

LEBANON CATHOLIC SCHOOL

ELEMENTARY PARENT -STUDENT HANDBOOK

2009-2010

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MISSION STATEMENT

Lebanon Catholic School is a ministry of the Roman Catholic Diocese of Harrisburg serving diverse families of the Lebanon area. We provide a co-educational, spiritual learning environment for students in grades K4-12. Students are encouraged to become life-long disciples and learners through emphasis on prayer, worship, service and academic discipline. By sharing the mission of the Church to guide, form and teach as Jesus did, we prepare our students to fulfill their roles in the Church and in society.

HISTORY

Lebanon Catholic School in Lebanon, PA, has a long and rich history. Founded at the urging of St. John Neumann in 1859, it began as a parish school for Assumption of the Blessed Virgin Mary (St. Mary's Parish). The school started with twenty pupils who were taught by lay teachers. Transferred from a humble two-story, two-room building to a large building called the Academy in 1866, the school was serviced by Immaculate Heart Sisters from 1866 to 1869. In that year, they were transferred and replaced by the Sisters of Mercy who attempted to turn the school into a private day school. Lack of pupils and income forced the sisters to leave. The Sisters of St. Joseph from McSherrystown, PA, who have maintained a presence in the school to the present day, replaced them. In 1928, under the guidance of Monsignor Adam Christ, a new school building was erected to house both an elementary school and a high school. In 1959, the present building was erected at Assumption Hill to house the high school.

Over the years the elementary school provided a Catholic education to the children of St. Mary's Parish, Our Lady of Fatima in Jonestown, Sacred Heart Parish in Cornwall, St. Paul's Parish in Annville, and St. Gregory's Parish in South Lebanon Township. Mary Gate of Heaven Parish and Our Lady of Guadalupe Mission also started sending students to the school so the name was changed to St. Mary's Regional School. With the closing of St. Gertrude's School in 1972 and Sts. Cyril and Methodius School in 1981, St. Mary's became the only Catholic elementary school in Lebanon County. Students from these parishes began attending the school which became St. Mary's Consolidated School.

Feeling the name of the school should reflect the diversity of the participating parishes, a contest was held among the students in 1989 to rename the school. Cardinal William Keeler, an alumnus of the school, was the bishop of the diocese at that time. He chose the name Our Lady of the Valley. The title retained the dedication to the Blessed Mother while reflecting the fact that the school was now called to serve all the children of the Lebanon Valley.

To boost the enrollment at the high school and to preserve Catholic secondary education in the Lebanon Deanery, the seventh and eighth grades were transferred to the high school campus in 1989.

In October of 2000, the Diocese of Harrisburg decided to combine the two remaining Catholic schools in the county on one site at Assumption Hill. This Lebanon Catholic School now supports a K-12 configuration on a single campus, just as the 1928 St. Mary's building did in an earlier time period. The decision was made because of rising costs and fluctuating enrollment patterns. Maintaining a single campus on a newer site should prove to be more cost effective for the long-term educational projection for our deanery. Unlike the downtown location this site does offer room for expansion.

During the 2002-2003 school year, under the suggestion by the Department of Education, the administration studied the feasibility of incorporating a middle school concept into the structure of Lebanon Catholic School. Beginning with the 2003-2004 school year, the middle school level, comprised of grades 6, 7, and 8, was instituted into the educational structure of the school.

Teachers and staff from pre-kindergarten through 12 will continue to service our students along with the additional help of the Intermediate Unit's remedial, speech, guidance, and psychological services. Lebanon Catholic School continues to provide students with a quality education, firmly rooted in our Catholic faith.

BOARD

The Board of Directors of the Interparochial Catholic Schools of the Lebanon Deanery currently governs Lebanon Catholic School. This board is composed of the pastors of all the participating parishes, lay representatives from each participating parish, the principal, assistant principal, and a faculty representative.

PROFESSIONAL AFFILIATIONS

Member	National Catholic Educational Association
Approved	Pennsylvania Department of Education
Approved	Committee on Institution-Wide Accreditation of Middle States Association of Colleges and Schools

SUPPORTING PARISHES AND MISSIONS

Assumption B.V.M.	Lebanon
Mary Gate of Heaven	Myerstown
Our Lady of Fatima Chapel	Jonestown
Sacred Heart of Jesus	Cornwall
Saint Benedict the Abbot	Lebanon
Saint Cecilia	Lebanon
Saint Paul the Apostle	Annville
Saint Joan of Arc	Hershey
The Church of the Holy Spirit	Palmyra

OFFICES

First Floor Office- *All persons entering building report here.* Any authorized person who is signing a child in or out of the building does so in this office.

Persons picking up children who are ill should report to the main office. A designated person from the school nurse's office will bring the sick child to the main office waiting room when notified that the person officially designated to pick up the child has arrived. Ordinary school business of any type (tuition, sales, etc.) is transacted at the main office. This includes forgotten lunches, homework pickups, etc.

Nurse's Office- This office is on the second floor. Children who are ill should report to this office. All medication is dispensed in this office.

STUDENT SUPPORT

▪ PROFESSIONAL STUDENT SUPPORT SERVICES

The school has the services of a guidance counselor, two remedial teachers for reading and math, a speech therapist, and a school psychologist for testing and evaluation when that is deemed necessary. These services are supplied by the Lebanon-Lancaster IU 13. The school also employs an instructional support teacher.

▪ STUDENT SUPPORT TEAM

This is a support group of teachers and other professionals in the school who have been trained to provide support to teachers and students in resolving problems in the classroom in matters of learning and behavior.

PARENT SUPPORT GROUPS

▪ PARENT TEACHER ORGANIZATION

The PTO is our all-school parent-teacher organization. The functions of the organization are to provide ongoing educational experiences for parents, teachers, and students, and to provide an opportunity for contact between parents and teachers. We urge at least one parent from each household to attend the meetings of the PTO.

ADMISSIONS

Lebanon Catholic School will not discriminate against any individual on the basis of race, religion, sex, color, or national origin. Applicants will be accepted provided the following conditions are met:

1. The student is able to benefit from the educational program offered by the school.
2. There is room available according to the established policy of class size. The current policy is to have no more than 25 students in a single classroom.
3. **Parents or guardians consent to the payment of fees and tuition in accordance with the established scale of the school.**
4. **Parents or guardians consent to abide by the rules and regulations established by the school.**
5. All students, regardless of religious denomination, are required by the Diocese of Harrisburg to enroll in regularly scheduled Religion classes and to participate in all religious functions that are offered as part of the school program. Parents or guardians must agree to this.

AGE REQUIREMENTS

- K4- 4 years old by September 1st
- K5- 5 years old by September 1st
- 1st- 6 years old by September 1st

NECESSARY INFORMATION FOR REGISTRATION

- 1) Immunization Records
- 2) Birth Certificate
- 3) Baptismal Certificate (where applicable)
- 4) Social Security Number
- 5) Copy of Current Academic Records (Transfer Students)

ADMISSION OF TRANSFER STUDENTS

Transfer students are accepted on a trial basis. **A probationary period of one marking period will be required to ascertain if the student has needs which cannot be met by the school, or does not meet the criteria of the school's discipline policy.**

Pupils who wish to transfer from one diocesan school to another shall be admitted at the grade level which their records warrant. Pupils transferring from other Catholic systems and who present a record of competence acceptable to the principal may be admitted as their qualifications warrant. Pupils transferring from any other systems will be placed at the grade level which their records indicate with the reservation that they may be placed at a different level if they cannot currently meet the expectations of that grade level in our system.

When a student leaves a school in the diocese and transfers to another school, parents are required to complete a withdrawal form for the student. A withdrawal form is not required when a student completes the highest grade in a school and moves on to another school.

Upon receipt of the request for records from another school, the student's records are to be forwarded. These records include the student's disciplinary record. In accord with current Pennsylvania law, the transfer of discipline is to be within ten (10) days of the receipt of the request.

HEALTH SERVICES

The school health program is intended to assist in the identification and correction of physical defects, and in the control of communicable diseases. Services provided include:

1. Vision screening for kindergarten through grade 5 and any child who exhibits possible vision problems.
2. Hearing screening for kindergarten through grade 5 and any student who exhibits possible hearing difficulties.
3. Scheduling school physical and dental exams and assisting at both.
4. Evaluating questionable contagious diseases or conditions.
5. Caring for injuries occurring during school, and illnesses developing during school hours.
6. **Establishing and maintaining all state-mandated records, including complete immunization records on all students in pre-k and kindergarten through grade five.**

All immunization records must be up to date prior to the first day of school.

The public school nurse is on duty each Tuesday. Our school nurse is on duty each day to take care of children needing attention.

MEDICAL PROCEDURES

1. Our school nurse will render emergency aid to all students and staff members in the event of an accident, illness, or injury. He or she will make the arrangements with the parent or guardian to transport the child home or to the hospital if necessary. Parents are responsible for transportation. Students may not leave school for illness unless first reporting to the school nurse.

2. In the case of a serious accident or injury, the injured student should not be moved unless there is an immediate danger to the person's life from the immediate environment. The school nurse must be notified immediately stating the location of the emergency and the nature of the problem.

3. An ambulance will be called in cases of acute emergency and then only at the discretion of the school nurse, designee, or the administration.

4. Accident reports must be completed for all injuries regardless of the severity of the injury. Accident reports are completed by the school nurse on the day of the injury and must be forwarded to the administration.
5. **A copy of an emergency form is to be completed by every parent or guardian of a student at the time of his/her admission to school and UPDATED as necessary. Forms are signed by the parent or guardian and returned to the school nurse.**
6. When it is absolutely necessary for a student to be given medication, please adhere to the following directives:
 - A. Non-prescription medication: Please complete ***“Authorization for NON-PRESCRIPTION MEDICATION”*** form (may be downloaded from our school website or by contacting the main office for a hard copy.)
 - B. Prescription medication: All prescription medication must be in the original properly labeled container accompanied by a form containing the student’s name, name of physician prescribing the medication, amount to be given, reason (and, if applicable, curtailment of specific school activities).
 - C. For any serious or potentially life-threatening medical situations, a conference should be arranged with parents, administrator, and the school nurse for that the school has clarity on a student’s medical needs.

All medication is marked appropriately then kept and administered in the health room by the school nurse, designee, or administration.

7. Universal Precautions will be followed in the treatment of school personnel and students at all times.

INSURANCE

Medical and dental insurance is available to all students at the expense of the parent. Sign-up forms are sent home at the beginning of the school year. It is not mandatory to purchase this insurance if your child has adequate coverage.

TUITION AND RE-REGISTRATION POLICY

Students whose tuition is not paid in full at the time of scholarship application deadlines may re-register. However, this does not guarantee they will be admitted into classes for the fall semester unless all tuition and profit sharing fees are paid from the previous year or years.

Anyone 30 days delinquent will be notified in writing to contact Lebanon Catholic School concerning overdue tuition.

Anyone who is 90 days delinquent will be notified in writing that their child(ren) will not be permitted to participate in any extra curricular activities.

Anyone 120 days delinquent will be notified in writing that their child(ren) will no longer be allowed to attend Lebanon Catholic School. Delinquent accounts of over 120 days will be forwarded to further legal action.

No exceptions will be made to the tuition policy without prior written approval of the Administration and Finance Committee.

SCHOLARSHIP AID

Various scholarship forms may be obtained from the school office. They must be filled out by the parent/guardian and submitted to the school office along with a letter from the pastor of the participating parish and a copy of the parent/guardian's current tax return. All applications must be filed with the school by a deadline set yearly, so that the scholarship committee can do its necessary work.

- ❖ Scholarships are to be awarded to students, as opposed to their parents or guardians. Therefore, it is the policy of the Scholarship Committee to consider all sources of income and support available to the student, including support from both parents as well as others who may reside in the student’s handbook. In awarding scholarships, the Scholarship Committee should make very reasonable attempt to obtain as much financial information about the student’s parents, whether or not they are in the same household, as well as other financial resources available to that student.

DELINQUENT TUITION

If tuition is delinquent and the family has not made alternative payment arrangements with the school, then the student's report card will be withheld.

In order for a child to be assigned to a class in August, all delinquent tuition and profit sharing fees from the previous year must be paid in full.

If there is a family or financial problem which affects tuition payments, parents must contact the school to make alternate arrangements.

If, unfortunately, a child must leave the school because of unpaid tuition and is transferred to another school, no academic records or report cards will be forwarded until the debts are fully paid.

If all other efforts fail to produce the delinquent tuition, the Administration will turn the names of these persons over to an attorney for legal action. The school reserves the right to deny registration and attendance to students whose parents /guardians have not met their financial obligations.

All debts incurred during the school year must be settled in order for a student to:

1. **Participate in Pre-Kindergarten and Kindergarten end-of-year ceremonies.**
2. **Receive a final report card.**
3. **Have grades, transcripts, or records forwarded to another school.**

LUNCH

Students have the opportunity to purchase a hot lunch or bring their lunch each day. Milk and ice cream are also available for purchase.

Lebanon Catholic School uses a point of sale (POS) computer debit system in the cafeteria. Every student is assigned a cafeteria account and receives a personalized PIN (personal identification number.) This PIN must be used each time money is added to your child's account. Students will be required to enter this number as they go through the lunch line. **Each student's PIN is the same 4 digit number as their computer login number.** Any questions or problems with a PIN should be directed to Scott Clentimack.

The POS system is designed to be cashless, so parents **MUST** pre-pay for lunches and a la carte purchases in advance by depositing money into the student's account. This is done by sending cash or a check made payable to "Lebanon Catholic" to the school. Please put your child's name and PIN on the envelope. Money can be deposited in your child's account at any time. If depositing money for more than one student and paying by check, it is only necessary to write one check; however, the envelope must indicate the amount to be deposited into each student's account. Families will be notified when the student's account is in jeopardy of reaching a zero or negative balance.

Students are expected to be courteous and observe appropriate table manners. Talking during eating should be done in moderate tones. Silence is to be observed during clean-up and when entering or leaving the cafeteria.

No one may leave the grounds during lunch period for any reason without the permission of the administration.

Lebanon Catholic is the official sponsor for the National Student Lunch Program and subscribes to all the rules and regulations established by both Federal and State Governments. The Child Nutrition Program (specified) is open to all eligible persons regardless of race, color, national origin, sex, age or special needs. If you believe that you have been treated unfairly in receiving food services for any of the stated reasons, write immediately to the Secretary of Agriculture, Washington D.C. 20250.

BOOKS AND THEIR CARE

1. Students and their parents are responsible for all books issued to the student.
2. All books must be covered at all times. Students may obtain **free** book covers from their homeroom teacher at any time during the school year.
3. Students must not write on the cover or pages of the textbooks.
4. All students must use a book-bag. No books may be carried to or from school without being in a book-bag.
5. **All lost or damaged books must be paid for.**

HOURS OF OPERATION

Lebanon Catholic School is open during regular school days from **7:30 A.M.** until **3:30 P.M.** The normal school day begins at **8:00 A.M.** and ends at **2:45 P.M.**

➤ **Students not involved in official, supervised school activities after dismissal should not be on campus after 3:00 P.M.**

Parents are asked not to drop off children before 7:30 A.M. and to pick up their children promptly before 3:00 P.M.

MORNING PROCEDURE

All elementary students (Pre-K-5) are to report to the cafeteria. They will proceed to their classrooms accompanied by their homeroom teachers. After arrival at school, no child is permitted to leave the premises prior to dismissal time without a written note from the parent and only in the company of the parent or an adult designated by the parent. The adult must report to the office on the first floor and sign the child out of the building in the book which is kept there for this purpose.

VISITORS

Anyone visiting the school for any reason must go directly to the first floor office. Visitors will be asked to sign into the building and obtain a visitor's badge which identifies them as having a legitimate right to be in the building. **The visitor badge must be worn while the visitor is in the building.** Upon leaving visitors are asked to return the badge and sign out of the building. If a parent or guardian wishes to deliver something to a student during school hours, such items should be marked with the student's name and grade and left in the first floor office for delivery to the classroom by school personnel. This will avoid unnecessary disruption of class during instructional time. **Any person in the building without identification can be expected to be questioned and directed to the first floor office to follow this policy.**

TRANSPORTATION

➤ **Children in all grades need a note if means of transportation deviates from what is on file.**

BUS

Bus transportation is provided by up to eight school districts for students living outside the city school district. Lebanon City School District provides busing for elementary students who reside at least 1.5 miles from the school or 2.0 miles for middle/secondary students.

Students are expected to be courteous to the driver and one another and to obey the safety regulations established by the school districts providing the transportation.

Bus discipline will be handled by the supplying school district. Parents need to call their district's transportation person regarding bus discipline problems.

At bus stops children should behave, wait in a safe place until the bus stops, and respect the property of nearby residents.

STUDENTS ARE NOT PERMITTED TO RIDE BUSES OUTSIDE THEIR OWN SCHOOL DISTRICTS. Only your school district has the obligation to transport and carry insurance coverage on its students. No student has the right to ride another district's bus. Students who reside in the same district must present a note to the school bus coordinator and to their bus driver to ride a different bus **WITHIN THEIR OWN SCHOOL DISTRICT. AT PRESENT THIS WOULD ONLY BE PERMITTED FOR CORNWALL-LEBANON AND NORTHERN LEBANON STUDENTS.**

INDIVIDUAL TRANSPORTATION DEVICES

Due to safety concerns no students are permitted to ride bicycles, skateboards, scooters, or any other individual transportation devices to school.

CARS

Due to extreme traffic congestion, we request great **CAUTION** when transporting students to and from school in a car. The children are dismissed from the rear of the school. Parents are asked to be alert to the moving line as cars are loaded as quickly as possible. Please follow the lanes and directions given by those directing traffic. **No Lebanon Catholic student is to be dropped off on Chestnut Street in front of the school. This directive is in conjunction with advice from the Lebanon City Police Department.**

WALKERS

Students walking to and from school should be mindful of safety regulations, especially at intersections.

They are reminded to cross at corners and lights and to watch for turning traffic. All walking students will exit from the front of the building and use the sidewalk on Chestnut Street.

Students should respect the property of persons living along their route to school..

Students should not talk to strangers or go near the car of a person who is not authorized to transport them to or from school.

AFTER SCHOOL SERVICES

Student After-school Childcare (SACC) will be provided on site. For more information and registration please call the YMCA After-school Childcare at 717-376-0163.

WEATHER AND EARLY DISMISSAL PROCEDURES

In the case of weather conditions which would force the delayed opening or cancellation of school, Lebanon Catholic School follows the decision of the Cornwall-Lebanon School District. As quickly as decisions are made they are posted on Lebanon Catholic School's Voice Mail system and announced on **WLBR 1270AM, as well as on TV Stations: ABC 27; WGAL 8; WHP 21; and FOX 43.** Telephone Lebanon Catholic School at **273-3731** and select option **6** for updated information. You can also sign up for a text message or email notification. Go to **abc27.com**; click on STORMTRAK icon; click on SnowWatch Text Alerts; fill in cell phone and/or email; choose Lebanon Catholic School. Or go to **wgal.com** (email only); click on SIGN UP FOR SCHOOL CLOSINGS EMAIL link; enter email address; choose Lebanon Catholic School.

In the case of early closings because of weather, Lebanon Catholic School follows the closing time of the Cornwall-Lebanon School District. Students from any given school district will be released at the time when that district's bus service will arrange pickup. Announcement of early dismissal due to inclement weather will be made on **WLBR 1270 AM.**

ATTENDANCE

Children are expected to report to their classrooms by **8:00 A.M.** Children arriving after this should report to the first floor office for a late slip to admit them to class.

ABSENCE

If a child is going to be absent a call should be made to the school before **9:00 A.M.** If the parent has not called by **9:00A.M.** the school will contact the home to investigate the child's absence. **Each student returning to school after an absence must bring a written excuse from the parent/guardian explaining the reason for the absence and indicating the dates. A doctor's excuse or certificate must be presented if a child is absent three (3) or more days in succession.** Excessive absences and tardiness will be investigated. When a child has an extended absence, the parent must meet with the teacher to discuss the work the student will be missing. **Absences due to family vacations require a special form obtained from the office and filled out in advance of the trip by the parent/guardian.** Absences will be counted as excused if they result from the student's illness, quarantine, a death in the family, impassable roads, exceptionally urgent reasons affecting the student, or administrative approval. Students attending approved religious retreats will not be considered absent.

Students participating in "Take your Child to Work Day" will be listed as an excused absence. They will be required to make up any work or tests given on that day.

All other absences will be considered unexcused or unlawful. If a student is absent 8 or more days within a marking period, the parent will be contacted by the teacher and a conference will be held. The student's attendance record may be reviewed by the administration. A student absent for more than 20 days without a doctor's certificate is subject to review and the case may be turned over to the Lebanon County Children and Youth Services..

Students who participate in or attend extra-curricular events sponsored by the school must be in attendance no later than 9:00 A.M. on the day of the activity or event. Students who are in school must remain until the end of the school day in order to be able to participate that day. Attendance and punctuality of all students are required for all major school-sponsored events.

LATENESS

When a student is late for school he/she is to report to the first floor office for an admission slip. **Five (5) unexcused latenesses in a marking period warrant after-school detention.** A pattern of repeated unexcused lateness beyond the fifth tardy will result in **further disciplinary action.**

DOCTOR/DENTAL APPOINTMENTS

Whenever possible, appointments should be made for after school hours; however, students may be excused during the day for such medical appointments. A written notice must be sent to the school by the parent/guardian before the scheduled appointment. Students must be picked up and signed out by the parent/guardian in the office. Make-up work for classes missed is due the following day.

➤ COMMUNICATION

SCHOOL TO PARENT COMMUNICATION

- **Telephone-** the school phones are for the use of faculty and school personnel. In an emergency pupils may use the phone, but only with administrative approval.
- **Cell Phones -** Cell phones, pagers or related devices must be kept “OFF” in students’ book bags. These devices are not to be in use during school hours. Cell phones will not be permitted during a crisis at Lebanon Catholic School. In case of any emergency, it is critical for the authorities to maintain control and to have clear and accurate information to give to the public and the school officials.
- **Communication Folders-**Communication folders are sent electronically on our school website every Thursday with information from the school to the parents. If you do not have access to the internet or prefer a hard copy, please contact the office with your request.
- **Email -** In case of an early dismissal due to weather condition or any other unusual circumstances, you may sign up on WGAL 8’s website to be contacted by either email or text message. Simply go to the wgal.com and proceed to “Closings.” Click onto “Sign up for school closings.” Enter your email address, click on to “L” for our school and scroll down to Lebanon Catholic School. Continue to follow the directions.
- **Calendars-** A main calendar is sent home at the beginning of the year.
- **Channels- WLBR 1270AM** on the radio is also another means of communicating unusual circumstances (weather, early dismissal, etc.).

PARENT TO SCHOOL COMMUNICATION

Usual Procedure-In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, it would seem advisable that persons having a problem with another individual go directly to that person before going to the person's superior. **If a parent has a complaint against a teacher, that parent should discuss the problem first with that teacher.** If no resolution occurs, the parent should contact an administrator. Individual teachers may be contacted by calling the school or sending a note with the student giving a number and time when the teacher can contact the parent.

Conferences involving several people can be arranged by calling the school office in advance to schedule a time convenient for all parties.

DRESS CODE

All students are required to be in compliance with the school's Dress Code. Clothing which meets these requirements may be purchased from Flynn & O'Hara, the school uniform company. In all cases, student dress should be characterized by neatness, cleanliness, and Christian propriety. Dress requirements must be observed from arrival through departure from school property. Lebanon Catholic School reserves the right to regulate hairstyles, clothing, accessories, and jewelry as it sees fit, and there is a need.

Shoes-Appropriate dress shoes, such as loafers, docksiders, and similar styles may be worn. **No moccasin-type shoe, boots (any footwear at the ankle bone or above), clogs, open back shoes, or sneakers are acceptable.** Boots are acceptable only in the winter when demanded by weather conditions. For safety no open back or open toe shoes are acceptable.

Boys and Girls may wear Flynn and O'Hara shorts in August, September, May, and June. **No other shorts are acceptable.**

Belts must be worn with slacks and shorts by boys and girls. All shirts and blouses are to be tucked in at the waist at all times

White or light blue Polo shirts with the LCS logo may be worn by both boys and girls in August, September, October, April, May, and June. They are to be tucked in at the waist.

Hair is to be neat and clean. Young men's hair is not to be worn below the bottom of a shirt collar. **Length of bangs must be above the eyes.** Hair colors are to be natural and in good taste. Extremes of hair styles and colors, **as defined by the administration,** are not permitted. No tails, Mohawks, or stripes are permitted.

The arbiter of the School Dress Code is the administration. Enforcement of the school dress code is

maintained by the Faculty and Administrative Staff.

GIRLS' DRESS CODE

Grades 1-5 Plaid Jumper and white round collar blouse.

Stockings- White crew socks or anklets, white or navy blue leotards or knee highs, **short athletic socks on gym day only.**

Sweaters- navy blue cardigans or navy blue pullover imprinted with LC

Slacks-navy blue slacks may be worn by all girls throughout the year.

(Girls wearing jumpers should wear shorts under their jumpers when playing on the playground.)

No make-up may be worn. **(Only clear nail polish may be worn.)**

Girls may wear small earrings. No dangling earrings are permitted.

BOYS' DRESS CODE

Slacks- solid navy blue only (no jeans)

Shirts – Light blue or white polo shirts with LC logo (short or long sleeve).

Sweaters- navy blue cardigans or navy blue pullover imprinted with LC

Socks-white or navy blue crew socks, **short athletic socks on gym days only.**

Boys may not wear earrings, makeup, or nail polish.

GYM ATTIRE

All children are to wear the navy LC gym shirts and shorts, and sneakers on their gym day. Plain navy nylon or sweat suits or LC sweat suits are worn over the gym uniforms from October through April unless the weather dictates otherwise, and the principal has given permission not to wear them. Anyone without proper attire will be unable to participate in gym class. For safety all jewelry is to be removed for participation in gym class. **Short athletic sneaker socks are permitted only on gym day.**

DRESS DOWN DAYS

Any dress-down days that involve the elementary students will be announced to the elementary student body during the morning exercises and during afternoon announcements. Teachers will also have the students write the information in their assignment books.

Please keep in mind that not all dress-down days involve the entire student body. There are times when only the secondary level is participating (ex. Homecoming events).

DISCIPLINE

❖ PERSONAL INTEGRITY

Within the context of its identity as a Roman Catholic institution, Lebanon Catholic School expects its students to exhibit qualities of personal integrity which not only reflect well on Lebanon Catholic School, but which also reflect Catholic Christian personal values of respect for God, respect for others, and respect for self. To this end Lebanon Catholic School expects its students to be boys and girls who model appropriate behaviors in all situations.

Cheating, lying, plagiarism, theft, harassment, inappropriate behavior and language, and noncompliance with established rules and policies are examples of violations of Lebanon Catholic School's standards of personal integrity. The school reserves the right to invoke disciplinary sanctions as it sees fit for students whose behavior does not reflect the standards of personal integrity which are consistent with the mission of Lebanon Catholic School.

❖ RESPECT FOR OTHERS AND THEIR PROPERTY

The core of Lebanon Catholic School's philosophy rests within our Catholic view of the importance of and care for each individual person. In light of that, racial, cultural, and/or gender-based intolerance of any type are not acceptable and will be dealt with accordingly. Respect for others and their personal property is therefore expected of all students. **Any destruction, defacement, marking, or theft of school property, including library books, athletic or scientific equipment, desks, team uniforms, etc., will be met with severe disciplinary action including restitution, volunteer service to the school, suspension, and expulsion.** Any form of depriving an owner of his or her belongings without permission, even in jest, will be dealt with as noted above. Any student whose property may have been stolen should report that fact to the principal.

❖ HARASSMENT, BULLYING & CYBER BULLYING (5136A)

In accordance with the diocesan policy, Lebanon Catholic School is committed to providing for its students an

educational environment that is free from physical, psychological, sexual or verbal harassment. This includes bullying or cyber bullying of or by students, on or off campus.

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). All forms of cyber bullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy.

Sexual harassment is included in this policy, and is defined as unwanted and unwelcome sexual behavior toward another person. Federal law protects boys and girls. Examples of behavior that may be considered harassment includes:

- Touching, grabbing, or pinching in a sexual way
- Spreading sexual rumors
- Comments referring to sexual anatomy
- Name-calling, using words of a sexual nature, or making noises of a sexual nature
- Cartoons or pictures that are sexual and offensive
- Sexual messages and graffiti
- Indecent exposure
- Pressure for sexual favors

Physical or verbal harassment is continuous torment of another student. Examples include threatening notes, other types of threats, tripping, and pushing. All behaviors definable as harassment, bullying or cyber bullying, whether of a sexual nature or not, are unacceptable. These may result in penalties up to and including detention, suspension, and expulsion. **(Diocesan Policies 5136 A/B)**

Orderly behavior is necessary in every activity involving the interactions of people. The extent of order required depends on the nature and purpose of the organization. The amount of order needed is that which will enable the organization to operate effectively. Extremes of discipline, too restrictive or too permissive, do not contribute to the achievement of the school's goals. All varieties of formal education at all levels require both personal and institutional discipline. Ideally, institutional behavior guidelines insure that others will not interfere with our learning process and that each student will be directed to develop the minimal personal self-order required for teaching and learning to take place.

Lebanon Catholic School, as a school of the Diocese of Harrisburg, is subject to the general disciplinary policies of the Diocese. In addition, the administration makes other behavior regulations as deemed necessary. Lebanon Catholic School has the obligation to direct students toward becoming acceptable and functioning members of society. All student regulations seek to move individual students toward that goal.

The school reserves the right to make additional regulations as time progresses and new situations arise.

The following are **EXAMPLES** of infractions which will result in automatic 3-day suspension, a parent conference, and an unsatisfactory grade in Character Formation.

- Destruction of Property/ Vandalism
- Theft
- Fighting
- Tobacco Products violations
- Substance Abuse Policy violations
- Inappropriate Conduct at Liturgies
- Cheating on a major assignment
- Harassment within the context of Diocesan policies **(5136 A/B)**

Parents will be notified. Law enforcement authorities may also be notified in the event of violation of civil law.

The following are **EXAMPLES** of infractions which may result in in-school or out-of-school suspension, **at the discretion of the principal**, and an unsatisfactory grade in Character Formation.

- Cutting class/specials/cafeteria/yard
- Truancy
- Use of vulgar/obscene language
- Possession/Use of personal communication devices/pagers
- Cheating
- Violations of Personal Integrity Policies
- Repeated violations of school rules

Repeated infractions of any type

The following are **EXAMPLES** of infractions which may result in detention, **at the discretion of the teacher and/or principal**, and may result in an unsatisfactory grade in Character Development.

- Horseplay
- Failure to show respect for the school facility
- .Corridor, stage, and other restricted area violations
- Abuse/misuse of text and library books
- Violations of the dress code
- Disturbing class/cafeteria/any other gathering
- Eating without permission in areas of the school other than cafeteria
- Chewing gum on school property
- Failure to demonstrate adequate respect for peers, faculty, staff, or visitors
- Unauthorized use of radios, tape, CD players, cell phones, electronic devices in school

Students caught using these devices during school hours will have the device taken, and it will be held in the office for five (5) school days. After the holding period, the parent/guardian must retrieve the device from the main office. It will not be returned to the student. This infraction will result in a detention.

These are merely examples of behaviors which are deemed inappropriate. Other behaviors which are inappropriate, which are detrimental to the good name of Lebanon Catholic School, which are in violation of fundamental Christian, Catholic moral values, which are dangerous to a student himself/herself and/or others, or which are in general detrimental to the good order and operation of the school will also be taken to be in violation of the school's behavior guidelines.

The principal/administrator of the school is the final recourse for all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

❖ DETENTION

General detention is held on **Thursday** from **2:50 P.M.** until **3:50 P.M.** It is indicative of your support of the school's policies to help you lead your child to a state of Christian self-discipline that you pick up your child **promptly**. This will enable the assigned teacher who is monitoring the detention that week to get home at a reasonable time. Students for detention are to be picked up at the main office on the first floor. ***Fourth and Fifth Grade students who have received a detention have failed conduct for the marking period and cannot be on the honor roll.***

Personal detention may be given and be monitored by the individual classroom teacher. Arrangements should be made between the teacher and the family regarding such a detention.

Failure to serve an assigned detention will incur an additional detention. Repeated failure to serve detention will result in an in-school suspension and a parent conference arranged by the administration.

❖ DISCIPLINARY PROBATION

A student whose behavior is repeatedly in violation of Lebanon Catholic School's standards or who has committed a serious breach of these standards may be placed on disciplinary probation. Similarly, any student who has received two or more unsatisfactory evaluations in Character Formation is liable to disciplinary probation the following year.

Parents will be contacted by the principal and asked to attend a conference at which the student's overall disciplinary record will be reviewed. The student will be required to meet with the principal and the Guidance Counselor.

Disciplinary probation will result in suspension from participation in athletic and extra-curricular events for a period determined by the principal.

❖ SUSPENSION

Students may be suspended from school for offenses as indicated in this handbook or which, by their nature, are detrimental to the good name and reputation of Lebanon Catholic School, or which potentially demonstrate that the student is either a current or potential danger to himself/herself or to others. Parents will be notified immediately of this suspension. The suspension will be for a definite period of time.

At the discretion of the school the student may be asked to remain either at school or at home during the period of suspension. (**Diocesan Policy 5114A**)

A second suspension in a single year will force a review of the student's discipline and academic record, and makes a student liable for expulsion.

Students are held accountable for all academic work during a suspension. Students who are suspended are ineligible to participate in any extra-curricular activity or to attend any school function including practices during the period of suspension. Parents may be required to have a conference with the principal prior to the student's return to the regular classroom.

❖ **EXPULSION**

Students may be expelled for the following reasons:

1. Proven moral delinquency which has or may have a bad influence on other students
2. Chronic and incorrigible misbehavior which undermines classroom discipline
3. Sexual, verbal, or physical harassment
4. Assault on another student or faculty or staff member, or any threat of violence
5. Persistent truancy
6. Possession of a weapon
7. Deliberate violation of a school rule for which the clearly promulgated penalty is expulsion. Promulgation indicates the existence of the penalty for the specific offense in this Handbook or in any other supplement which may be published or disseminated.
8. Selling, distributing, or possessing drugs, alcohol, or any other controlled substance.

The Principal may expel a student after consulting with the student's pastor. The Superintendent of Schools and the Secretary of Education for the Diocese of Harrisburg will also be consulted before the expulsion occurs. When a student is guilty of an action which merits expulsion, the school will communicate directly with the parents/guardian of the student in question concerning the nature of the alleged offense. Students will be suspended for a period of not less than three school days and not be allowed on school property during that period. If the parents or guardians have any information regarding the situation which would be relevant to the school's decision they may present it to the principal during this time period. Normally, if it is decided that a student must leave, the parent is given the option to withdraw the student. If the parent declines that option the school will expel the student. At that time the principal will inform the parents of the appeal process which involves a special meeting of the Executive Committee of the school's Board of Directors. The expelled student is not eligible to attend school while the appeal is being made. **(Diocesan Policy 5114 B)**

❖ **CONTROLLED SUBSTANCES**

The possession, use, or distribution of any controlled substance on school property is prohibited. Any violation of this will be disciplined.

❖ **WEAPONS**

Lebanon Catholic School has a zero tolerance policy for weapons. Weapons are defined as lethal, and potentially harmful. Guns, knives, or any other lethal weapon will be confiscated. The student will be suspended. Authorities will be involved if the principal deems that necessary or there is a legal requirement to do so.

Materials with a potential for harm such as scissors, paper clips, rubber bands, etc. will be confiscated and punishment will be in keeping with the purpose and intent to harm expressed by the student. The principal will be the arbiter of the disciplinary measures used.

NOTICE: It is the policy of our school to notify the school to which a student transfers if a student is expelled or withdrawn from the school and is involved with any of the following infractions:

1. **An act or offense involving weapons.**
2. **Sale or possession of controlled substances.**
3. **Willful infliction of injury on another person, or act of violence committed on school property, or while in the custody of the school. [This policy reflects our commitment to the Safe Schools Act of 1997].**
4. **Alerting Law Enforcement: Public schools must notify local law enforcement upon the discovery of any weapon. All diocesan schools should notify the local law enforcement authorities and the Diocesan Education Office whenever a weapon is discovered on school grounds, or in the possession of a student under your care (i.e. school bus, etc.).**

HOMEWORK

The purpose of homework is to enrich and reinforce the daily learning experience at school. Students are responsible for completing all homework assignments on time.

The MINIMUM amount of time for homework should be:

Grade 1	20 minutes
Grades 2-3	30 minutes
Grades 4-5	60 minutes

If a child is sick, but well enough to do work, parents should call the school office in the morning, requesting the child's work. Teachers will then send books and assignments to the office where they may be picked up by parents at the end of the school day. Each child has the responsibility, after an absence, to make up missed work.

Teachers are under no obligation to give students homework in advance of approved family vacation trips. Students are responsible to make up the work when they return to school. Long-range projects assigned far enough in advance of the trip are expected to be turned in prior to the trip or the assigned due date.

GRADE REPORT

Our grading system is comprised of multiple pieces including, but not limited to, periodic progress reports, portfolio reviews, alternative assessments, and parent conferences. The formal report card is only one piece of the complete system in communicating a student's learning progress to all stake holders: parents, students, colleagues, and administrators.

The formal grade report will be distributed three times during the school year. Each trimester will be comprised of approximately 12 weeks of instruction. Midway through each trimester, a progress report will be sent to parents to update them on their child's progress. All students will receive this progress report. Student progress will be assessed in Christian Values, Work Habits, Religion, Integrated Language Arts, and Mathematics, as well as Science, Social Studies, Art, Music, Physical Education, and Technology for grades 4 and 5. Although they are not included on the kindergarten and primary grade reports, curricula for art, music, physical education, technology, social studies, and science are to be fulfilled at every grade. Projects in these areas can be incorporated as assessments for Integrated Language Arts or Mathematics.

MARKING CODE

- **Kindergarten and Primary**

The marking code for all areas consists of the following: E (exceeded expectations); P (proficient); I (in progress); or N (content was not taught during the trimester). An * indicates that accommodations were made.

- **Intermediate (Grades 4 and 5)**

The marking code for skill assessments including Christian Values, Work Habits and all subject areas consists of the following: E (exceeded expectations); P (proficient); I (in progress); or N (content was not taught during the trimester). An * indicates that accommodations were made. "Work reflects ability or beyond" will be address with either "yes" or "no."

The Marking Code M for all major subjects will be: "A, B, C, D, and F." (Use the chart below for raw score progress indicators or use the following scholarship evaluation as indicators to student progress.)

Mark:		
A	5	Excellent
B	4	Above Average
C	3	Average
D	2	Below Average
F	1	Unsatisfactory

DEFICIENCY REPORTS

Deficiency reports will be issued for all students who have a grade of F. These reports will affect eligibility for after-school activities. (Refer to ELIGIBILITY FOR AFTER SCHOOL ACTIVITIES on Page 20.)

PARENT-TEACHER CONFERENCES

A conference may be set up any time by contacting the teacher at school either by telephone or via e-mail. The parent/guardian and the teacher can then set up a mutually convenient time. Conferences may also be requested by either parent or teacher by marking the appropriate space on the back of the report card. A **mandatory parent-**

teacher conference is scheduled for each student in the school at the end of the first trimester.

Since teachers have a full-time commitment to their students during school hours, no parent may go into any classroom while school is in session. If however, an emergency should arise, parents may come directly to the principal's office for assistance.

RETENTION AND PROMOTION

Satisfactory completion of the academic requirements of each grade is to be expected of every student. Schools should not accept students whom they are aware they cannot serve. Schools should also recognize that not every student will respond favorably to the same teaching technique. A variety of teaching techniques may be necessary to assure the success of each student.

Absence itself may not be the cause for retention if the required work has been satisfactorily completed by a student. Retention of students should be rare, and is not to be for punitive reasons. Retention is appropriate where it is intended to enable a student to gain future developmental, and/or educational maturity and success. If there is no likelihood of future success, there is no purpose to the retention of a student, and another option needs to be considered.

In the event of anticipated retention the following guidelines are to be followed:

1. Conference with a parent is to be held at each trimester to discuss the child's progress.
2. Initial consultation is required between the teacher and the Principal. Any subsequent consultations will include all supplementary personnel who work with the child.
3. Additional educational, psychological, or other studies necessary for specific definition of any disability on the part of the student is provided.
4. Notification to the parent of the seriousness of the student's disability is to be made as early as detectable.
5. Grade retention is based on deficiency in developmental subjects, e.g. Math, Reading.

If parents refuse to allow a student to be retained, the Principal, after notifying the student's Pastor, may:

1. deny admission to the next grade the following year,
2. require summer school and/or tutoring by a school-approved tutor until the student is able to meet the requirements for the succeeding grade.

"Skipping a grade" is discouraged. It should be considered only when a student's social and psychological maturity is comparable to his/her academic achievement. The Curriculum Director of the Department of Catholic Schools office should be consulted before this decision is made. **(Diocesan Policy 5120)**

STUDENT RECORDS

Pennsylvania law requires that all school district records be open for inspection by citizens of the Commonwealth. However, the Family Education Rights and Privacy Act limits access to student records.

Parents should be aware of the following information:

1. Parents may request to see their child's records by contacting the principal to arrange an appointment. The principal or teacher will review the records with you.
2. Parents may request a hearing to correct or challenge information which is inaccurate or misleading, or which violates the student's privacy or personal rights.
3. The school may not release records to anyone without parental consent except to:
 - a. School officials, including teachers, within the same school who may have a legitimate educational interest.
 - b. Officials of the schools in which the student wishes to enroll.

No information will be released to anyone else without written consent of parents of a minor student. The written consent of a student age 18 or married is needed to release records. For the purposes of access to records, a "parent" could be both natural parents, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes either parent of the student has the authority to review the student's records unless the school has been given evidence that there is a court order or other legal reason providing the contrary.

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupils Rights Amendment to require that schools annually notify parents of their rights under FERPA (The Family Education Rights and Privacy Act). FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements

- for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or the eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
 - 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
 - 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. **In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.** If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an **official** copy of the court order. **It is also the responsibility of the custodial parent to keep the school informed if there is any change in legal arrangements for the student.**

TRANSFERS/WITHDRAWALS

The education of a student is a partnership between parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Students transferring to another school are required to return all books and school materials to the teacher. A **Release of Records Form** must be signed by the parents before the student's records can be transferred to another school. Health records, transcripts of marks and tests will be mailed directly to the school the child will be attending. With a change in the state law, student disciplinary records must be sent to a new school, upon the request of the school, for all students who transfer to another school. This law became effective July 1, 2008.

All fees, including profit sharing fee and activities fees, as well as tuition must be paid in full before academic transcripts will be released to another school.

TESTING

A standardized testing program is administered annually to determine specific learning patterns of students, to monitor the effectiveness of the various instructional programs, and to measure the progress of the elementary students in our diocese as compared to national norms.

Iowa Test of Basic Skills	Spring	Grades 3 - 5
Cognitive Abilities Test	Spring	Grades 3 and 5
ABC Readiness Screening	Spring	Kindergarten
DIBELS	Fall, Winter, Spring	Grades K-3
ACT 89 Math Screening	Sept. & May	Grades 1-5

CURRICULUM

All curriculum policies and procedures are established by the Catholic Schools' Department of the Diocese of Harrisburg and are voluntarily consistent with the requirements of Chapter 5 of the Pennsylvania Department of Education. As educators we acknowledge parents as the primary educators of their children, and call upon school and parish personnel to assist them in this Christian endeavor.

The planned courses of study followed by students in schools of the Diocese are those approved by the Superintendent. These may be found on the diocesan website at www.hbgdiocese.org.

Students enrolled in an elementary school in the Diocese of Harrisburg will participate in all aspects of his/her school's religious education program with the exception of the final phases of sacramental preparation for non-Catholic students. These requirements include attendance at the regularly scheduled classes in religious instruction, fulfillment of the academic requirements for these classes, and attendance at liturgical functions observed as part of the school program.

▪ **LITURGICAL FORMATION**

Instruction in the faith and participation in liturgical celebrations are among the highest priorities of Lebanon Catholic School. All Catholics are obliged to attend Mass on Saturday evening or Sunday, and on all Holy Days of Obligation. This is the parent or guardian's responsibility. Every student is given the opportunity to attend a periodic liturgy with the student body. Class Masses are scheduled periodically for individual grades. The opportunity for the Sacrament of Reconciliation is given during penitential services. The chaplain is available for consultation in spiritual matters. Seasonal devotions are also provided by the pastors or the school chaplain.

▪ **SACRAMENTAL PREPARATION**

The children in second grade are prepared to receive the Sacrament of Reconciliation during the first part of the school term. The second half of the year is devoted to preparation for the reception of the Eucharist. Parents are encouraged to assist in the preparation of their children for these sacraments. **Immediate preparation and reception of these sacraments is handled by individual parishes.** Parents of children receiving sacraments are requested to attend the preparation sessions for parents at their respective parishes.

FIELD TRIPS

Any field trip involving elementary school children should be of an educational nature. Field trips involving only one day may be taken at the discretion of the principal. **Field trips are privileges and students can be denied participation if they fail to meet academic and behavioral requirements.** All trips are to be made in public, licensed carriers, or school buses, adequately chaperoned by adults. When private cars are used for short trips, every effort must be made to insure that vehicles are operated by responsible drivers who have sufficient liability coverage. All students must wear seat belts. A form must be filled out and given to the business office indicating that the private driver and vehicle meet these requirements.

Each student on a field trip must have, on file at the school, a formal permission slip signed by a parent/guardian. Telephone calls or notes will not be accepted in lieu of proper forms. These are available on the school website if a form is misplaced.

All field trips must comply with diocesan policy (Policy No. 5134).

AFTER-SCHOOL ACTIVITIES

• **ATHLETIC PROGRAM**

The school sponsors basketball teams for girls and boys and cheerleading for girls in grades 4 & 5.

• **ENVIRONMENT**

Students in grades 4 and 5 may participate in the environment competition.

• **YEARBOOK**

Students in grade 5 may be involved in publishing an annual yearbook.

ELIGIBILITY FOR AFTER SCHOOL ACTIVITIES

These guidelines apply to all school-related after-school activities: Athletics, Cheerleading, Drama Club, Environment, Mission Coordinators, Yearbook, etc.

The Principal is the final authority with regard to the eligibility of any participant in an extra-curricular activity.

Student participants must abide by the rules for their particular program.

Student participants must maintain academic eligibility in order to participate in any extra-curricular activity.

1. Six (6) weeks before the report card is issued, students in danger of failing with an F in any given subject will receive a Deficiency Report warning of failure in that subject. Upon receipt of this report the

student is suspended from all after-school activities including games, but may attend practices. The student will be suspended for a period of three weeks.

2. If the student fails a subject on the actual report card he/she is automatically suspended from the extra-curricular activity for a three week period.

One F evokes a three-week suspension. In order to be reinstated improvement must be shown by the end of this three-week period.

3. Any student that is suspended in either an in-school suspension or an out-of-school suspension is automatically prohibited from participation in or attendance at any school-related after-school activity for the duration of his/her suspension.

4. Students may be placed on probation by a coach or adult monitor for any attitude or behavior unbecoming a Christian boy or girl.

5. Coaches and adult monitors of activities will be notified in writing when students are in danger of failing, have failed, or are eligible for reinstatement.

CO-CURRICULAR ACTIVITIES

Band and Chorus are considered co-curricular activities and therefore will receive a grade. These grades will be averaged into the music grade for each quarter.

BAND

Students in grades 4 and 5 have the opportunity to take private instrumental lessons and participate in the elementary band program.

CHORUS

Students in grades 4 and 5 have the opportunity to participate in the chorus.

STUDENT HEALTH AND SAFETY

Lebanon Catholic School is dedicated to providing for the needs of all students and staff members during emergencies. No plan can prepare for every possible type of catastrophe, but much can be done to reduce the seriousness of emergency events and, most importantly, care for and protect the students and school employees.

TRANSPORTING STUDENTS BY CAR

All parents are advised to use the car line to drop off students and pick up students at the end of the school day. Please follow this policy so that we can keep our students as safe as possible. Also, please keep in mind that at dismissal, **all buses must turn left while all cars must turn RIGHT when leaving the school property.**

HIV POSITIVE STUDENTS

Students who are HIV positive or who have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or be discriminated against solely because of this medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that the student presents a substantial risk to himself/herself or others.

If, for reasons of health and safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and parents/guardians. Parents/guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS is included as part of the school curriculum for students on an age-appropriate basis. The school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers, and students.

(Diocesan Policy 5150)

FIRE DRILLS

Fire drills are carried out on a regular basis by the entire school. They are a serious matter. Fire drills are conducted with the thought in mind that, in the event of a fire or other emergency, time will be critical in evacuating the building. The following general rules apply.

1. Each room has a fire exit plan with directions for leaving the building from that room.
2. Students will walk to the assigned exits, following the directions given.
3. All doors and windows are to be closed.
4. Silence must prevail during a fire drill.

5. If you are the first one out of the exit, hold the door open until the building is cleared.
6. When outside, students remain in an organized line **in silence** until the signal is given to return to the building.
7. Students return to the building **in silence**.

EMA DRILLS

In cooperation with the Emergency Management Agency of Lebanon County, LC participates in drills for disasters such as tornadoes, electrical storms, and hurricanes. The faculty receives instructions for the drill. Teachers practice the drills with their students. The EMA notifies the school the day of the drill and the whole school participates in these county-wide drills.

INTRUDER ALERT DRILLS

Our school will be holding periodic intruder alert drills throughout the year to insure the safety of our students.

SAFETY PATROL PROGRAM

The American Automobile Association recognizes the school safety program as an outstanding school safety activity. Fifth grade students participate in this activity by leading lines and helping keep their fellow students safe. The student safety is recognized by his/her official belt worn in the performance of assigned duty. The school safety program is organized according to the provisions of the School Laws of Pennsylvania and under the guidance of local police officials.

STUDENT SAFETY

Students are not allowed to have scissors in their bookbags or desks. Students are not allowed to bring scissors to school. If it is necessary to use scissors in class, the teacher provides them and collects them at the end of class.

White Out and Rubber Cement are not to be used in school. Students are not to have either item in their desks, etc.

PROCEDURE FOR USE OF VOLUNTEERS

Volunteers provide a wide range of essential services to enhance the academic, spiritual, and extra-curricular activities of the school. Since volunteers have regular access to school children, minimum requirements are established to protect the student, school, and the volunteer from health and safety risks.

Each regular volunteer must submit and the school must receive the following documents before the volunteer can begin his/her support of school activities:

1. PA Residents: **Department of Public Welfare Check** (Pennsylvania Child Abuse History Clearance); **Pennsylvania State Police Check**.
2. Out of State Residents: **FBI Background Check**, in addition to DPW & State Police Check.
3. Volunteer Information and Disclosure Statement.
 - The school must maintain a file on each volunteer that contains the documentation required by this policy. **(Diocesan Policy 4300)**
 - Each regular volunteer should receive information concerning the use of **Universal Precautions. (Diocesan Policy 5150.5)**
4. Complete "Creating a Safe Environment" Training (www.hbgdiocese.org) and submit copy of grade to school office.

Persons interested in volunteering should contact the office regarding these regulations.

PARTY INVITATIONS

Many times throughout the year, students may have a party to celebrate a special occasion, such as a birthday. So as to be sensitive to all students' feelings, please DO NOT send invitations into school for distribution unless all students in that particular class are being invited. As a parent, you have the choice to decide your list of attendees. If you decide to invite a select group of students, then please send the invitations via the postal service or another means other than through school distribution.

LIBRARY

Every student has the opportunity to visit the library weekly to borrow books and magazines. If books are overdue a fine of five cents per day must be paid. Students are responsible to pay for lost or damaged books. Library skill instruction is given by our library/media specialist for grades K-5. Internet access is available for research. Our library is fully automated using the Follett Library System. Computer printouts and copies are assessed 10 cents per copy.

PICTURES

School pictures are taken in the fall by a school photographer. Order forms for these pictures are sent home in advance. All packets must be pre-paid. A make-up date is scheduled for absent students or if a re-take is necessary. Parents are under no obligation to order pictures.

Periodically students' photographs are posted on the school's website or used for brochures. If a parent DOES NOT want a child's picture posted, then the parent needs to complete and sign a parental waiver form. Forms are available in the school office and also on the school website.

CONTESTS/ACTIVITIES FOR STUDENTS

The Superintendent of Education at times recommends to the school contests or other activities because of their educational value. Any recommended activity should enjoy the cooperation of the schools. Participation in other contests such as spelling bees, oratorical, essay, poetry, or art contests sponsored by local newspapers, radio/television stations, and civic organizations should be supported. Participation in all contests is left to the discretion of the administration.

OUT-REACH PROJECTS

Students should be encouraged and trained to make personal sacrifices to worthwhile diocesan collections and civic fund drives. Undue pressure exerted by promise of reward or punishment and by fierce competition between classes is to be avoided. Participation in local drives is left to the discretion of the principal. The diocese strongly urges our Catholic schools to focus fundraising efforts on groups, organizations, and ministries that are sponsored or affiliated with the Catholic Church, or on local organizations whose goal and positions are specific and in compliance with the Catholic Church teachings.

LOST AND FOUND

Articles that are found in the building are brought to the office. Anything not claimed in thirty (30) days is donated to a charitable organization. **It is recommended that all personal articles be marked with some kind of identification.**

TECHNOLOGY ACCEPTABLE USE POLICY

Lebanon Catholic School makes available computing and network resources which may be used by students, faculty, and staff. These resources are intended to be used for educational and administrative purposes. The privilege of using computer and network resources may be extended by the school to specific individuals and organizations and is not transferable. This privilege may be permanently revoked by the school if this policy, and any amendments which may be added from time to time, is violated.

Student use of computing and networking resources located in Lebanon Catholic School is normally intended to be a supervised activity. If a student has a question about the appropriateness of an action, he or she should ask the supervisor/teacher before proceeding. All users are to be aware that any information, files, or software which they store or transfer on the school's computers or networks remains subject to the school's control and can therefore be examined, confiscated, or deleted in the same manner as any school property. Students who make use of the network and computing resources must comply at all times to this Policy Statement and to the policies, regulations, and guidelines as specified in the Student Handbook.

Inappropriate uses include, but are not limited to the following categories:

- **ACTS AND MATERIALS INCONSISTENT WITH THE SCHOOL'S MISSION**

The uses of school resources to access, save, or transfer information which is contrary to the school's mission and philosophy is inappropriate. If the appropriateness of either information or its source is questionable to a student, he or she should check with the supervisor/teacher before proceeding.

- **UNLAWFUL USE**

School resources are not to be used in a manner which violates local, state, or federal law. There are currently many levels of law which govern certain aspects of computer use. The school may be bound to report any violations of such laws if they occur.

- **HARASSMENT**

The school's technological resources must not be used in a manner which is harassing to others. This includes posting images or electronic mail messages intentionally to harass others. Displaying images, sounds, or messages on a computer in a public area which harass others who share that area is also prohibited. Users should presume that their electronic correspondence is the legal equivalent of publicly spoken or written words.

- **SYSTEM SECURITY**

Reasonable efforts must be made by all users to preserve the overall security of the system. This includes maintaining an updated, proper, and secure password. Passwords should be changed often and never shared. A forgotten password or unauthorized use of a password should be reported immediately to a system administrator. Attempts to access information, files, or systems areas which are beyond the level of security which a user has been granted will be considered a forfeit of system privileges. If you encounter or observe a gap in network security, report that fact immediately to a system supervisor.

- **PRIVACY**

No one must intentionally seek information about, browse, obtain copies of, or modify files, passwords, or other data unless specifically authorized to do so by those individuals. Users should be aware that the absolute privacy of electronic information cannot be guaranteed and depends largely on the security measures the users themselves follow. A system administrator may, to the extent permitted by law, assume access rights to a user's private files when required for the maintenance of the school's data resources, in emergencies, or in the course of investigating possible wrongdoing.

- **MISUSE**

Use of the school's computing resources for activities which interfere with their primary educational and administrative use shall be considered misuse. This includes game playing, the use of the school's computer resources for personal work, reserving a public resource for later use, and mailing or printing excessive messages or documents. All users must be sensitive to the special need for software and services available in only one location, and they must be willing to cede access to those whose work requires these special items. All users must refrain from any action which interferes with the supervisory or accounting functions of the systems or is likely to have such effects.

- **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 posting of information related to the school, the staff and the 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 without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, email, or any other messaging system without permission, or posting or transmission of images or information in any forms 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 the diocese. (Diocesan Policy 6230.)

SCHOOL RESPONSIBILITY:

Lebanon Catholic School will not be responsible for any data which may be lost or for any interruption in computer services or any other inconveniences the user may experience. Lebanon Catholic School will not be responsible for any willful damages incurred by a user, to a computer, the operating system or the network.

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, II ... it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C. C.3933(a)(I)...” “...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)...”

VIRUSES

Viruses are unauthorized computer programs which may damage or destroy computer files on an infected computer. Users should be aware of the possibility that a virus may be located in any file or diskette obtained from any source. If there are any doubts or concerns about the source of any file or diskette which is to be placed in a school computer, seek assistance from a supervisor immediately.

Any other use, even if not specifically prohibited, which falls within these broad categories can be considered to be inappropriate. If there is any confusion about the propriety of an action, please consult a system administrator.

If a violation of these guidelines is observed or reported, the school will respond by investigating through a system administrator and, if appropriate, the Principal. During such an investigation, a user's privileges may be suspended. If a user is found to violate this policy, that user's privileges may be permanently revoked. Other disciplinary action is also possible under this circumstance.

Finally, users may be held responsible for any liability, damages, or expenses resulting from any use of the school's computer resources in violation of this policy.

LANCASTER-LEBANON INTERMEDIATE UNIT 13 PARTICIPATION STATEMENT

In addition to two Reading Specialists, Speech Therapist, and a School Psychologist, Lebanon Catholic School has the services of two school counselors through Lancaster-Lebanon IU 13's Nonpublic program. Counselors perform a number of different functions within our school community. They:

- work as part of a team with families, teachers, administrators, and others in the school community,
- meet with children individually, in groups, and in classroom settings
- serve as a bridge to community resources,
- support faculty in teaching children relationship skills, conflict resolution skills, connecting choices with consequences, study skills, etc.,
- help children and families cope with stressful life situations,
- provide consultations to families and the school community about specific concerns,
- assist with post-high school planning.

Students may meet with the counselor by referral (from family, teachers, administrators, or by the child's own request), through regularly-scheduled grade-level groups, or in classroom guidance lessons.

As this service is part of our school program, no specific permission slip is required for a student to participate in the counseling program at Lebanon Catholic School for up to three meetings. A permission slip needs to be signed by the parent or guardian after the third meeting if counseling is to continue with the school counselor. Permission is not necessary for classroom guidance lessons, but is obtained for small groups. Families are also free to contact the counselors any time with questions or concerns.

2009/2010 Tuition Rates

Pre-K *	\$1849
1/2 Day Kindergarten *	\$1849
Full Day Kindergarten *	\$2874

ELEMENTARY

1st through 5th Grades	\$2874
Non-Catholic 1st-5th Grades	\$3548

MIDDLE SCHOOL

6th through 8th Grades	\$3265
Non-Catholic 6th-8th Grades	\$4146

HIGH SCHOOL

9th through 12 Grades	\$3574
Non-Catholic 9th through 12th	\$4661

Career & Technology Student

Full Time Student	\$1787
Part Time Student	\$2359

Non-Catholic Career & Technology Student

Full Time Student	\$2333
Part Time Student	\$3075

FAMILY

Three (3) or More	\$8606
Non-Catholic Family	<i>pay per student</i>

* Kindergarten & Pre-K are not included in the family rate.

SUPPLY & TECHNOLOGY FEE

Per Student	\$ 100
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PROFIT SHARING PROGRAM

Per Student	\$ 600
Per Family	\$1000

PARENT-SCHOOL AGREEMENT

The policies presented in this handbook were arrived at after much debate and research. We ask that you make yourself familiar with them through initial reading and reference during the school year.

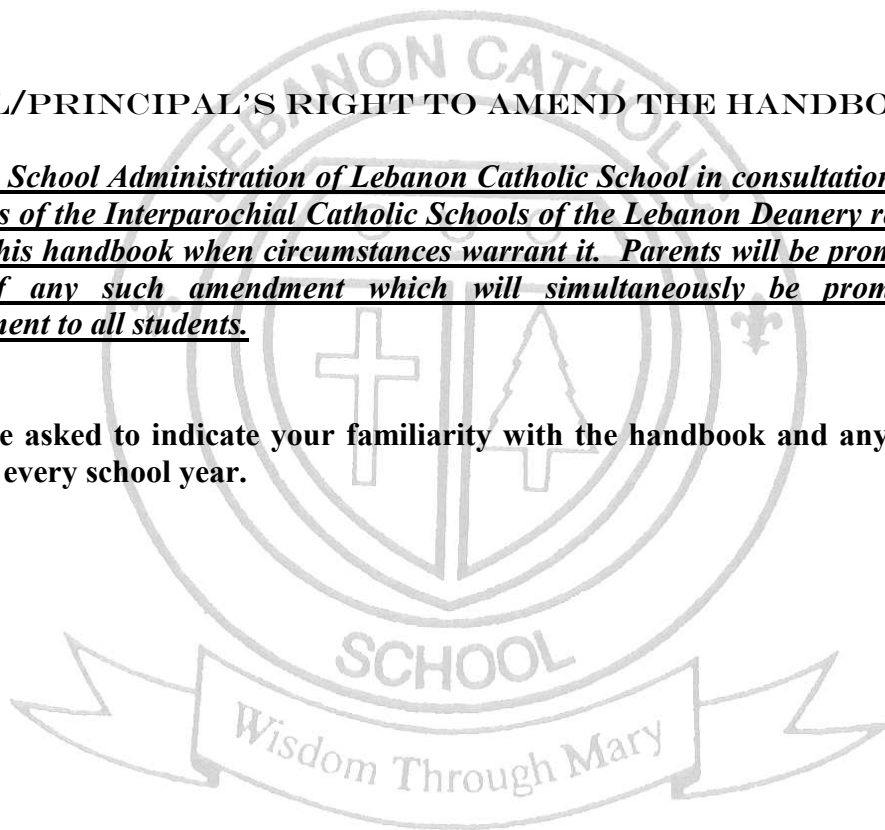
Please sign the certificate on the last page indicating that you have received this handbook and agree to abide by the regulations contained in it.

Return the certificate to your child's homeroom teacher. It will be kept on file in the school office to indicate that you are aware of school policies and procedures.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

The School Administration of Lebanon Catholic School in consultation with the Board of Directors of the Interparochial Catholic Schools of the Lebanon Deanery reserves the right to amend this handbook when circumstances warrant it. Parents will be promptly notified, in writing, of any such amendment which will simultaneously be promulgated in an announcement to all students.

You will be asked to indicate your familiarity with the handbook and any changes at the opening of every school year.



PARENT-SCHOOL AGREEMENT CERTIFICATE

We have received and read the 2009-2010 Lebanon Catholic School Handbook. The rules in the Handbook (and any addenda during the school year) are the governing principles of Lebanon Catholic School.

We agree to abide by the Handbook, including dress code, tuition, profit sharing policy, discipline, and all other sections.

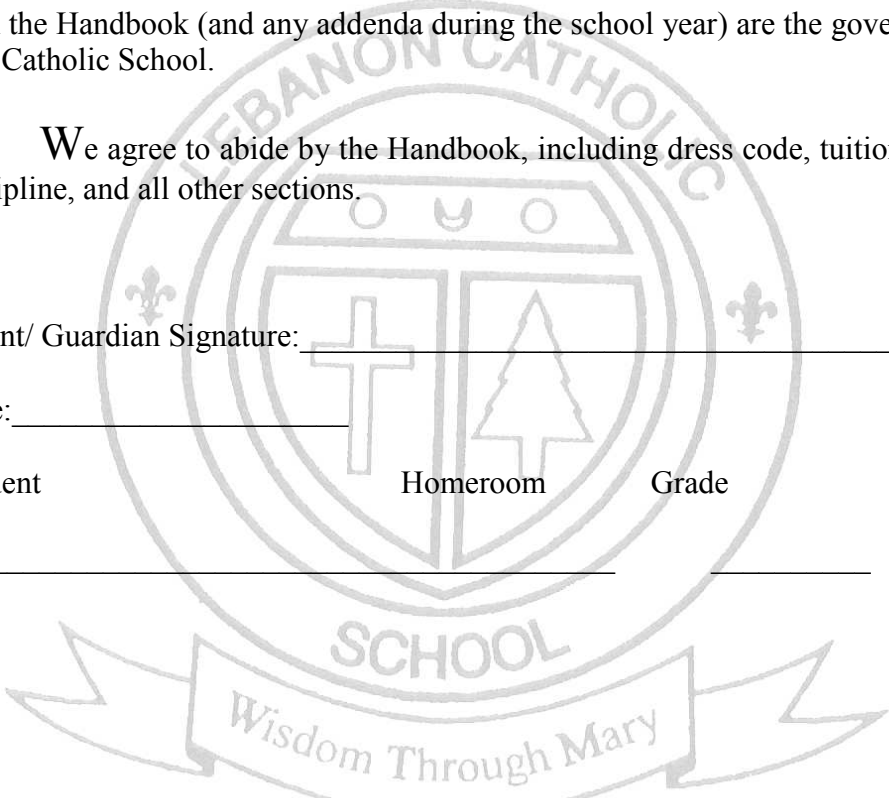
Parent/ Guardian Signature: _____

Date: _____

Student

Homeroom

Grade



Please sign, cut out, and return this page to school with your child the first week of school. It will be kept on file in the school business office.

Note: A separate signed form is required for each child.