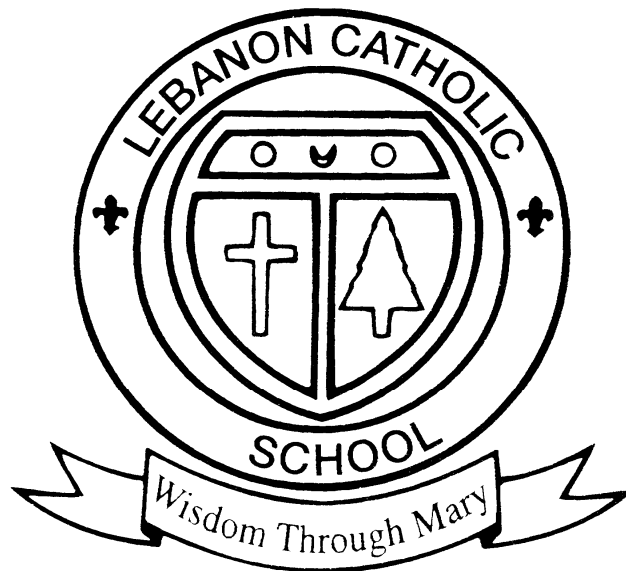


LEBANON CATHOLIC

*Middle / Secondary School
Student / Parent Handbook
2009-2010*



Visit www.lebanoncatholicschool.org

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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

The history of Lebanon Catholic High School began with the parish school of the Assumption of the Blessed Virgin Mary Church in Lebanon, Pennsylvania. Rev. Antonius M. Grundner, O.S.B.V.M., established the school in 1859.

Lay teachers maintained the original school, followed in quick succession by the Sisters, Servants of the Immaculate Heart of Mary in 1861, and the Sisters of Mercy in 1869. In 1870, the Sisters of Saint Joseph took charge of the elementary school, and by 1876, six Sisters cared for 200 students. The pastor was Rev. Aloysius F. Kuhlman. In 1926, it became necessary to formulate plans for a new building that would accommodate a greater number of students seeking admission into the parish school. Facilities were also needed to provide for a Catholic High School. The new building on Willow Street was dedicated on June 3, 1929, with Msgr. Adam Christ as pastor. The second floor of the building contained high school classrooms, science laboratories, and facilities for a commercial course. The first graduating class numbered 18, while Msgr. John F. Lawley was pastor.

By 1950, it was evident that the parish school building would not be adequate for increased enrollments. In 1953, the number of students in both schools was well over 1100, including 380 students in the high school. A building fund was officially launched by Msgr. Paul D. Weaver on December 8, 1954. The site for the new Lebanon Catholic High School was to be Assumption Hill, land on Chestnut Street purchased in 1949. On April 9, 1956, the Most Reverend George L. Leech, Bishop of Harrisburg, created a diocesan institution out of what had been a parochial high school. This meant that five other parishes would lend their support to the proposed new building, and thus a Board of Pastors was also created. On October 11, 1959, the new Lebanon Catholic High School on Assumption Hill was dedicated by the Most Reverend Egidio Vagnozzi, Apostolic Delegate to the United States. The first principal of the present school was Rev. Joseph C. Hilbert. Enrollment was 113, with a faculty of nine Sisters of St. Joseph and eight lay teachers.

For the 1963 – 1964 school year, enrollment was 700 students, the highest figure in Lebanon Catholic's history. In September 1964, three Sisters of Saints Cyril and Methodius joined the faculty, and one Daughter of Mercy became a member of the faculty in 1976.

The Board of Pastors, the governing body since 1956, was expanded to include lay representatives from the supporting parishes and faculty and student representatives in September 1971. The Daughters of Mercy withdrew in 1982. The Sisters of Saints Cyril and Methodius officially withdrew from Lebanon Catholic in 1987.

In September 1989, Lebanon Catholic became a Junior-Senior High School with the addition of 7th and 8th grades. The opening enrollment that year was 265 students.

In August of 2001, Our Lady of the Valley Elementary School (Grades K – 6) and Lebanon Catholic Junior-Senior High School consolidated into one K – 12 entity: Lebanon Catholic School. To accommodate this merger, modular classrooms were placed on the grounds to extend the upper floor space to house grades 3 – 6. The opening enrollment for the 2001 – 2002 school year was 485 students.

Board of Directors

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.

Alma Mater

Into our book of memories
More vivid as years go by
The School that brought us happiness
Lives on and ne'er will die.
Knowledge, prudence, fortitude,
Are virtues of our school.
Her colors true,
Mary's white and blue,
Dear Alma Mater.

Never failing in spirit,
We stand for right.
On her shines heavenly light,
Lebanon Catholic High.

Her noble doctrines and her truths
Clear in our memories,
Will always keep us close to you
And guide us o'er life's seas.
Every classroom, corner, nook,
Known to her children dear,
Brings back old friends,
On whom depends
Memories of Catholic High!

Affiliations

Accredited.....	Middle States Association of Colleges and Schools
Approved.....	Pennsylvania Department of Education
Member.....	National Association of Secondary School Principals
Member.....	National Catholic Educational Association
Member.....	Pennsylvania Interscholastic Athletic Association
Member.....	Association of Supervision and Curricular Development

Supporting Parishes & Missions

Assumption of the Blessed Virgin Mary.....	Lebanon
Holy Spirit.....	Palmyra
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 Joan of Arc.....	Hershey
Saint Paul the Apostle.....	Annville

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 proper identification can expect to be questioned and be directed to the first floor office to follow this policy.**

Student Regulations

General Overview

The Administration is responsible for the regulation of student conduct during the School day and during School functions.

No set of regulations can be exhaustive. Lebanon Catholic has a responsibility to safeguard its good name and the welfare of its students. The school reserves the right to respond as it sees fit to the actions and misbehavior of its students, even if those actions occur outside of School hours or away from the School or School-sponsored activities.

While the School does not hold itself responsible for offenses committed outside of its jurisdiction, conduct or an allegation of conduct which is of such a nature as to jeopardize the good name of Lebanon Catholic, or which is of such a nature as to force the question of whether a student's presence at Lebanon Catholic can reasonably be considered to be a potential threat to the safety or well-being of other students in the School, or which can reasonably be determined to interfere with the educational process is cause for the School to request the withdrawal of a student. If a student chooses not to withdraw, Lebanon Catholic reserves the right to expel a student. This policy includes, but is not limited to, any activity which results in police intervention. Students should be particularly aware of this when they are formally representing Lebanon Catholic, and/or when they are guests at any other school or institution.

The School sees as its more fundamental obligation, however, the education of its students in principles of good behavior as they are based in the goals we have stated and outlined elsewhere in this Handbook. The School further recognizes the importance of appropriate counseling in cases where student misbehavior needs to be remedied. *In enrolling their children at Lebanon Catholic, parents/guardians agree to abide by the regulations stated here, and they recognize the School's right to regulate student behavior and enforce its regulations. Parents are expected, moreover, to cooperate with the School in teaching those human and moral values, particularly of respect for God, respect for others, and respect for self, which form the basis of the School's disciplinary code.*

Hours of Operation

Lebanon Catholic is open on regular school days from 7:30 AM until 4:00 PM. Normal school days begin at 8:00 AM and end at 2:40 PM. Students not involved in an official, supervised School activity after dismissal should not be on campus after 3:00 PM. If students must remain, they are to wait quietly in the Lobby or Cafeteria, if supervision permits. The building will close at 4:00 PM. Parents are responsible for transportation of students who stay late.

Weather Related Delays and Closings

If weather conditions force a delayed opening or cancellation of School, Lebanon Catholic usually follows the decision of the **Cornwall-Lebanon School District**. As quickly as decisions are made, they are recorded on the School's Voicemail system. **Telephone the School at 273-3731 and select option 6 for updated information. Announcements are also posted on local TV and radio stations.**

WLBR AM 1270 radio
WQIC FM 100.1 radio
WJTL FM 90.3 radio

WHP, (CBS) TV Channel -21
WHTM, (ABC) TV Channel -27
WGAL, (NBC) TV Channel - 8

FOX 43 TV Channel -4

In case of early closings because of weather, the School will usually follow the closing time of the Cornwall-Lebanon School District. Students from a given local school district will be released at the time when that district's bus service will arrange pickup.

EMAIL: In case of an early dismissal due to weather conditions 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 wgal.com and proceed to "Closings." Click on "Sign up for school closings." Enter your email address, click on "L" for our school and scroll down to Lebanon Catholic School. Continue to follow the directions.

Attendance Policy

When a student is absent from school, a parent or guardian must call the School before 9:00 AM on the day of the absence to give the reason for the absence. **The school nurse's telephone number is 274-1705.**

The physical well being of students is the concern of both school and parent. As soon as a student returns to school after an absence, he/she **MUST** present to the Main Office a note signed by the parent or guardian explaining the reason for the absence, the number of days missed, and the exact dates of the absence. If a student does not bring an excuse, he/she is subject to the discipline code. Cooperation in this matter is essential because of State laws governing school attendance. **For an absence of three or more consecutive days, a doctor's certificate is also required.**

If a student is absent 8 or more days within a marking period, the parents will be contacted by the Director of Discipline. The student's attendance record may be reviewed by local authorities.

A student absent for more than 20 days without a doctor's certificate is subject to review as to whether the scholastic year is to be repeated.

Under normal circumstances, students who participate in or attend interscholastic events or practices or other School-sponsored activities must be in attendance no later than 9:30 AM on the day of the activity or event. Students who are in school must remain to the end of the School day in order to be eligible to participate that day.

Attendance and punctuality of all students are required for all major School-sponsored events.

Students may not leave the property during the day without the written permission of their parents and the prior knowledge and approval of the Director of Discipline.

LATENESS

When a student is late for school, he/she is to report to the Director of Discipline or to the Main Office for an Admission Slip. Four (4) unexcused latenesses to school will warrant an after-school detention. A pattern of unexcused lateness beyond the 4th tardy will result in further disciplinary action. A parent note must be presented to explain the lateness. A pattern of repeated unexcused lateness will be treated as a disciplinary infraction. Students are expected to arrive on time in the morning for all classes and other assemblies. Lateness to class may result in detention or in other disciplinary measures.

DOCTOR/DENTAL APPOINTMENTS

Whenever possible, appointments should be made for after school hours. However, students may be excused during the day for 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

COMMUNICATION METHODS

Telephone – The school phones are for the use of faculty and school personnel. In an emergency, students may use the phone, but only with administrative approval.

Email – Parents can communicate with faculty and administration through the school's web mail, www.lebanoncatholicschool.org.

Folders – Communication folders with information from the school to the parent are sent home every Thursday. Please ask your child for this information every Thursday evening.

Calendars – A main School calendar is sent home at the beginning of the year.

Radio – **WLBR 1270AM** on the radio is our main means of communicating unusual circumstances (weather, early dismissal, etc.).

PARENT TO SCHOOL COMMUNICATION

Usual Procedure – In keeping with the Church's principle of subsidiary, 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, emailing the teacher, or sending a note with the student that lists a phone number and a 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.

Homeroom

Homeroom begins at 8:00 AM and continues until 8:10 AM. This is a general administrative time during which students are expected to remain in their assigned homeroom.

Uniform Policy

All students must comply with the School's Dress Code. Clothing which meets these requirements must be purchased from Flynn & O'Hara, the school uniform company.

The arbiter of the School's Dress Code is the Director of Discipline or Administration. Enforcement of the Dress Code is maintained by the Faculty and Administrative Staff. Lebanon Catholic reserves the right to regulate all hairstyles, make-up, nail polish, clothing accessories, and jewelry as it sees fit. Fads and extremes of any sort will not be accepted. Any questions about these issues should be discussed in advance with the Director of Discipline.

All students shall be properly dressed when they arrive at school and remain properly dressed until they leave the building at the end of the day. Clothing is to be worn as intended. Athletes or other students participating in special School activities under the supervision of a coach or moderator must dress as directed.

Exceptions to the Dress Code are occasionally granted for medical reasons. Requests for this kind of exception must come from a parent. For an extended period of time, the request must be from a physician.

Dress code violations will result in detention, and the violation will be corrected immediately. If necessary, parents will be called to take a student home to dress appropriately. Please cooperate with the dress code. We prefer to spend our time and effort on more important academic activities.

**** Please view Lebanon Catholic School's website, link "uniforms".**

***New, optional uniform addition – "Winter Blazer" for both girls and boys in grades 6 -12.

Some general guidelines about appropriate dress:

- All shirts must be properly tucked in at all times. Simply folding or rolling them under is not sufficient.
- Only **black/brown** dress shoes may be worn. Shoes must have backs and laces are to be tied at all times. The following are not acceptable: boots (of any type), sneakers or sneaker-style shoes, hiking boots or shoes, climbing or trail shoes, clogs, open-toed shoes or sandals, or heels less than 2-inches in diameter.
- Any tattoos are to be covered at all times by clothing or bandages. This applies to athletes at practices or games.
- Hats and head bandanas are not to be worn in school at any time.
- Hair must be neatly combed and groomed and be of a single, natural color. No extreme hairstyles will be tolerated. Shaved configurations, mohawks, cornrows, spikes, beaded hair, and other similar styles are not permitted.
- Facial hair is not permitted. Those who violate this policy will shave immediately in school with a razor supplied to them for one-time personal use.
- T-shirts worn under uniform shirts are to be white in color and have no design or wording.
- Only the top button of golf shirts may be open.
- All golf shirts **must** have a matching tee-shirt underneath; navy tee-shirt with navy polo, white tee-shirt with white polo.

GIRLS' DRESS CODE (GRADES 6 – 8)

- ✓ **Skirts** – Flynn & O'Hara gray wrap-around, **much TOUCH the top of the knee.**
- ✓ **Slacks** – Flynn & O'Hara gray twill with belt.
- ✓ **Shirts** – White or light blue oxford button down collar, with long or short sleeve, *Flynn & O'Hara white or navy blue golf shirts with LCS logo, which may be worn during **Aug., Sept., Oct., April, May and June.**
- ✓ **Sweaters** – Navy blue, V-neck or sleeveless with LCS logo to be worn with the Oxford shirt or uniform turtleneck. The turtleneck must be ordered from Flynn & O'Hara, and may be worn **only** in combination with the sweater.
- ✓ **Socks** – Dress sock, solid blue, navy, white, black, or gray must be worn.
- ✓ **Gym Attire** – Loose fitting shorts (no short shorts), tee-shirt (No offensive language or art work, no bare midriff, no low-cut neck lines), appropriate athletic shoes.

BOYS' DRESS CODE (GRADES 6 – 8)

- ✓ **Slacks** – Flynn & O'Hara gray twill with belt.
- ✓ **Shirts** – **same as girls.** All golf shirts must have a matching tee-shirt underneath; navy tee-shirt with navy polo, white tee-shirt with white polo.
- ✓ **Tie** – Appropriate tie of students' choice.
- ✓ **Sweaters** – **Same as girls**
- ✓ **Socks** – Dress socks required.
- ✓ **Gym Attire** – **Same as girls**

GIRLS' DRESS CODE (GRADES 9 – 12)

- ✓ **Skirt** - Light blue or plaid, **must TOUCH the top of knee at all times.** The skirt is available from Flynn & O'Hara, the School's uniform supplier. Skirts are not to be rolled at the waist.
- ✓ **Slacks** –Khaki only, clean fitted, pressed to keep the crease, worn with a belt visible at the waist.
- ✓ **Shirts** – White or light blue oxford button down collar, with long or short sleeve, and Flynn & O'Hara white or navy blue golf shirts with LCS logo, which may be worn during **Aug., Sept., Oct., April, May and June.**
- ✓ **Blouse** – Oxford style (button down collar), either long or short sleeves in either light blue or white. Girls may keep top button open.
- ✓ **Sweaters** – Navy blue, V-neck or sleeveless with LCS logo, to be worn with the Oxford shirt or uniform turtleneck. The turtleneck must be ordered from Flynn & O'Hara and may be worn **only** in combination with the sweater.
- ✓ **Socks** – Dress sock, solid blue, navy, white, black or dark green must be worn. Dress socks or appropriate nylons (or tights) must be worn. These articles must coordinate with the skirt that is worn.
- ✓ **Gym Attire** – Loose fitting shorts (no short shorts), tee-shirt (No offensive language or art work, no bare midriff, and no low-cut neck lines), and appropriate athletic shoes.
- ✓ **Hairstyles and jewelry** – Neat and in good taste. No extreme of either is permissible. Make-up must be conservative and tasteful. Girls may wear earrings in the ears only.

BOYS' DRESS CODE (GRADES 9 – 12)

- ✓ **Slacks** – Khaki only, clean, fitted, pressed to keep the crease, worn with a belt visible at the waist.
- ✓ **Shirt** – Oxford style (button down collar), either long or short sleeves in either light blue or white. The top button must be buttoned.
- ✓ **Tie** – Student's choice of solid or print tie neatly tied and worn at the neck.
- ✓ **Sweater** – Navy blue, V-neck, sleeveless or cardigan with the School logo, to be worn with the Oxford shirt or uniform turtleneck. The turtleneck must be ordered from Flynn & O'Hara, and may be worn only in combination with the sweater.
- ✓ **Dress socks** – Required.
- ✓ **Jewelry** – Young men may not wear earrings or other inappropriate **jewelry**. No exceptions will be made at any time during the school year. In addition, necklaces may not be worn on the outside of the shirt.
- ✓ **Hair** – May not extend below the bottom of the shirt collar.

****Blue or white knit golf shirts from Flynn & O'Hara must have the school logo. Golf shirts may be worn in the fall and spring, and at other times announced by the Director of Discipline.***

For Physical Education classes, the following general rules govern student dress:

- ✓ **Shorts** – All students in physical education must wear shorts that may not be shorter than the end of the student's fingertips (with the arm hanging straight at their side). Shorts must be loose fitting.
- ✓ **Shirts** – All students in physical education must wear tee shirts that do not contain vulgar, obscene, or otherwise offensive wording or artwork. Tank tops, halter tops, bare shoulders, bare midriffs, or low-cut shirts are not permitted.
- ✓ **Shoes** – Appropriate athletic shoes must be worn in the Gymnasium. These must be carried by the student for the purpose of physical education courses.

During the school year, the Dress Code may be relaxed for special purposes and events. During these 'dress down' periods, the following criteria will apply:

- ✓ No shorts, tank tops, patched or torn jeans, or tight clothing may be worn.
- ✓ No exposed midriffs are permitted.
- ✓ No hats are to be worn.
- ✓ No backless shoes are permitted.
- ✓ Tee shirts and other clothing must be in good taste, no extremes of any sort, and generally reflective of the values of Lebanon Catholic.

Lunch

All students are assigned a period during which they are to eat lunch. During this assigned period, and under normal circumstances, students are to remain in the Cafeteria unless they have specific permission to be in the Library/Media Center or restroom.

Food & Beverages

Eating and drinking is prohibited in all areas except the Cafeteria and the Foyer (**after school**). During school hours, individual students will not be permitted to order or accept delivery of food from local restaurants. Chewing gum is not to be used at School. Vending machines are off limits during class hours (except for study held in the cafeteria).

Telephone/Cell Phones

A public telephone is available for use after school hours only. The call is 25 cents. **Office and other school telephones are not for student use except in cases of emergency.** Students needing to make a telephone call during the school day should seek the assistance of the office personnel. Cell phones, pagers or related devices must be kept “off” in student 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 an 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. 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.**

Field Trips

Field trips are privileges. 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 indicating that the private driver and vehicle meet these requirements must be filled out and be given to the business office.

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.

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

Parking/Cars

Student parking is available on Chestnut Street. No student parking is available on LC property.

Students are not permitted to go to their vehicles during the school day. If a student is dismissed early and is waiting for someone to be dismissed later, he/she may not wait in a car parked on the school grounds. He/she should return later or obtain permission to stay in school. Students may not park in faculty or visitor spaces.

***CAR LINE** – All parents and high school drivers are advised to use the car line to drop off students/siblings and pick up students/siblings at the start and end of the school day. Due to extreme traffic congestion, we request great **CAUTION** when transporting students to and from school in a car. The car line children are dismissed from the rear of the school. **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.**

Lockers

Each student is assigned a locker. Lockers are to be kept closed when not in use. There is to be no inappropriate decoration of lockers. Decoration on the outside of the locker is permitted only with the permission of Administration. No one is permitted to access another student’s locker. The School is not responsible for theft; therefore, valuables should not be kept in lockers. Lockers must be kept clean and free of clutter.

Lockers and the contents of lockers are subject to inspection by the School Administration. Normally, students will be asked to be present in the event a search is conducted. However, the School reserves the right to conduct the search without a student’s presence if, in its opinion, the safety of students, faculty, staff, or visitors to the School is in question.

Suspension

Students may be suspended from School for offenses as indicated in this Handbook or which, by their nature, are either detrimental to the good name and reputation of Lebanon Catholic or which 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 school 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 assigned during a suspension. Students who are suspended are ineligible to participate in any co-curricular activity or to attend any other School function (including rehearsals, athletic practices, etc.) during the period of the suspension. Parents may be required to have a conference with the Director of Discipline and Secondary Director prior to the student's return to regular classes.

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 of another student or faculty member, or any threat of violence (law enforcement authorities may be notified).
5. Persistent truancy (persistent, unexcused absences).
6. Possession of a weapon (law enforcement authorities will be notified).
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 and disseminated.
8. Selling, distributing or possessing drugs (law enforcement authorities will be notified).

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 an expulsion occurs.

When a student is guilty of an action which merits expulsion, the School will communicate directly with the parents/guardians of the student in question concerning the nature of the alleged offense. Students will be suspended for a period of not less than five (5) school days and will not be allowed on the property during this time. If the parents/guardians have any information regarding the situation that would be relevant to the School's decision, they will be given an opportunity to present that information to the Principal. Within the period of the suspension, the School will review all information at its disposal and will make a decision as to the student's future at the School. Normally, if it is decided that a student should leave, the parents/guardians and student will be given the opportunity to withdraw before a decision to expel that student is made. If the parents/guardians choose not to withdraw the student, or if the student is of age and chooses not to withdraw, the School will expel the student. In the event of an expulsion, the School will inform the parents/guardians and student 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 or school-sponsored activities while the appeal is being made. According to Diocesan practice, neither the Board nor the student shall be represented by legal counsel in this appeal process.

In keeping with the spirit of Pennsylvania school law concerning the transfer of discipline records to and from public schools, students whose withdrawal is requested for reasons of substance abuse policy violations, violent behavior, or the possession of a weapon on School property will have that reason communicated to the School to which the student's academic records are forwarded.

Dismissal from Class

Should any incident occur which requires the dismissal of a student from a class, the student will report directly to the office of the Director of Discipline or Secondary Director, or, if he/she is unavailable, to the Office.

Controlled Substances [Alcohol & Other Drugs]

The possession, use, or distribution of any quantity of alcoholic beverages, illegal drugs, other intoxicants, or paraphernalia is not permitted on School premises, school buses, or at off-site school-sponsored activities. Any student who violates this regulation, who demonstrates the effects of these intoxicants, or who is with others who violate this regulation is subject to disciplinary action by the School, including suspension or expulsion, and to the laws of the Commonwealth of Pennsylvania. **Lebanon Catholic reserves the right for the Director of Discipline, Assistant Principal, and Principal to conduct a reasonable search of a student and the physical plant of the School, including lockers, the contents of lockers, and other areas within its building and on its property. The School is obligated to turn over any suspected materials to law enforcement agencies.**

Non-alcoholic beer/wine and caffeine (or other non-controlled stimulants) in medication form are considered by the School to be included in its definition of controlled substances which violate its drug/alcohol policies. If a student violates any of Lebanon Catholic's controlled substances policies, the following steps will be taken:

1. The parent(s) or legal guardian(s) will be notified of the incident.
2. The student will receive an immediate, minimum five (5) day suspension during which time his/her status at Lebanon Catholic will be reviewed. He/she may be required to attend a substance abuse education program and/or receive an alcohol/drug evaluation, as designated by Lebanon Catholic, in order for the School to determine the future course of action in his/her case.
3. Failure to comply with the requirements imposed by the School will result in an indefinite OUT OF SCHOOL suspension and/or expulsion. At times, expulsion may be used without suspension.
4. For a student involved in an athletic activity, an incident involving drug/alcohol use, regardless of the School's general discipline, will result in disqualification from that athletic activity for the remainder of that athletic season. Multiple violations of the School's controlled substance policy will disqualify a student from all athletic activities for the entire year.

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 it to be necessary or if 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 School care (i.e. school bus, etc.).**

Medication

Parents are asked to administer medication to their children before or after school whenever possible. If students must receive prescription medication at school, please follow this procedure:

- ✓ All prescription drugs must be in the original, properly identified container, labeled by a pharmacist or physician. The container must be accompanied by a form listing the following information:
 - ✓ student's name
 - ✓ name of prescribing physician, with his/her directions
 - ✓ name of drug, amount to be taken, frequency of dosage, reason for medication
 - ✓ curtailment of school activities, if any
 - ✓ other medications being taken
 - ✓ parental/guardian permission

Students who self-administer prescriptions may do so only with proper consent and physician recommendation. The nurse is responsible for maintaining a Medical Log and medical storage. Medicine is not to be carried by a student or stored in a locker. All medication **MUST** be kept in the Nurse's Office. This includes over-the-counter medications which may be administered to students only with written permission of parents.

Tobacco Products

LEBANON CATHOLIC IS A TOBACCO-FREE SCHOOL.

Students are prohibited from using any tobacco product on Lebanon Catholic property or at school functions. Unlit tobacco in one's possession or remaining in any area where tobacco is being used will constitute suspicion of use. Commonwealth law prohibits smoking on School property. Lebanon Catholic is a drug-free zone and students are not to use tobacco within a one-block area in all directions. This applies to tobacco use in parked cars.

Personal Integrity

As a Roman Catholic institution, Lebanon Catholic expects its students to exhibit qualities of personal integrity which not only reflect well on Lebanon Catholic, but which also reflect Catholic, Christian personal values of respect for God, respect for others, and respect for self. To this end, Lebanon Catholic expects its students to be young men and women who use 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'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.

Harassment, Bullying and Cyber Bullying

In accordance with Diocesan policy, Lebanon Catholic 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 school 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.

Policy

Revised: July 1, 2009

KCR/Bishop of Harrisburg

Respect for Others & Their Property

The core of Lebanon Catholic's philosophy rests within its Catholic view of the importance of and care for each individual person. Therefore, racial, cultural, and/or gender-based intolerance of any type is not acceptable and will be dealt with accordingly.

Respect for others and their personal property is 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, or 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 Director of Students.

Sexual harassment is included in this policy, and is defined as unwanted and unwelcome sexual behavior toward another person. Federal law protects men as well as women, boys as well as girls. Behaviors that may be considered harassment include, but are not limited to:

- ✓ *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 & offensive*
- ✓ *Cartoons or pictures that are sexual & 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, whether of a sexual nature or not, are unacceptable. These may result in penalties up to and including **detention, suspension, and expulsion.**

Inappropriate Behaviors

Orderly behavior is necessary in every activity involving the interactions of people. The extent of order required in an activity depends on the nature or the purpose of the organization. The amount of order needed is that which enables the organization to operate effectively. Extremes of discipline, too harsh or too lenient, do not contribute to the achievement of the School's goals. All levels of formal education require both personal and

institutional discipline. Ideally, institutional behavior guidelines insure that the learning process is orderly, and that each student will develop the minimal personal self-discipline required for teaching and learning to take place.

Lebanon Catholic, 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 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 new situations develop. The following are **EXAMPLES** of infractions which will result in an automatic three (3) to five (5) day suspension, a parent conference with the school administration, and an Unsatisfactory (U) grade in conduct for the quarter and no credit will be given for work proven to have been plagiarized.

- | | |
|---|---|
| ✓ <i>Destruction of Property/Vandalism</i> | ✓ <i>Cheating</i> |
| ✓ <i>Tobacco or Substance Abuse Policy Violations</i> | ✓ <i>Plagiarism</i> |
| ✓ <i>Theft</i> | ✓ <i>Harassment (within the context of Diocesan policies explained above)</i> |
| ✓ <i>Inappropriate Conduct at Liturgy</i> | |
| ✓ <i>Fighting</i> | |

Parents will be notified. Law enforcement authorities may also be notified in the event of a violation of civil laws. If a student is accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter is resolved or another determination has been made by the School administration.

The following are **EXAMPLES** of infractions which may result in an in-school suspension of one (1) to three (3) days or a Saturday morning detention, and/or an Unsatisfactory (U) grade in conduct for the quarter:

- | | |
|---|--|
| ✓ <i>Cutting class/study hall/cafeteria</i> | ✓ <i>Use of personal communications devices/pagers or other electronic devices</i> |
| ✓ <i>Inappropriate displays of affection</i> | ✓ <i>Repeated violation of school rules</i> |
| ✓ <i>Truancy</i> | ✓ <i>Lying</i> |
| ✓ <i>Repeated failure to serve assigned detentions</i> | ✓ <i>Inappropriate conduct in the cafeteria</i> |
| ✓ <i>Use of vulgar/obscene language</i> | ✓ <i>Disrespect to peers, faculty, staff, or visitors</i> |
| ✓ <i>Violations of Personal Integrity Policies</i> | |
| ✓ <i>Repeated infractions of any type (at the discretion of the Director of Students)</i> | |

Repeated infractions or violations (listed above) shall be interpreted to mean any four (4) infractions during a quarter or any ten (10) during a school year. A suspension will be served on the 2nd school day after the 4th or 10th infraction.

The following are **EXAMPLES** of infractions, which may result in detention and may result in an Unsatisfactory (U) grade in conduct for the quarter:

- | | |
|--|--|
| ✓ <i>Corridor, stage, other restricted area violations</i> | ✓ <i>Disturbing class/study hall/cafeteria/corridor</i> |
| ✓ <i>Abuse/misuse of text and library books</i> | ✓ <i>Disturbing class/study hall/cafeteria/corridor</i> |
| ✓ <i>Unexcused lateness</i> | ✓ <i>Eating/drinking in class, corridor or gym</i> |
| ✓ <i>Unsafe operation of a motor vehicle on campus</i> | ✓ <i>Gum use anywhere in the building</i> |
| ✓ <i>Violations of the Dress Code</i> | ✓ <i>Use of radios, tape, CD, MP3 players, iPods, or handheld electronic games (i.e. – Gameboy, PSP) in school</i> |
| | ✓ <i>Use of cell phones and pagers during school hours.</i> |

These are merely examples of inappropriate behavior. Other behavior which is inappropriate, which is detrimental to the good name of Lebanon Catholic, which is in violation of fundamental Christian, Catholic moral values, which is dangerous or potentially dangerous to the student and/or others, or which is in general detrimental to the good order and operation of the School will be considered a violation of the School's conduct guidelines. The arbiter of the School's discipline policy is the Principal.

A student choosing improper conduct may be given a warning, a work assignment, a private detention, a general detention, suspension, or expulsion. Students who are spectators at activities in which the School participates (either at home or away) are representing Lebanon Catholic. Misbehavior at those activities is considered a violation of Lebanon Catholic's discipline code.

Detention

General detention will be conducted on Tuesday, Wednesday and Thursday from 2:50 PM until 3:50 PM as needed. Students must make necessary arrangements for transportation. They must be in dress code and must sit in silence for the entire period. Missing detention will result in additional detentions. Multiple unserved detentions will result in in-school suspension until the detentions are served.

At the discretion of the Director of Discipline or Administration, Saturday Detention may be held for students with repeated and/or serious violations of the School's behavioral expectations.

Individual teachers have the right to assign private detention to students. Failure to report to private detention is regarded as a violation of the disciplinary code and will be dealt with at the discretion of the Principal.

Disciplinary Probation

A student whose behavior is repeatedly in violation of Lebanon Catholic'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 grades in conduct is liable to disciplinary probation the following year.

Parents will be contacted by the Director of Discipline 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 Director of Discipline and the Guidance Counselor. Disciplinary probation will result in suspension from participation in athletic and non-athletic co-curricular activities for two weeks. The duration of disciplinary probation is at the discretion of the Principal.

Special Rules for Students in Grades 6, 7 & 8

Students in grades 6, 7 and 8 are subject to the same basic rules of behavior and decorum which apply to all other Lebanon Catholic students. Provisions which apply exclusively to students in grades 6, 7, and 8 include the Detention Redemption program, access to lockers, and restrictions on presence in specific hallways or stairwells during certain times.

Pregnancy

The Church embraces the deepest respect for the sanctity of all human life. When pregnancy occurs outside of marriage, we seek to assist individuals with compassion and understanding. Following Jesus' compassion and forgiveness and the Church's compassionate understanding of human weakness, the following policy is in effect in cases of premarital pregnancy:

- Both the male and female students involved may continue in school in order that they might receive the support that they may need at this time and to uphold the value of all human life. They are to be given every opportunity for counseling in respect to the value of human life and the various Catholic approaches to coping with their situation.
- If the young woman is a student in a Catholic school and is continuing her education there during her pregnancy, she and her parents/guardians should be advised that arrangements for alternative instruction can be made if, for reasons of health or safety, she can no longer continue her studies in school.

The following measures are to be followed in administering these guidelines in all pregnancy cases:

1. The Principal of the school will be responsible for administering these guidelines in all pregnancy cases.
2. The pastor and parents/guardians of the students involved will be fully informed before any action is taken.
3. Both the female and male students are expected to receive appropriate professional counseling.
4. The young woman is expected to remain in school until her personal physician indicates in writing that she needs to stay home. She should receive regular medical care and the school should receive documentation of that fact.
5. The young woman may continue her extracurricular activities unless or until her personal physician requires otherwise for her own health or safety or that of the baby.
6. During the time that the young woman is required by her physician to remain at home, arrangements for alternative instruction will be made in order that she may continue her education. (cf. Diocesan Policy 5138.1 also 5138.1a).

Marriage

The general policy of the Diocese of Harrisburg is that students who attend our schools should be unmarried. Any Catholic student who attempts to marry in any manner or form other than in accordance with the laws of the Roman Catholic Church and the Common Policy of the Diocese will be subject to immediate dismissal from a Diocesan school.

According to the teaching of the Roman Catholic Church, marriage between Christians is a sacrament which binds a couple together for life in an intimate and personal union. Consequently, marriage is a serious step which should be entered into by persons who are canonically free, properly prepared, and mature enough to enter into a lifelong relationship. Because of the universally high divorce rate for marriages entered into by persons early in life (e.g., high school age students or other teenagers), the Church discourages young people from marrying until they have achieved the maturity necessary to accept the many responsibilities of married life.

The Code of Canon Law and the Common Policy for Marriage Preparation in the Diocese of Harrisburg regulates marriages for all its subjects. The Common Policy discourages marriages of those under nineteen (19) years of age. When an underage student continues to request marriage, the parish priest, in consultation with the couple, their parents, the principal, and Catholic Charities must determine that the couple is truly prepared for a permanent, valid marriage. In such a case, where it is possible, the students should marry and remain students in the Catholic diocesan high school. Non-Catholics who desire to be married and remain students in a Diocesan high school must receive from a Church community a time of preparation and marriage instruction comparable to that required of all Catholic students. [Diocesan Policy 5138.2].

Sanctity of Life

In keeping with Church teaching and its laws concerning human life, any student who promotes, procures, actively assists, or performs an abortion shall be dismissed from Lebanon Catholic unless the Principal, in consultation with the Secretary for Education of the Diocese of Harrisburg, determines that there are mitigating circumstances [Diocesan Policy 5138.3].

Extra-curricular Activities

Our ideal of education demands the development of the whole person. Lebanon Catholic offers a variety of competitive and noncompetitive co-curricular activities for its students. We strive to fulfill as many student needs and interests as possible. Students who participate in co-curricular activities, whether that activity is an athletic event or not, develop skills not only in that activity, but also in leadership, in group cooperation, school spirit, and personal interests. **Participation in co-curricular activities at Lebanon Catholic is a privilege extended to students of the School and specific rules apply to that participation.**

Each activity moderator or coach has the ability to establish reasonable rules for participation and conduct within a given activity. These rules do not replace nor do they override the general expectations of behavior published in this Handbook. Participants in all extra-curricular activities who violate school policies, PIAA/CYO policies or otherwise violate general expectations of behavior may be subjected to additional disciplinary action from the Principal, Disciplinarian, and/or Athletic Director. Officers of major clubs and organizations must be approved by the Faculty Moderator.

Under directions from the Diocese of Harrisburg, Lebanon Catholic can not sponsor nor promote a celebratory event following a school function such as Junior Ring Day and National Honor Society Induction. Students involved in such activities can be dismissed following these events only by parental signing out of the student.

Student Council

The Student Council is the elected form of student government for Lebanon Catholic School, secondary division. The Council consists of a President, Vice-President, Secretary, Treasurer, and two representatives of each homeroom. Each is elected annually by the secondary student body.

While the representatives are elected, they are expected to be of service to their fellow students and the school. Responsibility is delegated to the Council by the Faculty and Administration. Officers or representatives who do not fulfill their responsibilities may be removed from office. They are expected to be truly representative of the School in all aspects of their lives, including observance of school rules. Much confidence and trust is placed in the Council. The Faculty and Administration reserve the right to determine eligibility for Student Council based on attendance, conduct and academic standing.

National Honor Society

The National Honor Society is an organization for students who consistently display the four characteristics of the society: Scholarship, Character, Leadership, and Service. Students who have maintained a cumulative average of 85% are nominated to the faculty each fall when the students are in 10th, 11th and 12th grades. The faculty is asked to rate the students on the other three areas - Leadership, Service, and Character. Lebanon Catholic normally requires two full semesters of attendance before a student may be considered. The School follows the national Constitution for the National Honor Society.

A clear distinction is made between leadership and service. Service is determined by membership in organizations and clubs, the willingness to help in projects and programs of the school, and service to their parish and community. Leaders are those who engender ideas and can motivate others to accept their ideas and follow their directions. It is important that students who are interested in membership in the NHS use the opportunity the School provides to inform us of their outside interests and involvement, especially in regard to parish activities and community service.

After the faculty has voted, the names are presented to a committee of faculty appointed by the Principal. By regulation, the Principal is not eligible to serve on this committee. This committee reviews the voting of the Faculty and makes a recommendation to the Principal concerning those who should be accepted for membership in the Society. The annual induction for new members will be held in the second quarter and will include Sophomores, Juniors, and Seniors.

Students who have not been selected are welcome to see the National Honor Society Moderator for an understanding of the reasons they were not selected.

When report cards are distributed at the end of each marking period, members of the society must present their report card to the Moderator. Any student falling below the 85% average required for membership will be suspended from the Society for the next academic quarter. If it happens again, the Moderator must call a meeting of the Selection Committee to review the student's academic record. This committee may recommend dismissal from the Society. National Honor Society members are expected to render service to the school, especially as tutors for students with academic difficulty. Refusal to help in such projects or unsatisfactory conduct could lead to suspension or expulsion from the Society.

Other Clubs & Activities

Students are encouraged to be involved in school activities at Lebanon Catholic. The many clubs provide students the opportunity to develop social skills, sharpen their talents, and involve themselves in wholesome activities. Such groups would include: Respect Life Club, academic Quiz Bowl team, Yearbook (The Excelsior), the school newspaper (The Challenge), prayer groups, Envirothon, and others.

Athletics

Athletes do not give honor or favor to the school by their participation, but rather the school honors and confers a favor upon students by allowing them to represent the school in any athletic event. Hence, unsportsmanlike conduct is a betrayal of trust and may result in forfeiture of this privilege. A student's eligibility to participate in the inter-scholastic athletic program is determined by the rules and regulations of the PIAA, the Lancaster-Lebanon League, and the School. The rules may cover personal behavior, academic eligibility, or other factors that relate to the intellectual, emotional, and physical well being of the student.

The inter-scholastic athletic program at Lebanon Catholic consists of baseball, boys and girls basketball, bowling, cheerleading, golf, soccer, softball and volleyball. **Refer to page 33 of the handbook under "Academic Eligibility."**

Spiritual Formation

The School's Spiritual Life Team, under the direction of the Principal and the diocesan appointed chaplain, guides the Spiritual Formation Program.

All students and faculty are required to attend all Spiritual Activities. These activities include regularly scheduled school-wide and class liturgical celebrations, Morning and Afternoon Prayer, Penance Services, Retreats, Stations of the Cross, and other prayer services.

A chapel is located on the second floor of the school. All are encouraged to visit the Blessed Sacrament and spend time in private prayer. Classes are assigned times for adoration of the Blessed Sacrament on First Fridays

of each month. Priests from the School's supporting parishes graciously provide the opportunity for confession four times during the year: in the fall, during Advent, during Lent, and again at the end of the year.

Retreat programs, both mandatory and optional, provide an opportunity for students to set aside the regular concerns of daily life so that quiet prayer and reflection may occur. Prayer is at the heart of the Christian life. Prayer must be both private and communal. It is at the heart of our life at Lebanon Catholic. The school day begins and ends with prayer, each class begins with prayer, and additional opportunities are provided by the Religion Department.

Assemblies

Students will proceed to assemblies in an orderly manner and in silence when requested. All students must be present for an assembly. Students' conduct at assemblies is to reflect the good name of Lebanon Catholic. Courteous attention should be given as soon as the chairman or speaker stands. Boisterous applause, whistling, and calling out are inappropriate, impolite, and may involve a violation of our discipline code.

Applause is inappropriate after a prayer has been offered or before the end of a musical selection. If there is singing or cheering, students are encouraged to share in it enthusiastically, but not rudely. Whispering or talking during a performance is discourteous. Appropriate silence is the rule for any assembly of a religious nature, especially before Mass.

Dances

All dances sponsored by Lebanon Catholic or its affiliated organizations are considered part of the educational program and are governed by the following regulations:

1. They must be chaperoned by adults and at least one faculty member.
2. They must be characterized by gentlemanly and ladylike conduct.
3. Music with sexual themes, condoning alcohol, drugs or suicide, music that contains themes of the occult, and music with foul language is to be avoided. Failure to do so will result in the non-payment of contract fees.
4. Unrefined, vulgar dancing is not tolerated.
5. Type of dress for various dances will be announced.
6. Any student under the influence of drugs or alcohol, or in possession of the same, is subject to the School's substance abuse policies. Tobacco use is also subject to the School's standing policies.
7. A student who leaves the building during a dance may not return. Junior High students are forbidden to leave before the end of a dance unless picked up by a parent.
8. At selected dances, students are permitted one guest. The guest must enter the building with the student. Students are responsible for the actions of any guest they bring. Junior High students must sign in their guest with the Director of Students during the week prior to the dance. Guests at Senior High dances must sign in at the door.
9. Students are not permitted to loiter outside the building.

Prom

1. Only sophomore, junior and senior high school students may attend prom.

2. College aged students may be allowed to the Prom at the discretion of the Prom Advisor and Administration.
3. The designated form for all guests must be returned to the Prom Advisor by the due date in order to attend Prom. Attendance at Prom for all students and guests is at the discretion of the Prom Advisor and Administration.
4. Students attending Prom must be in school on the day of Prom and remain in school until the stated dismissal time for those attending Prom in order to be allowed to attend the Prom in the evening.
5. Junior and senior students who choose not to attend Prom must attend school for the entire day on the day of Prom unless notified otherwise by the Prom Advisor or Administration.
6. ***ATTENTION Junior and Senior Ladies-*** The following will be considered **UNACCEPTABLE** Prom Attire:
 - Low cut dresses
 - Skin tight dresses
 - Extremely short dresses
 - Backless dresses
 - Bare Midriffs
 - Dresses with suggestive cuts

Please know that arriving at Prom dresses inappropriately will deny you entry. Your parents will be contacted, and you will be asked to leave. No refunds will be provided. No exceptions.

The Prom Advisor and Administration have the right to amend or change these policies as need arises

Administrative Matters

Office

Students who come to the main office to conduct business should use the counter in the waiting room. Business will be conducted in a courteous manner. Students are not permitted in the main office unless permission is granted for certain reasons. The waiting room is not to be used as a student lounge area.

Lost & Found

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

Change of Address/Telephone/Parish/School District

A change of address, telephone number, parish or school district **MUST** be reported to the Main Office on the first day of permanent residence at the new address.

Funerals

Consoling the bereaved is a Corporal Work of Mercy. Where sympathy or friendship dictates, a visit to the family of the deceased should be made during out of school hours. A student who wishes to attend a funeral during school hours must present a written request from a parent to the Director of Students. The Director may grant permission after reviewing the academic and attendance records of the student.

College Visitation

Each senior is permitted three excused absences for college visitation. Students must adhere to guidelines established by the Guidance Department. **The proper forms must be obtained and returned to the Director of Guidance before the visit.** Students are responsible to make up tests and work missed. Special permission is necessary for Juniors to visit colleges while school is in session.

Family Illness

Whenever a member of a student's family is seriously ill or in the hospital, the school would like to know. It is important that we pray for one another, and we should seek prayers for our loved ones.

Letters of Recommendation

No student should submit the name of the Principal or any of the faculty members for a letter of recommendation unless he/she has consulted that person and obtained the permission to submit the name.

Class Rings

Students may purchase school rings during their junior year. To own an official school ring is a privilege and it should be worn with pride. Juniors receive their rings at a special Ring Ceremony.

Working Papers

Any student under eighteen years of age who wishes to obtain employment must first obtain working papers. Working papers may be obtained in the **public school district** in which the student resides.

School Nurse

A student must obtain permission from the subject teacher to see the school nurse. The nurse will arrange for care and, if necessary, transportation home. In the event the nurse is unavailable, the Secondary Director will arrange for proper care. Students will not be dismissed nor will a student be permitted to go home without verbal permission from the parent/guardian to authorized personnel. All arrangements are facilitated by the nurse or the Secondary Director not by the student.

Guidance Services

The Catholic home and parish are vital forces sharing with the school in the formation and guidance of the student. However, even with this advantage, there is a need for a formal guidance program integrated with the School's philosophy of education, a program which helps the student achieve the goals of intellectual, physical, moral, and spiritual fulfillment.

Lebanon Catholic is staffed by qualified counselors, including a counselor employed by Lancaster-Lebanon Intermediate Unit 13, and a Deacon. The Guidance program is coordinated under the direction of the Principal. The program fosters spiritual, academic, career, and personal development. Through Guidance Services, students have access to a range of educational, psychological, substance abuse, and other services provided by

many agencies in the area. Information on all Guidance Services may be obtained by contacting the Guidance Counselor.

In addition to Reading Specialists, Speech Therapists, 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 consultation 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 child to participate in the counseling program at Lebanon Catholic School. However, as family outreach is very much a part of the program, families will generally be notified by a counselor if a student will be seen individually on an ongoing basis. Families are also free to contact the counselors at any time with questions or concerns.

Standardized Testing Programs

- ✓ Iowa Test of Basic Skills & Cognitive Abilities Test for Grades 7 & 8
- ✓ Preliminary Scholastic Aptitude Test (P.S.A.T.) [optional for Juniors and Sophomores]
- ✓ Strong-Campbell Vocational Interest Survey for Sophomores.
- ✓ Armed Services Vocational Aptitude Battery for Sophomores.
- ✓ Scholastic Aptitude Test (S.A.T.) [facilitated through Guidance Services]

If a family has questions or concerns about this testing program, please contact the Guidance Office.

Student Assistance Team

With the other schools in Lebanon County and the Commonwealth, Lebanon Catholic participates in this State-mandated program of intervention, designed to help students in crisis. Members of this team are trained to deal competently and professionally with all types of needs. Through their training and the networking that is done with other County schools and agencies, they are aware of the providers of special services in the County. Their work is entirely confidential. Students are helped in this program through self-referral, faculty referral, or parental referral.

Tuition and Re-Registration Policy

Lebanon Catholic works very hard to keep tuition costs as low as possible for all students. Catholic families in need of assistance may apply for scholarships by contacting the school for the appropriate forms.

Delinquent Tuition

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 over-due 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

- 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 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 Graduation commencement services.**
 - 2. Receive a final report card.**
 - 3. Have grades, transcripts, or records forwarded to another school.**

Scholarship Assistance

Lebanon Catholic's mission is to "provide all students a program of academic excellence motivated by Catholic values". The costs associated with Catholic education may prohibit some families from pursuing parochial schools for their children, and therefore, a formal scholarship program is established for those families who would otherwise be unable to afford the costs of Catholic education.

➤ *Scholarship Policy for Students Whose Parents Do Not Reside in the Same Household*

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 household. In awarding scholarships, the Scholarship Committee should make every 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.

➤ *Financial Criteria*

1. Financial eligibility is determined by using guidelines that evaluate annual gross incomes and the number of dependents in a household.
2. Families receiving scholarships are expected to provide volunteer service to the School in exchange for tuition compensation.
3. Families receiving scholarships are expected to maintain their accounts in good standing
4. Families who have outstanding balances at the end of an academic year may be denied financial assistance for the next academic year.

➤ *Academic Standards*

1. In order to receive and maintain a scholarship, students must satisfy the requirements necessary for promotion to the next grade. A Lebanon Catholic School student is expected to pass each subject each year. The passing grade is 70%.
2. If academic standards are not met in a given quarter, in accordance with academic policy, the family will be notified and scholarships will be reviewed. If academic standards are not met in two consecutive quarters, scholarships may be terminated.
3. Academic standard evaluations and decisions are conducted and made by the Principal.

➤ *Discipline Standards*

1. Students receiving scholarships are expected to satisfy discipline requirements. If a student receives an unsatisfactory grade in conduct, in accordance with discipline policy, the family will be notified and the scholarships will be reviewed by the Principal.
2. If discipline standards are not met in two (2) consecutive quarters, scholarships may be terminated at the discretion of the Principal.

➤ *Spiritual Criteria*

Families who are applying for scholarships must be members of one of Lebanon Catholic's contributing parishes. A letter from the pastor will be required attesting to the regular attendance of Sunday Mass.

If financial criteria are met, scholarships will be awarded based on available funds. For families who do not meet the established financial criteria, applications may be evaluated on a case by case basis. The School will monitor the academic and discipline standards on a quarterly basis.

Sources of Funding

The General Budget of the school relies on several sources for funding: Parish Assessments, Tuition, Projects, Fees, and the Development Program.

Parish Assessments

Each parish in the deanery pays an assessment to Lebanon Catholic based on the size of the parish and its general population. It is reasonable, therefore, to insist that Catholic parents who send their children to a Catholic School contribute to the support of their parish. Parish assessments total about a quarter of the School's general budget. The Diocese of Harrisburg regulates the amount each parish pays as an assessment. As costs continue to increase, it becomes increasingly necessary to rely on Tuition and Development income to meet financial obligations.

Advancement

The Advancement Program exists to provide for the future of Lebanon Catholic. The Director of Development is responsible for Student Recruitment, Alumni Relations, and all fund-raising activities.

Success in this program depends upon many generous volunteers who serve on committees, help with mailings, etc. Parents are encouraged to participate by contributing to the Annual Giving campaign.

Tuition does not cover the full cost of education at Lebanon Catholic. All parents are expected to participate in volunteer activities at the School including working at our school-wide fund raising events.

Major projects during the year include the Annual Giving Drive, the Magazine Drive, the International Foods Festival, and the Rosemary Sonni Walsh Golf Tournament.

Parent Organizations

Lebanon Catholic has parent groups who provide additional financial support for School programs.

THE PTO – This group is our K-8 parent-teacher organization. The functions of the organization are to provide on-going 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.

THE LEBANON CATHOLIC ATHLETIC ASSOCIATION -- This organization provides needed funds for athletics beyond coaching salaries and transportation. The Association sponsors a variety of events, sales, and programs. Parents of athletes are strongly encouraged to support the work of the Association.

THE MUSIC BOOSTERS -- This group provides needed financial support for the instrumental and choral music programs of the School. Working with the Music Director(s), they also provide chaperones and additional help with Band Camp and music activities.

Media Resources

Library/Media Center

The Library/Media Center is a learning laboratory reflecting the philosophy of the school and supporting its educational program. All resources are selected, organized, and made available with the view of improving the teaching and learning process. The collection, which presently numbers over 15,000 books and audio-visual items, includes appropriate materials to enrich the recreational and cultural needs of students and faculty.

The Library is open daily from 8:00 AM to 3:30 PM. Each student is personally responsible for all books borrowed. All books may be retained for two weeks. Fines are charged for overdue materials. Materials lost or damaged will be billed to the student and his/her parents. Magazines, pamphlets, and reference books may be borrowed on an overnight basis only and must be checked out properly at the desk.

Students who plan to do research during a study period must obtain a pass from the Study Hall Moderator. This pass must be submitted when arriving at the Library.

Computer systems for student use are maintained behind the Circulation Desk and in the Computer Center. Internet access is available. Please see the Technology Acceptable Use Policy.

Students are permitted to have photocopies made in the Library for a fee of 10 cents per copy.

Silence is to be maintained in the library at all times. Students who continually misbehave or abuse Library materials will lose their Library privileges until they are reinstated by the Administration.

Father Joseph Hilbert Computer Center/David Broderic Center

The Hilbert Computer Center, located in the Library/Media Center, is for the use of the elementary school. The network systems currently support Microsoft Office Professional and Microsoft Publisher, with Novell Perfect Office installed on several systems. The Broderic Computer Center is located in room 103 and is used for computer classes and other instruction.

Technology Acceptable Use Policy

Lebanon Catholic 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 is 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 from time to time may be added to it, is violated.

Student use of computing and network resources located at Lebanon Catholic 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 remain 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 of the School as specified in the ***Student Handbook***.

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

Acts & Materials Inconsistent with the School's Mission

Use 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/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.

Copyright Infringement

Most software is protected by both copyright law and contractual restrictions. The owner of the copyright in the software, and not the user of the software, generally maintains the right to control the distribution and number of copies made of the software. Under no circumstances should any software be loaded onto one of the School's computers without first obtaining the permission of a teacher or supervisor. School resources must not be used to create, store, transfer, or execute software in a manner which violates the rights of the holder of the software copyright. Other material that may be accessed through the School's computers may be protected by copyright as well. Do not access, store, reproduce, distribute, or display any material, including any graphics, sound clips, pictures, or text in a manner that violates the copyright in such material. This includes plagiarism or the unauthorized copying of electronic documents.

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 system 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 administrator.

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 procedures 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

Using the School's computer resources for activities that interfere with their primary educational and administrative purpose shall be considered misuse. This includes game playing, using 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 that is likely to have such effects.

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 with 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 Secondary Director. 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.

Gymnasium & Locker Rooms

The gym is used for physical education classes, scheduled practices and assemblies. No one is permitted in this area at any other time, unless supervised by a faculty moderator or coach.

The Athletic Director and the Principal must approve use of the gym for non- academic purposes.

When not in use by gym classes or practices, the Locker Rooms will normally be kept locked. Students not attending a physical education class will not have access to the Locker Rooms during the School day.

Except with explicit permission, no student may under any circumstances operate the curtains, sound system, or lights on the stage.

Cafeteria

Students are entitled to eat lunch and snacks in an environment which is pleasant, healthy, and clean. Trash receptacles are placed in the Cafeteria to maintain cleanliness. Students are to use these receptacles for the disposal of all refuse. Students are also to return all dirty trays, dishes, and utensils to the dishwashing counter when they are finished eating.

Lebanon Catholic is the official sponsor for the National Student Lunch Program and subscribes to all the rules and regulations established by both the 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.

Student Health & Safety

HIV Positive Students

Students who are HIV positive or who have AIDS or other related diseases and desire to attend a Diocesan school will not be denied admission 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-curricular). 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 a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the Principal and the 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 Principal can provide for 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. (cf. Diocesan Policy 5150).

Fire Drills

Fire drills are a serious matter. 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 showing the direction in which persons are to leave the building.
2. Students will walk to assigned exits.
3. All doors and windows are to be closed.
4. Silence must prevail during a fire drill.
5. The first person out of an exit should hold the door open until the building is cleared.
6. When outside, students will remain in an organized manner in silence.
7. Students return to classroom 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 on the safety patrol 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 book-bags 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.

Accident Insurance

The office of the Vicar for Education directs that all students be covered by student accident insurance. This coverage is provided by Lebanon Catholic to all enrolled students.

All accidents should be reported to the Main Office and Business Office immediately. Students will then receive an insurance form which is to be filled out by the parent or guardian and returned to the Main Office as soon as possible. Please inform the doctor or hospital to forward all bills directly to the school. **Please remember that the school insurance is supplemental in nature and is not considered to be primary coverage.**

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: **PA State Police Check and Department of Public Welfare Check (Pennsylvania Child Abuse History Clearance)**
2. Out of State Residents: **PA State Police Check and FBI Background 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)

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

Nurse's Office

The Health Room is for use by students only when it is staffed by the School Nurse or a School Employee. Students who become ill during the School day are to report to the Main Office so that they may make arrangements to either rest quietly or to arrange a ride home. No student who is ill may leave school without a parent's direct permission. Parents who take a sick student home from school must sign out that student from the Main Office.

Bus Transportation

Bus transportation is provided by up to eight school districts for students living approximately two mile or more from the school building. Arrangements for bus transportation must be made by the parent or guardian with their own district.

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.**

Academic Policies

Lebanon Catholic students are expected to pass each course they take each year. The passing grade is 70%.

All failures for subjects required for graduation by the Commonwealth of Pennsylvania State Board of Education must be made up in summer school or under a tutor and/or program approved by the School. If, in the opinion of the school administration, there has been a lack of cooperation or no sincere attempt to remove the failure, the administration may see fit to deny the student the privilege of repeating the course in subsequent years. In most cases there is serious conflict in scheduling, and repeating a failed course may be impossible.

No more than TWO academic subjects can be made up in summer school. Normally, failures in Religion courses are made up under the guidance of the Religion Department immediately after school closes for summer vacation.

At the end of the academic year, students may be asked to repeat the year if they:

1. Fail any three (3) one-credit courses.
2. Fail any two (2) one-credit courses and one (1) semester course.
3. Fail any two (2) one-credit courses and two (2) quarter courses.
4. Fail any one (1) one-credit course and any combination of semester and quarter courses equaling 1.5 additional credits (total 2.5 credits).

A student in any of the above categories is not eligible for summer school. Any student who is repeating the year and who continues to carry multiple course failures and/or who demonstrates an inability to maintain compliance with School behavioral guidelines may be asked to withdraw or be subject to dismissal. The option to repeat grades 6 – 12 multiple times will be evaluated on a case-by-case basis by the administration.

Lebanon Catholic, with parental consent and upon completion of 12th grade, may issue a "Certificate of Attendance." This Certificate indicates that the student has completed at least 6 years of secondary schooling but has not successfully fulfilled the necessary requirements for graduation.

Health and Physical Education are required by the Pennsylvania Department of Education. Failures in either or both of these courses must be made up. Arrangements for make-up are to be made with the Director of Studies.

Students who wish to transfer to Lebanon Catholic from public schools must present school records to the Studies Office for review before being accepted. Students who voluntarily withdraw or transfer from school will not be re-admitted to the Catholic high school during the same scholastic year. Students who are asked to leave Lebanon Catholic are normally not eligible for readmission.

Academic Eligibility [Athletic and Non-athletic Extra-curricular Activities]

To be eligible for interscholastic athletic competition or extra-curricular activity participation, a student must pursue a full-time curriculum as defined and approved by the Principal. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. Students cannot be failing more than one subject. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for this section, he/she shall be ineligible from the immediately following Sunday through the then next following Saturday.

In order to be eligible for interscholastic athletics, and/or extra-curricular activities, a student cannot have failed more than one subject during the previous grading period. Failure of more than one subject will result in the student being ineligible for fifteen (15) consecutive school days of the next grading period, beginning on the first day report cards are issued. Ineligibility applies to all games, scrimmages, or performances (but not practices).

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.

Outreach 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. Fundraising of a designated nature, which does not interfere with the school program, is permitted, providing it conforms to diocesan regulations.

Religious Education Requirements

Students enrolled in an elementary or secondary 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 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.

Non-Catholic students will observe the appropriate liturgical norms established by the Church regarding limits on their participation in liturgical functions.

Graduation Requirements

The Commonwealth of Pennsylvania requires a minimum total of twenty-one (21) credits for graduation in a four-year high school. In addition, Lebanon Catholic requires a unit of credit in Religion for each year of attendance at the School. These additional Religion credits are required of all students.

Quarter courses are taught for a total of 30 clock hours. Senior high quarter courses are each worth .25 credits.

GRADUATION CREDIT REQUIREMENTS

4 credits in Religion
4 credits on English
4 credits in Social Studies
3 credits in Math
3 credits in Science
2 credits in Arts/Humanities
1 credit in Physical Education/Health
5 credits in Elective Area

26 credits for graduation
Community Service = 40 hours

Senior Community Service Guidelines: Forty (40) hours of volunteer community service must be completed by May 1st, 2010 to fulfill graduation requirements. All service work must be documented on senior service forms. These must be signed by the supervisor of the service activity. Forms must be submitted to your senior service faculty advisor as they are completed. At least ten (10) hours must be earned by volunteering in your Parish; at least ten (10) hours must fall under the guidelines of Caritas. Non-Catholic students are suggested to complete ten (10) hours of service at their own church. The remaining hours may be divided between several agencies or activities. No money or other compensation may be accepted for senior service work. If you have questions about a senior service project over the summer, contact your advisor before beginning it:

- Mrs. Mohl's email address: vmohl@lebanoncatholicschool.org
- Mrs. Clark's email address: kclark@lebanoncatholicschool.org
- Ms. Stief's email address: kstief_lchs@yahoo.com

As one of our Middle States Accreditation goals: By 2014, grades 8-11 will be encouraged to do twenty (20) hours of service; including five (5) hours of Caritas. By 2014, grades 6-7 will be encouraged to do ten (10) hours of service, including a Caritas project.

Course Requirements: Students must take a minimum of six (6) subjects each year, not counting Physical Education. Failures must be made up in summer school offered by Lebanon Catholic or in a program endorsed by Lebanon Catholic. Summer School Religion is offered only by Lebanon Catholic.

In grade 12, students have the following options to fulfill three elective credits:

Seniors would have to commit to a "track" for their afternoon classes. Their choices are:

1. Elective track: student will remain at Lebanon Catholic to pick up enough elective credits to take their total number of credits up to six.

2. College Track: student will register to take six credits per semester at either Lebanon Valley College or Harrisburg Area Community College.
3. LCCTC Track: student will attend an afternoon class at the Lebanon County Career and Technology Center.
4. Work Track: student will participate in an organized, scheduled work/study program in the school.

The following criteria apply in determining eligibility for the College Track:

1. Students must be capable of doing college work, and maintaining good grades at Lebanon Catholic as well.
2. Students must be able to continue involvement in the life and activity of Lebanon Catholic.
3. College courses may not replace courses required for graduation from Lebanon Catholic.

Academic Levels

Level H – Honors Course: A college preparatory course which requires advanced work or in-depth study beyond the Traditional Academic. Advanced Placement courses are also offered. Through AP course work and by passing the required test, college credit can be earned. The Guidance Office has further details on AP.

Level A – Traditional Academic Course and Business Subjects.

Grading System

Lebanon Catholic utilizes a Quality Point System. This system designates that a specific number of points be given for each final grade according to the difficulty of the subject and the demands of the course. In addition to number grades, Lebanon Catholic uses letter grades for some courses, including Conduct, Physical Education, and some quarter courses. Those letter grades are as follows:

S - Satisfactory	N - Needs Improvement
I - Improvement Shown	U - Unsatisfactory
O - Outstanding	P - Pass
INC - Incomplete	F - Fail

No quality points and no credits are given for numerical grades below 70%, or for letter grades of U or F.

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.

If a student is sick, but well enough to do work, parents should call the school office in the morning, **BEFORE 8:30 AM**, requesting the student'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 student 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.

Credits

A unit of credit is allowed for any subject wherein 120 clock hours or its equivalent of classroom instruction are completed within the scholastic year. Credits for graduation from high school are awarded for courses taken in grades nine through twelve.

Teacher Conferences

No school wide secondary conferences (grades 6 – 12) will be scheduled during the school year.

Parents who wish to confer with a teacher at any time are always welcome to call or email the School and arrange a mutually convenient appointment. For teacher email addresses, please log onto the school website.

Mid-Quarter Reports

ACADEMIC PROGRESS REPORTS – Issued for changes positive or negative, and for grades higher than a 70%.

DEFICIENCY REPORTS – Issued for all students who have a grade lower than 70%.

As soon as a teacher realizes that a student is doing poor work, parents will receive a written notice that their student is failing or in danger of failing in the subject. If a student receives a deficiency report, this does not mean that he/she will fail the subject. Teachers will keep parents informed of student progress through written communication and other means. **These reports must be signed by parents and returned to the teacher.**

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 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 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 least quarterly to discuss the child's progress.
2. Initial consultation is required between the teacher and the Secondary Director. 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, English, Science, Social Studies.

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)

Withdrawal/Transfer

To withdraw from school, provided the State Law of compulsory education does not apply, a student must present to the Principal a written request from his/her parents or guardian.

When a student leaves a school in the Diocese of Harrisburg 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 the 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 records in to be within ten (10) days of the receipt of the request.

The student's academic record may be withheld for the satisfaction of financial or their obligations, provided a school adopts this requirement as a school policy. All other student records are forwarded upon request.

As part of the withdrawal procedure, all school-owned books and supplies must be returned. Missing materials are the financial responsibility of the student. Students who voluntarily withdraw or transfer from school are normally not readmitted to Lebanon Catholic School during the same academic year. A Release of Records Form must be signed by the parents before the student's records can be transferred to another school. Health records and transcripts will be directly mailed to the school the child will be attending. With the change in the 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 transcripts will be release to another school.

Honor Roll and Rank in Class

Eligibility for Honor Roll Membership:

1. **PRINCIPAL'S Honors:** Require a grade of 93% or above in all subjects.
2. **FIRST Honors:** Require a grade of 90% or above in all subject areas.
3. **SECOND Honors:** Require a grade of 85% or above in all subject areas.

To be eligible for any of the above honors, students must maintain a satisfactory grade in conduct, as well as a passing grade in all courses using letter grades.

Rank in class is determined by Quality Point Average. Quality points are assigned to each final grade based on the difficulty of the course and the numerical value of the mark.

Grade Reports

Report cards are distributed four times during the school year. For all but the fourth quarter, grade reports are to be signed and returned to the School, when original report is returned to school the child will receive a photocopy of the report card.

The School reserves the right to withhold grade reports for nonpayment of financial obligations.

Study Periods

Every student who has a study period is to report directly to the assigned study hall. If the student wishes to use the library resources, he/she must obtain permission from the study hall moderator. This procedure also applies for requests to use Guidance resources.

Students must have a written excuse from another teacher to be legitimately excused from an assigned study period.

Procedure for Changing Schedules

Students wishing to change their schedule must discuss this with the Secondary Director and Guidance Counselor. The Secondary Director will confer with the teacher(s) involved. Parents'/guardians' written permission is required to change a course. This procedure must be completed within the first week of classes during each semester.

Lebanon County Career and Vocational Education

Vocational Technical Training is available at the Lebanon County Career and Technology Center (LCCTC). They are required to earn a Religion credit from Lebanon Catholic and must attend the Center for a full 180 days. These Center days may not necessarily correspond to the days Lebanon Catholic is in session and may extend beyond Lebanon Catholic's date of graduation.

1. LCCTC students will earn a Religion credit from Lebanon Catholic.
2. LCCTC students are expected to participate in Lebanon Catholic's activities. The Administration will select from the scheduled assemblies those that the CTC students will attend.
3. LCCTC students are not exempt from the requirements of Senior Service.
4. Concerning attendance:
 - a. CTC students must abide by the rules of both schools.
 - b. Students will report to CTC each day at their scheduled time.
 - c. An unexcused absence at the LCCTC is considered a Lebanon Catholic "class cut" and is disciplined as such.

Christian Service Program

Volunteer and Community Service is a great concern in the community and the nation. Our Faith calls us to serve others. Our school philosophy speaks of service to the community. Involvement in community service does not just happen, but is learned. Lebanon Catholic has adopted a curriculum component REQUIRING each student to complete at least forty (40) hours of volunteer work. This commitment extends from June after the Junior year to May of the students' Senior year. A Directory of Service Opportunities is made available to students, and they are expected to either select from one of the available options or to create their own service opportunity.

The Coordinator of Christian Service, along with the Campus Minister and the Principal, guides the Program and establishes additional criteria for reflection and contemplation.

Summer School

In the spring of each school year, Lebanon Catholic will announce its plans and costs for Summer School.

Physical Education

Every student is required to participate in gym classes unless a written excuse from a doctor is presented to the Director of Studies. Failure to participate will lead to a failure in the course, since the Commonwealth of Pennsylvania Department of Education requires Physical Education for graduation.

A ten-minute warning will be given before the end of the gym period to allow students to shower and dress for class. The students must remain in the gym until the end of the gym period.

Books

Each student is responsible for the proper care of his/her books. Books must be kept covered and the student's name written in the front. Students may not write in a book which is owned by the School or State. If a book is damaged, lost, and/or allegedly stolen, it is the responsibility of the student to whom the book was issued to make restitution.

For all books loaned to students by the Commonwealth of Pennsylvania, parents must sign the "Certificate of Individual Request for Loan of Textbooks." This certificate must be on file in the Main Office.

Making up Work

It is a student's responsibility to make up all work missed through absence. For absences of one or two days, the student is expected to contact the teacher for assignments. On the day a student returns, he/she must see individual teachers and receive make-up assignment(s).

For absences beyond three days' duration, parents should contact the Director of Studies. He/she will collect work from the subject teachers, and parents or another student may pick up work for the absent student.

Failure to complete make-up work will affect a student's grades.

Student Records

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment) to require that schools annually notify parents of their rights under FERPA (The Family Educational Rights and Privacy Act). FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education 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 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 without 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.

In addition, The National Defense Authorization Act of 2002 requires schools to:

1. Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers.
2. Provide students' names, addresses, and telephone numbers to military recruiters, when requested, unless a parent has opted out, in writing, of providing such information.

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.**

Transcripts

Upperclassmen may have one copy of their transcript sent to a place of higher education or employment without charge. Additional copies cost \$1.00 for current students. A fee of \$3.00 will be required for graduates who wish to apply to schools or for jobs.

Written permission for the release of your records to the designated person must accompany each request.

Lancaster-Lebanon Intermediate Unit 13 Participation

In addition to a Reading Specialist, 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, or 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.

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.

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, discipline, and all other sections.

Parent/Guardian Signature: _____

Date: _____

List all students in Grades 6 – 12

Student:	Student Signature:	Homeroom:	Grade:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please return this agreement to the office by September 15, 2009.

