of the nature to warrant medical attention, the Guidance Director and/ or Administrator should see that the student is taken to one of the area hospitals.
6. If the physical abuse is serious or if the child indicates that she will not return home, this information should be stressed with the Department of Human Services (DHS).
7. A member of the counseling department will follow-up with the child, as needed, after the report has been made.

ALCOHOL/DRUG POLICY

Policy: No illegal mood-altering substance is to be present or used within the school or the school jurisdiction.

Purpose: The policy is an effort by Little Flower to respond openly and effectively to the potential and current uses and abuses of drugs, alcohol, and other mood-altering substances by students.

Policy Violation: This policy is violated when any student, visitor, guest, or any other person manufactures, uses, possesses, constructively possesses, distributes, or attempts to distribute any mood-altering substances or drug paraphernalia. In the event that the policy is violated, one or more of the following will be notified, depending upon the nature or circumstances of the violation:

- a) Police
 - b) Parents
 - c) Guidance Director
1. A student found in the act of selling or distributing any mood-altering substance will be liable for dismissal.
 2. A student found to be under the influence of alcohol/drugs or in possession of any mood-altering substance will be immediately suspended and may be liable for dismissal. A determination of the disciplinary action to be taken (i.e. demerits, detention, discipline board, exclusion from class, dances, proms, and/or in the case of a senior, participation in graduation exercises) will be made at the time of the parental interview. This student will be referred to the CORA SAP Assessment Team and an assessment will be required; the parents/guardians must agree that the results be shared with the school administration. At this point cooperation with any and all recommendations for treatment is required.
 3. A student rumored to be involved in any way with alcohol/drugs or who writes self- incriminating notes/letters will be referred to a member of the Guidance staff.
 4. Any student who voluntarily seeks help with chemical use/abuse will be referred to a counselor, who will work with the student to determine the level of support/ intervention needed. Should an assessment be warranted, parents will be contacted and full cooperation is expected.

SHALOM

In the case of Shalom, an auxiliary service to Little Flower, the legal mandate of confidentiality concerning self-referrals will be respected. However, the Shalom counselor is a consultant to the School Administration and when possible, both legally and in the student's best interest, the counselor will share pertinent information with members of the School Administration.

DEFINITIONS

Assessment: a psychological evaluation with regard to alcohol/drug use and a blood/ urine analysis

Distribution: to deliver, sell, pass, share or give to another person, or to assist distribution of any alcohol, drug, or mood-altering illegal substance

Drug/Mood-Altering Substance/Alcohol: alcohol, drugs, narcotics and/or other health endangering compounds which include but are not limited to: alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD, and other hallucinogens, glue or solvent - containing substances, “look-alike” drugs, and all controlled substances identified in the following laws:

- Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law)
- The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No. 62) and Amendments

Look-alike Drugs: substances manufactured or designed to resemble drugs, mood altering substances, narcotics and other health-endangering compounds

Drug Paraphernalia: all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act

Active Possession: to possess or hold without attempt to distribute any alcohol, drug or mood-altering illegal substance

Constructive Possession: to aid or abet the use of any mood-altering illegal substance.

School Jurisdiction: school premises, or at any school- related activities or while traveling to and from school or school-related activities.

Suspicion: a present observable student behavior and/or appearance that indicates that there has been some usage of alcohol, drugs, or other mood altering substances.’

Rumor: unsubstantiated information from any source

PREGNANCY POLICY

1. In the event a student becomes pregnant, she and her parent should make an appointment with the school nurse, the Assistant Principal for Student Life or the Director of Guidance and thereby officially notify the school of

the pregnancy. At this time, school support services and procedures to be followed once the student leaves school to have the baby will be clarified. In addition, the student must present a letter from her physician indicating her due date and the length of 57 time she may remain in school. Normally, a student leaves school two weeks prior to her expected delivery date.

2. Before the student leaves school to prepare for delivery, the assistant principal will meet with the student to explain clearly the method of completing assignments and the expected levels of achievement. When the student leaves the school, she is assigned a full program of independent study with specific assignments to be completed on designated dates. During this time, these assignments are received and returned through the office of Academic Affairs. She will continue to be carried on the roll of the school, however; she will not be permitted to participate in any school activity.
3. In all cases, the Principal, in consultation with the Assistant Principal for Academic Affairs, shall determine whether or not the student has adequately completed the independent work required for readmission and credit toward graduation.

SUICIDE PREVENTION POLICY

Teachers and staff members as well as the guidance counselors may become aware of students who may be a threat to themselves or others. This information must be reported immediately to the Director of Guidance, who will contact the parents and conduct a suicide assessment to determine that it is safe for the student to be in school. Any threat or potential threat will be taken seriously and handled immediately.

Please be advised that confidentiality does not apply if it is necessary to reveal information to appropriate parties in order to protect a child or others from clear and imminent danger. When it is determined that it is not safe for a student to be in school, the student will be required to have an immediate evaluation to assess the situation. Parents will be asked to sign a release of information form at the evaluating agency so that the agency may share the results of the assessment with the school. Once the assessment has been completed, parents and student must follow the reinstatement process as described below. Only after all of this process has been completed may the student return to school.

REINSTATEMENT

Steps to be followed if the student is permitted to return immediately after the assessment or after hospitalization:

1. Parents and student must contact the Director of Guidance or Social Worker prior to the student's return to school. A re-entry meeting may be required.

2. The parents and student must provide written recommendations and a written assurance from the psychologist, psychiatrist or other qualified mental health professional stating that the student is not a danger to herself or to others.
3. The parents and student must agree to follow all recommendations for treatment.
4. The Parents and student will be required to sign a release form that will allow the school to monitor the after-care plan.

N.B. – Please be aware that if any of the conditions listed above are not met, the school may require the student to withdraw. Any student who is deemed by the school administration to be a danger to herself and/ or others may be required to withdraw from the school.

MISCELLANEOUS

SCHOOL STORE -- FLOSSIE SHOP

The school store is owned by the school. The store is open during the lunch periods. The Flossie Shop strives to meet the needs of students, parents, alumnae, and faculty. It carries a variety of seasonal, as well as everyday merchandise.

ALUMNAE ASSOCIATION

A graduate of Little Flower is automatically eligible to become a member of the Alumnae Association. The goals of this association are to foster the spiritual, social and intellectual welfare of the members, and to render financial aid to the high school.

CHANGE OF ADDRESS

Notification of any change of address or telephone number must be given to the Student Life Office and the Main Office in writing. Changes will not be made over the telephone. The Main Office will notify all other school offices. If there is a change in parish, a letter from the new pastor must be presented to the finance office. Prompt notification of these changes should be given to the school, both to ensure the ordinary communication between the school and the home, and as a precaution in the case of an emergency, when accurate telephone numbers, addresses, etc., are essential.

EMERGENCY CLOSING/SNOW DAYS

Little Flower does not have a snow emergency number. We follow the announcements made over the major radio stations for the Archdiocesan/Parochial schools in the City of Philadelphia. Families will also receive notification via

School Messenger. If school is to be closed for any other emergency, this will be announced on major radio and TV news stations. If school is in session when the emergency occurs, students will be dismissed only when SEPTA transportation or other safe passage home has been obtained.

FLEXIBLE INSTRUCTION DAYS (FID)

- A Flexible Instruction Day is utilized when severe weather in the forecast and/or inclement weather occurs.
- On these days, teachers will post assignments for the students to complete on Schoology. The assignments should take 30 minutes for the students to complete.
- Teachers will be available for three hours during the day to answer questions. These hours will be posted on Schoology.
- In order to receive credit for the FID assignments, students will have five school days once school resumes to submit the assignments to the teachers.
- No games may be held if your school moves to a Flexible Instruction Day, regardless even if your opponent's school building is open.
- If your school building is closed due to inclement weather, all extracurricular activities are canceled, including athletic practices and/or games
- The principal will make the final determination if the school building is considered open and if practices and extracurricular activities may occur.

ANNUAL NOTIFICATION

Little Flower Catholic High School for Girls has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the school office during regular office hours. KEM Partners, Inc. (610-594-2600 ext. 206) is the school's asbestos program manager and Acer Associates (856-809-1202) is the school's consultant. Inquiries regarding the plan should be directed to these organizations.

BELL SCHEDULES

LF Bell Schedules 2022-2023



Bell 1 - 45 minute classes, 16 min. HR

Homeroom	8:00	8:16
1st	8:19	9:04
2nd	9:07	9:52
3rd	9:55	10:40
4th	10:43	11:28
5th	11:31	12:16
6th	12:19	1:04
7th	1:07	1:52
8th	1:55	2:40

Bell 2 - 2 Hour Delayed Start - 30 minute classes, 16 min. HR

Homeroom	10:00	10:16
1st	10:19	10:49
2nd	10:52	11:22
3rd	11:25	11:55
4th	11:58	12:28
5th	12:31	1:01
6th	1:04	1:34
7th	1:37	2:07
8th	2:10	2:40

Bell 3 - 41 minute classes, 48 minute HR

Homeroom	8:00	8:48
1st	8:51	9:32
2nd	9:35	10:16
3rd	10:19	11:00
4th	11:03	11:44
5th	11:47	12:28
6th	12:31	1:12
7th	1:15	1:56
8th	1:59	2:40

Bell 4 - Liturgy Bell Schedule - 37 minute classes, 1 Hr. 20 min HR

Homeroom	8:00	9:20
1st	9:23	10:00
2nd	10:03	10:40
3rd	10:43	11:20
4th	11:23	12:00
5th	12:03	12:40
6th	12:43	1:20
7th	1:23	2:00
8th	2:03	2:40



Bell 5 - 43 minute classes, 32 min. HR

Homeroom	8:00	8:32
1st	8:35	9:18
2nd	9:21	10:04
3rd	10:07	10:50
4th	10:53	11:36
5th	11:39	12:22
6th	12:25	1:08
7th	1:11	1:54
8th	1:57	2:40

**Bell 7 - 39 minute class periods,
64 min HR - T1 and T2 Club Schedule**

Homeroom	8:00	9:04
1st	9:07	9:46
2nd	9:49	10:28
3rd	10:31	11:10
4th	11:13	11:52
5th	11:55	12:34
6th	12:37	1:16
7th	1:19	1:58
8th	2:01	2:40

Bell 6 Preview Bell - 40 minute classes

1st	8:00	8:43
2nd	8:46	9:26
3rd	9:29	10:09
4th	10:12	10:52
5th	10:55	11:35
6th	11:38	12:18
7th	12:21	1:01
8th	1:04	1:44
Homeroom	1:47	2:40



***“Some things have to end
for better things to begin!”***

RESPONSIBLE USE POLICY FOR TECHNOLOGY

PREAMBLE

Catholic Schools of the Archdiocese of Philadelphia Revised August 2021

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face. We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia **PURPOSE** Technology is a valuable and real-world educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including:

interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms. The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOAL

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using

the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites

- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator’s personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cell phone/Wearable technology: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction.

To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user’s best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.

- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

Examples of Unacceptable Uses – Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal. • Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user. Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, and TikTok. Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. "Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional social media accounts and parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Little Flower Catholic High School for Girls.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name/ID: _____

Student Signature: _____

Date ____/____/____

Graduation Year: 20_____

Home Room: _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release Little Flower Catholic High School for Girls and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia and for Little Flower Catholic High School for Girls. I hereby give my permission for my child to use the Internet and will not hold Little Flower Catholic High School for Girls or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature: _____

Date ____/____/____

ARCHDIOCESE OF PHILADELPHIA Consent Form:
Taking and Posting Pictures/Videos of Minors
High School: Little Flower Catholic High School for Girls

Photo Release Form

1. I/we hereby grant permission to Little Flower Catholic High School for Girls, Philadelphia, PA to take my daughter's photograph and to use the photo in promotional materials on behalf of the school.

I give permission _____ I do not give permission _____

2. In order to protect the privacy of youth, permission must also be obtained, in writing, from the parent or guardian before sharing/posting pictures or videos of minors. (Please check the one which applies)

_____ I give my permission for my child's picture, **with name**, to be posted on a website or social network page associated with Little Flower Catholic High School for Girls.

_____ I give my permission for my child's picture, **without name**, to be posted on a website or social network page associated with Little Flower Catholic High School for Girls.

_____ I do not give permission for my child's picture to be posted on a website or social network page.

Name of Child: _____

**Name of Parent/
Guardian:** _____
(please print)

Date: _____

Signature of Parent/Guardian _____

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/ guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic school.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

ARCHDIOCESE OF PHILADELPHIA

Consent Form for Electronic Communication with Minors

Permission of the parent or guardian must be obtained, in writing, in order for an adult leader to communicate with minors via telephone, cell phone, text messaging, e-mail, social networks, or other electronic means.

High School: Little Flower Catholic High School for Girls

Name of Participant: _____

Address: _____

City/Town, State and Zip Code: _____

Home Phone: _____

Parent/guardian cell phone: _____

Parent/guardian E-mail: _____

Please note: By providing the email address and cell phone number of a minor, the parent or guardian grants permission for electronic communication from the group leader to this young person in regards to all group related activities.

Optional information:

Participant's e-mail: _____

Participant's cell phone: _____

Sharing of a minor's contact information: (If the following statement is not checked, the information will not be shared.)

_____ I give my permission for my child's email and cell phone number to be shared with other minors and adult leaders who are associated with the activity of this High School.

Name of Parent or Guardian: _____

(please print)

Signature of Parent or Guardian: _____

Date: _____

ARCHDIOCESE OF PHILADELPHIA

Consent Form for Electronic Communication with Minors

Permission of the parent or guardian must be obtained, in writing, in order for an adult leader to communicate with minors via telephone, cell phone, text messaging, e-mail, social networks, or other electronic means.

High School: Little Flower Catholic High School for Girls

Name of Participant: _____

Address: _____

City/Town, State and Zip Code: _____

Home Phone: _____

Parent/guardian cell phone: _____

Parent/guardian E-mail: _____

Please note: By providing the email address and cell phone number of a minor, the parent or guardian grants permission for electronic communication from the group leader to this young person in regards to all group related activities.

Optional information:

Participant's e-mail: _____

Participant's cell phone: _____

Sharing of a minor's contact information: (If the following statement is not checked, the information will not be shared.)

_____ I give my permission for my child's email and cell phone number to be shared with other minors and adult leaders who are associated with the activity of this High School.

Name of Parent or Guardian: _____

(please print)

Signature of Parent or Guardian: _____

Date: _____

HANDBOOK ACKNOWLEDGEMENT

I have reviewed the Student Handbook and am aware that I am responsible for knowledge of and compliance with the rules & regulations, policies and procedures stated within.

Parent /Guardian Signature: _____

Parent/Guardian e-mail address: _____

Student Signature: _____

Student Number: _____

Date: _____

CELL PHONE POLICY AND REGISTRATION FORM

By completing and signing this form we are indicating that we are aware of and have agreed to abide by the Cell Phone Policy as stated below, and are aware of the consequences that will be applied if the policy is violated.

- Cell phones may not be used in the school building or on school grounds **AT ANY TIME** before the 8th period dismissal.
- Phones must be kept in lockers. Students are reminded that neither lock combinations nor lockers may be shared; parents/students are reminded that **LITTLE FLOWER IS NOT RESPONSIBLE FOR ITEMS LOST OR STOLEN.**
- If a phone is confiscated, demerits consequences range from 10 to 31 demerits depending on circumstances.

Signature of Parent/Guardian: _____

Signature of Student: _____

Student Number: _____

Date: _____

