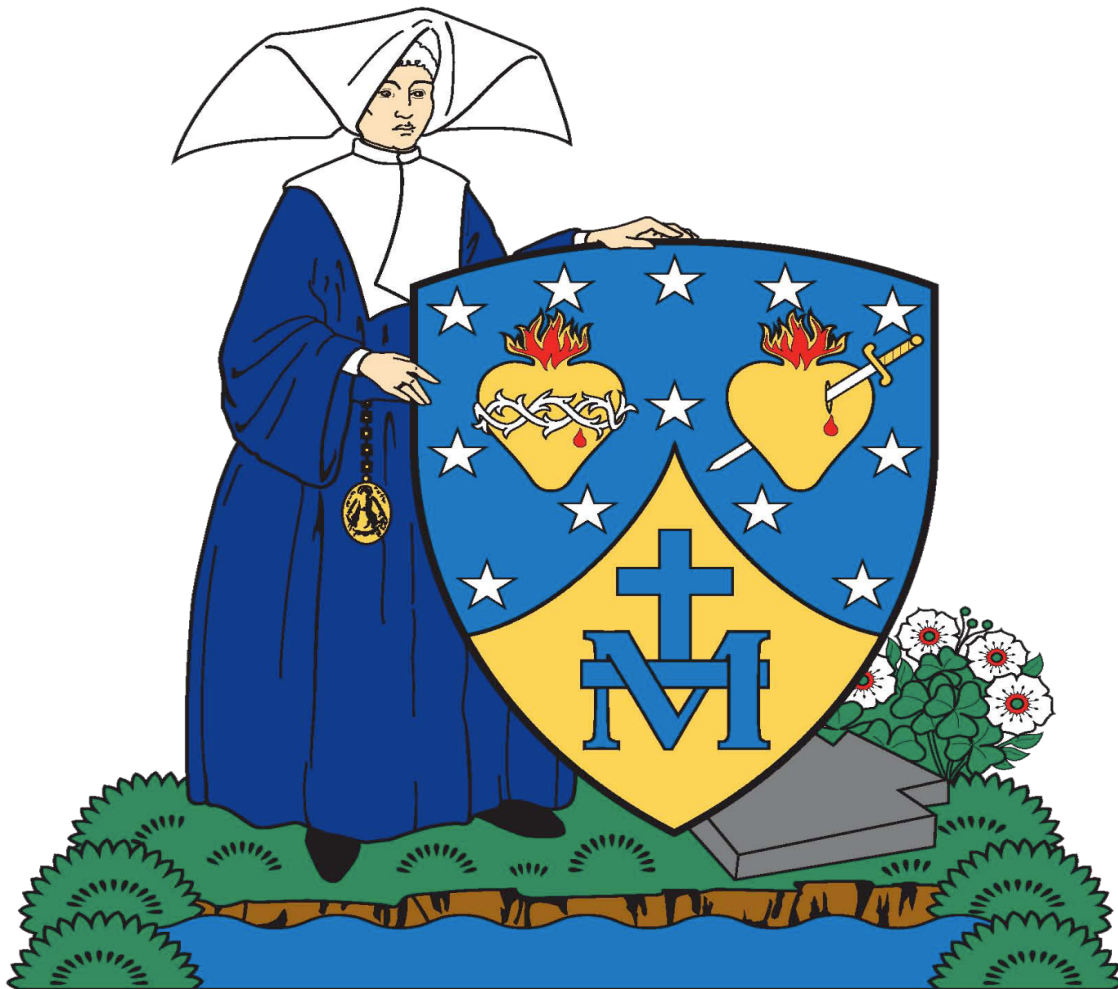


ST. CATHERINE LABOURÉ SCHOOL HANDBOOK 2023-2024



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

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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 40th 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 700, 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 Preschool to Grade 8.

WE TEACH MINDS through rigorous and relevant curriculum that nurtures the gifts and the 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

Students in grades K-8th will take part in the Renaissance STAR testing 3 times per year. Results will be shared with families after the 1st and 3rd testing period. Students in K-5th grade will take part in Dibble's testing 2 times per year.

ADMISSION

Central Dauphin School District requires that an entrant for Kindergarten be five years old on, or before, August 31st. 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. Proof of adequate immunization and a physical examination as required by the Commonwealth of Pennsylvania.**
- 5. Proof of custody, where applicable.**
- 6. Recommendations from two teachers from previous school.**

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. Students are also asked to schedule a shadow visit.

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 30 day provisional policy listed on our website under admissions. This

acceptance into the school may be later revoked by, but 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, not a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values as well as 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, agreed 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). It is required that **a parent/guardian of every student** as well as **ALL students** must sign and date an Affirmation Statement and return it to the school office by the due date. Failure to do so will result in disciplinary measures which may include a transfer request from the school.

ARRIVAL AND DISMISSAL

Arrival

Supervision of the students will begin when the doors open at 7:45am. Homeroom will begin at 8:10am.

Students who arrive after 8:10 am are considered late and will receive a tardy slip. Tardiness is a disruption to teachers, students, and staff.

Students arriving by cars should come into the back parking lot at 40th Street, pull up in a single-file line alongside the shed behind the convent and continue through the cones to the staff member directing traffic. Students should exit vehicles and remain within the cone area, proceeding directly into the school (using Door #7) and report directly to their homeroom class. **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(#7) between the library and PreK ramp. ONLY students arriving after 8:10 will enter through the front office doors (#1).

Students riding the bus will enter through the Library doors(#8) and report directly to their homeroom class. Car riders will enter through the rear school doors (#7) between the library and room 118, unless otherwise directed by the administration.

DISMISSAL

Dismissal by bus will start around 2:45/3:00 pm as the buses arrive.

Car Riders will begin being dismissed at 2:45 from their designated areas (gym). Vehicles will enter the campus from the Church EXIT driveway from 40th st., (Creating two lines of traffic) moving through the parking lot and merging into a single file line at the corner of the library ramp. From here, cars will continue to the front entrance of the school. The first car should stop at the gym door (#2). Any car picking up a student should have a name tag in the windshield or passenger side window to assist with loading. Students will be called over the speaker system to report to their car. We will load cars from the first car back to the corner of the building before moving cars out. If a student does not arrive promptly to dismissal, the car will be asked to park or move forward until the student arrives (this will allow us to keep traffic moving efficiently) ONLY RIGHT HAND TURNS WILL BE PERMITTED ONTO DERRY STREET DURING DISMISSAL TIME OF 2:45-3:00.

We ask that parents please do not arrive prior to 2:00pm to line up for dismissal

There will be no office dismissals after 2:30pm. Requests for early dismissal must be done in writing if at all possible. Early Dismissal Forms are available online at www.sclhbg.org. The office must be notified by phone no later than 2:15pm if any additional changes to dismissal need to be made.

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 can park in the back parking lot, or park in front of the church building and come into the school at the main office entrance on Derry Street.

Parents and students are not permitted to utilize the playground equipment during dismissal time from 2:45-3:30 pm.

ASSEMBLIES/SCHOOL ACTIVITIES

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

school messaging.

*In order for a student to participate in an after school activity, the student must be present at least half day during that given school day. Students must arrive no later than 11:30 or dismiss no earlier than 11:30 to be considered a half day. (If a child is sent home due to an illness, please see guidelines set by nurse)

* If a student has an unexcused absence or is out sick the day before a school activity, they may not participate in that day's activity.

* **Altar Serving**- It is a privilege. In order to be on the rotation a student must not be failing ANY subject, must maintain proper behavior as determined by the school, and must maintain proper attendance as follows: More than 3 absences (excused or unexcused) in a trimester will be cause for removal from serving during the trimester. More than 15 absences (excused or unexcused) during the year will be permanent removal from serving. (5 tardies and/or 5 early dismissals will be counted as 1 absence).

ATTENDANCE

Parents/guardians have the responsibility of sending their children to school every day that school is in session. Failure to attend school on a regular basis may result in student retention or failure to offer re-enrollment the following school year.

- Upon 20 absences, a student's local school system truancy officer will be notified.
- Students (8th grades) missing more than 20 days will not receive a diploma but rather a certificate of completion.
- Students with 5 or more unexcused tardies/absences in a trimester will not be permitted to take part in any school functions (class parties, field trips, etc.)

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 the teacher's specified timeframe.

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.

If a student is absent for one or two days, missed work and homework may not be picked up prior to their return. At the end of the second day, parents/guardians may email their child's teachers requesting that homework be sent to the school office to be picked up between 3:30 and 4:00pm that day or sent home with a sibling. Faculty email addresses are available on the school website (www.sclhbg.org). It is the student's responsibility to make up all work missed when absent and in the timeframe established by their teachers.

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 a morning detention to begin at 7:15 on the assigned day. 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. The student will receive an excused tardy slip before going to the classroom.

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.
6. For all absences a parent or guardian note is required or a doctor's note if due to sickness.. [Absentee Excuse Form](#)

Extended Vacations

Extended vacations are highly discouraged during the school year. If for some reason it is imperative that you take your child/children away for 3 or more days, please visit the school website (www.sclhbg.org) for a [Student Trip Form](#), available under SCLS Information, then Forms. Please print the form and return it to school with your student or fax it to the school office at 717-564-3010, at least one week prior to your trip. If you are unable to print from the website, please email your child's homeroom teacher or contact the school office and a form will be sent home with your student. Parents/Guardians may request anticipated homework assignments. It is at the discretion of the teachers whether to provide these assignments before the trip; teachers may decide to provide the assignments upon the student's 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. No online learning will be permitted for vacation purposes.

BUS TRANSPORTATION/SAFETY REGULATIONS

Pennsylvania state law (Act 372) provides for transportation to all students within 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 bus company. SCLS individual school districts and will discipline any violations in conjunction with the bus driver and bus company.

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 or damaged, the student and parent/guardian are 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 daily, the 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 (I.E WELLNESS POLICY)

Ordinarily two parties are scheduled during the school year celebrating Halloween and Christmas. Healthy foods are required per the Government Food Program (Smart Snack standards). Parent volunteers, in conjunction with the PTO and school principal, are responsible for the planning and execution of these parties. 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 birthdays with their classmates. Please remember that foods such as Cupcakes, Cookies, Muffins, and Snack Bags or any other outside “junk” food **are not permitted for birthday celebrations.**

If you would like to provide non-food treats to celebrate your child’s birthday, each student in the classroom must be included. Treats such as pencils and individually-packaged Play-Doh and Slime Cans are acceptable. If in doubt, ask your child’s teacher before purchasing an item. 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:

Rediker/Website/AP NOTIFY/Email

All pertinent information of a routine nature (such as the monthly lunch and activity menus) is now available online at 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 Rediker Student Information Program.

Announcements will also be made using the AP Notify System (email, text, and voice messages).

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

Back to School Night

Beginning each school year, a night will be designated welcoming students and families to their new classroom where they will meet their Teacher(s). This is an opportunity to bring assigned student supplies and become acquainted with the new classroom environment.

Conferences

To strengthen this partnership, parent-teacher conferences are scheduled in the Fall and Spring. The parent-teacher conferences will be held in person unless a parent or teacher requests it to be virtual. If the need arises, parents/guardians may make an appointment with a teacher by e-mail or a note. 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 email. 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: one's 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

Any of the infractions listed above could lead to suspended use of (at the discretion of the administration)and or total removal of the use of the computer/internet

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 K through 8

School Begins:	8:10am
School Ends:	2:45pm

Preschool & PreK

Morning Session	8:15am – 11:15am
Full Day Session	8:15am - 2:15pm

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 Christ. 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 Christ. 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 Christ, students:

1. Will, at all times, at school or in the community, conduct themselves in a manner that reflects the Catholic values and principles of the school
2. Will arrive on time, be prepared for school, which includes 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, etc. It is understood if this term is violated, suspension or expulsion may result
16. Will 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, vaping, 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 to include social media platforms

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, smartwatches, and any other communication devices to school; however these devices are to be TURNED OFF completely and kept in the student's backpack or locker while on school property. Texting and videotaping are not permitted anytime during the school day. Failure to follow these guidelines will result in confiscation of the device and it must be retrieved by a parent/guardian. (Depending on the nature of the infraction, the first offense, only, may result in the student receiving the device at the end of the day.)

Bullying Policy

Bullying involves **REPEATED** actions or words against another person for the purpose of inflicting either physical or emotional harm or discomfort. Bullying can be intimidating or threatening, and can damage a person's self-esteem or reputation. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Both types of bullying disrupt the overall learning environment, bring discredit to the St. Catherine Labouré School, and are unacceptable. If a bully has threatened or inflicted harm, the following process needs to be followed:

- The student victim should **REPORT** the occurrence to the teacher, a responsible adult working at the school, the Counselor, or the Principal.
- After being reported, an **INVESTIGATION** will commence 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 (inside or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not directly specified.

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

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others, or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. She/He will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to, and including, suspension and/or expulsion. There is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

- a. Counseling and/or conference with the student and family
- b. Assignment of special tasks
- c. Denial of privileges
- d. Detention
- e. Probation

- f. Suspension
- g. Dismissal/Expulsion

SPECIFIC DISCIPLINARY POLICIES (currently 6th-8th grade)

1. **5 signatures on disciplinary form = detention (at teacher's discretion)**
2. **2 detentions= office referral- student conference with administration and possible parent contact from administration.**
3. **2 office referrals=parent contact, possible in-school suspension**
4. **3rd office referral= parent conference requested, possible out of school suspension**

***students may be given a direct detention or direct office referral based upon the severity of the incident. As such, the consequence of the incident will be determined based upon the severity of such incident. All decisions are made at the discretion of the Administration.**

Each individual makes his/her own choices regarding behavior. Students of St. Catherine Laboure School are expected to make choices that will promote Christian and academic growth in our community. Positive choices benefit all. Therefore, when one makes a choice that inhibits Christian and academic growth, correction is needed.

Due to varying circumstances and behavior, the school reserves the right to determine the level of misbehavior by a student and the appropriate consequences. The following is a guide for faculty, parents, and students.

Minor Offenses

The following actions/progression will be taken by faculty when a student has committed a Minor Offense:

1. Warning
2. Teacher Signature on Discipline Documentation Form (Form is attached to student planner and should be checked at home daily by parent/guardian as this is a means of communication)

***Five signatures=detention**

***1st detention: Independent recess (walking laps, or sitting out for period of time.)**

***2nd detention: reflection at teacher discretion and office referral (written statement of what took place)**

***3rd detention:- before school detention**

***2nd office referral and subsequent referrals can result in an in-school/out of school suspension.**

***** Signatures reset at the end of the trimester.**

Minor Offenses Include, But Are Not Limited To:

- Late to class
- Talking out of turn
- Disrupting the learning/teaching atmosphere
- Lack of cooperation
- Rudeness
- Using or misusing another's possessions; misuse of own possessions
- Littering
- Failure to take care of books .
- Running or jumping in building/schoolyard
- Entering building without permission
- Eating or drinking outside of lunchroom
- Chewing gum
- Misbehavior in lunchroom
- Misbehavior in schoolyard or gym
- Misbehavior during arrival/dismissal
- Misbehavior going to,during, and coming from an activity or class including assemblies
- Violation of Dress Code

Major Offenses

The following actions will be taken by faculty when a student has committed a Major Offense:

1. Detention with written communication to parent and possible loss of privileges
2. Documentation and referral to principal for possible suspension (in or out of school); meeting with parents/guardians

Major Offenses Include, But Are Not Limited to:

- Disrespectful tone of voice
- Improper language (including the improper use of the Lord's name) -Disrespectful when corrected
- Inappropriate physical contact
- Abuse of student rights (name-calling, etc.)
- Using or misusing another's possessions (including lockers)

- with harmful intent
- Playing/being in undesignated areas/off limits
- Cheating/copying work/plagiarism (with additional consequences)
- Inappropriate behavior at a religious service
- Misbehavior/talking during an emergency drill
- Throwing snow, ice, or other objects
- Disregard for field trip rules
- Lying
- Using, or possession of recorders, cell phones, or two-way communication systems
- Consistent violation of dress code policy
- Violation of internet policy
- Bullying as determined per school guidelines
- Leaving classroom without permission

Serious Offense

The following actions will be taken when a student has committed a serious offense:

****Immediate referral to principal; documentation; meeting with parents/guardians; possible suspension or expulsion**

Serious Offenses Include, But Are Not Limited To:

- Use of obscenities
- Abuse of student, administrator, teacher, or staff rights
- Destruction; damaging school property
- Bullying as determined per school guidelines
- Leaving the premises without permission
- Use, possession, or sale of drugs, alcohol, tobacco, sexually explicit materials, weapons, or explosives
- Use of materials with harmful intent
- Failure to report to an assigned detention
- Stealing .
- Forgery
- Harassment or sexual harassment
- Engaging in immoral or lewd gestures or conduct
- Extortion

- Threats of violence
- Fighting
- Violation of internet policy

*Lunch Detentions- (Sitting at a separate table with the teacher, or in the office)will be served as soon as possible after the misbehavior.

*Morning/Afternoon-school detention is assigned by the teacher and usually served on Tuesdays or Thursdays from 7:15-7:45 or 3:30-4:00.

Detention supersedes student after school activities.

(If a student misses a first detention, she/he will be assigned 2 consecutive detentions. A second missed detention may result in an in school suspension)

*All discipline documentation forms and detentions are kept on file. While a new student discipline documentation form begins at the start of each trimester, the office referrals may continue in progression based upon the severity of incidents.

Due to varying circumstances and behavior, the school reserves the right to determine the level of misbehavior by a student as well as the appropriate consequences. The following is a guide for faculty, parents and students.

Behavioral consequences may progress through stages 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 or out of school suspension, or expulsion. The student and parents/guardians will be informed of the reason for and length of the disciplinary action, as well as any conditions to be completed prior to the student's return to the school as deemed necessary by the Administration and Pastor. 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.

CELL PHONE/ELECTRONIC COMMUNICATION USE POLICY

Students may not use their cell phones during the school day from 7:45 to 3:30. If students bring a cell phone to school, it must be turned off and stored in their backpack. Students who violate this policy will receive the following consequences.

1st infraction: The teacher will keep the cell phone until the end of the day when the student will have to ask for its return.

2nd infraction: The cell phone will be sent to the office and a parent will have to come to the office to pick it up ***between the hours of 7:30-3:30. (May require a signature on the discipline form)***

3rd infraction: ***The office will retain the cell phone until the end of the current marking period and may result in other disciplinary measures.***

Devices such as apple watches or other forms of electronics that have communication capabilities are not permitted during the school day.

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, her/his parent/guardian should send a note explaining the reason.**

Students should take pride in their appearance as a student at St. Catherine Labouré School. They should be neat and well-groomed and in the proper school uniform worn properly at all times. Belts are to be worn, shirts and blouses tucked in, girls' skirts/dresses at a proper length, and shoes tied. Our attire demonstrates pride, caring, unity, and spirit here at SCLS.

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. 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

***ALL OUTERWEAR WORN INSIDE THE SCHOOL BUILDING MUST BE AN SCLS SWEATER/SWEATSHIRT.**
***No hoodies, SCLS athletics, nor non SCLS outerwear will be permitted for Mass attire.**

23/24 year change- There will no longer be a spring and winter uniform due to the variations in temperature outside and inside the building. Middle School students must wear their oxfords and ties during all school Masses throughout the school year. School polos or oxfords may be worn outside of school Mass days.

*Preschool Uniform - SCLS gym navy blue t-shirt, navy shorts, navy sweatpants, navy sweatshirt

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. Navy color short or long-sleeved polo. Navy blue or white **knee** socks or tights only. Knee socks should be pulled up at all times. Optional: **Grey walking shorts. (Fall and Spring season only)** navy blue crewneck cardigan, v-neck pullover sweater, v-neck sweater vest, or fleece jacket 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 (4th grade only) from Flynn & O'Hara Uniform Company. Navy short or long-sleeved polo (**tucked in**). Navy blue or white **knee** socks or tights only. Knee socks should be pulled up at all times. Optional: **Grey walking shorts. (Fall and Spring season only)** navy blue crewneck cardigan, v- neck pullover sweater, and v-neck sweater vest, or fleece jacket purchased from the uniform company. **Skort/Jumper must be no more than two inches above the knees. Rolling of skirt is not**

permitted. A student whose uniform skirt is not in compliance will be given a skirt from the uniform exchange to wear for the day. If a proper sized skirt is not available, the student will be given sweatpants to be worn for the day. First violation is a warning. The second violation will result in a detention."

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 or light blue short or long-sleeved oxford (***tucked in***), or **Navy blue long sleeve/short sleeve polo**. Navy/grey plaid crossover tie. Navy blue or white **knee** socks or tights only. Knee socks should be pulled up at all times. Optional: **Grey walking shorts. (Fall and Spring season only)**, navy blue crewneck cardigan, v-neck cardigan, v-neck sweater vest, or fleece jacket purchased from the uniform company. **Skirt/skort must be no more than two inches above the knees. Rolling of skirt is not permitted.** A student whose uniform skirt is not in compliance will be given a skirt from the uniform exchange to wear for the day. If a proper sized skirt is not available, the student will be given sweatpants to be worn for the day. First violation is a warning. The second violation will result in a detention."

If an 8th grade girl will be attending Bishop McDevitt and they have outgrown their current skirt, they may purchase and wear a solid blue skirt beginning January 1st.

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 2:45pm on).

Uniform for Boys in Grades 1 through 8

Boys–Grades 1 through 5

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

Boys – Grades 6, 7, and 8

Grey relaxed-fit pants from Flynn & O'Hara Uniform Company. White or light blue short or long-sleeved oxford or navy short or long sleeve polo (***tucked in***). Navy/red/gray striped tie. Navy blue or white socks and a dark brown

or black belt. Optional: **Grey walking shorts.** Navy blue v-neck cardigan, v-neck vest, v-neck pullover sweater, and fleece jacket purchased from Flynn & O'Hara. **Pants must sit at the waist.**

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 uniform nylon track pants /sweatpants with logo. 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. No other "team" clothing unless determined by the administration wear will be permitted.

Physical Education Uniform Violation

1. **Not dressed for class**-Students will have to sit out and observe class. Grades 6-8 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 1st 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. Grades 6–8 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 **shoes (no, sneakers ,athletic, or tennis type shoes)** are required for boys and girls in grades 1-8. **Shoes should be of a SOLID color.** Shoes should have no stripes, no glitter, no beads, no bows, no sequins, no wheels, and no lights. 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. **NO CROCS are permitted ever.**

Grooming: Hair, Jewelry, Makeup, and Nail Polish

Hair

No extreme haircuts are permitted---e. g. mohawks or shaving parts nor shaving designs of the head or hairstyles that are higher than about 2 inches from the scalp. Hair that is tinted, dyed, or highlighted outside of the natural hair coloring 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, mustaches, and beards 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. Simple bows and headbands without attachments such as horns, ears, feathers, etc. may be worn. Judgment is at the discretion of the administration.

Jewelry

Jewelry should be minimal and not of a "fad" nature, as determined by school administration. Earrings/objects are not permitted for boys on any parts of the head/face. Girls may wear one pair of stud earrings only (one earring on each ear). No hoops, dangle or gauge earrings. **A student may wear one bracelet, and one hair band, excluding a watch, a** and they may wear one ring on each hand. Smart watches may not be worn. **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 on their natural nails. Acrylic nail extensions may not be worn. **(Exceptions may be made during end of the year confirmation/graduation celebrations.)** Students who violate this policy will be required to remove their makeup and/or nail polish and may warrant a discipline consequence. **NO FACE PATCHES, especially for acne conditions, unless they are CLEAR.**

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, hats, or pajamas. Skirts need to be of an appropriate length, which is no more than 2 inches above the knee. **Students wearing leggings/tight pants must wear a shirt that covers the buttocks.** On dress-up days students may **not** wear sneakers or jeans. Dresses may not be strapless, sleeveless, 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 (including Crocs).

The jewelry and makeup policies remain in effect unless announced otherwise.

On no occasion should students wear items with offensive, inappropriate wording, or printing on/across the buttocks. Bear in mind that we are promoting the Catholic virtue of modesty.

EDUCATIONAL AND OUTSIDE TESTING

Multidisciplinary evaluations or any other type of check list or request for a 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, not an expectation. 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 is not an acceptable 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, attendance, or completion of work is unsatisfactory prior to such field trips may not be permitted to attend the field trips. She/he will be expected to attend school on these dates and may be subject to other disciplinary actions.

Students with severe medical concerns must have a parent or guardian attend field trips with them.
Parent/Guardian MUST maintain clearances.

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 requests are distributed to all families at the beginning of the school year through the Rediker student management system. 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.**

It is of utmost importance that this emergency information gets completed in its entirety as soon as you receive the link to do so. Failure to complete this information assumes failure to cooperate with SCLS policies and expectations and can be cause for removal.

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***. Messages will be sent out through Rediker, the School Information System. St. Catherine Labouré School follows the decision of the Central Dauphin School District.

In the event of a one or two hour delay, there will be no 1/2 day PreK. Full day PreK to 8th Grade students should arrive starting at 8:45 for 1 hr delay and 9:45am for 2 hr delay. Students will report directly to their homeroom classrooms. Classes will begin at 9:10 or 10:10am in accordance with the time of the delay. Full day PreK-8th Grade students will then dismiss at their regular times.

FACULTY AND STAFF

The faculty is composed of the Sisters Servants of the Immaculate Heart of Mary 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 Rediker Parent Portal. 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 for 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 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 an emergency.

Students with severe medical concerns must have a parent or guardian attend field trips with them.
Parent/Guardian MUST maintain clearances.

A physical exam is required by State law for all students in Kindergarten, Grade 6 and transfer students from other states. A scoliosis assessment is provided for students in Grade 7 by the district nurse.

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 during School hours. 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.
5. If a student has documentation to receive medication at school and the student does not have adequate supply at school, the parent will be notified to pick up the student or bring medication immediately.

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 (98.6 F) 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 4th birthday)
- 4 doses of diphtheria* (1 dose on or after 4th 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 Kindergarten 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:

- **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.
- **Musical Theatre Program:** The St. Catherine Labouré Musical Theatre Program is open to any student in grades 6-8 who desires to participate in the musical theatre experience.

Instrumental Program

Through cooperation with Bishop McDevitt High School and Saint Catherine Labouré, students in fourth through eighth grade have the opportunity to join the instrumental program and explore the joys of playing a musical instrument. Students will develop the skills needed to play each instrument with proper technique, read notated music, and perform as part of an ensemble. Annual tuition to participate in the instrumental program is required as it is a service offered by Bishop McDevitt High School

The SCLS instrumental program is separated into three groups:

4th Grade Band - Performs "beginner" level music with a focus on proper tone production and beginning ensemble skills.

5th/6th Grade Band - Performs grade .5 and grade 1 level music building on the musical and ensemble skills learned in previous years.

7th/8th Grade Band - Performs grade 1, grade 1.5, and grade 2 level music developing higher-level musicianship skills and preparing the students to be successful musicians in high school.

Middle School Band Day - Each year Bishop McDevitt hosts Middle School Band Day. Students in 6th through 8th grade from all the partner schools spend the day at Bishop McDevitt for a day of instrumental music in a festival setting for all students. Typically the students will prepare five or six songs through small group practice and full ensemble rehearsal to perform at a concert that evening. This day and concert typically take place in January. (To Be Determined for the 2022-2023 school year)

Extra Instrumental Opportunities

McDevitt Middle School Jazz Band - Combined with students from other partner schools, students in 6th through 8th grade who are interested in jazz and pop-oriented music can participate in this traditional jazz band setting. Middle School Jazz typically practices once a week after school at Bishop McDevitt. Mr. Miscannon is in charge of Middle School Jazz and can be reached at nmiscannon@bishopmcdevitt.org

McDevitt Crusader Marching Band - **(undetermined at this time)** Students in 7th and 8th grade are invited to join the high school students in the Crusader Marching Band. The marching band can be seen at all McDevitt football games, Tournament of Bands competitions, and local parades. The marching band season begins during the summer and continues throughout the football season with sparse events throughout the year. Email nmiscannon@bishopmcdevitt.org

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.

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 look in the lost and found bin in the school lobby before or after school. Any unclaimed items left in the office or cafeteria will be donated to the used uniform sale or to a charitable organization 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- THIS IS CURRENTLY BEING REVISED

St. Catherine Labouré School participates in the National School Lunch Program. We follow the 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.

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.

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 visit “myschool bucks” or you can call 564-1760 ext.7 or send an email to cafeteria@scshbg.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 responsible for their child’s lunch account.**

***The director/manager is not responsible for emailing/contacting the parent when the balance on their account is low.**

***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 (each Homeroom has a bin for lunches) . 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. Complaints may be filed with the U.S. Department of Health and Human Services’ Office of Civil Rights, The DHS Bureau of Equal Opportunity, and/or the Pennsylvania Human Relations Commission.

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 as well as to reinforce study habits and skills learned in school. Children learn better if the parents support 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 are therefore asked to maintain a united front with the school on matters pertaining to school policy and discipline. Obedience and respect must be learned and practiced 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 can park in the back parking lot, or park in front of the church building 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. **There will be a \$5.00 fee for all record transfer requests.** 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. **Should a student be restricted from activities with a doctor's note, a doctor's notice must also be provided for the student to resume activities.**

- A parent note will be accepted for 1 class in the event of an illness or injury. A doctor's excuse is necessary to excuse a student from participation in class for more than 1 class.
- Any student in a cast, splint, or using orthopedic devices must have a doctor's note stating limitations.
- A student returning to class after a cast or splint removal must have a doctor's note stating when they may return to normal activity.
- If a child is excused from physical education, the same restrictions apply for all recesses. They may go outside, but may only participate in a quiet activity in a designated area.

- 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.

Please see the Pre-School Handbook or visit the school website for more information.

<https://sclhbg.org/school/>

PROVISIONAL PERIOD

All new students are given an evaluation period of 30 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's 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.

Volunteers will be permitted in the school building with limitations indicated by the school administration and school office.

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 a consultative and 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. **Fall pictures which are used for the yearbook will be taken in school uniform. There will be spring pictures offered in which students may dress out of uniform.**

SCHOOL SUPPLIES

The student school supply list will be posted on the school website during the summer months. Students will be permitted to bring in their supplies during the scheduled back to school night.

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 where 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.

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 (student planner) 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:

- STS Management Company plans:
- Plan A: Payment in full by July 31, 2023
- Plan B: 9 monthly payments (Begins August 2023 and ends April 2024) on either the 1st or the 15th of the month.
- Plan C: 10 monthly payments (Begin July 2023 and end April 2024) on either the 1st or the 15th of the month

-Plan D: 4 payments (July 1st, October 1st, January 1st, April 1st or July 15th, October 15th, January 15th, April 15th)

-Plan E: 2 payments (July 1st and March 1st or July 15th and March 15th)

Late Registration - Students registering after the first day of school shall be prorated according to the time remaining in the school year if not paid in full.

The School reserves the right to add charges to a family's **STS** account for any unpaid fees such as - Aftercare, Cafeteria, Library book, text book, etc... Notification will be sent to the family prior to the charges being added.

TUITION/FEES DELINQUENCY

If tuition is not paid in full by July 31, 2022 and the family has not enrolled in **STS 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 **STS Management Company** by the due date, it is considered late and is subject to late fees. Please refer to, "Frequently Asked Questions" information sheet from **STS** for details on "missed payment" charges.

Upon the first delinquency:

- After 15 calendar days of delinquency, a warning letter will be sent from Saint Catherine Laboure School and a phone call will be made or email sent. Additionally, students may not participate in any school-related activities.
- After 30 calendar days of delinquency, (or 20 calendar 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 is received. If a check is used for payment, student(s) cannot return until that check is cashed and funds are received.

Additional Notes

- If an account is delinquent at any time (to include all fees, lunch charges, etc.), a student's report card will not be distributed, a student may be precluded from participating in any school related functions, including field trips, field day, and/or graduation, and the student(s) records will not be released to another school
- If accounts are not paid in full by May 1st, students may not return to school.
- ALL **STS** accounts must be "active."
- Any check returned to the school marked "insufficient funds" must be paid via cash, bank check, or money order.

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 the school office or at www.sclhbg.org, under Advancement/Tuition Assistance.

- **SCLS Tuition Assistance** – Forms are available at the school office or at 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 before the first day of school 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, a refund of tuition monies will be given.
- After the first day of school, tuition monies are not refundable and parents are liable for the full tuition.

Other School Payments/Charges Collection:- Any payments made to the school after May 15th must be made by cash, money order, or cashiers check. No personal checks or credit cards will be accepted.

VISITORS/VOLUNTEERS

Visitors/Volunteers will be permitted for reasonable and necessary school business upon prior approval from the administration. 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.

BEFORE CARE/AFTERCARE Program:

-SCLS will provide a K-8th before care program running from 7:15-7:45 from 7:45-8:15 @ \$7/day or \$90/month and an aftercare program from 3:30-5:00@ \$220/month. Parents must register to utilize either of these programs. There will be no refunds or carryovers of payments made.

Parents are expected to pick up their child promptly by 5:00. If a parent is late, they will be charged a late fee. If there is habitual lateness, the student will be removed **from the** program.

0 – 5 minutes late	\$5.00 late fee
6 minutes – 10 minutes late	\$10.00 late fee
11 minutes - 20 minutes late	\$15.00 late fee



The Early Learning Center

4020 Derry Street

Harrisburg, PA 17111-2269

Telephone - (717) 564-1760 ext. 128

Fax - (717) 564-3010

www.sclhbg.org

Preschool Parent Handbook

Our Preschool Program Serves:

4 Year Olds

Monday/Wednesday/Friday: 8:15am-11:15am

Monday/Wednesday/Friday: 8:15am-2:15pm

Monday through Friday: 8:15am-11:15am

Monday through Friday: 8:15am-2:15pm

3 Year Olds

Monday/Wednesday/Friday: 8:15am-11:15am

Monday through Friday: 8:15am-11:15am

Welcome, Parents to

Saint Catherine Labouré Preschool

Our staff is committed to providing a developmentally appropriate, creative, and enjoyable learning experience for your child, based on educational research, developmental psychology and Diocesan guidelines. We hope this parent handbook will serve as a handy reference for your questions and our preschool policy.

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Our Preschool Philosophy

The preschool program at St. Catherine Laboure Early Learning Center is characterized by a holistic approach to growth and development of young children. This includes the spiritual, social, emotional, cognitive, and physical needs of each child. Because our children are active learners, we focus on providing “hands on” experiences that promote your child’s overall development.

We teach a reverence for life based on the fact that we are all “created in the image and likeness of God.” As teachers, we strive to model God’s love for children, to create an environment that celebrates cultural diversity and to respect God’s creation.

Registration Requirements and Fees

- 3 year old class – Students must be three on or before August 31 to attend
- 4 year old class – Students must be four on or before August 31 to attend
- Copy of birth certificate
- Current immunization record needed
- To be eligible for the preschool program, **your child must be completely toilet trained before the first day of school.**

Due to a commitment to the quality of our program, registration will be limited to a class size recommended by the Diocese of Harrisburg, Offices of Early Childhood Education. When all spaces have been filled, we will establish a waiting list and contact you if an opening becomes available.

Registration Fee: \$150 for new students, \$100 if returning

All registration fees are non-refundable.

Registration Fee: *Preference will be given to members of St. Catherine Laboure Parish and/or families with older siblings already enrolled at St. Catherine Laboure School.*

Tuition

3 mornings/week – \$3000

5 mornings/week – \$4000

5 full days/week – \$6100

*Tuition assistance is available for Preschool students, based on financial needs of the family. Please visit our [Tuition Assistance page](#) for more information.

Getting Ready

Preschool Orientation (for Parents and Child)- Virtual Preschool information session will be held the week before the preschool start date. Parents and students will get to meet their teacher and see their classroom. Parents and child will also participate in a mock drop off to practice drop off/pick up procedure as well as drop off supplies.

First Day

Try to be positive, firm, and reassuring if it is hard for your child to separate from you. A preschool staff member will meet your child at the preschool door. Assure your child you will be back when the school day is over. If your child remains inconsolable, a staff member will contact you.

Drop Off/Pick Up

The preschool has two ramps. One is an access ramp located across from the parish office. The other is at the corner of the building next to where the rest of the school arrives labeled “Activity Center”. When dropping off PreK4 students, parents should enter the rear parking lot and pull around the brick circle. Parents will wait in line to drop off. When dropping off a Preschool 3 student, parents will enter a car line similar to the remainder of the school’s car line. When a staff member assists your child out of the car, please be sure to have your car in park. **Drop off is 8:15AM.** For the safety of all students and staff, upon entering and leaving the preschool parking area it is expected that you drive carefully and slowly.

Pick-up for half day students will be at 11:15AM at the preschool ramp or activity center ramp (class dependent). Parents will wait in their cars and students will be dismissed by a staff member from that ramp when class is finished. **If you are late to pick up your child, after 11:25AM you will be assessed a \$10.00 fee per half hour late.**

Pick-up for full day students will be 2:15 by the Preschool ramp. Parents will wait in the car line for your child to be brought out to you. Please remain in your vehicle. If you wish your student to be dismissed with their older sibling in the regular car line, whole school dismissal begins at 2:45. You will wait in the

regular car line that begins in the rear of the building and wraps around to the front of the school for pick up. You will be asked to pull into a spot so that you may properly buckle your student in. Your child will only be released to a parent or adult that you have authorized in writing. **YOUR PROMPTNESS IS ESSENTIAL!**

Clothing

Our Preschool 3s and PreK 4s wear Saint Catherine Uniforms as sold by Flynn O'Hara. They are a navy shirt with either navy shorts or sweatpants (seasonal). For shoes, they must wear sneakers or similar rubber soled shoes. There will be special dress down/dress up days as designated by your child's classroom teacher, principal or director.

BackPacks

Parents will provide a backpack for their students. The backpack allows for easy distribution of papers in the classroom and provides children with easy access to their belongings. It develops independence and self-help skills. Teachers will check bags each day for notes from home. Parents should also check bags daily for notes from school and art projects.

Toys

Occasionally your child may want to bring a toy to school. This can create problems of sharing, breakage, loss and/or distraction from daily learning activities. Please have your child leave toys in the car with you. Preschool classes may have special sharing days as notified by their classroom teacher or director.

Emergency Contacts

We must have an emergency contact phone number in your child's file in the event that a parent cannot be reached. Please keep this information up-to-date by informing us in writing of any changes.

Health/Illness

A Health Assessment Form with an up-to-date immunization record is required before registration. Please call the preschool if your child is ill or if your child contracts a communicable disease (i.e. measles, chicken pox, pink eye, head lice, etc.)

Your child should remain home if he/she has:

- Temperature of 100°F or above
- Severe cold with fever, frequent sneezing, or coughing
- Unidentified rashes
- Vomiting or diarrhea
- Ear and throat infections, bronchitis (unless medicated for over 24 hours)
- Other contagious diseases (i.e. impetigo)
- COVID Symptoms

If your child will not be attending school, please call the preschool number and leave a message or email your child's teacher before 8:00 AM that morning.

If your child becomes ill at school, you will be notified immediately to pick up.

Snow Days

The preschool will follow the decision of Central Dauphin School District, as does St. Catherine Laboure School, concerning school closings and delays. All school closings and delays will be sent through Rediker. You will also be contacted by St. Catherine Laboure School Messenger if you signed up for that service. A 2 hour snow delay will necessitate changes to the preschool times/and or no school that day.

Half day class – No school on snow delay

Full day class – 10:00 am to end of school day

In the case of an early dismissal, parents will be contacted to pick up their children at the time specified for the dismissal at the preschool ramp door.

Snacks

Parents are asked to provide a NUTRITIOUS snack for their child each day. Some suggested snacks are, but not limited to, cheese cubes, fresh fruit, vegetables, applesauce, yogurt, and crackers. Each child is asked to bring a refillable water bottle with them to school daily to be used at snack/lunch time.

Lunch

Full day students will eat lunch in their classroom. Parents may choose to pack a lunch for their child or their child can choose to purchase a school lunch. School lunches will be a well-balanced meal that is brought to the classroom for your child to eat. School lunch may be paid for daily or you can create a lunch account and pay online. The lunch menu will be sent home monthly and is available on the school website.

Rest Time

All full day preschoolers will get a rest/nap time during the afternoon part of the day. Each student needs to bring their own nap mat to use during rest/nap time. This is a quiet time in the classroom where the students must stay on their nap mats. Nap mats will be sent home weekly to be washed.

Birthdays

We love to celebrate birthdays! As a school wide policy, cupcakes, cookies, donuts, or cakes with icing are not permitted. If you would like to celebrate your child's birthday in school. Please contact the teacher ahead of time to set the date. We encourage non-food celebrations such as crafts, dance party, special goodie bags, and playdoh party.

Field Trips

The preschool classes take appropriate walking trips to the church/school area i.e. trips to the school library, gym, and church. Each class may take 2 off-site field trips that are not mandatory to attend. If you choose not to attend, your child will not have school on those days. One parent/adult family member must drive their child to/from the field trip and chaperone their child for the entire trip.

Playground

Our preschool playground is a grassy, shaded, fenced area to the extreme right of St. Catherine Laboure's school building. It exists through the efforts of parent volunteers, community support and our PTO Board. Equipment promotes muscle development and imaginative play.

Keeping Informed

Calendars: Our calendar is posted on our school website with all important dates.

ClassTag: All enrolled parents will be invited to join our online platform to stay up to date, as well as a place your teacher can share fun class pictures.

Website and Emails: The St. Catherine Laboure School website can be found at: www.sclhbg.org . Any information that is needed can be found on the school website. All teachers have a school email that they use and check daily to communicate with parents.

Conferences: A mandatory Virtual Parent-Teacher Conference is held in the month of November and an optional Parent-Teacher Conference is held in the month of March. Parents and teachers may request additional conferences when needed.

Concerns: Notes to teachers can be sent in your child's folder. Email the director at any time (TBD). For questions or concerns, please contact your child's teacher and/or the school principal.

DHS: The SCLS Preschool Program is certified through the Department of Human Services. If you would like more information, the DHS regulations can be found via phone 1-800-222-2117 or via their website www.DHSpa.gov

Parent Involvement

Families are a great source of enrichment to our program. We value your abilities, talents, and time! Please feel free to share your special interests, job, hobbies, pets, etc. We sometimes need help with classroom projects. Please try to make arrangements for younger siblings on days you are in your child's classroom. **Clearances must be on file before volunteering. All volunteers must sign in at the main school office and pick up their Volunteer badge before entering the preschool classroom.**

Withdrawal

If you must withdraw your child from preschool during the school year, please inform the school office 30 days prior to your child's last day. Less than a 2 week notice of withdrawal will result in you being billed for next month's tuition.

"Jesus Christ is the reason for this school, the model for its teachers and the inspiration of its students."

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.*****

