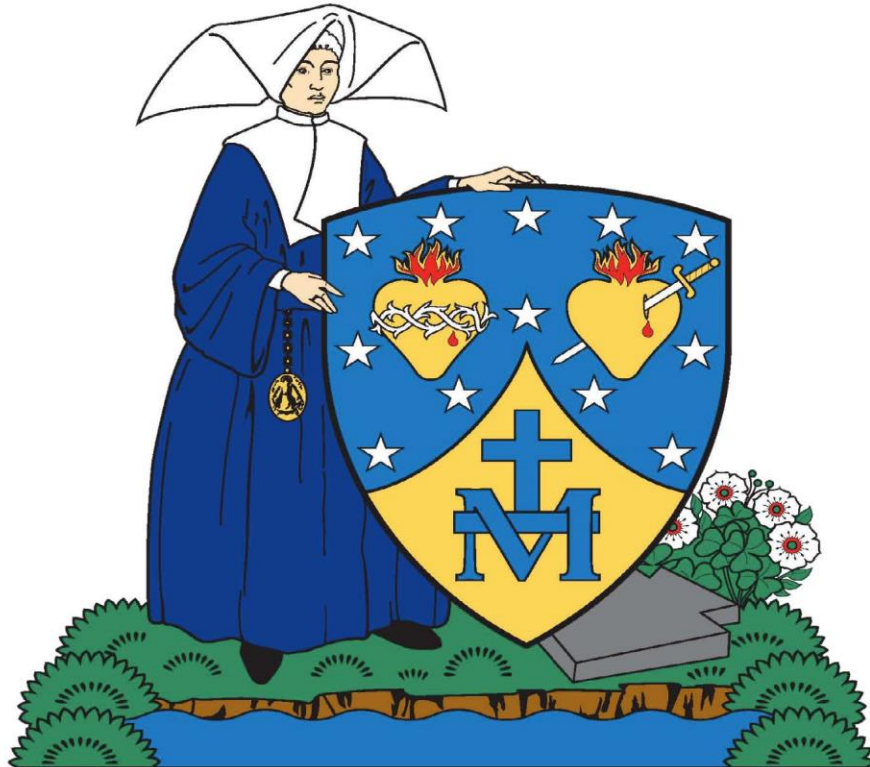


ST. CATHERINE LABOURÉ SCHOOL
PARENT/STUDENT HANDBOOK
2025-2026



TEACHING MINDS.
FORMING HEARTS.
GROWING DISCIPLES.

St. Catherine Labouré School
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CONTENTS OF THE HANDBOOK ARE SUBJECT TO ALTERATION OR MODIFICATION BY THE SCHOOL AS CIRCUMSTANCES MAY REQUIRE.

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CODE OF CHRISTIAN CONDUCT

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth— parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school's handbooks.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles or procedures set forth in our school's handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels).
- Abusive and/ or threatening electronic, written or verbal communication.
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

HISTORY

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 Irmalda. 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.

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.

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

- Faithfulness to Mass, prayer and the sacraments
- A continued response to the Baptismal call of discipleship
- A willingness and generosity to discern their future vocation

2. Morally

- A well-formed conscience so they may live their faith and have the courage to make good, moral choices
- An unconditional respect for life beginning with self and extending to life at all stages from conception to natural death

3. Academically

- A solid foundation of basic skills
- Consistent and strong efforts to reach their God-given potential
- An active, ongoing engagement in the problem-solving process
- A commitment to life-long learning

4. Emotionally

- The grace of Baptism by making a conscious effort to practice the virtues of humility, empathy, sensitivity, and compassion
- A healthy, balanced sense of self-esteem
- The ability to adapt to life's challenges with resilience and flexibility

5. Socially

- Respect for the dignity of the human person by advocating tolerance and acceptance
- An enthusiastic participation in extracurricular activities
- Aid in the development of community through service and outreach

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

Non-Catholic students are expected to participate in and respond to our religious activities in Church and classroom with respect and the good manners of a guest. All enrolled students will participate in all aspects of the religious education program with the exception of the final phases of the sacramental preparation programs, that is, the reception of the Sacraments of Eucharist, Reconciliation, and Confirmation. These requirements include attendance at regularly scheduled classes in religion, fulfillment of other requirements of the subject and attendance at religious functions offered as part of the school's program. All students are expected to attend weekly worship services in their own parishes.

SACRAMENTAL PREPARATION

The Sacraments of Reconciliation and Eucharist

Ordinarily, students in grade two will receive these for the first time.

The Sacrament of Confirmation

Confirmation is celebrated every year in grade eight. Students begin preparation in grade seven. Students strive to combine their deeper knowledge of their faith with service, as they continue to grow in the life of the Church.

Parents and guardians of students who are preparing for the reception of the Sacraments of Reconciliation, Holy Eucharist and/or Confirmation, are integral partners in the preparation of students for these sacraments and are required by the Diocese of Harrisburg to attend a mandatory information session. The dates of these information sessions will be announced in advance. A sacramental fee may apply to offset the costs of any retreats that are held prior to receiving the sacraments.

ADMISSION AND TUITION

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 students (to include social media posts that disrespect the nature of the school)
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 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.

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.

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.

Registration Fee

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

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, social, and/or emotional needs through reasonable accommodations.

Tuition Policy

The true cost to educate each student at Saint Catherine Labouré School exceeds the cost of tuition. Affordable tuition is made possible by the substantial support from Saint Catherine Labouré Parish, the dedicated work of the School Advancement Office, the fundraising programs organized by parents/guardians and friends, and the generosity of benefactors.

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.

STS Management Company has several payment options:

- Plan A: Payment in full by July 31, 2025
- Plan B: 9 monthly payments (Begins August 2025 and ends April 2026) on either the 1st or the 15th of the month.
- Plan C: 10 monthly payments (Begins July 2025 and ends April 2026) 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, of that coming school year, 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.

Delinquency:

- After 15 calendar days of delinquency, a warning email will be sent from Saint Catherine Labouré School and a phone call will be made or email sent.
- 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 (Must Meet Financial Guidelines to Qualify)

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

- Neumann Scholarship Foundation - Applications are available at the school office or at www.sclhbg.org, under Advancement/Tuition Assistance.
- SCLS Tuition Assistance - Application 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. In order to be eligible for SCLS Tuition Assistance, you must also apply for the Neumann Scholarship.

Tuition Refunds

Tuition refunds will be made using the following guidelines:

- A parent/guardian who cancels enrollment 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.
- Any family requesting a refund for any purpose (e.g., tuition, lunch account, etc.) must complete the W9 and ACH forms required by the Diocese of Harrisburg.

ROLE OF THE PARENT/GUARDIAN

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 parents support what is taught in the classroom.

Parents/guardians' attitude toward 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.

Parent/School 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. In order to establish better communication, the following guidelines serve as a way to handle problems at school as they might arise.

- Open a dialogue with your child's teachers. Let them know your willingness to help if problems occur.
- Let your child's teachers know that you appreciate hearing positive information about your child.
- If your child is experiencing academic difficulty, it is important for you to discuss the problem with him or her. Encourage your student to talk to the teacher involved to find a solution.
- If your child's communication with the teacher is not successful, parents should arrange to talk with the teacher so that the student, teacher, and parents can work together.
- Let your child know that you are aware of his/her difficulties and encourage him/her to follow the proper problem-solving techniques mentioned above. There should be always a united front between home and school.
- If the problem persists after the steps above have been taken, contact the principal for further assistance.

Communication between school and parents will be sent in various ways. To that end, St. Catherine Labouré School offers the following:

- Rediker Family Web Portal (grades 4-8)
- 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.

Parent/Teacher Conferences

To strengthen this partnership, parent-teacher conferences are scheduled in the Fall and Spring. The Fall conference is mandatory, whereas the Spring conference is optional unless mandated by the teacher/administration. 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.

Parent/Teacher Conferences Outside of Those In The Fall/Spring

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.

Child Custody Matters

A copy of custody court orders must be on file at the school. Our policy is to abide by the determination of the court in these matters. We will work with both parents to create a stable environment for the child within the guidelines of the court.

The school abides by the Buckley Amendment. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other information regarding his/her child. If there is a court order specifying that there is to be no information give, it is the custodial parent's responsibility to provide the school with a court-certified copy of the order.

ATTENDANCE

It is the responsibility of parents/guardians to ensure their children's daily school attendance during the school year.

Persistent absenteeism may lead to grade retention or, in severe cases, the denial of re-enrollment for the subsequent school year.

The following regulations shall be enforced to verify the number of all excused and unexcused absences:

- Parents/guardians will be contacted by the Principal/School Office when their child has been absent for an excessive number of days (i.e., five unexcused or 10 total days) (clarity required) unless the Principal is made aware of extenuating circumstances.
- A conference to discuss these excessive absences may be required.

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 email the school attendance office between 7:30 a.m. and 8:30 a.m. (schooloffice@sclhbg.org) 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 the student returns to class.
- The student 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 4:00 p.m. 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 in the timeframe established by their teachers.

Excused and Unexcused Absences

- Excused absences include: sickness, death in family, family emergency, approved appointments, approved trips.
- For all absences, a parent or guardian note/email is required. After three consecutive days of absence, a doctor's excuse is required. Please click on this link to access the Absentee Excuse Form. Absentee Forms are available online at www.sclhbg.org
- Students who participate in or attend extracurricular interscholastic events or other school-sponsored activities must be present in school on the day of the activity or event.
- After 3 unexcused late arrivals, parents will receive a letter reminding them that a detention will be given for the 5th unexcused late arrival.
- Written excuses from doctors/dentists are expected when students have appointments during the school day.
- 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.)

Extended Vacations

Extended vacations are highly discouraged during the school year, as it disrupts the learning process. A student is subject to losing a great deal academically by missing a week or two of school. It is the responsibility of the parents to see that their children attend school regularly. If it is imperative that you take your child/children away for three 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. Again, if it is imperative that you are absent for a vacation, please limit the time away to no more than one week. In general, only 5 days will be excused for vacations.

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.

CONDUCT AND 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 will:

1. 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. 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. Be honest and committed to living the Ten Commandments.
4. Be respectful and courteous toward all teachers and adults.
5. Refrain from fighting, name-calling, ridicule, or harassment of any kind.
6. Use appropriate language.
7. Speak respectfully to and about others.
8. Complete all assignments (class and homework) and participate fully in class.
9. Respect all school and personal property of self and others.
10. Refrain from any deliberate disruptive, unsafe, and inappropriate behavior in school, the cafeteria, the playground, or the bus.
11. Demonstrate good sportsmanship when engaged in all school-sponsored and extra-curricular activities.
12. Follow the dress code at all times.
13. Complete all tests, quizzes, and assignments honestly and independently, unless otherwise specified.
14. Refrain from leaving the school building / school grounds during the school day for any reason unless given permission from the principal/administration.
15. Ensure they do not bring or have in their possession any prohibited items at school, including real or toy knives, guns (or replicas), sharp objects (teachers provide scissors), matches, lighters, sparklers, and laser devices. Violating this policy may lead to suspension or expulsion.
16. Support others in maintaining a safe and drug-free environment at or near school and at all school-sponsored functions/activities. The student will understand that possession or distribution of alcohol, drugs, tobacco, vaping, or any other harmful or dangerous substance is forbidden and will result in suspension or expulsion from school.
17. Refrain from engaging 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. Understand that all of the conduct expectations include student use of the Internet, including 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 Conduct 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 or 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 making videos are not permitted anytime during the school day. Failure to follow these guidelines will result in confiscation of the device, which must be retrieved by a parent/guardian. (Depending on the nature of the violation, for a first offense only, the student may be able to reclaim the device at the end of the school day. However, repeated violations will necessitate parental retrieval.)

- ONLY PLASTIC WATER BOTTLES with no stick out straws. Only CLEAR WATER PERMITTED IN SCHOOL. Please try to use no bigger than 16 oz bottles. *Single use bottles are not permitted., as the sound from these bottles disrupts the class.* During lunch, students are permitted to have non-soda and non-caffeinated beverages, including carbonated water and sports drinks.

Bullying Policy

What Is Bullying? (Definition taken from <https://www.stopbullying.gov>)

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both students who are bullied as well as those who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

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 student has threatened or inflicted harm, the following process needs to be followed:

- The student victim should REPORT the occurrence to the teacher, a trusted adult working at the school, the School 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.

Discipline

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. This also includes any parental behaviors that reflect negatively on St. Catherine Labouré school, its teachers, staff, administration, or students.

In justice to the other students, circumstances may dictate that a student/family 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

Approved disciplinary measures include, but are not limited to:

- a. Counseling and/or conference with the student and family
- b. Assignment of special tasks
- c. Denial of privileges (e.g., removal from field trips, Field Day)
- d. Detention
- e. Probation
- f. Suspension
- g. Dismissal/Expulsion/Exclusion

Each individual makes his/her own choices regarding behavior. Students of St. Catherine Labouré 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

Minor offenses include, but are not limited to:

- Late to class/school
- 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

Major offenses include, but are not limited to:

- Disrespectful tone of voice
- Improper language (including the improper use of the Lord's name)
- Disrespect when corrected
- Inappropriate physical contact
- Abuse of student rights (name-calling, etc.)
- Using or misusing another's possessions (including lockers) without permission
- Playing/being in undesignated areas/off limits
- Cheating/copying work/plagiarism, including use of non-teacher approved AI (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 (see Bullying Policy)
- Leaving classroom without permission

Serious Offences

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

****Immediate referral to Principal or Dean; documentation; meeting with parents/guardians; possible suspension or expulsion/exclusion**

Serious offenses include, but are not limited to:

- Use of obscenities
- Abuse of student, administrator, teacher, or staff rights
- Destruction of / damage to school property
- Bullying as determined per school guidelines (See Bullying Policy on page 14)
- 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, including sexual harassment
- Engaging in immoral or lewd gestures or conduct
- Extortion
- Threats of violence
- Fighting
- Violation of internet policy

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.

Detention

Detention supersedes student after school activities.

Lunch Detentions- Student will sit at a separate table outside of the office, or another approved designated area. The detention will be served as soon as possible after the misbehavior.

Grades K-5 Detentions – Assigned by the teacher and usually served on Tuesdays or Thursdays from 7:15-7:45 a.m. or 3:30-4:00 p.m.

Middle School Detentions – Scheduled on Tuesdays, Wednesdays, and Thursdays from 7:15-7:45 a.m. and are served with the Dean.

If a student misses a first detention without notice, she/he will be assigned 2 consecutive detentions. A second missed detention may result in an in-school suspension.

Suspension/Expulsion

The Administration of the school, in consultation with the Pastor, has the authority to suspend or expel a student from the school. The student and parents/guardians will be informed of the in-school 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 the 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 while at school. 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 must ask for its return.

2nd infraction: The cell phone will be sent to the office and a parent must come to the office to pick it up between the hours of 7:30 a.m. and 3:30 p.m.

3rd infraction: The cell phone will be sent to the office and a parent must come to the office to pick it up. May result in additional disciplinary measures.

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

If it is found that pictures are being posted from within the school building during school hours, that will constitute "student use of a cell phone" and appropriate disciplinary measures will be taken.

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.
13. Recording/Photographing of students/staff without the clearly expressed permission of the individual(s) involved.

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.

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 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.

With the exception of the PE uniform (if PE falls on a "Mass Day"), no hoodies, SCLS athletics, nor non-SCLS outerwear will be permitted for Mass attire.

As a reminder, there is not 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.

Kindergarten Uniform

Both Girls and Boys (purchased from 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

Girls Uniform – Grades 1 through 3

- Navy/grey polyester/cotton plaid drop waist jumper from Flynn & O'Hara Uniform Company. Jumper must be no more than two inches above the knees.
- Navy blue short- or long-sleeve 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
- Fleece jacket purchased from the uniform company.

Girls Uniform – Grades 4 and 5

- Navy/grey polyester/cotton plaid 2-panel skort or jumper (4th grade only) from Flynn & O'Hara Uniform Company. Skort/Jumper must be no more than two inches above the knees. Rolling of skirt is not permitted. *
- Navy short- or long-sleeve 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
- V-neck sweater vest
- Fleece jacket purchased from the uniform company.

*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 Uniform– Grades 6, 7 and 8

- Navy/grey polyester/cotton plaid 4-kick-pleated skirt or 2-panel skirt from Flynn & O'Hara Uniform Company. Skirt/skort must be no more than two inches above the knees. Rolling of skirt is not permitted.* If an 8th grade girl will be attending Bishop McDevitt and has outgrown her current skirt, she may purchase and wear a ninth grade 'McDevitt' skirt beginning January 1st, or earlier with administrative approval.
- White or light blue short- or long-sleeve 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.

Optional:

- Grey walking shorts. (Fall and Spring season only)
- Navy blue crewneck cardigan
- V-neck cardigan
- V-neck sweater vest
- Fleece jacket purchased from the uniform company.

*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.

*** 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 8:10 a.m.), at recess, and while going home (from 2:45 p.m. on).*

Boys Uniform–Grades 1 through 5

- Grey relaxed-fit pants from Flynn & O'Hara Uniform Company. Pants must sit at waist. Navy blue short- or long-sleeve polo (tucked in)
- Navy blue or white socks
- Dark brown or black belt

Optional:

- Grey walking shorts
- Navy blue V-neck cardigan
- V-neck vest
- V-neck pullover sweater
- Fleece jacket purchased from Flynn & O'Hara.

First violation is a warning. The second violation will result in a detention.

Boys Uniform – Grades 6, 7, and 8

- Grey relaxed-fit pants from Flynn & O'Hara Uniform Company. Pants must sit at the waist. Note: If an 8th grade boy will be attending Bishop McDevitt and has outgrown his current pants, he may purchase and wear a McDevitt uniform pants beginning January 1st, or earlier with administrative approval.
- White or light blue short- or long-sleeve oxford or navy short or long sleeve polo (tucked in)
- Navy/red/gray striped tie
- Navy blue or white socks
- Dark brown or black belt

Optional:

- Grey walking shorts
- Navy blue V-neck cardigan
- V-neck vest
- V-neck pullover sweater
- Fleece jacket purchased from Flynn & O'Hara

Footwear

Boys and Girls, Grades 1 – 8

Neat, clean, SOLID BROWN, BLACK, or NAVY dress school-appropriate shoes are required for boys and girls in grades 1-8. Shoes should have no stripes, no glitter, no beads, no bows, no sequins, no wheels, and no lights. No sneakers, athletic, or tennis type shoes (with the exception of PE Days), moccasins, clogs, sandals, Hey Dudes, UGGs shoes, boots (including UGG boots), or "faddish" styles will be allowed. NO canvas shoes, with the exception of Sperrys.

Shoes must come below the ankle bone – e. g. Wallabee high tops are not permitted.

Heels on shoes may not exceed 1 inch in height and must be at least 1.5 inches wide.

Shoes with laces must be tied and properly laced throughout the school day.

Flynn & O'Hara carries styles of shoes for boys and girls that satisfy this footwear policy and can be purchased through them.

NO CROCS PERMITTED EVER.

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.*
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.

Grooming: Hair, Jewelry, Makeup, Nail Polish, Scented Sprays, etc.

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, away from ears, 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 may be worn. NO 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 or hoops no bigger than a dime size only (one earring on each ear). No large hoop, dangle or gauge earrings.

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 for a special event with administrative approval but will have a limited time frame.)

Students who violate this policy will be required to remove their makeup and/or nail polish and may warrant a discipline consequence.

Only clear facial patches for acne may be worn.

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 commitment to these standards and demonstrated interest are appreciated.

Aerosols and Scented Lotions

Students may not use body sprays, aerosols, or scented lotions in school. We know that students like to smell nice and stay dry but these types of products affect the health of other students. Solid deodorant may be used at school.

Mists from sprays and aerosols make it hard for students with asthma to breathe. Lotions with scents can cause allergic reactions, including migraine headaches, in students with certain types of allergies.

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.

Leggings are not permitted. Jeans may not be ripped or have holes.

For safety reasons, flip-flops and backless shoes, of any kind are not permitted (including Crocs and slip-on UGGs). BOOTS are ACCEPTABLE

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

Dress Up Days

On dress-up days, students may not wear sneakers or jeans. Dresses may not be strapless, sleeveless, halter-style, backless (unless they have a cover for it), 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). BOOTS are ACCEPTABLE, providing they adhere to the heel height limit.

*** 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. This means no tight-fitting clothing, such as bodysuits.

GENERAL SCHOOL PROCEDURES / INFORMATION

Arrival and Dismissal

Arrival

Supervision of the students will begin when the doors open at 7:45 a.m. Homeroom will begin at 8:10 a.m. Students who arrive after 8:10 a.m. 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/sidewalk, proceeding directly into the school (using Door #7) and report directly to their homeroom class. DUE TO 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 a.m. 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.

Late Arrivals

A student is late for school if he/she is not in their homeroom by 8:12 a.m., unless their bus is late. All students are expected to be on time. The student will receive a tardy slip before going to the classroom.

Any student who arrives after the start of school is considered late. Late arrivals for medical or dental appointments will be excused with proof of the visit provided to the office. The student will receive an excused 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 detention to begin at 7:15 a.m. on an assigned day. Tallies will begin anew with each new trimester.
2. If necessary, further disciplinary measures may be taken for chronic lateness.

(PLEASE NOTE, A TARDY IS CONSIDERED EXCUSED IF THERE IS A MEDICAL NOTE THAT ACCOMPANIES THE ARRIVAL TO SCHOOL. ALSO, PARENTS WILL BE PERMITTED 10 "PARENTAL" EXCUSES FOR TARDIES FOR THE SCHOOL YEAR. THIS MEANS THE PARENT MUST EMAIL, SEND IN A NOTE, OR ESCORT THEIR CHILD INTO THE SCHOOL BUILDING WITH AN EXPLANATION AS TO THEIR TARDY. AFTER 10 PARENTAL TARDY EXCUSES, FURTHER TARDIES WITHOUT A MEDICAL NOTE WILL BE CONSIDERED UNEXCUSED.)

Dismissal

Dismissal by bus will start around 2:45 or 3:00 p.m. as the buses arrive.

Car Riders will begin being dismissed at 2:45 p.m. 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 ahead of the gym doors (#2) (at the driveway entrance. 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. In order to keep traffic moving efficiently, if a student does not arrive promptly to dismissal, the car will be asked to park or move forward until the student arrives. ONLY RIGHT-HAND TURNS WILL BE PERMITTED ONTO DERRY STREET DURING DISMISSAL TIME OF 2:45-3:15 p.m. (This is essential to keep the car line moving smoothly and efficiently.)

We ask that parents please do not arrive prior to 2:30 p.m. to line up for dismissal. It allows use of the back lot until the end of last period.

There will be no office dismissals after 2:30 p.m. Requests for early dismissal must be done in writing if at all possible. Early Dismissal Forms are available online at www.sclhbg.org.

The faculty parking lot on the side of the building has restricted access between 7:45 a.m. and 3:30 p.m. 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 p.m.

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.

Transportation Changes

A student's transportation should be consistent from day to day. In cases of emergency requiring a change in your child's transportation home, we ask that you notify the office via email to schooloffice@sclhbg.org by 1:30 p.m. Frequent transportation changes may result in your child being removed from the bus and requiring you to arrange for car transportation.

Achievement Testing

Students in grades K-8 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-5 grade will take part in Dibel's testing 3 times per year.

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 a.m. or dismiss no earlier than 11:30 a.m. 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 (with fever/vomiting) the day before a school activity, they may not participate in the following day's activity.

Altar Serving 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).

Back To School Night

Beginning each school year, a night will be designated welcoming parents to learn about any new policies, procedures, expectations, schedules, etc. as well as to meet their child's teacher.

CAIU Services

As members of the Capital Area Intermediate Unit #15, students in K-8 benefit from the following services:

- Reading/Math for Remediation
- Counseling Services
- Speech Therapy
- Psychological and Educational Evaluations

Teachers may recommend students at any time throughout the year for any of these services. Parent permission is needed for CAIU screening to determine if there is a need for further support or services. Students who receive these services are scheduled to leave their classroom to report to the CAIU classroom. Teachers are reminded that since these students are receiving remedial instruction, they must make reasonable allowances for work that may be missed during these periods. Students may not choose to withdraw from the remedial services provided by the CAIU unless re-tested, attaining a qualifying score. Otherwise, paperwork must be submitted through the principal to the CAIU director to request a special withdrawal. Together with the CAIU personnel, the principal, and the teachers of major subjects form the SST (Student Support Team) for students at risk, either academically or behaviorally. The homeroom teacher should first consult with the Instructional Support teacher for strategies. If that does not work, parents should be involved. If success is not reached, the Instructional Support teacher should request an SST (Student Support Team) meeting, including principal, Instructional Support teacher, classroom teacher(s), CAIU teachers, Guidance Counselor (and parents, if feasible). The Instructional Support teacher will arrange and facilitate the SST meetings. Our school counselor provides classroom lessons, small groups, and individual school counseling sessions for grades K-8 focused on academic skills, social-emotional skills, wellness, and career readiness. The counselor also provides consultation for parents and teachers, preschool through 8th grade, and participates in our Student Support Team (SST) process, as well.

Referrals for school counseling intervention can be made by students, teachers, guardians, and/or the Student Support Team. The counselor supports students as needed throughout the school day, but long-term counseling intervention requires guardian consent. If parents have concerns about the academic, behavioral, social-emotional progress, or general well-being of one of your students, please consider reaching out to the counselor.

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.

Class Parties (i.e., Wellness Policy)

Ordinarily, two parties (Halloween and Christmas) are scheduled during the school year. 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.

The occasional treat (following Smart Snacks Standards) may be permitted throughout the school year for special events/occasions (after lunch periods). 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 pre-packaged foods such as cupcakes, cookies, muffins, snack bags or any other outside "junk" food are not permitted for birthday celebrations. Homemade food items are not permitted by law. Permitted food items include pre-packaged snacks that are 51%, or more, whole grain.*

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.*

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 a.m. for 1 hr. delay and 9:45 a.m. for 2 hr. delay. Students will report directly to their homerooms. Classes will begin at 9:10 a.m. or 10:10 a.m. in accordance with the time of the delay. Full day PreK-8th Grade students will then dismiss at their regular times.

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.

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 is 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.

Faculty And Staff

The faculty is composed of 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.

Educational And Outside Testing, Letters of Recommendation

To ensure timely processing of multidisciplinary evaluations, checklists, or requests for letters of recommendation, please submit all required documents to the designated teachers and staff at least one week in advance of your submission deadline. Once completed by the school, the forms will be sent via mail directly to the requesting physician's office, practice, or educational institution. Please be aware that forms cannot be hand-carried by students or parents.

Educational Field Trips

Many possibilities for educational field trips exist in the Harrisburg area. They are considered a privilege and not a right or an expectation. Students can be denied participation if they fail to meet academic/behavioral requirements. 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. For legal reasons, 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 is 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.

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 p.m., they are not permitted to retrieve the item from the classroom without permission from a teacher or administrator.

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.

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 (PreK-7th) and Formal/Dress-up clothes for 8th grade. 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 on the first day of school or another time scheduled through the school office.

Parking

The faculty parking lot on the side of the building has restricted access between 7:45 a.m. and 3:30 p.m. 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.

Insurance- Voluntary Student Accident Insurance All Schools

A diocesan-sponsored accident insurance policy is offered to each student at the beginning of each year. Cost is nominal. Participation is voluntary. Information regarding the 2025-2026 Roman Catholic Diocese of Harrisburg Voluntary Student Accident Insurance can be found here: [Student Accident Insurance](#)

CURRICULUM

All curriculum policies and procedures are established by the Office of Catholic Schools of the Diocese of Harrisburg and are voluntarily consistent with the requirements of the Academic Standards of the Pennsylvania Department of Education. The core curriculum consists of the following: Religion, Integrated Language Arts (comprised of Reading/Literature, Spelling, Writing, Grammar, Communication Skills expressed in Writing and Speech), Mathematics, Science, Social Studies, Technology, Library Science, Music, Art, and Physical Education.

Daily Time Schedule

Grades K through 8

School Begins: 8:10 a.m.

School Ends: 2:45 p.m.

Preschool

Morning Session 8:15 a.m. – 11:15 a.m.

Full Day Session 8:15 a.m. - 2:15 p.m.

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.

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.

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 individual teacher.

There is a definite positive impact on a child's progress when parents/guardians show interest and concern for their child's homework. Supervision and guidance with homework is strongly encouraged.

All students in Grades 1 through 8 will have a 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.

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.

Grades K, 1, 2, 3 will use the following codes in the grade report:

E: Exceeds Expectations

P: Proficient

I: In Progress

N: content was not taught during the trimester

* - Accommodations were made

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

A: Excellent (93% - 100%)

B: Above Average (85% - 92%)

C: Average (75% - 84%)

D: Below Average (70% - 74%)

F: Unsatisfactory (below 70%)

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.

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.

Satisfactory completion of each grade is expected of each student. The promotion and retention policy of St. Catherine Laboure School follows the guidelines of the Diocese of Harrisburg. If the teacher and Student Support Team (SST) has determined that repeating a grade is in the best interest of the child, the parents/guardians will be notified of this decision. Any child who fails eighth grade may not repeat the grade at St. Catherine Laboure School. Records for any child entering ninth grade who failed one or more major subjects will be withheld until the completion of the failed subjects during summer school.

SCHOOL NURSE/HEALTH ROOM

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 need. 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 her/his 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. (Middle School students may have cough drops on their person as long as the Parent/Guardian note is in the baggie.)
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.

*If a student habitually visits the school nurse during the school day, the school/nurse will send notification home to parents making them aware of the concern for their child's need for making visits to the school nurse as well as any patterns we detect in those visits.

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

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 a parent/guardian 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.

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.
- Elevator keys will be given by Dr. note. Lost keys are subject to a \$25 replacement fee.

MUSIC/INSTRUMENTAL 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 2025-2026 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 have historically participated 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 have historically been 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

LUNCH PROGRAM

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 under \$10.00 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@sclhbg.org.

If a student does not have funds for their lunch, they can charge the lunch on the prepay system and pay the next school day. Students with more than \$100 negative balance will be invoiced in STS. Parents will have two weeks to pay the invoice. If there is a negative balance, students may not purchase any items a la carte, including water. Every parent must sign up for the School Café app, so they can monitor their child's balance (money can still be sent in for lunches.) Families must fill out an a la carte opt-out form every year. If no form is received, children are allowed to purchase a la carte items. All families, including those receiving free and reduced lunches, must complete this form.

*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/family members/friends are not permitted to bring fast food lunches to be eaten in the cafeteria. If any fast-food lunch is brought in, the student will be required to eat it in front of the school office during the full lunch/recess period.

*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.

PARENTS WILL BE REQUIRED TO PRE-PURCHASE LUNCHES every 2 weeks. This helps provide an accurate lunch count to keep within budget. If a student does not complete the lunch form and does not have lunch, a cold lunch option will be provided at a charge to their lunch account.

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 31st and must be completely toilet trained.

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

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

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.

NOTICE OF NON-DISCRIMINATORY POLICY

St. Catherine School Labouré does not unlawfully discriminate on the basis of 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.

While SCLS does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in SCLS are based upon the student’s emotional, academic, and physical abilities and the resources available to the school in meeting the student’s needs.

RIGHT TO AMEND

This handbook is intended to be a guide to the school policies and procedures for the benefit of the school and its students. It is not a contract and is not intended to vest any particular rights. The school reserves the right to deviate from literal compliance with these terms where the Pastor and or principal deem it necessary in the interest of the school and the students or to change or modify the application of the matter discussed herein. The school principal of St. Catherine Labouré School, in consultation with the Pastor and the St. Catherine Labouré School Board of Education, reserves the right to amend this handbook when circumstances warrant it.

DIOCESE OF HARRISBURG CATHOLIC SCHOOL PARENTS

MEMORANDUM OF UNDERSTANDING

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

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its Principal have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school. All Schools in the diocese will add this statement to their Handbooks and make specific reference affirmation to this in their registration materials. Parents would affix their signature to the appropriate registration document, which the school will keep on file.

Approved: July 1, 2014 RWG/Bishop of Harrisburg

PARENT/GUARDIAN PERMISSION & WAIVER FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from Saint Catherine Labouré School.

Name of Event:

Destination:

Designation Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and waiver of liability.

My child has special medical concerns: Yes _____ No _____
(If yes, please describe on back)

CONSENT AND WAIVER: I hereby request the participation of my child

_____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation. I hereby agree, on behalf of the named student and his/her other parent or legal guardians, to waive any claims for liability against this school, the Diocese of Harrisburg (and any diocesan or school officers, agents or employees) which may arise from the participation of the named student in the above-described event. In addition, I acknowledge and accept that no refunds for this trip can be made, even if my son or daughter does not attend.

(Print Parent's Name)

(Parent's Signature)

(Date)

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intentionally
blank.

Family Name: _____

Date: _____

Parent/Student Agreement 2025-2026

You and your child (ren) are asked to read this handbook carefully and sign below. Please return the signed form to the School Office as soon as possible.

☐

Please check here asserting that you have read and agree to abide by all the policies and procedures as outlined in the Parent/Student Handbook.

We understand and agree that we are responsible for knowing and understanding its contents and abiding by the procedures, rules, and policies set forth in the handbook.

We understand that the handbook does not create any contractual obligations, express or implied, on the part of the Diocese or the school.

We understand that any amendment of the handbook will always govern and supersede any prior versions.

Parent Signature

Parent Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Keep your copy of the handbook in a convenient place for easy reference.
Thank you!