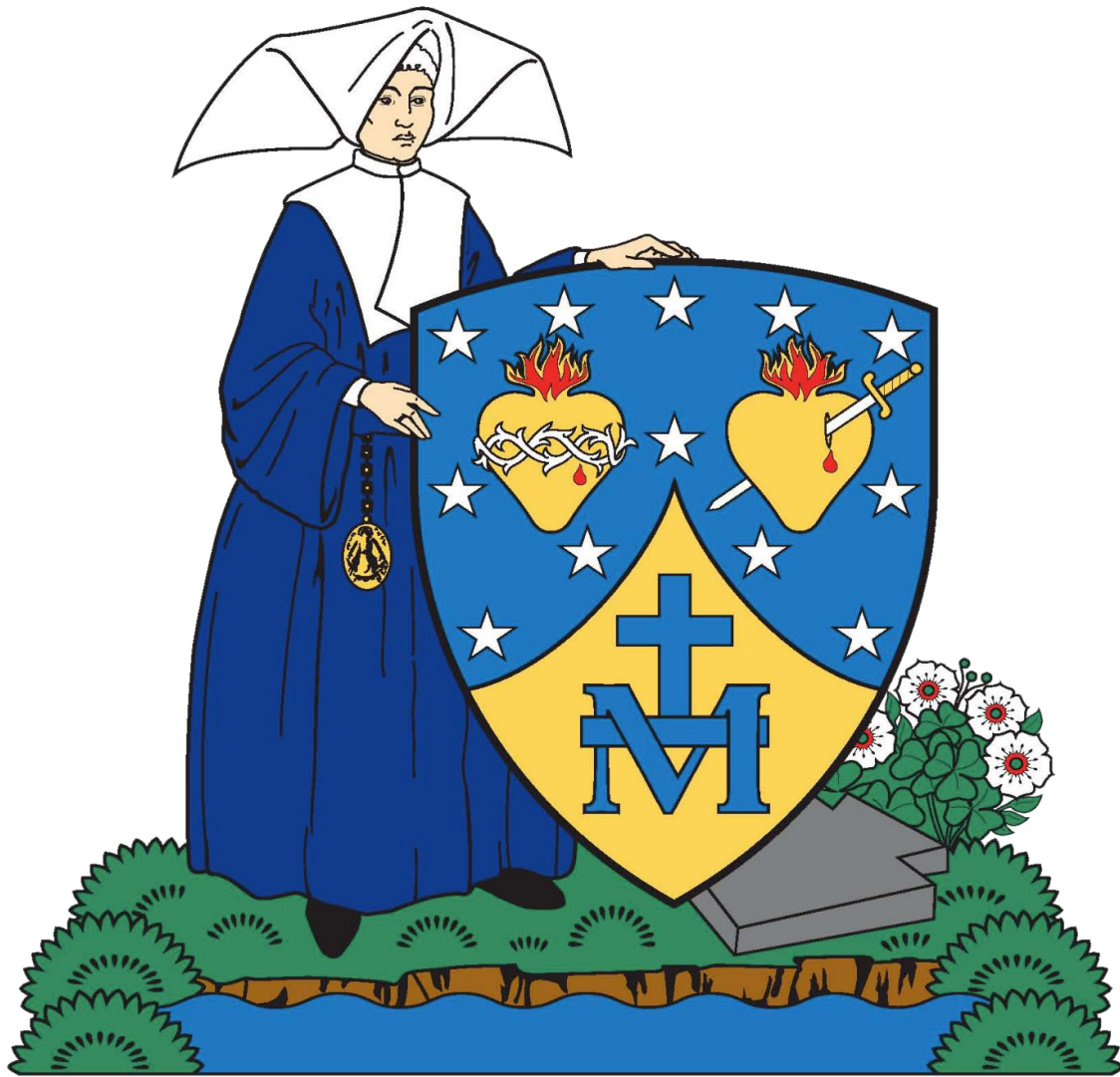


# ST. CATHERINE LABOURÉ SCHOOL HANDBOOK



**TEACHING MINDS. FORMING HEARTS. GROWING  
DISCIPLES.**

St. Catherine Labouré School  
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# TABLE OF CONTENTS

THE LIFE OF ST. CATHERINE LABOURÉ .....	1
A HISTORY OF ST. CATHERINE LABOURÉ SCHOOL .....	2
IMMACULATE HEART OF MARY SISTERS .....	3
MISSION STATEMENT .....	3
ACCEPTANCE .....	3
ACCIDENTS .....	4
ACHIEVEMENT TESTING .....	4
ADMISSION .....	4
AFFIRMATION STATEMENT.....	5
ANNUAL FUNDRAISER.....	6
ARRIVAL AND DISMISSAL .....	7
Arrival.....	7
Dismissal .....	7
ASSEMBLIES .....	8
ATTENDANCE .....	8
Absences .....	8
Tardies.....	9
Late Arrivals.....	10
Excused and Unexcused Absences.....	10
Extended Vacations.....	10
BUS TRANSPORTATION/SAFETY REGULATIONS.....	10
CARE OF BOOKS AND SCHOOL PROPERTY .....	11
CATHOLIC PRAYER LIFE .....	11
CLASS PARTIES.....	11
COMMUNICATION .....	12
MMS/Website and SchoolReach/Email.....	12
Back to School Nights .....	12
Conferences .....	13
Teacher-Parent .....	13

COMPUTER/INTERNET POLICY.....	13
CURRICULUM .....	15
DAILY TIME SCHEDULE .....	15
DISCIPLINE.....	15
Philosophy.....	15
Student Responsibilities & Behavior.....	16
Code of Conduct.....	16
General Policies.....	18
Bullying Policy .....	18
DISCIPLINARY MEASURES .....	19
Detention .....	19
Suspension and/or Expulsion.....	20
Procedure for In-School Suspension, Out of School Suspension or Expulsion of a Student.....	21
DRESS CODE POLICY/SCLS UNIFORM POLICY .....	22
SCLS DRESS CODE DETAILS.....	22
Uniform for Kindergarten Students .....	22
Uniform for Girls in Grades 1 through 8.....	23
Uniform for Boys in Grades 1 through 8.....	24
* OPTIONAL Lightweight Uniform for Grades 6, 7, & 8 .....	24
Physical Education (PE) Uniforms .....	24
Physical Education Uniform Violation.....	24
Footwear .....	25
Grooming: Hair, Jewelry, Makeup, and Nail Polish .....	25
Dress Up/Dress Down Days .....	26
EDUCATIONAL AND OUTSIDE TESTING.....	27
EDUCATIONAL FIELD TRIPS .....	27
EMERGENCY INFORMATION .....	27
EMERGENCY SCHOOL CLOSINGS/SCHEDULE CHANGES .....	28
FACULTY AND STAFF .....	28
FIRE/WEATHER/EMERGENCY DRILLS.....	28
GRADE REPORTS .....	29
HEALTH RECORDS AND ILLNESS AT SCHOOL .....	29

IMMUNIZATIONS .....	31
INSTRUMENTAL/MUSIC PROGRAM .....	32
Music Program .....	32
Instrumental Program.....	32
INSURANCE .....	33
LIBRARY .....	33
LOST AND FOUND/FORGOTTEN ITEMS .....	33
LUNCH PROGRAM.....	34
NOTICE OF NON-DISCRIMINATORY POLICY .....	35
PARENTS AS EDUCATORS.....	35
PARKING.....	35
PERMANENT RECORDS .....	36
PHYSICAL EDUCATION PARENT AND MEDICAL EXCUSE .....	36
PRESCHOOL.....	36
PROBATIONARY PERIOD .....	37
PROFILE OF A GRADUATE OF SAINT CATHERINE LABOURÉ SCHOOL .....	37
PROMOTION AND RETENTION .....	38
PTO/SCHOOL VOLUNTEER PROGRAM .....	38
REGISTRATION FEE.....	39
SACRAMENTAL PREPARATION.....	39
SCHOOL BOARD OF EDUCATION.....	39
SCHOOL PICTURES.....	39
SCHOOL SUPPLIES .....	40
SERVICES FOR SPECIAL NEEDS .....	40
STUDY AND HOMEWORK.....	40
TELEPHONE .....	41
TRANSPORTATION CHANGES.....	41
TUITION POLICY .....	41
TUITION PAYMENT QUALIFICATIONS AND PAYMENT OPTIONS .....	41
TUITION DELINQUENCY .....	42
TUITION ASSISTANCE .....	43
TUITION REFUNDS.....	43

VISITORS..... 44  
RIGHT TO AMEND ..... 44  
APPENDIX I EMERGENCY PLAN FOR INCIDENTS AT THREE MILE ISLAND ..... 45

## **THE LIFE OF ST. CATHERINE LABOURÉ**

St. Catherine Labouré was born on May 2, 1806, the child of Peter and Louise Labouré. She was the ninth in a family of eleven children. When she was nine, her saintly mother died. After living a year with her Aunt Margaret, Catherine came back to her father's farmhouse to direct the household where she worked with joy and diligence. On January 25, 1818, she made her First Communion. From that day forward, she rose at 4:00 a.m. and walked several miles to Mass. She prayed, meditated, worked and served the family well until she was twenty-two. It was then that she asked her father's permission to become a Daughter of Charity. Her father flatly refused her. After a year, with the help of her Aunt Jeanne's intercession, Catherine's father finally gave her permission to enter the convent.

On January 22, 1830, she entered the Probation House of the Daughters of Charity at Rue du Bac, in Paris. On April 21 of that same year she officially became a Novice. On July 19, she experienced a vision of the Blessed Mother sitting in the Director's chair in the chapel of Rue du Bac. Catherine knelt beside the Blessed Mother, rested her hands on Mary's lap, and felt the Virgin's arms around her. Mary said, "God wishes to charge you with a mission. You will be contradicted, but do not fear, you will have the grace."

Later, on November 27, 1830, the Blessed Mother appeared to Catherine again. Catherine, raising her eyes to the Main Altar, saw her beautiful Lady standing on a large globe. Mary's silken robe shone with the whiteness of dawn. A pure white veil fell to her feet. Suddenly, Mary's hands were resplendent and flashed in a brilliant cascade of light. The flood of glory was so bright that the globe on which Mary stood was no longer visible. Catherine understood that the rays symbolized the graces shed on those who sought them. Some of the gems on Our Lady's fingers had no rays. Catherine understood this to symbolize the graces for which people did not ask. Mary's arms swept wide and down. Surrounding her head was an oval frame with the words, "O Mary, conceived without sin, pray for us who have recourse to thee."

Then the vision of the Virgin turned completely around and on the other side appeared a huge "M" with a cross within it. The letter rested on a bar, beneath which appeared two hearts. The first heart was encircled by a crown of thorns; the second was pierced by a sword. Catherine understood this to mean that we have been purchased by a God who was crucified in the very

presence of His own Mother, the Queen of Martyrs. The Virgin spoke again. This time she gave a direct order, "Have a medal struck in this form. All who wear it will receive great graces." Catherine's confessor obtained permission from the Archbishop to have the medal struck.

Catherine Labouré kept this secret all of her life, revealing it only to her confessor. She died on December 31, 1876, and was canonized on July 30, 1947. On March 1, 1948, the first parish in the world to be named in her honor was St. Catherine Labouré Parish in Harrisburg, Pennsylvania. On July 5, 1976, the new Church was dedicated as the Shrine of the Miraculous Medal.

## **A HISTORY OF ST. CATHERINE LABOURÉ SCHOOL**

In August 1949, five Daughters of Charity arrived at Saint Catherine Labouré Parish to prepare for the opening of the school on September 1. They were Sister Lucille, Sister Loretta, Sister Jean Marie, Sister Julia, and Sister Irnalda. The school opened with an enrollment of 106 students. The number of pupils grew to the point that four years later, in April 1953, ground was broken for an addition to the school.

The original farmhouse at 40<sup>th</sup> and Derry Streets served first as a rectory. It then became the Sisters' residence until a new convent was completed and dedicated by Bishop George Leech on April 15, 1955. The Daughters of Charity faithfully served the parish until the closing of the school year in 1975.

The Sisters of Saints Cyril and Methodius offered their generous service to the school from September 1975 until the summer 2011. They, along with dedicated lay faculties and lay leadership, continued forming a strong foundation in Catholic values and academic excellence.

In August 2011, Saint Catherine Labouré Parish welcomed the Sisters, Servants of the Immaculate Heart of Mary to their Parish Convent to work in the Parish and to continue ministering at Bishop McDevitt and Trinity High School.

In September 2011, two Christian Charity Sisters arrived as teachers to share the loving, compassionate spirit of their foundress, Blessed Mother Pauline von Mallinckrodt of Germany. Then, in July 2012, the Immaculate Heart of Mary Congregation assumed the leadership position at Saint Catherine Labouré

School bringing the spirit and charisma of the Immaculate Heart of Mary Congregation.

## **IMMACULATE HEART OF MARY SISTERS**

The Sisters, Servants of the Immaculate Heart of Mary trace their origins back to a little log cabin in Monroe, Michigan. Founded by a Redemptorist priest, Father Louis Florent Gillet and Mother Theresa Maxis on November 10, 1845, the Sisters envisioned an educational apostolate conducted by prayerful, simple, loving religious women. In response to an invitation by Saint John Neumann, the Sisters later moved east to Reading, then to West Chester, and finally Immaculata, Pennsylvania, the home of their current Motherhouse. Numbering over 800, the IHM Sisters now work in the Congregation's corporate apostolate of Catholic Education as well as in various catechetical and pastoral ministries. The charisma of the Immaculate Heart of Mary Sisters is Love, which continues to manifest itself in joyful service of God and His people, Creative Hope, which puts all its trust in God's loving Providence, and Fidelity to their vocation in Christ and their mission in the Church.

## **MISSION STATEMENT**

St. Catherine Labouré School proclaims the Joy of the Gospel in providing a Christ-centered, safe, and welcoming educational environment for students Pre-K3 to Grade 8.

**WE TEACH MINDS** through rigorous and relevant curriculum that nurtures the gifts and talents of each student.

**WE FORM HEARTS** in a strong Catholic Identity through prayer, the Sacraments, and a daily commitment to respect for self and others.

**WE GROW DISCIPLES** through a deep sense of community that reaches out in love and service to the poor and needy.

## **ACCEPTANCE**

Children from St. Catherine Labouré Parish are given preference before non-parishioners in the order of acceptance. (Parishioners are defined as those individuals or families who are registered in the



parish and financially support its welfare). Children from other parishes and non-Catholics are welcome but are accepted only if openings are available in the appropriate grade level and if the school is reasonably certain of its ability to meet the student's spiritual, academic, social, and emotional needs. Every reasonable effort will be made by the school to ensure that the number of students in a class does not exceed that which is conducive to the most efficacious learning environment.

## **ACCIDENTS**

In minor cases first aid will be given in school. In the event of an emergency requiring professional medical assistance, every effort will be made to contact the parent(s)/guardian(s). If one of the parent(s)/guardian(s) is not available the authorized contact person on the emergency card will be called. If one of the authorized persons on the card cannot be reached the school will seek the care needed. The parent(s)/guardian(s) will be responsible for any expenses incurred. If an emergency exists the student will be taken to the hospital by ambulance and efforts to contact the parent(s)/guardian(s) will continue.

## **ACHIEVEMENT TESTING**

In April, students in Grades 3 through 8 participate in the Iowa Test of Basic Skills which measures achievement and ability. Also in the spring, students in grades 3 and 5 participate in COGAT testing. Test results are sent to parents/guardians at the end of the school year.

## **ADMISSION**

Central Dauphin School District requires that an entrant for Kindergarten be five years old on or before August 31<sup>st</sup>. Further, in order to enter First Grade, a student should have completed an accredited kindergarten program, passed a First Grade readiness test, and be 6 years old on or before August 31.

The following requisites must be presented upon registration:

1. Birth Certificate.
2. Baptismal Certificate (if baptized).
3. Copy of the most recent report card and recent achievement scores, any and all discipline records (for transfer students).
4. Child's Social Security Number.
5. Proof of adequate immunization and a physical examination as required by the Commonwealth of Pennsylvania.
6. Proof of custody, where applicable.

Before entrance into grades K-8, students are tested for academic readiness and mental maturity. Testing of transfer students is required along with a review of student records.

## **AFFIRMATION STATEMENT**

St. Catherine Labouré School is a Catholic, parochial elementary school and, as such, is a private, non-public school. The parents/guardians of the applicant student hereby agree that they and their applicant student will abide by each of the policies and procedures that may be adopted from time to time by the Diocese of Harrisburg and by St. Catherine Labouré School, including but not limited to those set forth or referred to in the St. Catherine Labouré Handbook and/or the Diocese of Harrisburg policy book. St. Catherine Labouré School will remain the great educational institution it is only if consistent discipline is maintained among its students. Accordingly, the School Administration has an absolute right and serious responsibility to enforce the rules, regulations, and policies of the school in a manner that is deemed, at the sole discretion of the School Administration, to be in the mutual best interest of the school and all its students. St. Catherine Labouré School, as a private school, has the absolute discretion to prescribe such rules, regulations, policies, and penalties for the violation thereof, as it deems necessary for the preservation of discipline in the furtherance of its scholastic and related endeavors.

Acceptance of a student by a private school does not create a vested right to continued acceptance. All students new to the school must comply with our 60 day probation policy listed in the St. Catherine Labouré School handbook on our website. Once a child is accepted into the school, non-acceptance can

be later determined by, but is not limited to the following:

1. Delinquent tuition
2. Lack of cooperation on the part of parent(s)/guardian(s) and /or student
3. Discipline record and/or suspension
4. School inability to meet a student's needs (academically, emotionally, psychologically, or behaviorally)

St. Catherine Labouré School is essentially a faith community, and not a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents/guardians that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services involuntarily.

In order to confirm that St. Catherine Labouré School parents/guardians and students have read and agree to abide by and be governed by the policies and procedures set forth in the Parent/Student Handbook (available in full at [www.sclhbg.org](http://www.sclhbg.org)), it is required that **ALL parents/guardians** and **ALL students** sign and date an Affirmation Statement and return it to the school office by thus set date. Failure to do so will result in disciplinary measures which may include a transfer request from the school.

## **ANNUAL FUNDRAISER**

Each year the PTO sponsors several fundraisers. The only **mandatory** fundraiser is initiated in the fall. The profits from the Fall Fundraiser are used to purchase items such as classroom supplies, various educational materials, School Reach system, special activities for the students, and salary for the school nurse.

The PTO and the school administration depend upon the support of all families for the fundraisers to be successful. Each school family is required to participate in the Fall Fundraiser. Participation in

the Spring Fundraiser is strictly voluntary but encouraged because it also helps supply equipment and programs for the students.

Your support and participation are crucial to the growth of our school. If a family does not fulfill their fall fundraiser obligation, they will be billed. It will be added to their tuition bill and they will not receive a re-registration packet for the following school year and records will not be transferred until they have met this obligation. After January 1, a late fee will also be added to the buyout amount.

## **ARRIVAL AND DISMISSAL**

### **Arrival**

Supervision of the students will begin when the doors open at 7:30am. Classes begin promptly at 8:10am. Students who arrive after 8:10am are considered late and will receive a tardy slip. Tardiness is a disruption to teachers, students, and staff. All students are required to enter the rear school doors between the library and room 118, unless otherwise directed by the administration. All arrivals before 7:55am are to bring reading material and will sit in the cafeteria until the 7:55am bell rings. Bus riders will enter the school through these same doors and will proceed directly to classrooms after 7:55am.

Cars should come into the back parking lot at 40<sup>th</sup> Street, pull up in a single-file line alongside the shed behind the convent and continue through the cones to the stop sign. Students should exit vehicles and remain within the cone area, proceeding directly into the school. **DUE TO EXTREME SAFETY CONCERNS, PARENTS/GUARDIANS MUST REMAIN IN THEIR CARS. PLEASE DO NOT GET OUT AND WALK YOUR CHILD TO THE DOOR.** A staff member will be present to assist students. Student car riders are then to enter the school via the arrival doors between the library and room 118. Also, keep in mind that using the front school entrance for student arrivals is **NOT PERMITTED.**

### **Dismissal**

Dismissal by bus will start around 3:00pm, with car riders being dismissed after buses around 3:20pm. Car rider parents/guardians should park at the lower end of the parking lot away from the bus routes.

**There will be no office dismissals after 2:45pm.** Request for early dismissal must be done in writing if at all possible. Early Dismissal Forms are available online at [www.sclhbg.org](http://www.sclhbg.org). The office must be notified by phone no later than 2pm if any additional changes to dismissal need to be made.

## **ASSEMBLIES**

Assembly programs are held from time to time throughout the school year. Parents/guardians are often invited to attend. Advance notification of assemblies listing dates and times will be distributed through the students.

## **ATTENDANCE**

Parents/guardians have the responsibility of sending their children to school every day that school is in session.

### **Absences**

The School Laws of Pennsylvania classify all absences as unexcused or illegal except for illness of the pupil, death in the immediate family, quarantine and "exceptional urgent reasons" that directly contribute to the welfare of the child.

#### **When a student is absent:**

- Parents/guardians are required to call the school attendance office between 7:30 AM and 8:30AM (**717-564-1760 ext.1**) if their child will be absent that day. When an absence is not reported by the parent/guardian by 8:30 a.m., the school office will attempt to contact the parent/guardian and/or persons designated on the emergency card.
- A written statement signed by the parent or guardian is required by law on the day a student returns to class.

- He/She is required to complete all schoolwork missed as a result of the absence within a timely manner.

No student is permitted to leave the school after arrival in the morning or at any time during the day before the regular dismissal except in case of sickness or similar emergency. In such cases the student is permitted to wait near the school office until the parent/guardian or person(s) authorized by the parent(s)/guardian(s) arrives. No student will be allowed to wait outside the building or leave with an individual other than one who has been designated by the parent(s)/guardian(s) as authorized to act on their behalf. Emergency cards to designate "other authorized individuals" are distributed to students on the opening day of school each year. These cards must be completed by the parents/guardians and returned to the school office during the first week of each school year and updated with any change of information as soon as possible.

No student will be dismissed early for reasons other than for sickness or for a doctor's visit unless the school office receives a written statement from the parent/guardian. This note should explain the reason for the request. Upon arrival at the school, the parent/guardian must "sign out" the student in the book provided by the school office for this purpose.

On day 2 of a student's absence, you may call the school office by 9:00 a.m. to request homework to be picked up that day. All homework can be picked up after 3:00 p.m. at the school office. It is the student's responsibility to make-up all work missed when absent and in the timeframe established by a teacher.

## **Tardies**

A student is late for school if he/she is not in their homeroom by 8:10am, unless a particular bus is late. All students are expected to be on time. The student will receive a tardy slip before going to the classroom. The following regulations shall be enforced for tardiness:

1. When a student has accumulated 5 or more late unexcused arrivals, he/she will receive an afterschool detention. Tallies will begin anew with each new trimester.
2. If necessary, further disciplinary measures may be taken for chronic lateness.

## **Late Arrivals**

Late arrivals are designated as students arriving late to school due to medical/dental appointments when proof of the visit has been presented to the office.

## **Excused and Unexcused Absences**

1. Parents/guardians will be contacted by the Principal when their child has been absent for an excessive amount of days (unless the Principal is aware of extenuating circumstances).
2. A conference to discuss these excessive absences may also be required.
3. After a total of 20 days of absence, scholastic time may be required to be made up outside of the regularly scheduled school day. (For extenuating circumstances, such as a lengthy illness, the number of school days could be waived by the administration).
4. After three consecutive days of absence, a doctor's excuse is required.
5. Excused absences include: sickness, death in family, family emergency, approved appointments.

## **Extended Vacations**

Extended vacations are highly discouraged during the school year. If for some reason it is imperative that you take your children away for 3 or more days, please notify the school office for an Extended Absence Request Form at least one week prior to the absence. Students may request anticipated assignments. It is at the discretion of the teacher to provide these assignments before the trip. Teachers may decide to provide the assignments upon the students' return to school. It will be the student's responsibility to make up the work missed, within a reasonable time and at the discretion of the teachers, upon their return.

## **BUS TRANSPORTATION/SAFETY REGULATIONS**

Pennsylvania state law (Act 372) provides for transportation to all students with the district or outside the district boundaries at a distance not exceeding ten (10) miles by the nearest public highway. Students are expected to follow the rules established by the school district in which they reside, as well as those of each individual bus driver.

St. Catherine Labouré School adheres to the rules and regulations provided by the individual school districts and will discipline any violations accordingly.

## **CARE OF BOOKS AND SCHOOL PROPERTY**

Each student is required to have a book bag to carry books to and from school. Each student is responsible for the proper care of his/her books. All textbooks must have book covers on them at all times. Writing in hard covered books is not permitted. If a book is lost the student and parent/guardian will be responsible to reimburse the school for the cost of the book.

## **CATHOLIC PRAYER LIFE**

The whole atmosphere of St. Catherine Labouré School reflects the spirit of Catholic life and learning in a faith community in which the students experience the daily living out of the Gospel.

All students have the opportunity of sharing in the Eucharistic celebration as a school community each week, on Holy Days, and parish celebrations. These school liturgies create a readiness for growth through worship in the parish community. The students can experience the Father's love and forgiveness periodically in the Sacrament of Reconciliation. Devotions, such as Stations of the Cross, school rosary, and May crowning are held within the liturgical seasons of the Church year.

Formal prayers are an essential part of each day. Spontaneous prayers are encouraged to make students more aware of the needs of the Church as well as their own needs.

Non-Catholic students will participate in all aspects of the school's religious education program with the exception of the final phases of the sacramental preparation curriculum, that is, the reception of the Sacraments of Eucharist, Reconciliation, and Confirmation.

## **CLASS PARTIES**

Ordinarily two parties are scheduled during the school year celebrating Halloween and Christmas. Parents and volunteers, in conjunction with the PTO and school principal, are responsible for the planning and execution of these parties. Healthy foods are highly encouraged. Any other celebration



must have the prior approval of the school principal. **A volunteer may NOT participate in class parties unless they have the required clearances.**

Students are encouraged to celebrate their birthday with their classmates by having a special guest come in and read to the class. Students are not permitted to distribute personal party invitations in the classroom unless the entire class is invited.

## **COMMUNICATION**

Good communication between home and school is essential. Three way communication among the student, teacher, and parent(s)/guardian(s) is key to a student's success. To that end, St. Catherine Labouré School offers the following:

### **MMS/Website and School Messenger/Email**

All pertinent information of a routine nature (such as the monthly lunch and activity menus) is now available online at [www.sclhbg.org](http://www.sclhbg.org). You can also communicate with teachers and other school staff via email whenever necessary. Teachers will respond within a reasonable amount of time, usually 24 hours. Parents/guardians without online access may continue to opt for paper copies of such items by completing a form available at the school office. Ongoing information regarding grades and assignments are also available to parents/guardians through the MMS Student Information Program.

Announcements will also be made using the School Messenger System (email and voice messages).

**PLEASE ALERT THE SCHOOL OFFICE IF YOUR CONTACT INFORMATION CHANGES AS SOON AS POSSIBLE.**

### **Back to School Nights**

At the beginning of each school year, on a designated night, teachers present to parents/guardians their hopes, expectations, and curriculum for the year. It is the responsibility of parents/guardians to attend this meeting to foster an understanding and partnership between the home and school.

## **Conferences**

To strengthen this partnership, parent-teacher conferences are scheduled in the fall. In addition, as the need arises, parents/guardians may make an appointment with a teacher by e-mail or by a note to the teacher. Teachers will schedule conferences in a timely manner.

## **Teacher-Parent**

When a teacher has academic or behavior concerns regarding a student he/she may request a conference with a parent/guardian. Likewise, when a parent/guardian feels that an issue or circumstance has developed which is interfering with their child's ability to profit from the educational experience at St. Catherine Labouré School, we ask that parents/guardians adhere to the following procedures:

1. At the first sign of a problem, parents/guardians should contact the teacher and request an appointment by a written note or e-mail. This should be done before contacting school Administration.
2. If the problem cannot be resolved through the teacher, the opportunity to discuss the concern with the Principal and the teacher should be requested.

The steps outlined above are intended to permit a fair, prompt and orderly response to any school-related problems. In cases where serious disagreement between the school and parents/guardians cannot be resolved amicably, or in cases where the conduct of parents/guardians is deemed to interfere with the educational mission of the school, St. Catherine Labouré School reserves the right to require parents/guardians to withdraw their children.

## **COMPUTER/INTERNET POLICY**

Access to school computers and the Internet in school is given as a privilege to students who agree to act in a responsible manner. Students are responsible for good behavior on school computers and the Internet just as they are in the classroom and the school building. General school rules for behavior and communication apply to activities on computers and the Internet. Student computer files and Internet communications will be subject to review by the appropriate school Network Administrators in order to maintain system integrity and ensure that the students are using the system responsibly. No student will have access to school computers and/or the Internet without staff supervision. A student may lose access to school computers and/or the Internet or be expelled if found in violation of this policy. Restitution for damage to the school computers and/or software applications will be the responsibility of the parents/ guardians of the student.

The following restrictions apply to the use of the Internet on the school computers:

1. Receiving, displaying, or sending offensive messages and/or pictures.
2. Using obscene language in communications.
3. Insulting, harassing, threatening, or verbally attacking others
4. Damaging or altering any type of technology equipment, programs, networks, or student accounts.
5. Violating copyright laws or plagiarizing information.
6. Using or trying to obtain another student's password, folders, work, and E-mail.
7. Obtaining unauthorized access to restricted information.
8. Playing games other than those assigned by a teacher for educational purposes.
9. Employing school computers and the Internet for commercial purposes.
10. Using school computers and the Internet for "chain letters" and messages broadcast to mailing lists or individuals.
11. Revealing on the Internet any personal information such as: address and/or phone number or the address and/or phone number of any other person without permission of that person and the permission of the teacher.
12. Use of "chat rooms" on the Internet which are morally inappropriate and violate Catholic doctrine and/or moral teaching.

## **CURRICULUM**

The core curriculum consists of the following: Religion, Integrated Language Arts (which includes Reading, English, Communication Skills, Spelling and Writing), Mathematics, Science, Social Studies, Computer Science, Library, Music, Art, and Physical Education. The curriculum is in accordance with standards set by the Pennsylvania Department of Education and the Diocese of Harrisburg.

## **DAILY TIME SCHEDULE**

### **Grades 1 through 8**

School Begins:	8:10am
School Ends:	3:00pm

### **Kindergarten**

Morning Session	8:10am – 12:00pm
Full Day Session	8:10am – 3:00pm

### **Preschool**

Morning Session	9:00am – 11:30am
Afternoon Session	12:15pm – 2:45pm

## **DISCIPLINE**

### **Philosophy**

We believe that St. Catherine Labouré School provides a Christian atmosphere of love, trust, acceptance, and mutual respect. We believe that the faculty, by their teaching and by their living, models the Gospel values inherent in our faith. We further believe that the parents/guardians of our children also must model Christian living. The parents/guardians are the first and best teachers and have the greatest influence on their children.

We realize that our students are still in formation and that as they grow and mature they need to be guided toward self-discipline. We believe that a Christian, positive and consistent approach to discipline will lead our students to make responsible choices and that as they mature, their behavior will reflect Gospel living. In this way they will learn to look beyond themselves to principled living as exemplified by Jesus. Ultimately, our goal is that intellectually and spiritually our students will become leaders who will live lives of service to God and to society.

## **Student Responsibilities & Behavior**

### **Code of Conduct**

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents/guardians, faculty and students work together to create a Catholic school environment. These basic components include:

- **Teachers have a right to teach. No student will stop the teacher from teaching.**
- **Students have a right to learn. No students will stop another student from learning.**

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

1. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school
2. Will arrive on time and be prepared for school as well as for individual classes and school activities unless officially excused by administration (be in the right place at the right time at **ALL** times)
3. Will be honest and committed to living the Ten Commandments
4. Will be respectful and courteous toward all teachers and adults
5. Will refrain from fighting, name-calling, ridicule, or harassment of any kind

6. Will use appropriate language
7. Will speak respectfully to and about others
8. Will complete all assignments (class and homework) and participate fully in class
9. Will respect all school and personal property of self and others
10. Will refrain from any deliberate disruptive, unsafe, and inappropriate behavior in school, the cafeteria, the playground, or the bus
11. Will demonstrate good sportsmanship when engaged in all school-sponsored and extra-curricular activities
12. Will follow the dress code at all times
13. Will not cheat on tests, quizzes, or assignments
14. Will not leave the school building or school grounds during the school day for any reason without permission from the principal/administration
15. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result
16. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school
17. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection or invasion of personal space. Such conduct is prohibited on school grounds or at school-sponsored activities
18. Will understand that all of the conduct expectations include student use of the Internet

The school observes this Code of Conduct because it is built on the fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents/guardians to assist the students in developing a strong Christian attitude toward life. Students and parents/guardians will be required to sign the Code of Conduct each year.

## General Policies

1. Gum chewing is never permitted in school, including all before and after school activities, and on school-sponsored field trips.
2. Students may not enter the school building without permission before and after regular school hours. This includes returning to classrooms after school for forgotten books
3. Students may not write on, damage or destroy school uniforms, student's clothing or their personal property, textbooks, or school property. A student marking or destroying textbooks, clothing or school property will be required to contact his/her parent/guardian and inform the parent/guardian of the cost of damages in order to make restitution.
4. Students are permitted to bring cell phones to school; however they are to remain turned off in their school bag during the day. They may NOT be in their pockets or desks. If a student has his/her cell phone in his/her possession during the school day it will be sent to the office where parent(s)/guardian(s) may pick it up
5. Electronic equipment or devices of any kind may only be brought to school with permission from the teacher and used in conjunction with a school or class project. The school is not responsible for any lost/stolen electronic equipment or devices of any kind

## Bullying Policy

Bullying involves **REPEATED** actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort. Bullying can be intimidating or threatening and can damage a person's self-esteem or reputation. Bullying **ALSO** disrupts the overall learning environment, brings discredit to the St. Catherine Labouré School, and is unacceptable. If a bully has threatened or inflicted harm, the following process needs to be followed:

- The student victim should **REPORT** the incident to the teacher, a responsible adult working the school, the Counselor, or the Principal.
- After the incident is reported, an **INVESTIGATION** will take place as soon as possible. All parties involved will be questioned thoroughly and a statement of facts will be compiled. The School Counselor may also be consulted.
- If necessary, a student or students may be removed from class for safety reasons during

the period of investigation.

- Once the truth has been procured, the school will initiate **COMMUNICATION** with the parents/guardians of those students directly involved (victim/s and offender/s).
- Appropriate **CONSEQUENCES** will be enacted which may include detention, suspension, expulsion, or notification of law enforcement. Outside counseling may also be required.

## **DISCIPLINARY MEASURES**

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

### **Detention**

Detention is a period of time served by a student for infractions of school policy or student code of conduct.

**Lunchtime detention:** A student may be given a lunchtime detention in cases where homework/schoolwork is not completed or in cases of discipline infractions.

**Automatic detention:** Detention will automatically be issued for but not limited to the following reasons:

- Blatant, public disrespect to Faculty, Staff, Volunteers
- Deliberate disobedience or lying to Authority
- Fighting
- Bullying/Harassment (see policy)
- Deliberate destruction of classroom furniture and materials (this will also necessitate reimbursement)
- Deliberate repeated violation of the school dress code policy (regular and physical education uniform)



- Cheating (in any form)
- Use of inappropriate language (written or spoken)
- Disruptive behavior in church or on field trips

## **Suspension and/or Expulsion**

**In-School Suspension:** The exclusion of a student from class or a specified period of time, usually lasting from one to five days. The student eats and does all the school assignments in a room provided by the principal.

**Out of School Suspension:** The removal of a student from school for a specified period of time. All school assignments will be completed at home.

**Expulsion:** The permanent dismissal of a student by the decision of the School Administration.

Formal suspension and expulsion are serious disciplinary actions taken by the school authorities against a student whose actions constitute a major disciplinary infraction. Major infractions include but are not limited to the following:

- Flagrant disrespect to Authority
- Deliberate violation of approved fire and safety code
- Drugs, alcohol, tobacco products (possession/usage)
- Presence of pornography in any form
- Serious possession of weapons of any kind
- Striking a Faculty or Staff Member
- Vandalism (to school property or another individual's property. Students will also be required to reimburse the cost of the item or repair in full).
- Immoral acts committed to a person or through any form of communication
- Any mention of a threat, even in jest to harm Faculty, Staff, Volunteer, or another student
- Use of profane, obscene language (verbal/nonverbal)
- Theft
- Students charged with criminal violations that occur apart from school or school related activities

Behavioral consequences may progress through staged depending on the severity of the offense. Any other action or conduct that is deemed by the school to be inappropriate will be subject to discipline by the school in its sole discretion. St. Catherine Labouré School reserves the right unto itself to amend, revise or otherwise modify the rules and regulations of the school at any time when such is necessary to protect the interests of the school and its students.

## **Procedure for In-School Suspension, Out of School Suspension or Expulsion of a Student**

The Administration of the school, in consultation with the pastor, has the authority to suspend or expel a student from the school. The student and parents/guardians will be informed of the in- school suspension, suspension or expulsion, the reason for the disciplinary action, the length of the disciplinary action and any condition deemed necessary by the Administration and Pastor to be completed prior to the students return to the school. If infraction warrants, local authorities and/or the Diocese of Harrisburg may be contacted.

Should a student be accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter has been resolved, or another determination has been made by the administration.

It is the policy of St. Catherine Labouré School to notify the school to which a student transfers of any discipline record and/or if a student is expelled, or withdraws from school and is involved with any of the following infractions:

1. An act or offense involving weapons.
2. Sale or possession of controlled and/or illegal substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of St. Catherine Labouré School.

St. Catherine Labouré School holds the right to enforce its regulations in a manner best suited to the individual situation in accordance with the regulations of the Diocesan Policy.

## **DRESS CODE POLICY/SCLS UNIFORM POLICY**

This dress code has been explicitly devised to help parents and students avoid confusion about what is to be worn to school. Each student is required to wear the complete uniform on the first day of school and thereafter unless otherwise directed by the school administration. **If for some reason a student is not in uniform attire, his/her parent should send a note explaining the reason.**

Students should take pride in the way they look as a student at St. Catherine Labouré School. They should be neat and well-groomed and in the proper school uniform, worn the proper way at all times. We are a TEAM and our uniform shows care, pride, and spirit here at SCLS. Belts are to be worn, shirts and blouses tucked in, girls' uniforms at a proper length and shoes tied.

**ALL SCHOOL DRESS UNIFORMS FOR GIRLS AND BOYS MUST BE PURCHASED FROM THE FLYNN & O'HARA SCHOOL UNIFORM COMPANY.** There is a local store at 869 Eisenhower Blvd., Harrisburg, PA 17111 (phone number 717-939-5600). You may also order on-line at [www.flynnohara.com](http://www.flynnohara.com). If you prefer to order uniforms by mail, order forms may be obtained at the school office. You may also contact our account executive, Jim Natale, at 1-800-441- 4122. Remember that all polos, button-down shirts, and sweaters must have the SCLS logo.

### **SCLS DRESS CODE DETAILS**

**Preschool** students need not wear SCLS dress and gym uniforms, but are to wear clean, neat clothing. Sneakers are preferred. Please contact the teacher for further details.

#### **Uniform for Kindergarten Students**

##### **Boys and Girls (purchased at Flynn & O'Hara)**

- Light Blue Gym Tee shirt with kindergarten logo
- Navy Micromesh Nylon Gym Short
- Navy Heavy Weight Sweatshirt with kindergarten logo
- Navy Heavy Weight Sweatpants

## **Uniform for Girls in Grades 1 through 8**

### **Girls – Grades 1 through 3**

Navy/grey polyester/cotton plaid drop waist jumper from Flynn & O'Hara Uniform Company. White or navy color short or long-sleeved polo. Navy blue or white **knee** socks or tights only. Optional: navy blue crewneck cardigan, v-neck pullover sweater, and v-neck sweater vest purchased from the uniform company. **Jumper must be no more than two inches above the knees.**

### **Girls – Grades 4 and 5**

Navy/grey polyester/cotton plaid 2-panel skort or jumper from Flynn & O'Hara Uniform Company. White or navy short or long-sleeved polo (***tucked in***). Navy blue or white **knee** socks or tights only. Optional: navy blue crewneck cardigan, v-neck pullover sweater, and v-neck sweater vest purchased from the uniform company. **Skort/Jumper must be no more than two inches above the knees.**

### **Girls – Grades 6, 7 and 8**

Navy/grey polyester/cotton plaid 4-kick-pleated skirt or 2-panel skort from Flynn & O'Hara Uniform Company. White short or long-sleeved oxford (***tucked in***). Navy/grey plaid crossover tie. Navy blue or white **knee** socks or tights only. Optional: navy blue crewneck cardigan, v-neck cardigan, and v-neck sweater vest purchased from the uniform company. **Skirt/skort must be no more than two inches above the knees.**

Please note that it is advisable for girls to wear shorts under their jumpers/skirts. In colder months, long pants may be worn underneath a girl's uniform only while coming to school (and must be removed before the bell rings at 8:10am), at recess, and while going home (from 2:48pm on).

## **Uniform for Boys in Grades 1 through 8**

### **Boys–Grades 1 through 5**

Grey relaxed-fit pants from Flynn & O’Hara Uniform Company. White or navy blue short or long-sleeved polo (*tucked in*). Navy blue or white socks and a dark brown or black belt. Optional: navy blue v-neck cardigan, v-neck vest, and v-neck pullover sweater purchased from the uniform company. **Pants must sit at waist.**

### **Boys – Grades 6, 7, and 8**

Grey relaxed-fit pants from Flynn & O’Hara Uniform Company. White short or long-sleeved oxford (*tucked in*). Navy/red/grey striped tie. Navy blue or white socks and a dark brown or black belt. Optional: navy blue v-neck cardigan, v-neck vest, and v-neck pullover sweater purchased from the uniform company. **Pants must sit at waist.**

### **\* OPTIONAL Lightweight Uniform for Grades 6, 7, & 8**

This uniform may be worn from the beginning of the school year until November 1<sup>st</sup> and in the spring from May 1<sup>st</sup> until the end of the school year. \*Navy or white short-sleeved polo shirt (*tucked in*) with your regular pants, skirt or skort. The knee-length PE shorts may be worn from April 1<sup>st</sup> to the end of the school year .

## **Physical Education (PE) Uniforms**

Physical education uniforms must be purchased from THE FLYNN & O’HARA SCHOOL UNIFORM COMPANY. Students in Grades 1-8 will wear their mandatory PE uniforms to school on the day their class is held, instead of the standard dress uniform. The required PE uniform consists of: a grey school logo t-shirt and warm up/sweat pants. A grey SCLS sweatshirt and KNEE-LENGTH PE shorts (royal blue) are optional but if students wear either on PE days, they must be from Flynn & O’Hara’s. No other “team” clothing will be permitted, including other SCLS t-shirts.

## **Physical Education Uniform Violation**

1. **Not dressed for class**-Students will have to sit out and observe class. 6<sup>th</sup>-8<sup>th</sup> grades will have to

make-up the class after school on an assigned date given by the teacher.

2. **Out of uniform-** Students wearing something other than the required Physical Education (i.e. spirit wear, CYO sport gear, sweatshirts, jackets, long sleeve t-shirts). The one exception is on a dress down day. **First violation is a warning. The second violation will result in a detention.**
3. **Jewelry-** No necklaces, bracelets, rings, or watches. Stud earrings are permitted. Any violations after November 1<sup>st</sup> will result in a recess detention.
4. **Shoes- Athletic sneakers only. Sneakers must be secured with tied laces or Velcro.** No dress shoes, boots, Heelies, Crocs, slip on shoes, hiking boots, cleats or turfs, open-toed shoes, clogs or ballet spinners. **Any violation will result in the student sitting out of class and 6<sup>th</sup> – 8<sup>th</sup> grades will have to make up the class after school on an assigned date given by the teacher. Including dress down days.**
5. **Uniform condition-** All Physical Education uniforms must be in good condition. Any student cited must have their uniform repaired or replaced by the next class.

## Footwear

Neat, clean, brown, black, or navy school-appropriate dress shoes are required for boys and girls in grades 1-8. **Shoes MUST be completely PLAIN.** Shoes should have no stripes, no glitter, no beads, no bows, no sequins, no wheels, and no light up shoes. Heels on shoes may not exceed 1 inch in height and must be at least 1.5 inches wide. No sneakers (with the exception of Phys.Ed. days), moccasins, clogs, sandals, boots, or faddish styles will be allowed. Shoes must come below the ankle bone – e. g. Wallabee high tops are not permitted. Shoes with laces must be tied and properly laced throughout the school day. Flynn & O'Hara carry styles of shoes for boys and girls that satisfy this footwear policy and can be purchased through them.

## Grooming: Hair, Jewelry, Makeup, and Nail Polish

### Hair

No extreme haircuts are permitted---e. g. mohawks or shaving parts of the head. Hair that is tinted, dyed, or highlighted is not permitted. Hair needs to be the natural color. Boys are expected to be clean-shaven and have hair length above the collar and out of their eyes. Sideburns are not permitted. **Any extreme hair style, hair band or hair accessory which, in the opinion of the administration, distracts or hampers learning will not be permitted.**

### Jewelry

Jewelry should be minimal and not of a “fad” nature, as determined by school administration. Earrings are not permitted for boys. Girls may wear one pair of stud earrings only. No hoops, dangle or gauge earrings. A student may wear one bracelet, excluding a watch. Necklaces should remain under a student’s shirt or blouse. **NO BODY PIERCING (i.e. nose ring, tongue ring, eyebrow piercing).**

### Makeup and Nail Polish

No makeup or colored nail polish is permitted. Girls (only) may wear clear nail polish. Students who violate this policy will be required to remove their makeup and/or nail polish.

Parents/guardians are respectfully reminded of their responsibility to send their children to school neatly dressed, well-groomed, and in compliance with the school’s dress code. A student’s uniform should be in good condition and without holes and stains. Your good example and interest will be most beneficial to your children and to the entire SCLS student body.

### **Dress Up/Dress Down Days**

When there is an occasion for dress-down day students should keep in mind that they may **not** wear shorts (unless announced otherwise), tank tops, midriff shirts, low-cut shirts or hats, and pajamas. Skirts need to be of an appropriate length, which is no more than 2 inches above the knee. On dress-up days students may **not** wear sneakers or jeans. Dresses may not be strapless, halter-style, backless, or low-cut. Heels on shoes may not exceed 1 inch in height and **must be** at least 1.5 inches wide. For safety reasons, flip-flops and backless shoes of any kind are **not permitted** on either day.

On no occasion should students wear items with offensive or inappropriate wording or words written across the buttocks. Please keep in mind we are promoting the Catholic virtue of modesty.

## **EDUCATIONAL AND OUTSIDE TESTING**

Multi-disciplinary evaluations or any other type of check list or request for letter of recommendation should be submitted to appropriate teachers and staff at least **one week** in advance of deadline completion. Upon completion, forms will be mailed directly to a physician/practice or school. They may not be hand carried.

## **EDUCATIONAL FIELD TRIPS**

Many possibilities for educational field trips exist in the Harrisburg area. They are considered a privilege and not a right. They should not be expected. If a student's class is planning a field trip, a permission slip from the school must be completed and signed by the parent or guardian and given to the teacher. Verbal permission will not be accepted as a substitute for the signed school permission slip. No students will be permitted to go on a field trip without the written permission slip from the school and signed by the parent/guardian. Any fees involved to offset the cost of the field trip will be collected by the teacher.

Proper behavior will be expected at all times from students and adults on the field trips. Any student whose behavior or completion of work is unsatisfactory prior to such field trips may not be permitted to attend the field trips. He/She will be expected to attend school on these dates and may be subject to other disciplinary actions.

All chaperones are required to have the proper clearances from the Diocesan Youth Protection Program. Adults with unacceptable behavior will not be permitted to participate in future field trips.

## **EMERGENCY INFORMATION**

Emergency information cards are distributed to all students at the beginning of the school year. It is of the utmost importance that the emergency cards be properly completed in full with several contact numbers to be used in case of an emergency. They must also be signed and updated as needed throughout the school year. **Any change in name, address, phone number or emergency contacts should be made immediately at the school office.**



## **EMERGENCY SCHOOL CLOSINGS/SCHEDULE CHANGES**

Should there be an occasion when weather or some other emergency necessitates a delayed opening, closing, or early dismissal of school parents are ***asked not to call the rectory, convent, or school office***. Parent(s)/guardian(s) are asked to please listen to their local radio or television stations as early as 6:00 a.m. for information. St. Catherine Labouré School follows the decision of the Central Dauphin School District.

## **FACULTY AND STAFF**

The faculty is composed of the Sisters Servants of the Immaculate Heart of Mary and the Sisters of Christian Charity, and qualified lay teachers. All of our faculty members are dedicated to providing students the highest quality Catholic education possible in accordance with Diocesan and State regulations.

## **FIRE/WEATHER/EMERGENCY DRILLS**

Fire drills and other emergency drills are conducted at regular intervals throughout the school year. Drills help to ensure that every student will be familiar with the signals and respond appropriately without confusion or delay.

## **GRADE REPORTS**

Grade reports will be issued at the end of each trimester. Grades are based on a number of factors including: class work, homework, class participation, long/short-term projects, and assessment results. One explanation of marks used in the grade report is as follows:

- E: Exceed Expectations
- P: Proficient
- I: In Progress
- N: content was not taught during the trimester
- \* - Accommodations were made

Students in Grades 4 – 8 will also receive a letter grade in specific subject areas of the curriculum:

- A: Excellent
- B: Above Average
- C: Average
- D: Below Average
- F: Unsatisfactory

In order that parents/guardians are well aware of their child's progress throughout the year, ongoing information regarding grades and assignments are available to parents/guardians through the MMS Student Information Program. In the primary grades it will also be done through periodic teacher updates concerning homework and student progress.

## **HEALTH RECORDS AND ILLNESS AT SCHOOL**

Our objective is to promote, protect and maintain the health of all students and we ask your cooperation. School health surveys will be sent home annually and parents are asked to cooperate in keeping this information current and accurate, **especially emergency contacts.**

Parents/guardians of children with special medical needs (i.e., diabetes, epilepsy, asthma, etc.)

must notify and discuss with the teachers and the principal on how to handle emergency situations pertaining to their child's specific health problem. A health care plan must be provided by the parent/guardian with current directives from the doctor. Parents/guardians are urged to contact their doctor regarding medical alert bracelets that will reveal the nature of their child's illness/allergy in case of emergency.

A physical exam is required by State law for all students in Kindergarten, Grade 6 and transfer students from other states. A tuberculin test must be obtained for Kindergarten students. A scoliosis assessment is provided for students in Grade 7.

A hearing test is provided annually for students in Kindergarten through Grade 3 and Grade 7. Transfer students and students with a known hearing impairment are tested. Hearing tests are performed on students when requested by parents and/or teachers.

A dental exam is required for students in Kindergarten, Grade 3, Grade 7, and for all transfer students.

St. Catherine Labouré School follows the Universal Precautions to Prevent the Spread of Infectious Disease guidelines to reduce the risk for employees, volunteers, and students as well as the directives of the Commonwealth of Pennsylvania and the Diocese of Harrisburg.

Nursing services are available daily usually between the hours of 8:30 a.m. and 2:30 p.m. The Central Dauphin School Nurse checks the height and weight and performs a vision test on all students annually. **The school nurse, or in her absence the principal or his/her designee, shall determine if a student's complaint of illness while at school warrants contacting the parent(s)/guardian(s).**

The school nurse will adhere to the Central Dauphin School District Health Policy. That policy, in part, as it pertains to medication, is as follows: **NO MEDICATION, INCLUDING NON-PRESCRIPTION MEDICINE, IS ADMINISTERED BY SCHOOL PERSONNEL UNLESS SPECIFIC WRITTEN INSTRUCTIONS ARE RECEIVED FROM A PHYSICIAN.** In cases where medication is to be administered at school the following applies:

1. The original containers must be labeled with the student's name, instructions for

administration, content identification and name **and** phone number of physician.

2. A Parent/guardian must sign a permission form allowing school personnel to dispense medications as ordered.
3. The school nurse, or in her absence the principal or his/her designee, shall administer the medication or arrange to assist the student in self-administration of the medication.
4. Cough drops are dispensed from the nurse's office. A note is required from the parent/guardian. The parent/guardian should place the cough drops in a Ziploc bag properly marked with the name of the child and the homeroom.

Please do not send a child to school if he or she is ill. If your child has had a fever, he/she should remain at home until his/her temperature has been normal for at least twenty-four hours without the aid of fever reducing medications. The telephone number of your private physician can also be important in an emergency situation so please list it on the information sheets.

## **IMMUNIZATIONS**

The Pennsylvania School Health Law requires **all** children entering school for the first time to have the following inoculations:

- 4 doses of tetanus\* (1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of diphtheria\* (1dose on or after 4<sup>th</sup> birthday)
- 3 doses of polio
- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

\*Usually given as DTP or DT or Td

\*\*Usually given as MMR

**Grade 7 requires additional immunization requirements for entry:**

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)—if 5 years have elapsed since last tetanus immunization

## **INSTRUMENTAL/MUSIC PROGRAM**

### **Music Program**

Students in Pre-K through Grade Eight attend weekly music classes. In these classes, students explore the elements of music by singing songs, playing instruments, and working on projects to enforce music notation and rhythm, aural, and tonal literacy. The SCLS Music Program has also included:

- **St. Catherine Labouré Hand Chime Choir:** Members are chosen by audition.
- **School Mass Choir:** The School Mass Choir is open to any student in grades 3 – 8 who expresses a desire to sing at our Friday liturgies.
- **Women’s Chorale:** Women’s Chorale is open to any student in grades 7 and 8 who express a desire to study serious choral singing and display basic pitch matching and a beginning understanding of the fundamentals of music.
- **Musical Theatre Program:** The St. Catherine Labouré Musical Theatre Program is open to any student in grades 6-8 who desire to learn more about the musical theatre experience.

### **Instrumental Program**

Students in fourth through eighth have the opportunity to join the instrumental program to explore the joys of playing a band instrument. Through performance opportunities such as beginner band, concert band, jazz band, and percussion ensemble students will develop the skills needed to read music, play instruments, and perform as an ensemble. Being a service offered by Bishop McDevitt High School, there is a yearly tuition to participate within the instrumental program.

## **INSURANCE**

An optional EXCESS insurance plan is offered to students throughout the Diocese. Student life and dental accident insurance may be obtained through Bollinger Specialty Group. The company website is:

[www.bollingerschools.com](http://www.bollingerschools.com).

## **LIBRARY**

A librarian/media specialist is available during school hours to assist students in developing library and research skills. All students are permitted and encouraged to use the library and check out books at the appointed time. Periodicals and reference books may be used only in the library.

A fine is imposed for any book not returned on or before the due date. The student shall pay compensation for damage to books beyond reasonable repair, as well as losses.

## **LOST AND FOUND/FORGOTTEN ITEMS**

**Parents/guardians are urged to mark each article of clothing with their child's name so when items are found they can be returned to the owners.** A student who has lost an item may inquire at the office or cafeteria before or after school. Any unclaimed items left in the office or cafeteria will be donated to the used uniform sale or the poor at the end of each trimester.

If a book or other school-owned item is lost or damaged, the student/parent/guardian will be responsible to reimburse the school for the cost of the book/item.

Every effort will be made to locate and return a lost or stolen item. However, SCLS is not responsible for replacement or reimbursement of these items.

If a student has forgotten an item at school after 3:30, they may not be permitted to retrieve the item from the classroom.

## **LUNCH PROGRAM**

St. Catherine Labouré School participates in the National School Lunch Program. We follow guidelines established by the government in reference to lunch pricing, good nutrition, and the components of a reimbursable meal.

A school lunch is available for purchase every day or a lunch may be brought from home. Water and milk are also available to be purchased a la carte. Lunch menus are distributed monthly and are posted on the school website. Lunch and a la carte prices are posted at the bottom of each menu.

We currently use the offer vs. serve procedure for school lunch. A student is entitled to every option but may choose to have only three of the five food groups offered. However, it is a requirement that a fruit or vegetable is taken. The five food groups consist of a protein, a grain, a dairy, a fruit, and a vegetable.

Special application forms for free or reduced cost lunches are available in the school office for families who qualify or they may apply online at [www.compass.state.pa.us](http://www.compass.state.pa.us).

Café Enterprise is the prepay system in use to collect money for lunches and record lunch counts for government reporting. Every student is assigned a pin number to use when purchasing a lunch with prepaid funds, check, or cash. We encourage the use of the prepay system to move lunch lines quicker and to remove the management of money from students. No refunds are given at the end of the year. Balances will carry over for students returning to SCLS the following school year. If you would like to check account balances you can call 564-1760 ext. 3 or send an email to [cafeteria@sclhbg.org](mailto:cafeteria@sclhbg.org).

If a student does not have funds for their lunch they can charge the lunch on the prepay system and pay the next school day.

**Parents/guardians are not permitted to bring fast food lunches to the cafeteria during lunchtime for their child/children.**

**Late lunch drop offs or late lunch money will automatically go to the cafeteria. No children will be called from class to the office to pick up late or forgotten lunch or money.**

## **NOTICE OF NON-DISCRIMINATORY POLICY**

St. Catherine School Labouré does not discriminate. All students are afforded equal educational opportunities without regard to sex, race, color, religion, or national origin.

## **PARENTS AS EDUCATORS**

Parents/guardians are the primary educators of their children. From the time children enter school, parents are strongly encouraged to attend weekly Mass or church services, reinforce study habits and skills learned in school. Children learn better if the parents reinforce what is taught in the classroom.

Parents/guardians attitude towards the school and its teachers are reflected in the attitudes of the children and ultimately in their behavior. Children often react publicly to what is said privately in the home.

Parents/guardians share a partnership with the school and as such are asked to maintain a united front with the school on matters pertaining to school policy and discipline. Obedience and respect must be learned and reinforced at home and school. When home and school partner together it automatically results in the academic success and spiritual/physical well-being of the child.

## **PARKING**

The faculty parking lot on the side of the building has restricted access between 7:45am and 3:30pm. Parents who need to pick up for an early dismissal should park in the back parking lot and come into the school at the main office entrance on Derry Street.



## **PERMANENT RECORDS**

Permanent records are, by law, not to be hand carried by anyone. If records are to be transferred, a signed release form must be completed by the parent/guardian. All records will be mailed to the appropriate facility. In order to maintain confidentiality and safeguard the permanent records of each student, divorced parents are requested to provide the school office with a court certified copy of the custody section of the divorce decree.

## **PHYSICAL EDUCATION PARENT AND MEDICAL EXCUSE**

A note from a parent/guardian excusing a student from class due to minor injury or illness will be accepted for no more than one class period. If the illness or injury necessitates a longer period of rest, a note from a doctor must be provided. In either case, however, it is important that the student only be excused from specific activities that may bother the illness or injury. In an effort to keep students as active as possible, the parent/guardian should note what the student is still capable of doing during physical education class.

While sitting out of class students are required to fill out a non-participation worksheet. **If a student is not able to participate in physical education class, he/she cannot participate in physical activities during recess.**

## **PRESCHOOL**

St. Catherine Labouré Preschool was established in 1989 to serve the needs of our parish community's youngest children. Our preschool program is characterized by a holistic approach to the growth and development of young children. A Catholic child-centered curriculum, developed by the Diocese of Harrisburg, provides hands-on experiences in language exploration, art, music, science, manipulative math, nutrition, creative movement, and dramatic play. We strive to develop the needs of the "whole child" spiritually, socially, emotionally, cognitively, and physically.

To be eligible for our program, a child must be 3 or 4 years of age on or before August 31 and must be **completely** toilet trained. The 3-year old program meets 2 days/week. The 4-year old program meets 3 or 5 days/week.

## **PROBATIONARY PERIOD**

All new students are given an evaluation period of 60 school days. If, during this time the school is unable to meet the needs of the student(s), parent(s)/guardian(s) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s)/guardian(s) and after exhausting other methods of assistance. Once a child is accepted into the school, non-acceptance is later determined by the following:

1. Delinquent tuition
2. Lack of cooperation on the part of parent/guardian and/or student.
3. Discipline record and/or suspensions.
4. School inability to meet a student's academic or behavioral needs.

## **PROFILE OF A GRADUATE OF SAINT CATHERINE LABOURÉ SCHOOL**

In order to successfully compete in a global society and live as a responsible citizen and member of the Catholic Church, a graduate from St. Catherine Labouré School will model:

1. Spiritually
  - a. Faithfulness to Mass, prayer and the sacraments
  - b. A continued response to the Baptismal call of discipleship
  - c. A willingness and generosity to discern their future vocation
2. Morally
  - a. A well-formed conscience so they may live their faith and have the courage to make good, moral choices
  - b. An unconditional respect for life beginning with self and extending to life at all stages from conception to natural death
3. Academically
  - a. A solid foundation of basic skills

- b. Consistent and strong efforts to reach their God-given potential
  - c. An active, ongoing engagement in the problem solving process
  - d. A commitment to life-long learning
4. Emotionally
- a. The grace of Baptism by making a conscious effort to practice the virtues of humility, empathy, sensitivity, and compassion
  - b. A healthy, balanced sense of self-esteem
  - c. The ability to adapt to life's challenges with resilience and flexibility
5. Socially
- a. Respect for the dignity of the human person by advocating tolerance and acceptance
  - b. An enthusiastic participation in extracurricular activities
  - c. Aid in the development of community through service and outreach

## **PROMOTION AND RETENTION**

Progression through the grades is a matter of achievement in the basic skills as well as age, maturation, social and emotional development. It is expected that the majority of students will be well-adjusted and progress through the prescribed course of study at the rate of one grade a year. However, some children may experience difficulty in mastering the academic phases of the school program and will profit more if retained by a grade. The final authority for pupil assignment rests with the school administration.

## **PTO/SCHOOL VOLUNTEER PROGRAM**

The objectives of the St. Catherine Labouré School PTO are to promote the welfare of the students attending St. Catherine Labouré School and foster a closer relationship between parents/guardians and teachers. The PTO strives to promote Christian values through the promotion of special projects and activities throughout the school year. All families are strongly encouraged to actively participate in the PTO and attend the general meetings.

ALL volunteers **MUST** have the PA State Child Abuse Clearance, the PA State Police Criminal Record Check, and participate in the Diocesan Youth Protection Program (including the video and disclosure

statement). Volunteer clearance badges are issued upon successful completion of the above forms and video. If you are a volunteer, please sign-in at the school office and obtain your personal volunteer clearance badge.

## **REGISTRATION FEE**

A non-refundable registration fee is required for each child upon registration or re-registration for each school year.

## **SACRAMENTAL PREPARATION**

Ordinarily, students in second grade will receive the Sacraments of Reconciliation and Eucharist for the first time. Confirmation is celebrated every year in the eighth grade. Students begin to prepare for Confirmation in the seventh grade. They strive to combine their heightened sense of knowledge of their faith with service, as they continue to grow in the life of the Church.

Parents/guardians are key instruments in the preparation of students for all of these sacraments. They likewise participate in Parish Parental Involvement programs with their children.

## **SCHOOL BOARD OF EDUCATION**

The Saint Catherine Labouré School Board of Education is established by both the Pastor and Principal, in accordance with diocesan policy, to assist them in the governance of the parish school. When the Board comes together as Pastor, Principal, and members, and agrees on a policy matter, that decision is effective and binding. The Board is consultative and an advisory entity only. The Board is consultative in that members cannot act apart from the Pastor and Principal and cannot make decisions binding on the school without the approval of the Pastor and Principal.

## **SCHOOL PICTURES**

Color pictures of the students will be taken during the school year and made available for purchase by the family.

## **SCHOOL SUPPLIES**

A list of school supplies needed for the beginning of the school year will be available on the SCLS website ([www.sclhbg.org](http://www.sclhbg.org)).

## **SERVICES FOR SPECIAL NEEDS**

Through the use of state funds, St. Catherine Labouré School shares in certain special services provided for all non-public schools under Act 89. Capital Area Intermediate Unit (CAIU 15) provides the following: Guidance, Speech and Language Therapy, Remedial Math, Psychological Services, and Remedial Reading.

Monies are allocated through Acts 195 and 90 for the purchase of textbooks, consumable workbooks, and certain educational materials and programs.

## **STUDY AND HOMEWORK**

A reasonable amount of time each evening should be spent preparing for class. Homework is a helpful educational tool that reinforces the skills presented in class, teaches the student to work independently, and gives the student time to complete certain projects that require individual and creative effort.

Parents are urged to see that their children have a place to study that is conducive to learning and that distractions are kept to a minimum. The amount of homework each night—study, written work, reading, research or memorization—is left to the discretion of the teacher. Time allotments suggested are as follows: Grades 1 & 2: 20 – 30 minutes; Grades 3 and 4: 30 – 40 minutes; and Grades 5, 6, 7, and 8: 60 – 90 minutes.

There is a definite positive impact on a child's progress if parents and guardians are able to show interest and concern for their child's homework. Supervision and guidance of homework is strongly encouraged.

All students in Grades 1 through 8 will have a uniform assignment book in which homework should be recorded daily. Parents are asked to initial/check this book nightly in order to monitor student's progress.

## **TELEPHONE**

Students and teachers **will not** be summoned for incoming calls. If the message is urgent it will be relayed to the teacher or student by the office. **Forgotten items are not considered urgent situations that require telephoning parents/guardians.** There will be no leaving class to call home for missing work, projects, dress-up/dress-down items or musical instruments. The only time a student can call home is before the end of homeroom and during their lunch period. Any exceptions are at the discretion of the office.

## **TRANSPORTATION CHANGES**

Changes in transportation should be communicated by means of a written note. The school office is an especially busy place at the end of the school day. We ask that every consideration be made to call the office by 1:00pm. Switching buses or bus stops (even within the same school district) is highly discouraged. If absolutely necessary, a written request **must** be provided to the school office for approval.

Parents/guardians must give advance notice in writing to the homeroom teacher regarding all changes in student transportation. This includes “car riders” and “bus riders.”

## **TUITION POLICY**

The true cost to educate each student at Saint Catherine Labouré School exceeds the cost of tuition. Because Saint Catherine Labouré Parish subsidizes our school with a substantial amount of its ordinary income, along with the development work of our School Advancement Office, the outstanding fundraising programs of our parents/guardians and friends, and the kindness of our benefactors, we have been able to keep tuition as affordable as possible.

## **TUITION PAYMENT QUALIFICATIONS AND PAYMENT OPTIONS**

Families who are registered members of Saint Catherine Labouré Parish or of a Roman Catholic Parish in the Diocese of Harrisburg are entitled to the Parishioner Rates. All others will pay the Non-Catholic

rate.

**Payment Options:**

- Payment in full, to the school, by July 31
- FACTS Management Company plans:
  - Plan A: 10 monthly payments (Begins in May, Ends in Feb)  
on either the 10<sup>th</sup> of each month or the 25<sup>th</sup> of each month
  - Plan B: 4 payments (May 10<sup>th</sup>, Aug 10<sup>th</sup>, Nov 10<sup>th</sup>, Feb 10<sup>th</sup> **or** May 25<sup>th</sup>, Aug 25<sup>th</sup>,  
Nov 25<sup>th</sup>, Feb 25<sup>th</sup>)
  - Plan C: 2 payments (May 10<sup>th</sup> and Jan 10<sup>th</sup> **or** May 25<sup>th</sup> and Jan 25<sup>th</sup>)

**Late Registration**

Students registered between June 1 and August 1 may either pay the missed tuition payments to the school or have the tuition payments prorated and dispersed among the remaining payments of the above FACTS Management Company's plans.

Students registering after August 1 shall be prorated according to the time remaining in the school year if not paid in full.

The School reserves the right to deny a family's use of the FACTS Management Company in the event the family has previously been delinquent in the tuition payments to the school.

**TUITION DELINQUENCY**

If tuition is not paid in full by July 31 and the family has not enrolled in FACTS Management by mid-August, student(s) name(s) will not appear on their class's roster and student(s) will not be permitted to start/attend classes.

Once the school year starts, if tuition is not received at FACTS Management Company (FACTS) by the due date, it is considered late and is subject to late fees. Please refer to "Frequently Asked Questions" information sheet from FACTS for details on "missed payment" charges.

**Upon the first delinquency:**

- After 35 days of delinquency, a warning letter will be sent from Saint Catherine Labouré School.
- After 45 days of delinquency, a phone call will be made or email sent
- After 60 days of delinquency (or 45 days for any second or subsequent delinquency), a letter will be sent notifying the family that their child(ren) will not be permitted to return to school until the entire delinquency is resolved and payment received. If a check is used for payment, student(s) cannot return until check is cashed and funds are

received.

- The student(s) records will not be released to another school unless tuition is current.
- Any child whose family is delinquent by more than 60 days or delinquent at the end of the school year may be precluded from participating in any school related function, including graduation.
- If families are chronically delinquent with tuition payments, the administration has the right to withhold FACTS Management Company options and require families to pay tuition in full in order for the student to return to school in August.

## **TUITION ASSISTANCE**

The following scholarship or financial assistance is available for families who qualify:

- **Neumann Scholarship Foundation** – Must meet financial guidelines to apply. Forms are available at school office or at [www.sclhbg.org](http://www.sclhbg.org), under Advancement/Tuition Assistance.
- **SCLS Tuition Assistance** – Forms are available at school office or at [www.sclhbg.org](http://www.sclhbg.org), under Advancement/Tuition Assistance. Funding is raised by our generous parishioners and donors. Must meet financial guidelines and also apply for the Neumann Scholarship.

## **TUITION REFUNDS**

Tuition refunds will be made using the following guidelines:

- A parent/guardian who cancels within 7 business days of enrollment and before instruction begins receives all tuition monies – minus registration fee. **Notice of this cancellation must be made in writing.**
- If a student does not qualify for enrollment due to testing, special needs, etc., by decision of the Administration, all paid tuition monies will be returned to the parent/guardian.
- After instruction begins, tuition monies are not refundable and parent/guardian is liable for the full tuition.



## **VISITORS**

Parents/guardians are welcome to visit the school in conjunction with planned events with the classroom or school wide as approved by the Administration. The only entrance to be used by parents/guardians or visitors is the main office entrance and the parent/guardian or visitor must be admitted to the building by school personnel. Please sign into the “Visitors log” where you will receive a “visitor’s badge” or your volunteer clearance badge as needed.

If it is necessary to contact a teacher or student the secretary will make the contact to avoid disturbing the learning experience. All transactions are performed through the school office during school hours. No parent/guardian should appear at the classroom door to summon a student.

## **RIGHT TO AMEND**

**\*\*\*The School Administration of St. Catherine Labouré School, in consultation with the Pastor, reserves the right to amend this handbook at any time when the circumstances warrant a change.\*\*\***

# **APPENDIX I EMERGENCY PLAN FOR INCIDENTS AT THREE MILE ISLAND**

In July 1982 the Pennsylvania Emergency Planning Agency verbally approved the Central Dauphin School District's Radiological Emergency Response Plan for Incidents at Three Mile Island (TMI) Nuclear Station.

## **I. Description of Emergency Planning Zone Around Three Mile Island**

### **Emergency Planning Zone**

1. The Emergency Planning Zone consists of an area of about ten (10) miles in radius around the fixed nuclear facility at Three Mile Island (TMI). This area includes:

Conewago Township	Middletown Borough
Derry Township	Paxtang Borough
Highspire Borough	Royalton Borough
Hummelstown Borough	South Hanover Township
Londonderry Township	Steelton Borough
Lower Swatara Township	Swatara Township

The City of Harrisburg south of I-83, Lower Paxton Township as far north as Union Deposit Road and Nyes Road to and including Red Top Road to the Township Line.

2. St. Catherine Labouré School is within the Emergency Planning Zone included in the Central Dauphin School District Response Plan.

## **II. Communications**

### **Public Announcements**

1. Parents are urged to listen for public announcements released through the Emergency Broadcast System by the Dauphin County Emergency Management Agency. In the event of a Three Mile Island incident, parents should turn their radios to The Cumulus Media and The Clear Channel Stations and television stations 8, 21, 27, Fox 43, and WITF.
2. Prepared announcements will generally fall into the following categories:
  - a. Unusual Event
  - b. Initial Alert
  - c. Take Shelter
  - d. General Evacuation
  - e. School Evacuation

## **III. General Provisions**

### **Unusual Event**

These occurrences are generally considered as not jeopardizing health or safety. These incidents may be reported by the news media. The school will not receive official notification from the Dauphin County Emergency Management Agency.

### **Initial Alert**

1. An alert message will be broadcast when special circumstances exist that warrant notification of the public prior to any requirement to take shelter or evacuate.
2. Building and transportation operations will be continued according to their regular schedule.

### **Take Shelter**

1. The Governor will request that people living, working or traveling in a ten mile area around the facility take shelter.
2. Students attending St. Catherine Labouré School will remain in the school until ordered to evacuate, continue normal operations, or proceed with an alternative plan as directed by the Dauphin County Emergency Management Agency.

### **General Evacuation/School Evacuation**

1. The Governor recommends the evacuation of all persons living or working within a ten mile radius of Three Mile Island.
2. Parents/guardians with children attending school within the ten mile radius of Three Mile Island are advised that their children are subject to the school district's evacuation plan while school is in session.
3. Students attending St. Catherine Labouré School will be evacuated to EH Phillips Elementary, 100 Oakmont Road, 17109.
4. Once an evacuation has been ordered, parents/guardians who have children in St. Catherine Labouré are urged to pick their children up at EH Phillips Elementary located at 100 Oakmont Road, 17109.
5. Parents/guardians are urged to cooperate with school officials. Please do not attempt to enter schools within the ten mile zone once an evacuation has been ordered.

6. Upon entering a school building outside the ten mile zone, please abide by the rules and regulations established by school officials. Be prepared to properly identify yourself. Before leaving with your son or daughter be certain his/her name has been taken off the class register.

Take time to review your plan of action with each member of your family so that all family members are familiar with the procedure, should an order to evacuate be issued. Should an incident at TMI be announced, two of the most critical problems will be communication and transportation. Parents are urged to listen carefully to Public Announcements over the Emergency Broadcast System and avoid calling or driving to school. Your cooperation in implementing this plan will be absolutely necessary if we are to protect the health and safety of our children.