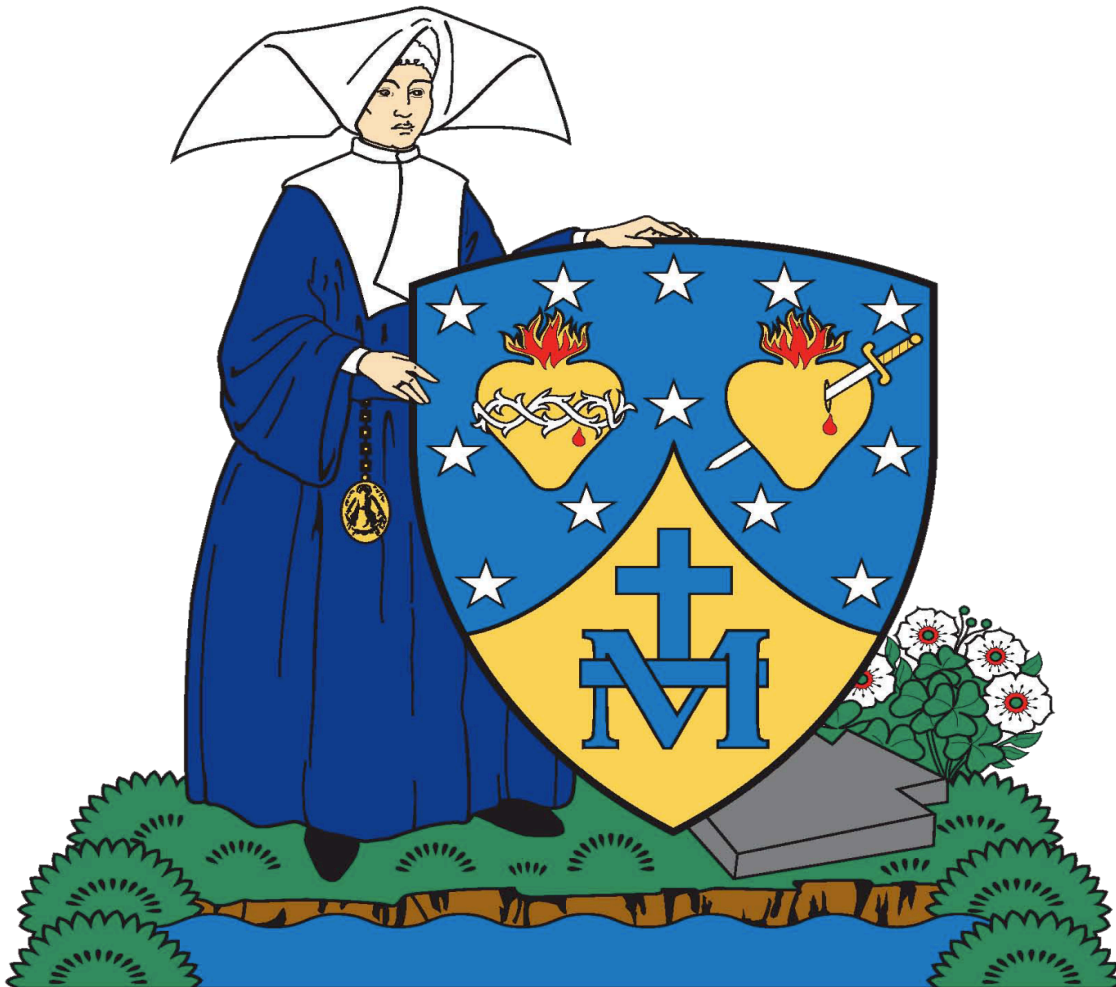


ST. CATHERINE LABOURÉ SCHOOL HANDBOOK 2026-2027



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

St. Catherine Labouré School
4020 Derry Street, Harrisburg, PA 17111
Phone: (717) 564-1760 Fax (717) 564-301
www.sclhbg.org

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

AGREEMENT TO HANDBOOK POLICIES

A form is provided with this handbook which parents/guardians are required to sign. All signed forms will be kept on file in the school office. Your signature is an acknowledgement of an agreement to the policies and procedures of St. Catherine Labouré School.

Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. Contents of the handbook are subject to alteration or modification by the school as circumstances may require.

TABLE OF CONTENTS

AGREEMENT TO HANDBOOK POLICIES.....	1
THE LIFE OF ST. CATHERINE LABOURÉ.....	5
A HISTORY OF ST. CATHERINE LABOURÉ SCHOOL.....	6
IMMACULATE HEART OF MARY SISTERS.....	6
MISSION STATEMENT.....	7
ACCEPTANCE.....	7
ACCIDENTS.....	7
ACHIEVEMENT TESTING.....	7
ADMISSION.....	7
AFFIRMATION STATEMENT.....	8
ARRIVAL AND DISMISSAL.....	9
ARRIVAL.....	9
DISMISSAL.....	9
ASSEMBLIES/SCHOOL ACTIVITIES.....	10
ALTAR SERVING.....	10
ATTENDANCE.....	11
ABSENCES.....	11
EXCUSED AND UNEXCUSED ABSENCES.....	12
TARDIES.....	12
EXTENDED VACATIONS.....	12
BACK TO SCHOOL NIGHT.....	13
BEFORE CARE/AFTERCARE PROGRAM.....	13
BUS TRANSPORTATION/SAFETY REGULATIONS.....	13
CARE OF BOOKS AND SCHOOL PROPERTY.....	14
CATHOLIC PRAYER LIFE.....	14
CLASS PARTIES.....	15
COMMUNICATION.....	15
CONFERENCES.....	15
ACCEPTABLE USE POLICY.....	16
CURRICULUM.....	18
DAILY TIME SCHEDULE.....	18
DISCIPLINE PHILOSOPHY.....	18
STUDENT RESPONSIBILITIES AND BEHAVIOR.....	18
CODE OF CONDUCT.....	18
GENERAL POLICIES.....	19
BULLYING POLICY.....	20
DISCIPLINARY MEASURES.....	20
USE OF DISCIPLINARY ACTION.....	21
DISCIPLINARY MEASURES.....	21
MINOR OFFENSES.....	21
MAJOR OFFENSES.....	22

SERIOUS OFFENSES.....	22
CELL PHONE / ELECTRONIC COMMUNICATION USE POLICY.....	24
DRESS CODE / UNIFORM POLICY.....	24
SCLS DRESS CODE DETAILS.....	25
PRESCHOOL UNIFORM.....	25
KINDERGARTEN UNIFORM.....	25
UNIFORM FOR GIRLS IN GRADES 1 - 8.....	25
UNIFORM FOR BOYS IN GRADES 1 - 8.....	26
SCHOOL SHOES - GRADES 1 - 8.....	27
GROOMING: HAIR, JEWELRY, MAKEUP, NAIL POLISH.....	27
PHYSICAL EDUCATION (PE) UNIFORM.....	28
DRESS DOWN DAYS.....	29
DRESS UP DAYS.....	29
EDUCATIONAL AND OUTSIDE TESTING.....	29
EDUCATIONAL FIELD TRIPS.....	30
ELEVATOR USE.....	30
EMERGENCY INFORMATION.....	30
EMERGENCY SCHOOL CLOSINGS/SCHEDULE CHANGES.....	31
FACULTY AND STAFF.....	31
FIRE/WEATHER/EMERGENCY DRILLS.....	31
GRADE REPORTS.....	31
HEALTH RECORDS AND ILLNESS AT SCHOOL.....	32
IMMUNIZATIONS.....	33
INSTRUMENTAL/MUSIC PROGRAM.....	33
MUSIC PROGRAM.....	33
INSTRUMENTAL PROGRAM.....	34
INSURANCE.....	35
LIBRARY.....	35
LOST AND FOUND/FORGOTTEN ITEMS.....	35
LUNCH PROGRAM.....	35
NOTICE OF NON-DISCRIMINATORY POLICY.....	37
PARENTS AS EDUCATORS.....	37
PARKING.....	37
PERMANENT RECORDS.....	37
PHYSICAL EDUCATION: PARENT AND MEDICAL EXCUSE.....	38
PRESCHOOL.....	38
PROVISIONAL PERIOD.....	38
PROFILE OF A GRADUATE OF SAINT CATHERINE LABOURÉ SCHOOL.....	39
PROMOTION AND RETENTION.....	39
PTO/SCHOOL VOLUNTEER PROGRAM.....	40
REGISTRATION FEE.....	40
SACRAMENTAL PREPARATION.....	40

SCHOOL BOARD OF EDUCATION.....	40
SCHOOL PICTURES.....	41
SCHOOL SUPPLIES.....	41
SERVICES FOR SPECIAL NEEDS.....	41
STUDY AND HOMEWORK.....	41
TELEPHONE.....	41
TRANSPORTATION CHANGES.....	42
TUITION POLICY.....	42
TUITION PAYMENT QUALIFICATIONS AND PAYMENT OPTIONS.....	42
TUITION/FEE DELINQUENCY.....	43
TUITION ASSISTANCE.....	43
TUITION REFUNDS.....	43
VISITORS/VOLUNTEERS.....	44
RIGHT TO AMEND.....	44
APPENDIX A:.....	45
Cell Phone and Personal Electronic Device Policy.....	45
APPENDIX B:.....	47
CODE OF CHRISTIAN CONDUCT.....	47
APPENDIX C.....	48
Technology.....	48
APPENDIX D.....	50
GUIDELINES on the Use of Artificial Intelligence.....	50

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 AM and walked several miles to Mass. She prayed, meditated, worked and served the family well until she was twenty-two. It was then that she asked her father's permission to become a Daughter of Charity. Her father flatly refused her. After a year, with the help of her Aunt Jeanne's intercession, Catherine's father finally gave her permission to enter the convent.

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

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

Then the vision of the Virgin turned completely around and on the other side appeared a huge "M" with a cross within it. The letter rested on a bar, beneath which appeared two hearts. The first heart was encircled by a crown of thorns; the second was pierced by a sword. Catherine understood this to mean that we have been purchased by a God who was crucified in the very presence of His own Mother, the Queen of Martyrs. The Virgin spoke again. This time she gave a direct order, "Have a medal struck in this form. All who wear it will receive great graces." Catherine's confessor obtained permission from the Archbishop to have the medal struck.

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

A HISTORY OF ST. CATHERINE LABOURÉ SCHOOL

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

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

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

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

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

IMMACULATE HEART OF MARY SISTERS

The Sisters, Servants of the Immaculate Heart of Mary trace their origins back to a little log cabin in Monroe, Michigan. Founded by a Redemptorist priest, Father Louis Florent Gillet and Mother Theresa Maxis on November 10, 1845, the Sisters envisioned an educational apostolate conducted by prayerful, simple, loving religious women. In response to an invitation by Saint John Neumann, the Sisters later moved east to Reading, then to West Chester, and finally Immaculata, Pennsylvania, the home of their current Motherhouse. Numbering over 700, the IHM Sisters now work in the Congregation's corporate apostolate of Catholic Education as well as in various catechetical and pastoral ministries. The charisma of the Immaculate Heart of Mary Sisters is Love, which continues to manifest itself in joyful service of God and His people, Creative Hope, which puts all its trust in God's loving Providence, and Fidelity to their vocation in Christ and their mission in the Church.

MISSION STATEMENT

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

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

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

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

ACCEPTANCE

Children from St. Catherine Labouré Parish are given preference before non-parishioners in the order of acceptance. (Parishioners are defined as those individuals or families who are registered in the parish and financially support its welfare.) Children from other parishes and non-Catholics are welcome but are accepted only if openings are available in the appropriate grade level and if the school is reasonably certain of its ability to meet the student's spiritual, academic, social, and emotional needs. Every reasonable effort will be made by the school to ensure that the number of students in a class does not exceed that which is conducive to the most efficacious learning environment.

ACCIDENTS

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

ACHIEVEMENT TESTING

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

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 31st. The following requisites must be presented upon registration:

- Birth Certificate.
- Baptismal Certificate (if baptized).
- Copy of the most recent report card and recent achievement scores, any and all discipline records (for transfer students).
- Proof of adequate immunization and a physical examination as required by the Commonwealth of Pennsylvania.
- Proof of custody, where applicable.
- Recommendations from two teachers from previous school.

Before entrance into grades K-8, students are tested for academic readiness and mental maturity.

Testing of transfer students is required along with a review of student records. Students are also asked to schedule a shadow visit.

AFFIRMATION STATEMENT

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

Acceptance of a student by a private school does not create a vested right to continued acceptance. All students new to the school must comply with our 30 day provisional policy listed on our website under admissions. This acceptance into the school may be later revoked by, but not limited to, the following:

1. Delinquent tuition
2. Lack of cooperation by a student or parent/guardian, including social media activity that disrespects or negatively reflects upon the school, may result in disciplinary action and/or jeopardize the student's continued enrollment.
3. Discipline record and/or suspension
4. School inability to meet a student's needs (academically, emotionally, psychologically, or behaviorally)

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

or level of educational services, or to provide such services involuntarily.

In order to confirm that St. Catherine Labouré School parents/guardians and students have read, agreed to abide by, and be governed by the policies and procedures set forth in the Parent/Student Handbook (available in full at www.sclhbg.org). It is required that **a parent/guardian of every student** as well as **ALL students** must sign and date an Affirmation Statement and return it to the school office by the due date. Failure to do so will result in disciplinary measures which may include a transfer request from the school.

ARRIVAL AND DISMISSAL

ARRIVAL

Supervision of the students will begin when the doors open at 7:40 AM. Homeroom will begin at 8:00 AM. Students who arrive after 8:00 AM. are considered late. 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 and report directly to their homeroom class. **FOR SAFETY CONSIDERATIONS, PARENTS/ GUARDIANS MUST REMAIN IN THEIR VEHICLES DURING MORNING DROP-OFF.** Your cooperation with this procedure is essential to maintaining a **safe, orderly, and efficient arrival process for all students and families.**

A staff member will be present to assist students. Student car riders are to enter the school via the library ramp door. Students who arrive **after 8:00 AM** are considered tardy and must enter the school through the **front office doors (Door #1)**. **A parent/guardian must accompany the student to the front office and sign the student into school** before the student may proceed to class.

Bus students will also enter through the Library doors (#8) and report directly to their homeroom.

DISMISSAL

Dismissal by bus will start around 2:45 PM and continue as the buses arrive.

Car Riders will begin being dismissed at 2:45 PM from the 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. If a student does not arrive promptly to dismissal, the car will be asked to park or move forward until the student arrives (this will allow us to keep traffic moving efficiently) **ONLY RIGHT HAND TURNS WILL BE PERMITTED ONTO DERRY STREET DURING DISMISSAL TIME OF 2:45 - 3:00 PM. (This is essential to keep the car line moving smoothly and efficiently)**

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

There will be no office dismissals after 2:30 PM. Requests for early dismissal must be done in writing if at all possible. Early Dismissal Forms are available online at www.sclhbg.org. To help ensure a safe and efficient dismissal process, we ask that students maintain a consistent transportation plan. Changes to a student's usual transportation create additional coordination for both the classroom and school office and increase the possibility of miscommunication during dismissal.

Transportation changes should be reserved for unexpected or emergency situations. If a change is necessary, please notify the school office in writing by 1:30 PM, whenever possible.

If transportation changes become frequent (for example, weekly or several times within a month), the school will contact the family to discuss the concern and request that a more consistent transportation plan be established. Please note that some public school districts reserve the right to discontinue bus transportation for students whose transportation arrangements change frequently.

Should transportation changes continue after communication from the school, St. Catherine Labouré School may also require the student to use a single, consistent method of dismissal. In such cases, bus transportation privileges may be discontinued, and the student will be designated as a car rider.

The faculty parking lot on the side of the building has restricted access between 7:45 AM and 3:30 PM. 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 use the playground equipment during dismissal (from 2:45 - 3:30 PM).

ASSEMBLIES/SCHOOL ACTIVITIES

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

In order for a student to participate in an after school activity, the student must be present at least half day during that given school day. Students must arrive no later than 11:30 AM or dismiss no earlier than 11:30 AM 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

Altar serving is a privilege and an important responsibility within our Catholic school community. Students who serve at the altar are expected to demonstrate appropriate academic effort, behavior, attendance, and reverence consistent with this special ministry.

To remain on the altar server rotation, a student must:

- Be passing all subjects. A student who is failing any subject may be removed from the serving rotation.
- Maintain appropriate behavior and conduct, as determined by the school administration.
- Maintain satisfactory attendance as outlined below:
 - More than 3 absences (excused or unexcused) during a trimester may result in removal from altar serving for that trimester.
 - More than 15 absences (excused or unexcused) during the school year may result in permanent removal from the altar server rotation for the remainder of the school year.
 - For purposes of determining altar server eligibility, 5 cumulative tardies and/or 5 early dismissals will be counted as 1 absence.

Eligibility to serve is determined by the school administration. Students who do not meet these expectations may be temporarily or permanently removed from the altar server rotation.

ATTENDANCE

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

- Upon 10 unexcused absences or 20 total absences, a student's local school system truancy officer will be notified.
- Students with 5 or more unexcused tardies/absences in a trimester will not be permitted to take part in any school functions (class parties, field trips, etc.)

ABSENCES

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

When a student is absent:

- Parents/guardians are required to **email the school office at schooloffice@schbg.org or call 717-564-1760 between 7:30 AM and 8:30 AM** to report that their child will be absent that day. If an absence has not been reported by **8:30 AM**, the school office will attempt to contact the parent/guardian and/or individuals designated as emergency contacts.
- If the absence was **not reported by email**, a written statement signed by the parent/guardian is required by law and must be submitted **on the day the student returns to school**.
- Students are responsible for **completing all schoolwork missed as a result of an absence** within the timeframe specified by the teacher.

Once a student arrives at school, he/she is not permitted to leave the school grounds at any time before regular dismissal except in the case of illness, a scheduled early dismissal, or another approved circumstance. All early dismissals must be authorized by the school office or school nurse.

Students being dismissed early must wait inside near the school office until a parent/guardian or other authorized individual arrives. Students may not wait outside the building or leave with anyone who has not been designated by the parent/guardian as authorized to pick up the student.

Emergency cards, which identify individuals authorized to pick up a student, are distributed at the beginning of each school year. Parents/guardians must complete and return these cards to the school office during the first week of school and promptly notify the office of any changes.

For an early dismissal other than illness or a medical appointment, the school office must receive a written request from the parent/guardian stating the reason for the dismissal. Upon arrival, the parent/guardian or authorized individual must sign the student out in the school office before the student may leave the building.

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 PM that day or sent home with a sibling. Faculty email addresses are available on the school website (www.sclhbg.org). It is the student's responsibility to make up all work missed when absent and in the timeframe established by their teachers.

EXCUSED AND UNEXCUSED ABSENCES

1. Parents/guardians will be contacted by the Principal or School Office when a student accumulates 5 unexcused absences or 10 total absences (excused or unexcused) during the school year, unless the Principal is aware of extenuating circumstances.
2. A conference to discuss these excessive absences may also be required.
3. After a student accumulates 20 total days of absence, the student may be required to make up missed instructional time outside of the regularly scheduled school day. In cases involving extenuating circumstances, such as a prolonged illness, this requirement may be waived or modified at the discretion of the administration.
4. After three consecutive days of absence, a doctor's excuse is required.
5. Excused absences include: sickness, death in family, family emergency, approved appointments.
6. For all absences, a parent/guardian or doctor's note is required.

TARDIES

All students are expected to be on time. Students who arrive after 8:00 AM are considered tardy. Tardy students must be signed in by a parent or guardian at the office. The following regulations shall be enforced for tardiness:

1. When a student has accumulated 5 or more late unexcused arrivals, he/she will receive a morning detention to begin at 7:10 AM on the assigned day.
2. If necessary, further disciplinary measures may be taken for chronic lateness.

EXTENDED VACATIONS

Extended vacations are highly discouraged during the school year. If for some reason it is imperative that you take your child/children away for 3 or more days, please visit the school website (www.sclhbg.org) for a Student Trip Form, available under SCLS Information, then Forms. Please print

the form and return it to school with your student, 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. If it is imperative that you are absent for a vacation, please limit the time away to no more than one week.

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 complete 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.

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.

BEFORE CARE/AFTERCARE PROGRAM

SCLS will provide a K-8th before care program running from 7:00 -7:40 AM (Mon. - Fri.) and an aftercare program from 3:30-5:00 PM (Mon. - Thurs.). Parents must register to utilize either of these programs.

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

BUS TRANSPORTATION/SAFETY REGULATIONS

Bus transportation is provided by each student's home school district, in accordance with PA School Code. St. Catherine's school office arranges bus transportation for students. Contact must be made with the school office in order to set up bus transportation.

The Bureau of General and Academic Education of the Department of Education, Commonwealth of Pennsylvania, have outlined the following regulations:

1. Always wait for the bus to stop before getting on or off.
2. Once seated in the bus, remain seated until it has stopped completely.
3. Never tamper with windows; never put hands, arms, legs or any part of your body out of the window.
4. Do not tamper with any part of the bus or its equipment.
5. Do not disturb or otherwise annoy the driver.
6. When leaving the school bus, cross the street only when the patrolman or driver has signaled that the way is clear.

Misconduct on the bus will be reported to the school office and parents will be subsequently notified in writing. As noted below, suspension of bus privileges may result:

Typical Consequences for Bus Violation:

1st time – warning – matter resolved by Dean of Students and student.

- 2nd time – warning – Parent and student conference with Dean of Students.
- 3rd Conduct Report – Loss of bus privilege for 5 days.
- 4th Conduct Report – Loss of bus privilege for one month.
- 5th Conduct Report – Loss of bus privileges for the remainder of the school year.

Students are not to vary their appointed means of transportation unless absolutely necessary. The school office should always be notified in the event of a change. This restriction has been established for the safety of your children. School districts will only permit students from their own districts to ride their buses, as they are only legally responsible for the children of the district's taxpayers. In the event of a bus breakdown, an alternate bus will resume the schedule as soon as possible. All students should remain at the bus stop AT LEAST 30 minutes past the scheduled pickup time.

Below are the contact numbers for the public school transportation office:

- Central Dauphin - 717-545-4703
- Cumberland Valley - 717-697-8261 (Option 1)
- East Pennsboro - 717-732-3601 (extensions 8854 or 8855)
- Harrisburg - 717-703-4055
- Lower Dauphin - 717-566-5340
- Middletown - 717-948-3300
- Steelton-Highspire - 717-704-3800
- Susquehanna Township - 717-461-8250
- Susquenita - 717-957-6000 (option 5)
- West Shore - 717-938-8788

CARE OF BOOKS AND SCHOOL PROPERTY

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

CATHOLIC PRAYER LIFE

The whole atmosphere of St. Catherine Labouré School reflects the spirit of Catholic life and learning in a faith community in which the students experience daily, the living out of the Gospel. All students have the opportunity of sharing in the Eucharistic celebration as a school community each week, on Holy Days, and parish celebrations. These school liturgies create a readiness for growth through worship in the parish community. The students can experience the Father's love and forgiveness periodically in the Sacrament of Reconciliation. Devotions, such as Stations of the Cross, School Rosary, and May crowning are held within the liturgical seasons of the Church Year.

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

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

CLASS PARTIES

Ordinarily two parties are scheduled during the school year celebrating Halloween and Christmas. Healthy foods are required per the Government Food Program (Smart Snack standards). Parent volunteers, in conjunction with the PTO and school principal, are responsible for the planning and execution of these parties. The occasional treat may be permitted throughout the school year for special events/occasions. Any other celebration must have the prior approval of the school principal.

A volunteer may NOT participate in class parties unless they have the required clearances.

Students are encouraged to celebrate their birthdays with their classmates. Please remember that foods such as Cupcakes, Cookies, Muffins, and Snack Bags or any other outside “junk” food are not permitted for birthday celebrations.

If you would like to provide non-food treats to celebrate your child’s birthday, each student in the classroom must be included. Treats such as pencils and individually-packaged Play-Doh and Slime Cans are acceptable. If in doubt, ask your child’s teacher before purchasing an item. Students are not permitted to distribute personal party invitations in the classroom unless the entire class is invited.

COMMUNICATION

Good communication between home and school is essential. Three way communication among the student, teacher, and parent(s)/guardian(s) is key to a student’s success.

All pertinent information of a routine nature (such as the monthly lunch and activity menus) is available online at www.sclhbg.org. You can also communicate with teachers and other school staff via email. Teachers will respond within a reasonable amount of time, usually 24 hours. 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 IMMEDIATELY IF YOUR CONTACT INFORMATION CHANGES.

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. 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.

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.

ACCEPTABLE USE POLICY

Use of the internet provides educational benefits to students. Some material accessible via the internet may contain items that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values of the Catholic Church. Access to the internet is given as a privilege to students who agree to act in a considerate and responsive manner. We require that students and parents/guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for their behavior when using school computers, electronic devices, and the internet. General school rules for behavior and communications apply.
2. Files created by students on the school computers, and/or with software administered by the school, are considered school property and are fully available to the school staff. The school may review files and internet communications to maintain system integrity and ensure that the students are using the technology systems responsibly. All email messages are the property of the school/organization who are owners of the equipment.
3. No student is permitted to have access to school computers, electronic devices, and /or the internet without staff supervision. While accessing the internet, students are expected to only access internet sites or applications that the teacher has deemed necessary and/or appropriate at the specific time of technology use. A student may lose access to school computers and/or the internet if found in violation of this policy. Restitution for damage to school computers, electronic devices, and /or software applications will be the responsibility of the parents/guardians of the student.
4. All students are instructed in appropriate online behavior, internet safety and the awareness and prevention of cyber bullying each year. All forms of cyber bullying are unacceptable and will not be tolerated. Offenders shall be subjected to appropriate discipline as noted in Diocesan Policy 5136A. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).
5. The following are not permitted:
 - a. Receiving, displaying, or sending offensive messages and/or pictures
 - b. Using obscene language in communication
 - c. Insulting, harassing or verbally attacking others
 - d. Receiving, displaying or sending offensive, threatening, violent and/or destructive

- information or pictures on the internet
- e. Damaging computer equipment, programs and networks
- f. Violating copyright laws
- g. Using or accessing another student's password, folders, work, and email
- h. Using unauthorized access to restricted information
- i. Playing games other than assigned by a teacher for educational purposes
- j. Using school computers and the internet for "chain letters" and messages broadcast to mailing lists or individuals
- k. Employing the school computers and the internet for commercial purposes
- l. Revealing on the internet one's personal address and/or phone number or the address and/or phone number of any other person without the permission of that person and the permission of the teacher
- m. Use of "chat rooms" on the internet which are morally inappropriate and violate Catholic doctrine and/or moral teaching
- n. Using "foreign" CD's/flash drives, etc., that have not been screened for viruses
- o. Any other use of technology which would be deemed inappropriate by the school

Sanctions:

1. Students who do not use the internet and other computer resources in an ethical manner will lose computer use privileges at the school. Further disciplinary action will be determined by the principal or Dean of Students.
2. Disciplinary or legal action may be taken by the school or other interested parties.

Legal Issues:

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example under Pennsylvania law: ".....disclosing a password to a computer system, network, etc, knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa.C.S. 3933)(a) (2) and (3)..."

FOR STUDENTS: I have read the rules for acceptable on-line behavior, I understand the rules and I agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose network privileges at my school. Signing the St. Catherine Labouré School Handbook includes agreement and compliance with the internet Acceptable Use Policy rules.

FOR PARENTS/GUARDIANS: As the parent/legal guardian of the minor student, I grant permission for my child/children to access networked computer services such as electronic mail, educationally appropriate software, and the internet. I understand that some materials on the internet may be objectionable, but I accept responsibility for providing guidance to my child(ren) on internet use both inside and outside the school setting and I will communicate standards my child/children are to follow when selecting, sharing, or exploring information and media. Signing the St. Catherine Labouré School Handbook includes agreement and compliance with the internet Acceptable Use Policy rules.

*See Appendix for the Technology Policy - 6230

CURRICULUM

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

DAILY TIME SCHEDULE

Grades K through 8

School Begins:	8:00 AM
School Ends:	2:45 PM

Preschool & PreK

Morning Session	8:15 AM– 11:15 AM
Full Day Session	8:15 AM– 2:15 PM

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 AND BEHAVIOR

CODE OF CONDUCT

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

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

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

1. Will, at all times, at school or in the community, conduct themselves in a manner that reflects the Catholic values and principles of the school.
2. Will arrive on time and prepared for school each day, including all classes, activities, and assigned responsibilities, unless officially excused by the administration. Students are expected to **be in the appropriate place at the appropriate time at ALL times.**
3. Will be honest and committed to living the Ten Commandments.
4. Will be respectful and courteous toward all teachers and adults.
5. Will refrain from fighting, name-calling, ridicule, or harassment of any kind.
6. Will use appropriate language.
7. Will speak respectfully to and about others.
8. Will complete all assignments (class and homework) and participate fully in class.
9. Will respect all school and personal property of self and others.
10. Will refrain from any deliberate disruptive, unsafe, and inappropriate behavior in school, the cafeteria, the playground, or the bus.
11. Will demonstrate good sportsmanship when engaged in all school-sponsored and extra-curricular activities.
12. Will follow the dress code at all times.
13. Will not cheat on tests, quizzes, or assignments.
14. Will not leave the school building or school grounds during the school day for any reason without permission from the principal/administration.
15. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, etc. It is understood if this term is violated, suspension or expulsion may result.
16. Will support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, vaping, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school.
17. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection or invasion of personal space. Such conduct is prohibited on school grounds or at school-sponsored activities.
18. Will understand that all of the conduct expectations include student use of the Internet to include social media platforms during and after school hours.

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

GENERAL POLICIES

1. Gum chewing is never permitted in school, including all before and after school activities, and on school-sponsored field trips.
2. Students may not enter the school building without permission before and after regular school hours. This includes returning to classrooms after school for forgotten books.
3. Students may not write on, damage or destroy school uniforms, student's clothing or their personal property, textbooks, or school property. A student marking or destroying textbooks,

clothing or school property will be required to contact his/her parent/guardian and inform the parent/guardian of the cost of damages in order to make restitution.

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

BULLYING POLICY

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

- The student victim should report the occurrence to the teacher, a responsible adult working at the school, the Counselor, or the Principal.
- After being reported, an investigation will commence as soon as possible. All parties involved will be questioned thoroughly and a statement of facts will be compiled. The School Counselor may also be consulted.
- If necessary, a student or students may be removed from class for safety reasons during the period of investigation.
- Once the truth has been procured, the school will initiate communication with the parents/guardians of those students directly involved (victim/s and offender/s).
- Appropriate consequences will be enacted which may include detention, suspension, expulsion, or notification of law enforcement. Outside counseling may also be required.

DISCIPLINARY MEASURES

Because not every situation can be anticipated in this handbook, the faculty and administration reserve the right to address student or parent/guardian conduct, whether inside or outside the school community, that is contrary to the mission, values, philosophy, or expectations of St. Catherine Labouré School or that negatively affects the school, its students, faculty, staff, or administration.

When circumstances warrant, the administration may temporarily or permanently remove a student or family from the school community.

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal/Expulsion

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
- 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) -Disrespectful when corrected
- Inappropriate physical contact
- Abuse of student rights (name-calling, etc.)
- Using or misusing another's possessions (including lockers) with harmful intent
- Playing/being in undesignated areas/off limits
- Cheating/copying work/plagiarism (with additional consequences)
- Inappropriate behavior at a religious service
- Misbehavior/talking during an emergency drill
- Throwing snow, ice, or other objects
- Disregard for field trip rules
- Lying
- Using, or possession of recorders, cell phones, or two-way communication systems
- Consistent violation of dress code policy
- Violation of internet policy
- Bullying as determined per school guidelines
- Leaving classroom without permission

SERIOUS OFFENSES

The following actions may be taken when a student commits a serious offense: immediate referral to the Principal, documentation of the incident, a meeting with the parent(s)/guardian(s), and possible suspension or expulsion.

Serious Offenses Include, But Are Not Limited To:

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

- Engaging in immoral or lewd gestures or conduct
- Extortion
- Threats of violence
- Fighting
- Violation of internet policy

Behavioral consequences may progress through stages, including contact with local authorities, depending on the nature and severity of the offense. Any conduct deemed inappropriate or contrary to school expectations may be subject to disciplinary action at the discretion of the administration.

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 supersedes student after school activities.

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

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

Middle School detentions are Tuesday, Wednesday, and Thursday from 7:10 - 7:40 AM.

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

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

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

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

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

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

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

CELL PHONE / ELECTRONIC COMMUNICATION USE POLICY

The Diocese of Harrisburg implemented a Cell Phone and Personal Electronic Device Policy in July, 2026. The entire policy can be found in the Appendix of this Handbook. At St. Catherine Labouré School, students may not use their cell phones or personal devices (including smart watches) during the school day from 7:40 AM to 3:30 PM. If students bring a cell phone or personal device to school, it must be turned off and stored in their backpack. Students who violate this policy will receive the following consequences:

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

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

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

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

(Note: Pictures posted from within the school building during school hours constitutes student use of a cell phone. Appropriate disciplinary measures will be taken.)

DRESS CODE / UNIFORM POLICY

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

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

ALL SCHOOL UNIFORMS 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. Remember that all polos, button-down shirts, and sweaters must have the SCLS logo.

SCLS DRESS CODE DETAILS

The only outerwear permitted inside the school building is SCLS attire, specifically an SCLS sweater or sweatshirt. Jackets, coats, hoodies, and other non-SCLS outerwear may not be worn inside the building.

For Mass, students may not wear hoodies, SCLS athletic apparel, or any non-SCLS outerwear. PE Uniforms may be worn if Mass is on a PE day. However, gym shorts may not be worn for Mass.

Due to the variations in temperature outside and inside the building, there is not a spring and winter uniform. Middle School students must wear their oxfords and ties to 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

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

- Light blue gym Tee shirt with kindergarten logo
- Navy micromesh nylon gym short
- Navy heavy weight sweatshirt with kindergarten logo
- Navy heavy weight sweatpants

UNIFORM FOR GIRLS IN GRADES 1 - 8

Girls – Grades 1 through 3

- Navy/grey polyester/cotton plaid drop waist jumper from Flynn & O'Hara Uniform Company. **Jumpers may be no more than two inches above the knees.**
- Optional: Grey walking shorts. (Fall and Spring season only)
- Navy color short or long-sleeved polo.
- Navy blue or white **knee** socks or tights only. Knee socks should be pulled up at all times.
- Navy blue crewneck cardigan, v-neck pullover sweater, v-neck sweater vest, or fleece jacket purchased from Flynn & O'Hara.

Girls – Grades 4 and 5

- Navy/grey polyester/cotton plaid 2-panel skort or jumper (4th grade only) from Flynn & O'Hara Uniform Company. **Skort/Jumpers may be no more than two inches above the knees. Rolling of skirt is not permitted.**
- Optional: Grey walking shorts. (Fall and Spring season only)
- Navy short or long-sleeved polo (***tucked in***).
- Navy blue or white **knee** socks or tights only. Knee socks should be pulled up at all times.
- Navy blue crewneck cardigan, v-neck pullover sweater, and v-neck sweater vest, or fleece jacket purchased from Flynn & O'Hara.

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

Girls – Grades 6, 7 and 8

- Navy/grey polyester/cotton plaid 4-kick- pleated skirt or 2-panel skort from Flynn & O'Hara Uniform Company. **Skirt/skort must be no more than two inches above the knees. Rolling of skirt is not permitted.**
- Optional: **Grey walking shorts. (Fall and Spring season only)**
- White or light blue short or long-sleeved oxford (***tucked in***), **or Navy blue long sleeve/short sleeve polo.**
- Navy/grey plaid crossover tie.
- Navy blue or white **knee** socks or tights only. Knee socks should be pulled up at all times.
- Navy blue crewneck cardigan, v-neck cardigan, v-neck sweater vest, or fleece jacket purchased from Flynn & O'Hara.

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

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

Please note that it is advisable for girls to wear shorts under their jumpers/skirts. In colder months, solid colored blue, black, gray, or physical education sweatpants may be worn underneath a girl's uniform only while coming to school (and must be removed before the bell rings at 8:00 AM), at recess, and while going home (after 2:45 PM).

UNIFORM FOR BOYS IN GRADES 1 - 8

Boys – Grades 1 through 5

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

Boys – Grades 6, 7, and 8

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

SCHOOL SHOES - GRADES 1 - 8

Students in Grades 1 - 8 are required to wear neat, clean, school-appropriate dress shoes in solid brown, black, or navy. Shoes must come below the ankle bone and be appropriate for wear with the school uniform.

The following footwear is **not permitted** with the school uniform:

- Sneakers, athletic shoes, or tennis-style shoes, except on Physical Education days
- Canvas shoes (**Sperry-style shoes are permitted**)
- Hey Dudes
- Crocs — **Crocs are not permitted at any time**
- UGGs or other boots
- Moccasins, clogs, or sandals
- High-top styles, including Wallabee high tops
- Faddish or non-dress footwear
- Shoes with stripes, glitter, beads, bows, sequins, wheels, or lights

Shoes with heels may have a heel **no higher than 1 inch and no narrower than 1.5 inches**. Shoes with laces must be properly laced and tied throughout the school day.

Flynn & O'Hara carries approved shoe styles for both boys and girls that meet the school's footwear requirements.

GROOMING: HAIR, JEWELRY, MAKEUP, NAIL POLISH

Hair

No extreme haircuts are permitted---e. g. mohawks or shaving parts nor shaving designs of the head or hairstyles that are higher than about 2 inches from the scalp. Hair that is tinted, dyed, or highlighted outside of the natural hair coloring is not permitted. Hair needs to be the natural color. Boys are expected to be clean-shaven and have hair length above the collar, 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 without attachments such as horns, ears, feathers, etc. may be worn. Hair bows/headbands should match the uniform colors. 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 hoops, dangle or gauge earrings. A student may wear a watch and one ring on each hand. Smart watches may not be worn. **Necklaces should remain under a student's shirt or blouse.** NO BODY PIERCING (i.e. nose ring, tongue ring, eyebrow piercing).

Makeup and Nail Polish

Makeup and colored nail polish are not permitted. Girls may wear **clear nail polish on natural nails only**. Acrylic, artificial, or extended nails are not permitted. Exceptions for special events may be granted **with prior administrative approval** and for a limited period of time.

Students who violate this policy will be required to remove the makeup and/or nail polish and may receive an appropriate disciplinary consequence.

Face patches, including colored or decorative acne patches, are not permitted. Clear acne patches may be worn.

PHYSICAL EDUCATION (PE) UNIFORM

Physical education uniforms must be purchased from Flynn & O'Hara. 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:

- Grey school logo t-shirt
- Sweatpants with the school logo.
- Optional: Royal blue knee-length PE shorts purchased from Flynn & O'Hara.
- Optional: Grey SCLS sweatshirt purchased 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 must wear the required Physical Education uniform on PE days. Spirit wear, CYO athletic apparel, non-uniform sweatshirts or jackets, long-sleeve T-shirts, and other non-approved clothing are not permitted. The only exception is on an approved dress-down day. **The first violation will result in a warning; the second and subsequent violations will result in detention.**
3. **Jewelry**- No necklaces, bracelets, rings, or watches. Stud earrings are permitted. Any violations will result in a recess detention.
4. **Shoes- Athletic Sneakers Required** – Students must wear athletic sneakers that are securely fastened with tied laces or Velcro. Dress shoes, boots, Heelys, Crocs, slip-on shoes, hiking boots, cleats or turf shoes, open-toed shoes, clogs, ballet flats/spinners, or other non-athletic footwear are not permitted. **Any student wearing improper footwear will be required to sit out of PE class. Students in Grades 6–8 will be required to make up the missed class after school on a date assigned by the teacher. This footwear requirement applies on dress-down days as well.**
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

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

DRESS DOWN DAYS

On designated dress-down days, students are expected to wear modest, neat, and school-appropriate clothing. The following guidelines apply:

- **Shorts are not permitted** unless specifically announced otherwise.
- Tank tops, midriff/crop tops, low-cut shirts, hats, and pajamas are not permitted.
- Skirts and dresses may be **no more than 2 inches above the knee**.
- Students wearing leggings or other tight-fitting pants must wear a shirt or top that **completely covers the buttocks**.
- For safety reasons, **flip-flops and all backless shoes are prohibited**, including Crocs and slip-on UGGs.
- **Boots are permitted on dress-down days.**

All dress-down clothing and footwear must remain appropriate for a Catholic school environment.

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

DRESS UP DAYS

On designated dress-up days, students should wear neat, modest, school-appropriate attire consistent with the values of our Catholic school community.

- **Jeans and sneakers are not permitted.**
- Dresses and tops may not be strapless, sleeveless, halter-style, backless (unless appropriately covered), or low-cut.
- Clothing must fit appropriately. **Tight-fitting or form-fitting clothing, including bodysuits, is not permitted.**
- Heels 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, including Crocs, are not permitted.**
- **Boots are permitted on dress-up days.**
- The school's **jewelry and makeup policies remain in effect** unless otherwise announced.
- Clothing with **offensive or inappropriate words, images, or messages is prohibited.**
Clothing with words, designs, or printing across the buttocks is also not permitted.

At all times, students are expected to dress in a manner that reflects the Catholic virtue of modesty and is appropriate for the school setting.

EDUCATIONAL AND OUTSIDE TESTING

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

EDUCATIONAL FIELD TRIPS

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

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

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

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

ELEVATOR USE

Elevator use is limited to students who have a doctor's note indicating a medical need for elevator access for a specified period of time. The note must be submitted to the school office before an elevator key will be issued.

Students approved to use the elevator must follow these procedures:

- The **elevator key must be signed out from the school office each school day.**
- The key must be **returned to the school office at the end of the school day, every day.** Students may not take the elevator key home.
- The student using the elevator may have **only one student helper** accompany him/her in the elevator. The helper is permitted for the purpose of assisting with carrying books, materials, or other necessary belongings.
- Additional students may **not** ride the elevator with the student and student helper.
- If an elevator key is **not returned to the school office**, a **\$20.00 fee** will be charged.

Students are responsible for following these procedures throughout the entire period for which elevator access has been approved.

EMERGENCY INFORMATION

Emergency information requests are distributed to all families at the beginning of the school year through the Rediker student management system. It is of the utmost importance that the emergency cards be properly completed in full with several contact numbers to be used in case of an emergency. They must also be signed and updated as needed throughout the school year. **Any change in name,**

address, phone number, or emergency contacts should be made immediately at the school office.

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

EMERGENCY SCHOOL CLOSINGS/SCHEDULE CHANGES

Should there be an occasion when weather or some other emergency necessitates a delayed opening, closing, or early dismissal of school, parents are ***asked not to call the parish or school office.***

Informational messages will be sent through Rediker, the School Information System. SCLSI follows the decision of the Central Dauphin School District when calling weather-related delays or closures. If the Central Dauphin School District has a 2-hour delay, SCLS will have a 2-hour delay.

In the event of a two hour delay, students should arrive starting at 9:40 AM. Students will report directly to their homeroom classrooms. Classes will begin at 10:00 AM Full day PreK-8th Grade students will then dismiss at their regular times. Half-day PreK students will dismiss at 12:15 PM.

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.

FIRE/WEATHER/EMERGENCY DRILLS

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

GRADE REPORTS

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

- E: Exceed Expectations
- P: Proficient
- I: In Progress
- N: content was not taught during the trimester

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

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

F: Unsatisfactory

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

HEALTH RECORDS AND ILLNESS AT SCHOOL

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

Parents/guardians of children with special medical needs (i.e., diabetes, epilepsy, asthma, etc.) must notify and discuss with the nurse, teachers, and the principal how to handle emergency situations pertaining to their child's specific health problem. **A health care plan must be provided by the parent/guardian with current directives from the doctor.** Parents/guardians are urged to contact their doctor regarding medical alert bracelets that will reveal the nature of their child's illness/allergy in case of an emergency.

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

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

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

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

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

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

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

1. The original containers must be labeled with the student's name, instructions for administration, content identification and name **and** phone number of the 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.
5. The parent/guardian should place the cough drops in a Ziploc bag properly marked with the name of the child and the homeroom.
6. 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. In addition, students are required to have teacher permission in order to visit the nurse. If a student visits the nurse between classes and/or without teacher permission, disciplinary action may be taken.**

IMMUNIZATIONS

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

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

*Usually given as DTP or DT or Td

**Usually given as MMR

Grade 7 requires additional immunization requirements for entry:

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

INSTRUMENTAL/MUSIC PROGRAM

MUSIC PROGRAM

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

- **School Mass Choir:** The School Mass Choir is open to any student in grades 3 – 8 who expresses a desire to sing at our Friday liturgies.
- **Musical Theatre Program:** The St. Catherine Labouré Musical Theatre Program is open to any student in grades 6-8 who desires to participate in the musical theatre experience.

INSTRUMENTAL PROGRAM

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

In previous years, 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.

Extra Instrumental Opportunities

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

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

INSURANCE

The 2026-2027 Roman Catholic Diocese of Harrisburg Voluntary Student Accident Enrollment is attached below. For more information, please click [HERE](#).

LIBRARY

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

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

LOST AND FOUND/FORGOTTEN ITEMS

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

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

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

If a student has forgotten an item at school after 3:30 p.m., they may not be permitted to retrieve the item from the classroom (without permission from a teacher or administrator).

LUNCH PROGRAM

Beginning the 2026-27 school year, SCLS is partnering with Bishop McDevitt High School's meal service to provide high-quality, nutritious lunches to our students. Bishop McDevitt runs an exceptional culinary program focused on fresh ingredients, balanced nutrition, and delicious options that students love. By pooling our resources with their established program, we can offer our children enhanced menu variety while maintaining full operational independence from federal government programs.

This partnership ensures our students receive premium, healthy fuel for their school day while keeping our community's shared Catholic values at the center of our campus operations. We already know the McDevitt students love the food, and we are confident our students will too.

Meals will feature fresh ingredients, hot entrees, and healthy daily alternatives.

Hot Lunch Platform: All orders and payments will be managed through the secure Hot Lunch online system.

Getting Started

1. Visit <https://nmscl.ahotlunch.com/login>
2. Create your Hotlunch.com account.
3. After activating your account, use the campus code below to add your child(ren):

Campus Code: SCLS

Mobile App

Once your account has been created, you can also order lunches using the Hotlunch.com iOS app:

<https://itunes.apple.com/us/app/hotlunch-school-software/id1451511654?mt=8>

Domain: nmscl

Need Assistance?

If you have any questions after logging in, click Software Support located in the lower-left corner of your navigation panel for assistance.

Annual Registration Fee

The annual Hotlunch.com registration fee is \$10.00 per student or staff member.

As a thank-you for registering, Nutrition Management Services Company will provide one complimentary lunch for each registered student or staff member.

Adding Funds to Your Account

To add funds or credit to your student's account:

1. Select Add Funds.
2. Choose your child.
3. In the Credit Amount section, select the payment gateway 'SMMS/SCLS - Pay by Card.'
4. This will take you to the secure credit card payment portal to complete your payment.
5. You may also securely save your credit card for future payments.

PLEASE NOTE: The ordering deadline is 7:00 AM, four days prior to the service date.

Please ensure your student either has a pre-ordered meal through the Hotlunch app or arrives at school with a packed lunch. If a student does not have a lunch, we will ask them to contact a parent or guardian to arrange for a meal to be dropped off.

If we are unable to make contact, the school will provide an Uncrustable sandwich as a **one-time** courtesy meal.

***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 will automatically go to the cafeteria ([each Homeroom has a bin for lunches](#)) . No children will be called from class to the office to pick up late or forgotten lunch or money.**

NOTICE OF NON-DISCRIMINATORY POLICY

St. Catherine School Labouré does not **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.

PARENTS AS EDUCATORS

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

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

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

*See Appendix for Code of Christian Conduct.

PARKING

The faculty parking lot on the side of the building has restricted access between 7:45 AM and 3:30 PM. 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. In order to maintain confidentiality and safeguard the permanent records of each student, divorced parents are requested to provide the school office with a court certified copy of the custody section of the divorce decree.

PHYSICAL EDUCATION: PARENT AND MEDICAL EXCUSE

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

- A parent note will be accepted for 1 class in the event of an illness or injury. A doctor's excuse is necessary to excuse a student from participation in class for more than 1 class.
- Any student in a cast, splint, or using orthopedic devices must have a doctor's note stating limitations.
- A student returning to class after a cast or splint removal must have a doctor's note stating when they may return to normal activity.
- If a child is excused from physical education, the same restrictions apply for all recesses. They may go outside, but may only participate in a quiet activity in a designated area.
- While sitting out of class, students are required to fill out a non-participation worksheet. **If a student is not able to participate in physical education class, he/she cannot participate in physical activities during recess.**

PRESCHOOL

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

To be eligible for our program, a child must be 3 or 4 years of age on or before August 31 and must be **completely** toilet trained.

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

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

PROVISIONAL PERIOD

All new students are given an evaluation period of 30 school days. If, during this time the school is unable to meet the needs of the student(s), parent(s)/guardian(s) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s)/guardian(s) and after exhausting other methods of assistance. Once a child is accepted into the school, non-acceptance is later determined by the following:

1. Delinquent tuition
2. Lack of cooperation on the part of parent/guardian and/or student.

3. Discipline record and/or suspensions.
4. School's inability to meet a student's academic, social, and/or emotional needs through **reasonable accommodations.**

PROFILE OF A GRADUATE OF SAINT CATHERINE LABOURÉ SCHOOL

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

1. Spiritually

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

2. Morally

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

3. Academically

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

4. Emotionally

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

5. Socially

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

PROMOTION AND RETENTION

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

PTO/SCHOOL VOLUNTEER PROGRAM

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

All volunteers must have current PA State Child Abuse Clearance and PA State Police Criminal Record Check and must complete all requirements of the Diocesan Youth Protection Program, including the required video and disclosure statement.

A volunteer clearance badge will be issued upon completion and approval of all requirements. Volunteers must sign in at the school office upon arrival and wear their volunteer clearance badge at all times while in the school.

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

REGISTRATION FEE

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

SACRAMENTAL PREPARATION

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

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

SCHOOL BOARD OF EDUCATION

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

SCHOOL PICTURES

Color pictures of the students will be taken during the school year and made available for purchase by the family. Fall pictures, which are used for the yearbook, will be taken in school uniform (PreK-7th). Students in 8th grade may dress up for their picture. If spring pictures are offered, students may dress out of uniform.

SCHOOL SUPPLIES

The student school supply list will be emailed to families and 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 other time scheduled with the school office.

SERVICES FOR SPECIAL NEEDS

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

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

STUDY AND HOMEWORK

A reasonable amount of time each evening should be spent preparing for class. Homework is a helpful educational tool that reinforces the skills presented in class, teaches the student to work independently, and gives the student time to complete certain projects that require individual and creative effort. Parents are urged to see that their children have a place to study that is conducive to learning where distractions are kept to a minimum. The amount of homework each night—study, written work, reading, research, or memorization—is left to the discretion of the teacher.

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

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

TELEPHONE

Students and teachers will not be called from class for incoming calls. Urgent messages will be relayed by the school office. Forgotten items are not considered urgent. Students may not leave class to call home for missing assignments, projects, dress-up/dress-down items, musical instruments, or other

forgotten belongings. Students with permission may call home only before the end of homeroom or during their lunch period. Any exceptions are at the discretion of the school office.

TRANSPORTATION CHANGES

Changes in transportation should be communicated by means of a written note. The school office is an especially busy place at the end of the school day. A student's daily transportation should remain consistent. Frequent changes create disruptions for the school office and classrooms.

Changes to a student's regular transportation will be permitted only when necessary or in emergency situations. The school office should be notified in writing by 1:00 PM whenever possible.

Frequent changes to a student's transportation may jeopardize bus transportation privileges. The student's home school district may remove the student from the bus if transportation arrangements are changed too frequently.

TUITION POLICY

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

TUITION PAYMENT QUALIFICATIONS AND PAYMENT OPTIONS

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

Payment Options

STS Management Company plans:

- Plan A: Payment in full by July 31, 2026
- Plan B: 9 monthly payments (Begins August 2026 and ends April 2027) on either the 1st or the 15th of the month.
- Plan C: 10 monthly payments (Begin July 2026 and end April 2027) 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 month 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/FEE DELINQUENCY

If tuition is not paid in full by July 31st, 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.

Upon the first delinquency:

- After 15 calendar days of delinquency, a warning letter will be sent from Saint Catherine Labouré School and a phone call will be made or email sent. Additionally, students may not participate in any school-related activities.
- After 30 calendar days of delinquency (or 20 calendar days for any second or subsequent delinquency), a letter will be sent notifying the family that their child(ren) will not be permitted to return to school until the entire delinquency is resolved and payment is received. If a check is used for payment, student(s) cannot return until that check is cashed and funds are received.

Additional Notes

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

TUITION ASSISTANCE

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

- **Neumann Scholarship Foundation** – Must meet financial guidelines to apply. Forms are available at the school office or at www.sclhbg.org, under Advancement/Tuition Assistance.
 - Many EITC groups use the Neumann Foundation application to qualify students for their scholarships.
- **SCLS Tuition Assistance** – Forms are available at the school office or at www.sclhbg.org, under Advancement/Tuition Assistance. Funding is raised by our generous parishioners and donors. Must meet financial guidelines and also apply for the Neumann Scholarship.

TUITION REFUNDS

Tuition refunds will be made using the following guidelines:

- A parent/guardian who cancels before the first day of school receives all tuition monies - minus

registration fee. Notice of this cancellation must be made in writing.

- If a student does not qualify for enrollment due to testing, special needs, etc., by decision of the Administration, a refund of tuition monies will be given.
- After the first day of school, tuition monies are not refundable and parents are liable for the full tuition.

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

VISITORS/VOLUNTEERS

Visitors/Volunteers will be permitted for reasonable and necessary school business upon prior approval from the administration. Parents/guardians are welcome to visit the school in conjunction with planned events with the classroom or school wide as approved by the Administration. The only entrance to be used by parents/guardians or visitors is the main office entrance and the parent/guardian or visitor must be admitted to the building by school personnel. Please sign into the "Visitors log" where you will receive a "visitor's badge" or your volunteer clearance badge as needed.

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

RIGHT TO AMEND

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

APPENDIX A:

Diocese of Harrisburg Catholic Schools

CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

July 2026

Purpose and Rationale

Catholic education is ordered toward the integral formation of the human person, within a community rooted in the Gospel. Use of cell phones and personal electronic devices during the school day often disrupts learning, diminishes interpersonal relationships, can undermine the development of virtue, discipline, and attentiveness and facilitates exposure to social media content that can be harmful to our students. Therefore, a policy limiting student access to cell phones and personal electronic devices will support student well-being, minimize distractions and facilitate a safe, positive learning environment. This policy promotes respectful community life and safeguards the well-being of students in our Diocesan Catholic schools while cultivating:

- Respectful face-to-face communication
- Attentiveness to learning and prayer
- Responsible stewardship of technology
- Habits of self-discipline and moderation

Accordingly, this policy establishes clear expectations regarding the possession and use of cell phones and personal electronic devices by students during the school day.

General Policy

While students may bring a personal electronic device to school, during the school day, bell-to-bell, students are prohibited from using cell phones or personal electronic devices as follows:

1. Devices must be powered off (not on silent or vibrate) and stored in accordance with school procedures.
2. Cell phones and personal electronic devices (e.g. smart watches, earbuds) may not be used at any time during the school day unless explicit permission is granted by school administration.
3. This policy does not apply to school-issued technology (e.g. Chromebooks, tablets, laptop computers) used for instructional purposes under faculty supervision.
4. Personal electronic devices/cell phones will be stored for the duration of the school day or until students otherwise leave the school grounds.

Scope

This policy applies to all students enrolled in all grade levels at diocesan Catholic schools during the entire school day including all classes, school activities, liturgies, communal prayer, assemblies, lunch and recess periods and any other school-supervised activity unless otherwise specified. Individual schools may not adopt policies that are less restrictive than this diocesan policy but may implement additional restrictions consistent with diocesan guidance.

Definitions

- Cell Phone: Any personal mobile device capable of voice communication, text messaging, internet access, photography, or video recording.

- **Personal Electronic Device:** Includes, but is not limited to, smartwatches, tablets, gaming devices, earbuds, or any device capable of digital communication or media use.
- **School Day:** The period beginning upon a student's arrival on campus and ending at dismissal, including transitions, lunch periods, and study halls.

Exceptions

The following limited exceptions may be permitted at the discretion of the president, principal or designee:

1. **Medical or Student Support Needs:** Students with documented medical conditions or support plans (e.g. Instructional Support Plan, Medical Support Plan) requiring device access may be granted written exemptions.
2. **Emergency Situations:** In the event of an emergency, school administrators may authorize temporary use of cell phones under staff supervision.
3. **Administrative Discretion:** The president and principal or designee may, at their discretion, allow temporary and limited cell phone use, as particular circumstances may require.

The school and diocese are not responsible for lost, stolen, or damaged personal devices brought onto campus.

Parent and Guardian Communication

Parents and guardians are expected to support this policy by ensuring students understand and comply with device restrictions and communicating with students through school offices during the school day.

APPENDIX B:

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

APPENDIX C

DIOCESE OF HARRISBURG

TECHNOLOGY

Curriculum

6230 Technology

Technology, including computers and the Internet, has become an essential tool in the education of students beginning at the primary level of education. Every school shall provide access to and training on computers, curriculum software, and the proper use of the Internet as well as other appropriate technology. Through technology, each student can be connected to a wealth of knowledge and information. The basic objective for the use of technology, computers and the Internet in elementary and secondary education is to support the education of the student. This objective is accomplished by providing students with access to the many and varied resources provided by technology and computer programs ranging from basic typing skills to advanced programs in mathematics, science, writing, theology, religion, research and language arts. Through the use of the Internet, students are enabled to do collaborative work with students around the world as well as research using worldwide databases. The Diocesan Technology Task Force assists the Diocesan Curriculum Administrators to monitor and update technology in our schools. Each school shall formulate and implement its own technology plan consonant with the approved Diocesan plan, including staff development. Schools will designate a Technology Coordinator to coordinate, monitor and evaluate the overall use of school computers and the Internet. Students are responsible for good behavior when using school computers and the Internet. Student files on the school computers are considered school property and are fully available to the school staff. The technology administrator for the school may review files and Internet communications to maintain system integrity and ensure that the students are using the technology systems 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 if found in violation of this policy. Restitution for damage to school computers and /or software applications will be the responsibility of the parents/guardians of the student.

Each school is to establish a policy dealing with the use of technology relative to the following points:

- Receiving, displaying, or sending offensive messages and/or pictures
- Using obscene language in communication
- Insulting, harassing or verbally attacking others
- Receiving, displaying or sending offensive, threatening, violent and/or destructive information or pictures on the Internet
- Damaging computer equipment, programs and networks
- Violating copyright laws
- Using another student's password, folders, work, and e-mail
- Using unauthorized access to restricted information
- Playing games other than assigned by a teacher for educational purposes
- Employing school computers and the Internet for commercial purposes.
- Using school computers and the Internet for "chain letters" and messages broadcast to mailing lists or individuals
- Revealing on the Internet one's personal address and/or phone number or the address and/or phone number of any other person without the permission of that person and the permission of the teacher
- Use of "chat rooms" on the Internet, which are morally inappropriate and violate Catholic doctrine and/or moral teaching
- Using "foreign" disks that have not been screened for viruses
- All e-mail messages are the property of the school/organization who are owners of the equipment
- Any other use of technology which would be deemed inappropriate by the school

Posting Information on the Internet: The internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form on the internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.

Policy revised: July 1, 2006
KCR/Bishop of Harrisburg

APPENDIX D

Diocese of Harrisburg Catholic Schools

GUIDELINES ON THE USE OF ARTIFICIAL INTELLIGENCE

[version Aug 2 2026]

I. Purpose and Rationale

The Diocese of Harrisburg Office of Catholic Education recognizes the growing role of Artificial Intelligence (AI) in society and education and the need for guidelines. As Pope Leo XIV states, “The challenge before us is not to stop digital innovation, but to guide it, to be aware of its ambivalent nature. It’s up to each of us to raise our voices in defense of humankind, so that these tools can truly be integrated by us as allies. This alliance is possible, but it needs to be based on three pillars: responsibility, cooperation and education.” (Leo XIV, 2026) As Catholic educators, we are called to form students who are not only academically excellent but also morally grounded and prepared to engage the world with wisdom and faith. These guidelines are meant to create parameters for AI use in our Catholic-school communities.

II. Guiding Principles

1. Human Dignity and Moral Responsibility
 - a. All use of AI must respect the inherent dignity of each person as created in the image and likeness of God.
 - b. AI must supplement—not replace—human judgment, creativity, and relationships in education.
2. Digital Citizenship and Ethics
 - a. Students, faculty, and staff are expected to use AI tools with integrity, transparency, and responsibility.
 - b. Misuse of AI for plagiarism, dishonesty, harassment, bullying, or harmful conduct is strictly prohibited.
 - c. Decisions assisted by AI must always include human discernment, ensuring that technology serves, not governs, the educational mission.
3. Privacy and Data Protection
 - a. Use of AI in our Catholic schools must honor the privacy of all in our communities.
 - b. Schools will maintain a list of approved AI tools that provide proper safety and data security.
4. Educational Mission and Goals
 - a. AI should be used to enhance learning, foster critical thinking, support creativity, and develop problem-solving skills.
 - b. Educators may use AI as an instructional aid, but not as a replacement for teacher evaluation of student work.
 - c. Students should be taught AI literacy—understanding both its benefits and its limitations—within a Catholic worldview.

III. Acceptable Use of AI in Schools

- Students, with teacher permission, may use AI for:
 - Brainstorming ideas, study support, and skill practice.

- Research assistance, provided sources are verified with proper citations.
- Creative projects in which AI is one tool among many.
- Teachers may use AI for:
 - Lesson planning, differentiation, and instructional design.
 - Generating practice questions, rubrics, or supplemental materials.
 - Administrative tasks, provided student privacy is maintained.
 - Grading support -- but not as the sole evaluator of student work.
- School leaders may use AI for:
 - Efficiency in administrative functions.
 - Support for planning and communications.
 - Reviewing AI educational tools to ensure alignment with these guidelines.

IV. Prohibited Uses of AI

- Submission of AI-generated work as one's own (plagiarism).
- Using AI for cheating, academic dishonesty, or deception.
- Sharing with AI platforms any student, staff or community member's PII (personally identifiable information) or sensitive information.
- Employing AI tools that promote immorality, bias, discrimination, bullying or harassment, or content contrary to Catholic teaching.
- Using AI for surveillance or monitoring beyond educational and safety needs.

V. Transparency and Accountability

- When AI is used to complete assignments, students must acknowledge and cite its use.
- Teachers must communicate clearly when and how AI is permitted in their classrooms.
- Schools must develop a consistent approach to the use of AI in the building, so that students are not uncertain or confused because of perceived or actual inconsistency among teachers.
- Schools will provide professional development for faculty and staff on AI.

VI. Formation and Catholic Identity

- AI education will be integrated into lessons on digital citizenship and Theology of the Body.
- Students will be encouraged to reflect on the moral implications of AI and discern its place in their future vocations and careers.

VII. Conclusion

The Diocese of Harrisburg Catholic Schools embrace technology as a gift when used wisely, ethically, and in service to the human person. Artificial Intelligence, when combined with faith and reason, can support our mission to form disciples who are academically prepared, morally responsible, and witnesses to Christ in the modern world.

Let us be inspired by Pope Leo's exhortation in *Magnifica Humanitas*: "Let us invest in education, beginning with ourselves! We all need to learn how to engage with the digital world in a human way, as an integral part of our education in the faith and in a life lived according to the Gospel." (Leo XIV, 2026, 238)

The Office of Catholic Education will revisit and revise these guidelines as needed.

VIII. Resources

Dicastery for the Doctrine of the Faith, & Dicastery for Culture and Education. (2025, January 28). *Antiqua et nova: Note on the relationship between artificial intelligence and human intelligence*. The Holy See.

https://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_ddf_doc_20250128_antiqua-et-nova_en.html

Francis. (2023, December 14). *Message for the 57th World Day of Peace: Artificial intelligence and peace*. The Holy See.

Francis. (2024, June 14). *Address to the G7 session on artificial intelligence*. The Holy See.

Leo XIV. (2026, January 24). *Message of His Holiness Pope*

Leo XIV for the 60th World Day of Social Communications: “Preserving human voices and faces”. The Holy See.

Leo XIV. (2026, May 15). *Magnifica humanitas: On safeguarding the human person in the time of artificial intelligence [Encyclical letter]*. The Holy See.

<https://www.vatican.va/content/leo-xiv/en/encyclicals/documents/20260515-magnifica-humanitas.html>