Mission Statement

Lebanon Catholic School is a ministry of the Lebanon Deanery of the Diocese of Harrisburg. We serve the diverse families of the Lebanon area. We provide a co-educational, spiritual learning environment for students in grades K4 to 12. We encourage our students to become life-long disciples and learners through an emphasis on service, prayer, worship, and academic discipline. We share the mission of the Catholic Church to teach as Jesus Taught. We prepare our students to be active participants 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 in order 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 Lebanon Catholic School is appointed by the Pastoral Members and approved by the Bishop. One quarter of the Board members will be drawn from the Pastors. Bylaws are authorized by the Bishop for the governance of the school as recommended for K-12 schools as a charitable corporation under Pennsylvania law. The Board of Directors for Lebanon Catholic School is composed of the pastoral members, President, Vice-President, Secretary, Treasurer, Principal and approved ex-officio directors.
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 School.

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 and Early Dismissal Procedures

In the case of weather conditions which would force the delayed opening or cancellation of school, you will be notified through One Call Now. As quickly as decisions are made they are posted on:

- Lebanon Catholic School’s voice mail system. Telephone Lebanon Catholic School at 273-3731 and select option 6 for updated information.
- Announced on radio WLBR 1270AM
- Announced on TV stations: ABC27; WGAL8; WHP21; and FOX43.

You can also sign up for a text message or email notification from TV stations:

**ABC 27**
- Go to abc27.com; click on STORMTRAK icon;
- Click on SnowWatch Text Alerts
- Fill in cell phone and/or email; choose Lebanon Catholic School

**WGAL 8**
- Go to wgal.com (email only)
- Click on SIGN UP FOR SCHOOL CLOSINGS EMAIL link;
- Enter email address
- Choose Lebanon Catholic School

In the case of early closings because of the weather, Lebanon Catholic School’s parents and/or guardians will be notified through One Call Now. Students from any given school district will be released at the time when that district’s bus service will arrange pickup. Announcements of early dismissal due to inclement weather will be made on WLBR 1270 AM as well as on TV stations mentioned above and through One Call Now.

**ATHLETICS** - Early Dismissal and Closing of School

No athletic practices or voluntary workouts are to be conducted when schools are closed or dismissed early due to inclement weather. Safety of all students must come first. Special consideration may be given by administration on a case to case basis.

**Attendance**

Regular attendance at school is essential for the educational process. It is mandated by the laws of the Commonwealth of Pennsylvania. Schools in the diocese shall abide by the regulations of the Commonwealth governing school attendance. Parents and Guardians, by law, are responsible for the regular school attendance of their children. Schools shall monitor attendance, and when children have unlawful absences, take appropriate measures.

Students are expected to report to their homerooms by 8:00 AM. Students arriving after 8:00 AM should report to the main office for a late slip to admit them to class.

**Absence**

- If a child is going to be absent, a call should be made to the school before 8:30 AM. The school’s telephone number is 717-273-3731, ext. 301. The Nurse will no longer be responsible for receiving call-offs. This will now be done from the main office. If the parent has not called by 8:30 AM, the school will contact the home to investigate the child’s absence through One Call Now. If a child is sick in the morning (before coming to school), please keep the child home for the day. A child should be fever-free for 24 hours in order to return to school.
Each student returning to school after an absence must bring a written excuse from the parent/guardian explaining the reason for the absence and indicating the dates. A doctor’s excuse or certificate must be presented if a child is absent three (3) or more days in succession. Excessive absences and tardiness will be investigated.

When a child has an extended absence, the parent must contact the teacher to discuss the work the student will be missing.

Absences due to family vacations require a special form – Family Trip Form (Absence from School) which can be obtained from the office, or found on the school website under School Forms, and should be filled out in advance of the trip by the parent/guardian.

Absences will be counted as excused if they result from the student’s illness, quarantine, a death in the family, impassable roads, exceptionally urgent reasons affecting the student, or administrative approval. Students attending approved religious retreats will not be considered absent. (Diocesan Policy 5130).

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

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

When a student has more than three (3) days of unlawful absences in one school year, the Principal shall notify the student’s public school district of residence.

If the school determines that either the parents are uncooperative in the matter of absences, or the student’s behavior is beyond the ability of the school to maintain effective school attendance, the student may be dropped from the school rolls. The student’s public school district of residence is to be notified of the student’s status and the reason for the school’s action. (Diocesan Policy 5130)

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

**Lateness**

When a student is late for school, he/she is to report to the Main Office for an Admission Slip. **Four (4) occurrences per quarter of unexcused lateness 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.
HEALTH SERVICES

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

1. Vision screenings, and height and weight recordings, for all secondary students (6-12) will be taken care of by the school nurse.

2. Hearing screenings for students in grades 7th and 11th and any student who exhibits possible hearing difficulties are taken care of by the school nurse.

3. Immunizations required PRIOR to start of 7th grade - Meningoccocal (MCV/Menactra), & Tdap.

4. Physical exam forms are provided to the parents of students in grades 6th and 11th grades and dental exam forms are provided for all 7th grade parents. **Both exams are required for these grades and the forms must be turned in to the school nurse's office at the beginning of the school year.**

5. Evaluating questionable contagious diseases or conditions.

6. Caring for injuries occurring during school, and any illnesses developing during school hours.

7. Establishing and maintaining all state-mandated records, including complete immunization records on all students in grades 6th through 12th. **All immunization records must be up to date prior to the first day of school.**

**ALL NEW STUDENTS must have a physical before beginning school at LC.**

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

MEDICAL PROCEDURES

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

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

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

4. Accident reports must be completed for all injuries regardless of the severity of the injury. Accident reports are completed by the school nurse and the classroom teacher on the day of the injury and must be forwarded to the administration.

5. A copy of an emergency form is to be completed by every parent or guardian of a student at the time of his/her admission to school and UPDATED as necessary. Forms are signed by the parent or guardian and returned to the school nurse.
Medications

When it is absolutely necessary for a student to be given medication, please be advised that we are required to follow Diocesan Policy (effective September 14, 2010):

A. Non-prescription medication:
   - Parents must fill out an “Authorization for NON-PRESCRIPTION Medication form (may be downloaded from our school website or by contacting the main office for a hard copy.)
   - The medication must be provided in its ORIGINAL CONTAINER, UNOPENED with a legible label
   - The parent will also be required to fill out the Consent Form which must be witnessed by a school employee
   - Both these forms, along with the medication, will be kept in the nurse’s office.
   - The school can no longer provide any type of non-prescription medication to any student for any reason. ALL medication must be provided by the parent following the above conditions.

B. Prescription medication:
   - All prescription medication must be in the original properly labeled container accompanied by a form containing the student’s name, name of physician prescribing the medication, amount to be given, reason (and, if applicable, curtailment of specific school activities).

C. For any serious or potentially life-threatening medical situations:
   - A conference should be arranged with parents, administrator, and the school nurse so that the school has clarity on a student’s medical needs.

   - All medication is marked appropriately then kept and administered in the health room by the school nurse, designee, or administration. Universal Precautions will be followed in the treatment of school personnel and students at all times.

COMMUNICATION

Communication Methods

One Call Now - All weather related instances, emergencies and school-wide notifications will be communicated through this automated system through voice messages, emails and text messages. This will be our main means of communication to all faculty, staff and parents.

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 visit our website to find the email addresses for faculty, staff, and administration.

Website – Online communication folder, updated weekly. www.lebanoncatholicschool.org

Calendars – A main School calendar available on school website and is available at the main office.

Radio – WLBR 1270AM and WQIC 100.1FM.
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.

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.

Female students may wear one pair of earrings traditionally-located only on the ear lobes. The earrings should not hang more than 1 inch below the ear lobe. Students may not wear large hoops or other dangling or distracting earrings to include gauges.

Any questions about these issues should be discussed in advance with the Director of Discipline.

Hair must be combed and groomed at all times, spiked styles are not acceptable. Shaven configurations and unnatural hair coloring are NOT acceptable. Girls are permitted to use barrettes, ribbons and headbands less than 1/2 inch wide, but sweatbands or bandanas are not acceptable. Boys’ hair must not touch the top of their collar and may NOT BE TIED UP IN ANY MANNER. Braids are allowed, BUT MAY NOT BE TIED UP IN ANY MANNER AND MAY NOT BE OVER THE COLLAR. ALL males must be completely clean-shaven at all times. Sideburns may not extend below the bottom of the ears. 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. Writing on the body – hands, arms or otherwise – is equivalent to a tattoo and is forbidden. Body writing is also becoming a medium for cheating.

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.”
The new uniforms will be required to be worn by all students starting with the 2016-2017 school year.**

**UNIFORM GUIDELINES**

<table>
<thead>
<tr>
<th>Girls’ Grades 6-12</th>
<th>Flynn &amp; O’Hara Style</th>
<th>Size</th>
<th>Alterations</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kilt * 2 options</td>
<td>Navy-green-gold-white plaid OR Navy-white-goldhound’s-tooth</td>
<td>No higher than 3 inches above the knee</td>
<td>No alternations for a lower waist or shorter hemline</td>
<td>No rolling of the waistline for shorter lengths.</td>
</tr>
<tr>
<td>Pants</td>
<td>Khaki</td>
<td>May not be oversized</td>
<td>No split hems, ripped cuffs</td>
<td>All buttons/zippers must be functioning</td>
</tr>
<tr>
<td>Golf Polo</td>
<td>Navy or White</td>
<td>Short or Long Sleeve; must have the LC shield embroidered on front</td>
<td>No rips, tears, stains. Must be tucked in at all times.</td>
<td><strong>May be worn before November 1 and after March 31.</strong></td>
</tr>
<tr>
<td>Oxford</td>
<td>White or Light Blue</td>
<td>Long sleeve or short sleeve</td>
<td>No rips, tears, stains. All buttons must be on. Must be tucked in at all times.</td>
<td>Must have the formal school crest embroidered</td>
</tr>
<tr>
<td>Vest</td>
<td>Navy</td>
<td>May not be oversized</td>
<td>No rips, tears, or stains</td>
<td>Must have the formal school crest embroidered</td>
</tr>
<tr>
<td>Sweater</td>
<td>Navy</td>
<td>May not be oversized</td>
<td>No ripped cuffs, tears or stains</td>
<td>Must have the formal school crest embroidered</td>
</tr>
<tr>
<td>Blazer (GR 9-12)</td>
<td>Navy</td>
<td>May not be oversized</td>
<td>No ripped cuffs, tears or stains</td>
<td><strong>Blazer is optional.</strong> Must have the formal school crest embroidered.</td>
</tr>
<tr>
<td>Belt</td>
<td>Black, Brown, Navy, White or Khaki</td>
<td>No rips, tears, or stains</td>
<td></td>
<td>No studs, sequins or decorations or large buckle</td>
</tr>
<tr>
<td>Socks</td>
<td>Solid navy or white dress socks</td>
<td>Solid</td>
<td></td>
<td>No athletic socks</td>
</tr>
<tr>
<td>Tights</td>
<td>Navy, white, black</td>
<td>Solid</td>
<td>No rips or tears</td>
<td>Must cover the entire leg and foot; no fishnet stockings or leggings.</td>
</tr>
<tr>
<td>Shoes</td>
<td>Preferred style: Sperry boat shoe in khaki, brown or navy; no moccasin suede slippers, ballet flats are acceptable.</td>
<td>All shoes must have closed toe. Canvas, suede, or leather with rubber sole.</td>
<td>No high heels, sandals, slippers or flip flops.</td>
<td>No sequins, glitter or embellishments.</td>
</tr>
<tr>
<td>Boys’ Grades 6-12</td>
<td>Flynn &amp; O’Hara Style</td>
<td>Size</td>
<td>Alterations</td>
<td>Special Instructions</td>
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<td>Golf Polo</td>
<td>Navy or White</td>
<td>Short or Long Sleeve; must have the LC shield embroidered on front</td>
<td>No rips, tears, stains; ripped cuffs. Must be tucked in at all times.</td>
<td>May be worn before November 1 and after March 31.</td>
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<td>Long sleeve or short sleeve</td>
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<td>Vest</td>
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<tr>
<td>Sweater</td>
<td>Navy</td>
<td>May not be oversized</td>
<td>No ripped cuffs, tears or stains</td>
<td>Must have the formal school crest embroidered</td>
</tr>
<tr>
<td>Blazer (GR 9-12)</td>
<td>Navy</td>
<td>May not be oversized</td>
<td>No ripped cuffs, tears or stains</td>
<td>Blazer is optional. Must have the formal school crest embroidered.</td>
</tr>
<tr>
<td>Tie</td>
<td>Flynn &amp; O’Hara navy with gold stripe tie</td>
<td></td>
<td>No rips, tears, or stains</td>
<td></td>
</tr>
<tr>
<td>Belt</td>
<td>Black, Brown, Navy, White or Khaki</td>
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<td>No studs, sequins or decorations or large buckle</td>
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<td>Socks</td>
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<tr>
<td>Shoes</td>
<td>Preferred style: Sperry boat shoe in khaki, brown, gray or navy. Black or brown loafers are acceptable.</td>
<td>Canvas, leather or suede with rubber sole.</td>
<td></td>
<td>No embellishments.</td>
</tr>
</tbody>
</table>

**Physical Education Classes Dress Code (for all students)**

- **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.

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

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

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

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

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.

Telephone/Cell Phones

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 Secondary Director. Cell phones, pagers or related devices must be kept “off” in student book bags and may only be used after school hours. 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 Director of Discipline. 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 Walnut Street. No student parking is available on Chestnut Street. Students are not permitted to go to their vehicles during the school day. Students may not park in faculty or visitor spaces.

** STUDENT PARKING ** will be accessed by using only Walnut Street to enter the parking lot. Student drivers and siblings will enter the main building during the hours of 7:30 to 8:00 a.m. using the rear entrance (near the annex and rear faculty parking area). After 8:00 a.m. student drivers must enter the building using the front entrance. After dismissal high school drivers will pick up siblings in the lobby and exit the building using the rear exit near the faculty parking area.

*CAR LINE* – All parents are 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.

PLEASE NOTE:

No Lebanon Catholic School 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.
Searches

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 searches 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 Principal, 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, Principal, and Assistant 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.
   - Lebanon Catholic School’s Drug Testing Policy can be found and can be viewed on our school website at: [www.lebanoncatholicschool.org](http://www.lebanoncatholicschool.org)
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

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.).

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
- 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.

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

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:

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

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.

The following are EXAMPLES of infractions, which may result in detention and may result in an Unsatisfactory (U) grade in conduct for the quarter:
• Corridor, stage, other restricted area violations
• Abuse/misuse of text and library books
• Unexcused lateness
• Unsafe operation of a motor vehicle on campus
• Violations of the Dress Code
• Disturbing class/study hall/cafeteria/corridor
• Eating/drinking in class, corridor or gym
• Gum use anywhere in the building
• In-school use of any radios, tape, CD, MP3 players, iPods, or hand-held electronic games (i.e. – Gameboy, PSP)
• Use of cell phones and pagers during school hours.

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 Tuesdays from 2:45 PM until 3:45 PM in the cafeteria. 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 un-served 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 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 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. Any athlete who quits a sport during a PIAA defined season cannot participate in another sport's open gym or practice until the start of that sport's defined season. 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 38 of the handbook under "Academic Eligibility."
ATHLETICS - Early Dismissal and Closing of School

No athletic practices or voluntary workouts are to be conducted when schools are closed or dismissed early due to inclement weather. Safety of all students must come first. Special consideration may be given by administration on a case to case basis.

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. As a result students who can not attend mandatory retreats must complete missed reflection. 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. Unacceptable attire refer to Prom guidelines below.
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 / Formal or Semi-Formal Activity

1. Only junior and senior high school students may attend prom. Sophomores may only come as a date of a junior or senior.
2. Any guest attending must be under 20 years old and must show picture identification before entering the dance.
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: Ladies: The following will be considered UNACCEPTABLE attire for Prom / or any dance. Any young men must notify dates from outside Lebanon Catholic of the following dress regulations.
   - Low cut dresses
   - Skin tight dresses
   - Extremely short dresses
   - Backless dresses may not be below the waist
   - Bare Midriffs
   - Dresses with suggestive cuts
7. Please be familiar with appropriate attire guidelines prior to purchasing dresses. Please view our Lebanon Catholic website to view what is acceptable and non-acceptable attire. These guidelines will be strictly enforced.
8. Please know that arriving at Prom dressed 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 Administrative Secretary 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 two 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 Elementary 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 Elementary 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. 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 & 9
- 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 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 register. However, this does not guarantee they will be admitted into classes for the fall semester unless all tuition is paid from the previous year.

- 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:
  2. Receive a final report card.
  3. Have grades, transcripts, or records forwarded to another school.

**Financial Aid**

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.
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 Advancement 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 Advancement income to meet financial obligations.

Advancement

The Advancement Program exists to provide for the future of Lebanon Catholic. The Director of Advancement 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.

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

**THE PTO** – This group is our PreK-12 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.

**Lebanon Catholic Performing Arts Alliance** – 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 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 2:25 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 middle and high school computer classes and other instruction.

**ACCEPTABLE USE POLICY**

**Purpose:**

Computers/E-Readers are valuable tools for education at Lebanon Catholic School; the faculty/staff encourage the proper use of computer-related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance
with the policy below. No student will be able to use the Internet without this agreement signed and on file with the computer technology teacher and/or the office of the Dean of Students.

Goals:
- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources
- To enable students to work effectively with various computer/communication technology
- To encourage critical thinking and problem solving skills which will be needed in this increasing electronic and global society.

Responsibilities of User:
Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Lebanon Catholic School's students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used, but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

General guidelines for use of the Internet:
- Computers are to be used for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- **All activity of users is monitored through the use of Lightspeed and/or another web filtering software.**
- The Network Administrator or computer teacher has the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt to go around system security, (hacking or any unauthorized activity) guessing passwords or in any way gain access to secured resources is forbidden.
- Uses of proxy sites or another means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach any external devices to the systems.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Email may be used in correspondence with professionals or regarding subject matter relevant to research. This email is only used with permission. No personal e-mail is permitted.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school’s computer.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to and from Lebanon Catholic School without expressed permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- **Students are instructed regarding appropriate online behavior. Adherence to these behaviors must be demonstrated at all times.**
- Cyberbullying and another inappropriate activity/chat/email/photo sharing will not be tolerated.
- Additional rules and restrictions may be added at this time.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.

**Internet**: Lebanon Catholic School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:
Computer Use Rules

1. **Protect privacy.** For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).

2. **Research honestly.** Consider that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the internet for projects must be documented correctly.

3. **Respect Life.** Fraudulent, harassing, violent, libelous, obscene, ethically offensive, and other inappropriate materials or messages may not be emailed, printed, requested, displayed, uploaded, downloaded, or stored.

4. **Respect property.** Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. The actions are illegal as well as immoral.

**Sanctions:**

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. Further disciplinary action will be determined by the Principal/Computer Teacher/Dean of Students.

2. Disciplinary or legal action may be taken by the school or other interested parties.

**Legal issues:**

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United State Federal Law. As an example, under Pennsylvania law,

“...it is a felony punishable by fine up to $15,000 and imprisonment up to seven (7) years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa C.C. 3933)(a)(1)…”

“...Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor, punishable by a fine up to $10,000 and imprisonment of up to five (5) years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa C.S. 3933) (a) (2) and (3)…”
Web 2.0 Tools

Use of New Web Tools

Online communication is critical to our student’s learning of 21st century skills and tools, such as blogging and podcasting which offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student-protected email, and podcast projects or other Web interactive use must follow all established Internet safety guidelines. Part of the process of using Web 2.0 Tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. A general guideline for Internet Safety follows.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, wikis, podcasts or other Web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts; racist, sexist, or discriminatory remarks.
- Students using blogs, podcasts of their web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address and phone numbers, or photographs.) Do not, under any circumstances, agree to meet someone you have met over the Internet.
- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class’s blog or wiki. Example: personal MySpace and Facebook pages.
- Any personal blog a student creates in class is directly linked to the class blog with is typically linked to the student profile, and therefore, must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any/posts/comments made), students need to realize that anywhere they use that login, it links backs to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else’s blog, etc.) the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.
- Never link to websites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user names or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to consequences spelled out by the student handbook.
- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of Web 2.0 Tools. (No making illegal copies of music, games, or movies.)

Internet Safety for Minors

- Don’t give out information about yourself like your last name, phone number, address or school – without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There’s no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chat rooms or discussion areas that look sketchy or provocative, and do not let people online trick you into thinking of them as “real-life” friends if you have never met them in person. If someone says something to you that makes you feel uncomfortable or if you see
something that makes you uncomfortable, don’t look around or explore: Get your parents instead – they know what to do.

- Don’t open up emails, files, or Web pages that you get from people you don’t know or trust. The same goes for links or URLs that look suspicious – don’t click on them.
- Don’t give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk to your parents about alternative sites that may be appropriate for you.

**ACCEPTABLE USE POLICY: GLOSSARY**

**Web 2.0 Tools and Technologies**
Web 2.0 Tools and Applications are about users and content, instead of just surfing on the Internet. It is about what the Internet can do for an active collaborator, rather than a passive viewer. One major advantage of Web 2.0 Tools is that the majority of them are free.

**Podcasting**
If an individual was interested in video games, they might search a podcast submission Website (like Podcast.net) and download an audio review of a game to listen to on their computer. A Podcast is syndicated audio, or video produced by a traditional media such as radio and television or by individuals passionate about a particular subject.

**Blogs**
They may then decide to comment about this audio review on the Blogger or Wordpress blog. A blog or Weblog, is a chronological, online diary. Individuals can subscribe to a person’s blog, which allows them to read it and write comments in response to blog posts.

**RSS**
If this Weblog has an RSS feed in place, subscribers to the blog can choose to be automatically notified of this new blog post. RSS or “Really Simple Syndication” is a method for delivering regularly changing Web Content. Many blogs and Internet publishers syndicate their comment as an RSS Feed to allow people to subscribe to it easily.

**Social Bookmarking**
This individual may decide that they would like more people to be able to see and remark on the blog post. They could do this by submitting the blog post to a social bookmarking site Del.icio.us. Social bookmarking sites are Websites that allow shared lists of user-created Internet bookmarks to be displayed and commented on. Social bookmarking sites allow you to organize your bookmarks by allocating a number of “tags” to them. This makes it easy for other people who may be interested in a particular group to find related bookmarks.

**Social Networking**
People who visit the bookmark site for this “game review” tag are likely to see your bookmark. As more people find your bookmark and comment on it, you’ll find yourself part of a collection of people who shared interest in video games – You are now “social networking.”


**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.

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 Administration immediately. Students will then receive an insurance form which is to be filled out by the parent or guardian and returned to the Account Manager 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 Criminal History Background Check.
2. Fingerprint Background Check (must complete if you have not been a PA resident for the last 2 years).
3. Diocese of Harrisburg – Youth Protection Program.
4. PA Child Abuse Electronic Submission.
5. 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 main 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 Nurse’s 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.

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 after grades are due. 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.

(Policy Revised: July 1, 2009 -- KCR/Bishop of Harrisburg)

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
- 2 credits in Arts/Humanities
- 4 credits on English
- 1 credit in Physical Education/Health
- 4 credits in Social Studies
- 4 credits in Elective Area
- 3 credits in Math
- 1 credit in Computer Science
- 3 credits in Science
- 26 credits for graduation
- Community Service = 40 hours

Senior Service Guidelines:

1. **Forty (40) hours of volunteer service must be completed by May 1 of the graduating year to fulfill Graduation requirements. You may begin serving hours on June 1 of junior year.**

2. All service work must be documented on Senior Service Forms. These must be signed by the supervisor of the service activity. Students must also complete a reflection sheet for each different activity completed.

3. All forms should be submitted to your Senior service faculty advisor as they are completed:
   - Last names beginning A – L: Mrs. Mohl
   - Last names beginning M – Z: Mrs. Simmers

4. At least 10 hours must be earned by volunteering in your Parish. We suggest that Non-Catholic students complete the ten (10) hours of service in your own church.

5. At least ten (10) hours must fall under the guidelines of Caritas (Corporal Works of Mercy). Caritas is service wherein the student interacts one-on-one with another person. This other person should be someone who has a real need that you can fill. Some suggested places to volunteer, with some contacts, are available from your Moderators.

6. The remaining 20 hours may be earned by volunteering for one agency or community-sponsored activity, or may be divided between several agencies or activities. These hours may be earned by volunteering in the community.
Some restrictions apply:

- Family Responsibilities (e.g. babysitting, lawn care, etc.) **DO NOT** count as community service
- **NO** service work may be done during school hours, including study halls
- **REQUIREMENTS** for clubs, school sports, or activities **DO NOT** count toward senior service hours.

7. No money or compensation may be accepted for senior service work.

8. Acceptance for duty into the military following Graduation **CANNOT** be used as service hours.

9. Be creative when thinking about what you can do for your parish, community or school. The possibilities are unlimited!

10. If you have any questions about a senior year project over the summer or during the school year, contact your advisor **BEFORE** beginning it, by email using the LC website or call the school at 717-273-3731.

**PLEASE READ** about the mandatory Service Hours Requirement for grades 6th-9th on the website under the heading “About” link to “Faith and Service”.

**Course Requirements**

Students must take and pass 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.

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 AP – Advanced Placement Level Course:** Through AP course work and by passing the required test, college credit can be earned. The Guidance Office has further details about AP courses.

**Level H – Honors Course:** A college preparatory course which requires advanced work or in-depth study beyond the Traditional Academic.

**Level A – Traditional Academic Course**

**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:

- M – Medical Incomplete
- P - Pass
- F - Fail
- I - Incomplete

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 equivalency 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’s website.

**Progress Reports**

Daily progress reports can be run within the MMS Parent Portal for each class on your child’s schedule. Paper copies will no longer be sent home.

**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 retain 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. Clear communication between parents, teachers and administration will take place as soon as academic concerns about the student are reported.
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.

Report Cards

All secondary (6-12) report cards will be sent via email after the conclusion of each marking period. Please refer to the Lebanon Catholic School Academic Calendar for these dates. Parents CANNOT access their child’s report card through their Parent Portal. The report cards will be sent from the following email address, msanchez@lebanoncatholicschool.org.

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. Study periods are to be periods of silent study and (other than the senior Open Study) are not to include eating and drinking. If the student wishes to use the library resources, he/she must obtain permission from the study hall moderator. Students are forbidden to bring food or drink to class. Lunch time in the cafeteria is the only time students should be eating or drinking in the building. Students are not to bring in their breakfast into homeroom, nor are they to carry any open drink in their book bags. Any open drink discovered will be confiscated. IT is not allowed in any classroom. If student need water, they have access to refrigerated water fountains throughout the school building during the changes of classes. 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.
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.

School/Principal’s Right to Amend the Handbook

Please Note:

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.