



ST. SEBASTIAN PARISH SCHOOL

500 MULL AVENUE • AKRON, OHIO 44320-1299 • 330.836.9107 • www.stsebastian.org

MISSION STATEMENT

St. Sebastian Parish School is dedicated to Christ, and committed to excellence in education. We honor the Catholic traditions of the past, work to develop our talents today, and prepare for Christian service in the future.

ACADEMICS

Academic Standards

We adhere to the grading scale of the Diocese of Cleveland.

A+.....	98-100	C+.....	82-84
A.....	95-97	C.....	79-81
A-.....	93-94	C-.....	77-78
B+.....	90-92	D+.....	75-76
B.....	87-89	D.....	72-74
B-.....	85-86	D-.....	70-71
		F.....	69 and below

Honors

Honors are earned in each quarter grading period by those students in Grades Four through Eight who have a Grade Point average of 3.0 and above.

Honor Roll- 3.60 and above

Merit Roll- 3.00 – 3.59

Students who have any D's or F's, Incompletes, N or U in effort or conduct on their report card for the quarter grade are not eligible to be named to the Honor or Merit Roll for that grading period.

Homework

Daily attention to the joys of reading, the challenges of critical thinking, and the rewards of discipline-specific skill development is the focus of assigned homework. It will be given in proportion to the amount of time necessary to reinforce the skill and content involved. In part, the satisfactory completion of homework is an exercise in time management, organization and responsibility. We hope to develop these important skills in all students. Teachers may modify homework assignments to account for individual student needs when necessary. Teachers will coordinate with their grade level team members, the amount of homework given, as well as due dates for major assignments.

Students may spend more or less time on any given evening depending on the nature of the assignments, the individual student course load, and even individual student approaches to homework that will range from the methodical student to the extraordinarily focused student who may complete homework quickly and efficiently.

In addition, each grade level at St. Sebastian has its own unique guidelines and procedures, including procedures for late and missing assignments, and teachers also post their assignments daily on their web pages on *Progress Book*.

Attendance and Punctuality

The importance of regular school attendance and punctuality to a child's progress cannot be stressed enough, no matter what their ability or skill level. Illness and emergency situations of course cannot be helped, but frequent absences or tardiness naturally limit students in their opportunity to acquire basic and meaningful understanding of the subject matter and to do good work. Frequent absences or tardiness also limits the effectiveness of the teacher's work and instruction for the student in the classroom. Frequent tardiness also disrupts the rest of the class' learning. Parents of habitually absent or tardy students will be asked to conference with the principal.

Scheduling a vacation during a time when school is in session causes a serious interruption in the instructional process and an extra burden on teachers. At times when this is unavoidable, parents must notify the school in writing. The days that a child will not be present in school should be stated, along with other requested information. If parents decide to take students out of school for vacation, they may check their teachers' homework and assignment postings on *Progress Book* while away.

It is the school's policy to not grant a request from a parent for homework on the first day of an absence. If a parent would like the assignments from the first day of an absence they are requested to check Progress Book. Parents may request homework on the second day of a consecutive absence.

For homework assignments missed during an absence, students are given one day for each day absent to complete and turn in work. For work still not completed, points may be deducted from the student's grade.

When students need to leave school during the day for medical and dental appointments, the child must present an appointment notice or note from the parents on the day of the appointment. These notes are given to the teacher who reads and forwards them to the Office.

Parents must call the school before 9:00 am on the day of any absence. A signed parent note explaining the absence must be sent in upon return to school. A doctor's note is needed for absences more than five consecutive days. A student is considered tardy if they are not in homeroom by 8:00 am. Any student arriving after 8:00 am must come to the office to get a tardy slip.

Students are marked absent a full day if they miss three or more hours of class time. They are marked absent a half day if they miss one and a half or more and less than three hours of class time. Class time can be counted either from the beginning or from the end of the day, and excludes lunch/recess time.

Progress Reports

The report card reflects a student's progress in learning and mastering curriculum content and skills at the end of each quarter, and then cumulatively at the end of the year. The report card grade is based on more than one type of assessment to make an accurate evaluation of what a child has learned and mastered. Each child is evaluated according to performance, ability, class participation, classroom and homework projects and assignments, tests, and various assessments of learning and achievement.

Throughout each quarter and the whole year, every student's individual grades and evaluations of their work and progress are posted on *Progress Book*. This information is updated every 2 weeks or less in order to keep both parents and students informed of their progress. Parents are also personally notified if their child is falling significantly behind at any time during a grading period. The purpose of publishing this continual progress is for parents, students and teachers to be able to address any difficulties or struggles a child may be having as soon as possible. There will be no paper copy of midterm interim reports sent home due to Progress Book, so please actively use this resource to keep abreast of your child's progress.

Permanent Records

Permanent record cards are kept on file for each student. This record is updated each year and contains a cumulative record of the student's grades for each subject, and for effort, conduct, and attendance. In Eighth Grade, or in the case of a transfer, a copy of this permanent record card, plus a copy of the student's ITBS and Cog AT scores, is sent to the high school to which the student is applying or to the school to which the student is moving. Parents wishing to view their child's records should call the office to make an appointment with the Principal.

Standardized Testing

The testing program for schools within the Catholic Diocese of Cleveland is designed to serve and assist teachers and administrators in a systematic evaluation of the curriculum and planning of instruction. Additional individual testing programs are also used in some grades to determine how best to meet students' needs in specific areas.

The *Cognitive Abilities Test* is a national norm-referenced test that is composed of a battery of sub-tests which are a measure of verbal abstract reasoning and problem solving ability. These tests are given each year to Grade One in the fall, and Grades Three, Five, and Seven in the spring.

The *IOWA Test of Basic Skills* is a national norm-referenced test that provides for the comprehensive measurement of a student's growth and achievement in the fundamental skills of reading, vocabulary, word analysis, listening, language,

mathematics, science and social studies. These tests are given to Grades One, Three, Five, and Seven in the Spring.

Conferences

Parent-Teacher Conferences for Grades Kindergarten through Eight are held near the end of the first quarter grading period. These conferences are mandatory for all parents. Spring Parent-Teacher Conferences are not formally scheduled, but accomplished through phone communications or face to face meetings at any time needed. Please note: a teacher or parent may arrange an appointment for a personal conference if needed at **any** time agreeable during **any** grading period. Parents requesting conferences must send a note or email to the teacher to arrange a time.

ADMISSIONS POLICY

St. Sebastian School accepts applications from students of any race, color, nationality or ethnic origin and does not discriminate on the basis of sex in its educational programs. A student whose family has been a registered and active member of St. Sebastian Parish is generally enrolled in the parish school if there are openings. New families moving into a home within the parish boundaries must first register in the Parish. This is done at the Parish Office.

To enter Kindergarten, a child must be five years old by August 31st. To enter First Grade, a student must have successfully completed a Kindergarten course of study. Preference is given to brothers and sisters of children attending St. Sebastian School, or in the case of transfers, to students coming from other Catholic schools. Non-parishioners will be considered for acceptance only if all the children in the parish desiring attendance at St. Sebastian School have been accommodated.

Those wishing to register in any grade must obtain and complete the Application form that is available at the School Office, and follow the steps listed in the Admission Procedure.

CATHOLIC IDENTITY

St. Sebastian School is a Catholic school in the Diocese of Cleveland. While a primary goal of the school is academic excellence, the academic and all other programs of the school exist within the primary framework of the Catholic Church. Catholic students are given preference in admission. In keeping with the ecumenical spirit of the Catholic Church, all religious traditions are respected and, space permitting, students from other faith traditions are welcome in the school. Catholic liturgy, sacraments, traditions, and prayer shall be taught as an integral part of the school's curriculum. The liturgy is celebrated weekly, prayers said daily, and Catholic traditions celebrated according to the liturgical season. It is the work of the

entire Catholic community of St. Sebastian to celebrate sacraments and faith formation within the context of parish life.

The curriculum for religion is consistent with the teaching of the Roman Catholic Church and will conform to the guidelines of the Diocese as appropriate. All supplemental material used in the curriculum must conform to Catholic moral teaching and doctrine.

St. Sebastian School provides numerous and various opportunities for students to participate in school, parish, and community **outreach and service**. Students learn a serving attitude in activities and programs designed to foster their Faith Formation.

COMMUNICATIONS

PLEASE NOTE; School and Classroom communications, including weekly Parent Newsletter, will be posted on the school website. Please check frequently.

Progress Book

For parents and students currently enrolled, St. Sebastian School maintains an intra-school online website called *Progress Book*. It is a locked and password protected web site, which includes communications of school news, school information, student progress data, and the ability to communicate with all school staff and organizations through email. Teachers and staff also post schedules, student assignments and pertinent classroom and school news on their web pages, and may be contacted through their listed emails.

Daily and Weekly Information

Important information will be sent home via the One-Call Now system of mass email. We will be using this system exclusively to communicate what is happening in the school. Please check your email regularly for emails from the school. If you do not have access to email, please contact the school office to make other arrangements for information.

Weekly News

Every Friday, a Weekly Parent Newsletter is posted on the school website and will be sent via One Call Now. This provides important information about current school activities, upcoming events, changes to the calendar, mention of student awards and recognitions, and more.

Internet

St. Sebastian School maintains a school website, www.stsebastian.org, on the world wide web, which includes general information about features, programs,

organizations, major dates and events, and history and philosophy of the school. Also available are downloadable documents such as registration materials for school enrollment and alumni participation.

CURRICULUM AND INSTRUCTION

Graded Course of Studies

The curricula of all subjects taught at St. Sebastian School follow the Graded Course of Studies Curriculum Guides set forth by the Office of Catholic Education for the Diocese of Cleveland. These Curriculum Guides are strictly aligned with Ohio State Standards, so students are learning the same graded curricula as all Ohio schools. All textbooks and instructional materials are selected so as to support the Graded Course of Studies.

Religious Education

At St. Sebastian School, the religious formation of students is of prime importance. Religion classes are held daily. Students in Grades K through Eight attend Mass each Thursday, and also on Holy Days. Students periodically help plan and attend prayer services and liturgies that relate to their studies, seasonal celebrations, or school events. A spirit of prayer throughout the school and classrooms, and participation in activities and projects of outreach are continually promoted. (See CATHOLIC IDENTITY.)

Sacramental Preparation

The sacraments of Reconciliation and Eucharist are received for the first time in the Second Grade. The religion curriculum provides for deep and careful preparation in these areas. Students in Grades Three through Eight are given the opportunity during each year to receive the Sacrament of Reconciliation. Students in Grade 8 receive the sacrament of Confirmation after completing the Parish program.

Auxiliary Services

Through state and federal auxiliary funding, St. Sebastian School is able to provide Staff services and resources to help meet the needs of both struggling and high achieving students from Remedial Reading/Remedial Math Teachers, Academically Talented Teacher, Speech and Language Therapist, School Nurse and Health Aide, School Guidance Counselor, and Textbook/Service Clerk.

Technology

The Technology Program provides the students with a skills-based curriculum taught weekly that encompasses keyboarding, file management, word processing, office programs, multi-media presentation programs, Internet research and navigation, and

more. Innovations such as pod-casting, for example, are continually being incorporated into the weekly curriculum. The computer teacher also works with classroom teachers to help students on projects and activities in particular curriculum areas as needed.

Teachers are continually acquiring professional development and training in technology. All teachers have web pages, email access, and training to use such tools as Smartboards , ActivVote, and a mobile lab of student laptop computers in their classrooms. An electronic grading program is used in conjunction with *Progress Book*, and the computerized First in Math and Brainchild programs are being utilized across the grade levels.

The Arts

St. Sebastian School has a strong belief in the philosophy of education of the whole child, in which the fine and performing arts are a vital part. To supplement the core curriculum subjects, students weekly attend classes in General Arts and General Music. Student art shows, musical and theatrical performances, and band performances are among highlights of the school year.

Foreign Language

In keeping with research supporting the benefits of children studying a second language, Spanish is also included in students' subjects of study. Spanish is taught once a week to all grades with the goal of learning enrichment, and reaching a level of familiarity, understanding and ease of basic communication in the language.

Library

The St. Sebastian School library is available for students to borrow books and practice library skills learned in their Reading curriculum. Students enjoy weekly visits to the school library to enhance their joy of reading.

Field Trips

Field trips are pre-planned educational experiences related to the curriculum and followed by evaluation. Although field trips are educationally based, students may be denied participation if they fail to meet behavior or parental permission requirements. A substitute assignment or project will be given to a student who cannot attend a class field trip.

High School Visitation

Students are encouraged to select a day for visitation when St. Sebastian is not in session but the high school is in session. Any visitations made during St. Sebastian school days will be counted as an absence from school. Students are responsible for

any missed work on the day of their visitation. All high schools provide weekend or evening open houses annually.

Extra Curricular Activities

Each year more optional activities and clubs are made available to interested students. Such activities promote further growth and development of social skills, leadership skills, faith values, and other talents and abilities of students not possible in the standard curriculum or regular classroom. St. Sebastian School, often in partnership with St. Sebastian Parish, is always working to increase such opportunities for students.

DISCIPLINE POLICY

Code of Conduct

A high standard of conduct, based on and modeling Christian gospel values, is expected of the students at St. Sebastian School. Students grow in responsibility and self-discipline as they learn that they are accountable for their choices and actions, which will always have consequences. They learn to control their own behavior as they learn that the observance of school rules and guidelines brings order and happiness to themselves and others and safeguards their liberties rather than curbs them. They grow to realize that every student has the right to learn in a safe environment, and every teacher has the right to teach in a Christ-like atmosphere of caring, safety and respect for the dignity of all. This atmosphere affirms and supports the loving witness of the entire Catholic community of St. Sebastian School.

General School Rules and Guidelines

- ❖ Behave in a respectful, orderly, and safe manner.
- ❖ Maintain a considerate quietness anywhere in the building.
- ❖ Walk when moving anywhere in the building or with a class.
- ❖ Respect school property by leaving areas used neat and orderly, and not chewing gum on the school premises.
- ❖ Remain seated and talk quietly at lunch.
- ❖ Wait quietly in the hot lunch line.
- ❖ Exhibit appropriate table manners.
- ❖ Leave their respective eating area clean and orderly.
- ❖ Speak and act in a Christian manner.
- ❖ Use a respectful tone of voice, manner and language at all times.
- ❖ Adhere to the Dress Code at all times.
- ❖ Be honest in relating to adults and fellow students
- ❖ Do not bring any electronic games or devices for play to school.

Playground and Lunchroom Rules and Guidelines

- Students will not use inappropriate language, gestures, rough play, kicking, pushing, tripping, spitting, jumping on other students, tearing or pulling clothes, and any other inappropriate behavior.
- Students will remain in assigned area and away from all parked cars.
- Students will line up when signaled for the end of the play period.
- Students will follow supervisors and enter the building quickly and quietly.
- Students will use only play equipment provided by the school or authorized by the Principal.
- Students will use all playground equipment safely, carefully, respectfully and appropriately so as not to harm self or others or cause damage to equipment.
- Students will be respectful and obedient to all supervisors, on the playground and in the lunchroom.
- Students will remain seated at assigned homeroom tables, unless permission is given.
- Students will use proper manners while eating.
- Students will follow directions of supervisors in clean up and dismissal to go back with teachers to classrooms.

Bus Rules and Guidelines

Students are responsible for safe conduct on the bus ride to and from school. For their own safety, students are expected to respect the authority of the bus driver and comply with all bus regulations. These regulations will be upheld and enforced by St. Sebastian School. In addition, all guidelines, regulations and consequences under the St. Sebastian School Discipline Policy as explained in this handbook apply to St. Sebastian students riding the bus. A student who jeopardizes his/her safety and/or the safety of others will lose the privilege to ride the bus for a specified number of days.

Consequences for violating rules and guidelines

Administration and teachers will handle all discipline issues in a manner respectful of the dignity of each student, and use consequences in the spirit of both helping students to learn how to correct their misbehavior and to learn the critical importance of self control and Christ-like behavior. The following consequences and discipline procedures for violation of any school and/or classroom rules, not necessarily in any order, may include, but are not limited to:

Verbal Reprimand—warning to correct misbehavior

Time Out—removal from class to reflect on how to correct misbehavior

Written Demerit—written warning to correct misbehavior, sent home

Natural Consequences—actions to be taken to naturally make up for misbehavior

Restitution—making up for damages done (physically or emotionally)

School Service—form of restitution upon causing damage that must be made up

Loss of Privileges—losing privilege to attend school function, assembly, event, etc.

Detention—written notice of scheduled time to stay after school from 2:30-3:30pm sent home; after receiving 3 demerits or 3 dress code violations; or upon any serious misbehavior that is inconsistent with Rules and Guidelines.

Behavior Contract—written agreement, created by administration and teacher(s), delineating violations, consequences and criteria to be followed by student/parents for re-admittance to school; signed by all upon return from out of school suspension

In-School Suspension—missing recess or classes for a full day, upon serious misbehavior, and/or after receiving 3 detentions; parents will be notified by administration of suspension; missed class work may be made up and receive credit

Out-of-school Suspension—can be used immediately in severe cases of rule violations, such as fighting or swearing; number of days determined by conferring of administration and teacher(s); upon violation parents will be notified by administration to come to school to pick up their child for suspension; students may be under a behavior contract upon return to school, and further consequences may be issued depending upon misbehavior; missed work may be made up at discretion of administration and teacher(s).

Expulsion—withdrawal of student from enrollment in St. Sebastian School; upon a serious violation that is in complete disregard of the safety and health of the student themselves, another student, or a staff member, supervisor, or volunteer; principal and/or pastor has the final right to determine expulsion at any time.

NOTE: Teachers will supplement the school code of conduct and consequences with their own classroom codes of conduct, consequences and procedures.

Serious Violations

Actions considered serious violations of the discipline policy, and for which the Principal and/or Pastor may out-of-school suspend and/or request that a student withdraw from the school, include but are not limited to, the following:

- Use, possession, or sale of drugs, alcohol, tobacco, weapons, look-alike weapons
- Use of, or intention to use, any object in a dangerous or harmful way
- Truancy or unauthorized leaving of the school property
- Use of vulgar, profane, obscene, violent, threatening, or immoral language or gestures, pictures, or any other media or behavior
- Harmful teasing, harassing, belittling, or abuse of a student, teacher or anyone (see “Bullying”)
- Fighting or endangering the safety of anyone in St. Sebastian School
- Defying a teacher or person in authority or interfering with a teacher’s conducting of class
- Stealing, vandalizing or destroying school, student, teacher, or parish property as well as anything on school or parish property
- Repeated academic cheating (see “Cheating”)

Bullying Policy

Bullying is defined as a form of violence (any mean look, word, action or gesture that hurts a person's body, feelings, or possessions), that is repeated, intentional, and involves an imbalance of power between the parties involved in a given situation. Types of bullying can encompass mean looks (eye rolling, intimidating stares, giving dirty looks), mean gestures (insulting gestures with hand or fingers, holding nose, flipping someone off, using the "loser" or "crazy" gesture), mean words spoken or written anywhere (mocking, teasing, taunting or calling names, gossiping or spreading rumors, embarrassing or humiliating someone, threatening to harm or hurt someone, making threats), and/or mean actions (pushing, shoving, hitting, punching, kicking, biting, spitting, assaulting another with the body or objects, tripping or causing a person to fall, physical cruelty, intentionally excluding someone from a group, setting someone up, writing unkind/insulting words about a person, etc.).

Cyberbullying

Any acts of bullying as described above, against any student or staff member of the St. Sebastian community, that are committed through use of electronic means (internet, cell phone, etc.), whether in, on or out of the school campus, will be addressed as a school discipline issue.

Bullying is seen as an especially serious violation of the code of conduct of the St. Sebastian Community, and will not be tolerated. All incidents and reports of bullying will be investigated thoroughly. Students who knowingly and purposefully engage in such behavior will be out-of-school suspended, and will be asked to withdraw from the school if the behavior is not corrected and/or restitution is not made.

Cheating

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, plagiarism and all other forms of academic dishonesty.

1. First offense results in the student receiving a zero on the graded assignment, quiz, test, project, paper etc. on which the cheating occurred. The parent will be called by the student in the teacher's presence. A detention will be given to any student breaking this rule.
2. Second offense results in a zero on that particular graded assignment plus one day in-school suspension. Parents will be notified and a conference will be held.
3. Third offense may result in the student being asked to withdraw from St. Sebastian School as determined by administration and teacher(s).

NOTE: THE PRINCIPAL IS EMPOWERED BY THIS HANDBOOK TO ISSUE DISCIPLINE MEASURES FOR ANY ACTION THAT VIOLATES THE SPIRIT,

MISSION AND PHILOSOPHY OF ST. SEBASTIAN SCHOOL, EVEN THOUGH NOT SPECIFIED IN THIS HANDBOOK. **ANY STUDENT WHOSE BEHAVIOR REPEATEDLY AND NEGATIVELY AFFECTS THE LEARNING AND/OR SAFETY OF ANY OTHER STUDENT OR STAFF MEMBER, OR NEGATIVELY AFFECTS INSTRUCTION OR THE EDUCATIONAL AND /OR FAITH FORMATION PROCESS OF ANY OTHER MEMBER OF THE ST. SEBASTIAN SCHOOL COMMUNITY, WILL BE ASKED TO WITHDRAW FROM THE SCHOOL.**

DRESS CODE

The purpose of the Dress Code is to contribute to an atmosphere that is appropriate and conducive to the spiritual, educational and social processes of St. Sebastian School. Students are expected to dress in a manner that is comfortable yet indicates they are engaged in serious educational business, and not causing distractions of current fashion and style comparisons. The school uniform encourages students to focus on self-expression through the development of individual skills and talents, not on self-expression through material goods. It is also a special sign telling others who our students are and to whom they belong. Refer to the dress code insert for specific dress code rules and options.

The administration reserves the right to the final say on all Dress Code matters.

ELECTRONIC DEVICES

General Electronic Items

Electronic items are not to be brought into and/or used in any rooms or areas of the school campus, unless requested by teachers for learning purposes. Such items include, but are not limited to, CD's, IPOD's, MP3 and DVD players, radios, TV's, cell phones, any electronic "smart" devices or computer devices, and laser pointers. Such items will be confiscated. At the discretion of the administration, the items may be returned either to the student at the end of the school day or returned to a parent/guardian of the student. Parents and students assume all responsibility for any loss or damages to electronic items brought to school.

Acceptable Use Policy for Two-Way Communication Devices

Student possession of, and/or involvement in, electronic paging, communication, or photography devices, such as cell phones, smart/computer devices, cameras, or two-way radios during school hours is prohibited, except as specifically authorized by the

Principal. Any student found violating this policy shall receive the following consequences:

- Confiscation of the involved device—depending on the nature and severity of the violation, the confiscated device or media may be held in evidence indefinitely.
- Notification of parents.
- Suspension or revocation of privileges related to Internet access, electronic mail and/or fax, network access, and computer access.
- Detention
- Suspension or expulsion if violation is serious and deemed appropriate by school/district administration.

Legal action may be taken.

If cell phones are brought to school for appropriate and family approved use for family/safety purposes after school, **they must be stored in book bags, and completely turned off during the school day.** Violations of this policy will be dealt with as mentioned above.

INTERNET ACCEPTABLE USE POLICY

We believe that technology is a vital means to assist those who carry out the educational ministry of St. Sebastian School. We are pleased to offer students access to our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return an Acceptable Use Policy form listing all Internet Rules to be followed to the School Office. This form is distributed to all students and their families at the beginning of the school year.

PHOTO RELEASE AND AUTHORIZATION

A Photo Release and Authorization Form is sent home at the beginning of the school year. This form gives the parent/guardian's consent and authorization for St. Sebastian School to release, publicize, disseminate, distribute, use, and/or reproduce any and all photographs taken of their child during his/her enrollment at St. Sebastian School by an employee, agent, or representative of St. Sebastian School or by an independent contractor.

SAFETY AND SECURITY

Building Security

All doors of the school building are locked to outside access during the school day to insure the safety of all within the building. A doorbell is located to the left facing the school's main doors. All who enter after being admitted by school office staff must stop at the office, sign in, and receive a name badge if they will be staying to visit or work in the school. **IT IS CRITICAL THAT WE ALL DO OUR PART TO ENSURE THE INTEGRITY OF THE TEACHING DAY FOR OUR TEACHERS AND CHILDREN. PLEASE DO NOT WANDER AROUND THE BUILDING DURING SCHOOL HOURS OR ATTEMPT TO CONFERENCE WITH A TEACHER. IF A CONFERENCE IS NECCESARY PLEASE CONTACT THE TEACHER AND SET UP A TIME TO MEET. ALL CONCERNS SHOULD BE DIRECTED TO THE OFFICE. All items must be brought to the office before being delivered to the classroom.**

If a student is to be released to his or her parent or guardian during the school day to leave early or for medical appointments, the parent is required to ring in at the Main Office entrance doors, and sign their child out at the office. The child is then called from their classroom to come to the office to meet with their parent or guardian.

General Disaster Emergency Procedures

St. Sebastian School has a Crisis Response Plan with procedures and guidelines for response actions for safety and emergency situations. Students and staff are instructed in the steps that must be followed, and school practice drills such as Fire Drills, Lock-Down Drills and Tornado Drills are held regularly.

Emergency School Closing

It is sometimes necessary to close schools on short notice. The closing will be made as early as possible. This information will be managed by the Instant School Alert System through local TV networks, and by the OneCallNow individual phone and email communication system.

If Akron Public Schools are closed we are also closed.

Emergency Contact Information

It is very important that parents notify the school when changes of address, telephone numbers and/or place of employment occur throughout the school year. This includes the persons listed on the Emergency Medical Forms. If parents know that they cannot be located at the numbers on the Emergency Form, they must notify the school as to where they can be reached in case of emergency.

If the child is to be released only to a particular adult in cases of court appointed custody, the custodial parent must provide this information both to the Principal and to the child's teacher. A photograph of the person to whom the child is to be released is required.

Emergency Student Dismissal

In case of individual student illness or accident at school, and if the student needs to be sent home, the parent or guardian will be notified as soon as possible and should come to the school to pick up the child. If the parent cannot come, the school will call a person listed on the emergency medical form in the clinic. A driver ID is required when that person comes to get the child.

Health and Medicine

The School Nurse or Health Aide is available to give immediate attention to students in times of sudden illness, or when accidents occur during regular school hours on school property. Emergency medical information for each child is updated at the beginning of each school year and kept on file in the Clinic and Office.

Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. This request must include instructions as to the name of the medication, dosage, time, duration of medication, and possible side effects.

No child is allowed to have any medication in his/her possession while in school, unless authorized by a note with the physician and parent signature. This includes aspirin, any type of cough drop, all over-the-counter medications, and prescriptions. A form that can be obtained from the School Clinic must be completed and on file. Any medication which needs to be given during school hours must be brought to the Office to be given to the Nurse or Health Aide who will administer the medication. If a child is too ill to go outside for recess or noon play, he/she is too ill to attend school. There are some exceptions, such as cases of broken bones or sprains. For other exceptions there must be a physician's note.

If a child is sent home from school with a fever, they should be kept home for at least the next 24 hours.

Family Custodial Situations

All families must complete an *Information Regarding Legal Custody* form, whether or not there is a divorce or separation situation. This makes our information uniform and complete.

In the case of pending divorce or separation of a student's parents, parents are asked to inform both the Principal and the teacher of this fact so that appropriate support can be given to the child.

In the case of divorce or legal separation of a student's parents, a copy of the entire legal court decree bearing the case number and the final page bearing the

judge's signature must be submitted to the Principal. **Unless the decree indicates otherwise, routine school communications such as newsletters, daily class work and papers will be sent home to the custodial or residential parent.** It is the responsibility of the custodial or residential parent for sake of the child to share this information directly with the non-custodial or non-residential parent.

Unless restricted by a Court Order, any non-custodial or non-residential parent has the right to attend any school activity of their child, and has the right to know about their child's progress in school. Parents should keep each other informed as to these activities and progress Unless the decree indicates otherwise, non-custodial and non-residential parents can request to have their own access code for *Progress Book*. Non-custodial and non-residential parents may also request a copy of this *Handbook* from the School Office.

VIRTUS – Safety in Matters of Child Abuse

In accordance with the Diocese of Cleveland and St. Sebastian Parish, all employees regardless of their contact with children, and all parent and non-parent volunteers who work with children for four or more hours in a month, or more than once a month, must be certified in the Diocesan VIRTUS Program. This includes:

- Reading and signing the respective acknowledgement forms for the following policies from the Diocese of Cleveland:
 1. Policy for the Safety of Children in Matters of Sexual Abuse
 2. Standards of Conduct for Ministry
- Being fingerprinted and having a criminal background check performed by BCII and the FBI
- Attending a three-hour education and awareness VIRTUS training session, followed by one year of on-line monthly updates (24 in total)
- Being interviewed within 30 days of beginning the ministry followed by a second interview by a staff member
- Completing an Employee and/or Volunteer Application
- Submitting a copy of their driver's license or valid photo ID

These actions must be completed prior to any contact with children. The employee or volunteer may start their ministry while waiting for the results from BCII or FBI; however, they must be in the company of a VIRTUS trained, fingerprinted person.

Reporting Child Abuse/Neglect

All school employees are mandated reporters under Ohio law (ORC 2151.421) and shall report all known or suspected child abuse. The law grants these persons immunity from criminal or civil liability as a result of such reports. The Summit County Department of Job and Family Services and/or law enforcement are the

investigating agency for child abuse/neglect. St. Sebastian School follows the law and cooperates with the Children Services Division and law enforcement.

Sexual Violence

If an incident of sexual violence occurs, the Pastor, Principal or other school authority are required under state law to report the incident. The Summit County Department of Job and Family Services and the police will be contacted immediately if any knowledge or suspicion of sexual abuse or violence has occurred involving a child less than 18 years of age.

Harassment Policy

The Pastor, Principal, and staff of St. Sebastian School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. St. Sebastian School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include, but is not limited to, suspension or expulsion.

Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, or hostile conduct; jokes, stories, pictures, cartoons, notes, e-mails, drawings or objects which are offensive, alarming, annoying, abusive, or demeaning to an individual or group.

Youth Gangs

Youth gangs and gang-related activity are prohibited. The full policy is on file in the Office of the Principal. This policy is incorporated in the handbook by reference as though it were fully set forth in the handbook and is binding just as if it were set forth in the handbook.

Weapons Policy

The St. Sebastian School policy expressly prohibits the use, possession, sale, or discharge of any weapons, look-alike weapons, any object used as a weapon, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, parents, participants in parish programs, teachers, administrators, and other personnel in the school or parish. This policy includes, but is not limited to, any firearm, knife, deadly weapon, or an object that is indistinguishable from a deadly weapon, explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. Firearms shall include any loaded or unloaded gun of any caliber type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violation of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If it is determined that this policy has been violated, the parents/guardians of the offender shall be immediately contacted and must cooperate with the disciplinary process.

The disciplinary process will include in/out of school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents/guardians may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

Student Threats and/or Actions of Violence

- Any and all student threats to inflict any harm to self or others will be taken seriously immediately.
- Whoever hears the threat must report it immediately to the Principal.
- Police must be notified in appropriate situations.
- If police are contacted, the student will be kept in the Principal's Office under supervision until the police arrive.
- The parent/guardian of the student who has made the threat will be notified immediately.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- The student should be suspended and not be considered for readmission to school until a mental health evaluation/risk assessment has been conducted by a mental health professional (licensed PhD psychologist or psychiatrist). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (PhD) for psychological consultation and/or testing. If a psychologist (PhD) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The consultation shall comply with the provisions of ORC 2305.51.
- The Principal shall provide the psychiatrist and/or PhD psychologist with all relevant facts, including but not limited to, aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- The Principal shall receive a written comprehensive, detailed evaluation and report, and a documented treatment plan in accordance with ORC 2305.51 from the mental health care professionals stating the basis (factual and risk factors and

testing results) upon which he/she determined that the student is not/does not pose a danger to self or others.

- This report shall also address the concerns raised by the Principal to the Psychiatrist or Psychologist. The evaluation and report shall be made available to the Principal who will share them with legal and/or mental health care consultants and administration assisting the Principal in his/her education regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or PhD psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school, and shall provide the Principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling and/or treatment will be needed and/or provided.
- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file, and should not be part of the student's academic/disciplinary file, with access only by the Principal and/or Pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

Searches

In cases of suspicion that a student may be carrying or storing contraband (any weapon, illegal drug, drug paraphernalia, electronic device, or any other item prohibited by law or school policy), searches of a student's person or personal property may be necessary.

Student AIDS Policy

Should children with Acquired Immune Deficiency Syndrome (AIDS) seek enrollment at St. Sebastian School, they shall be permitted to attend if all the criteria set forth in the AIDS Policy are met. A copy of the complete policy is on file in the School Office and is available for review upon request. This policy is incorporated in the handbook by reference as though it were fully set forth in the handbook and is binding just as if it were set forth in the handbook.

THE SCHOOL DAY

Morning Arrival

All cars and buses enter off Elmdale in the west lot. Buses have the right of way and will drop the children off near the Z-Hall entrance. Cars will proceed in the enter side of the parking lot with caution in a line and drop off their children quickly in the

appropriate area. Cars and buses will proceed to the exit on Hawkins with caution. Students in grades K-8 that arrive before 7:40am must report to Z-Hall. After 7:40 Junior High and Kindergarten students may proceed directly to their classroom. Students in grades 1-6 must enter the building through Z-Hall and proceed to their classroom.

Starting Time

7:30 am School Doors open, students may go to Z-Hall
7:55 am Warning Bell for K-8
8:00 am Tardy Bell
8:05 am Classes begin
2:35 pm School ends

Recess/Lunch

Students remain at school during the 40 minute lunch period. During one half of the period, they will have a period of outdoor recess on the playground, or indoor recess in their classroom, depending on the weather, under supervision of paid monitors and school Staff. During the other half of the period, they will eat their lunch in Z-Hall under the supervision of paid monitors and school Staff.

Students may bring packed lunches or buy the hot lunch provided daily through the Food Service Program of the Cleveland Diocese. Information concerning this program is sent home at the beginning of the school year. The monthly menu is distributed to families each month and also posted on the school website. The cost and the collection process for hot lunches, milk and snacks is announced at the opening of school. Fast food lunches are not considered a part of our healthy lunch program and are discouraged. Also, canned pop, glass bottles, or glass containers brought from home are not permitted in the lunch room.

St. Sebastian School also participates in the Federal Government Lunch Program, which helps to defray the cost of the hot lunch. At the beginning of the school year, parents are given an opportunity to apply for free or reduced price lunches funded by the government. Applications are reviewed and approved by the Diocesan Food Service Coordinator. Parents are notified in writing of their status.

Afternoon Dismissal

Dismissal time will be around 2:35 with bus riders being called first for dismissal. Please give the bus the right of way to park near the Z-Hall door. Students will be called down for parent pick up in an orderly fashion. Parents are asked to wait for their child in the pick-up zone by the Jesus statue after parking their car. Please follow the procedures for pick-up so the dismissal of our children is safe for

everyone. Please be aware that it becomes difficult to deliver messages after 2:15pm. Please make arrangements to have any information to the school before this time.

Interruptions to the School Day

It is our goal to keep classroom interruptions to a minimum. All items that are brought to the school from home must be brought to the school office. These items include birthday treats, books, backpacks, lunches, gym clothes, etc... The office staff will determine the best way to deliver these items to the classroom.

Use of Telephone

In the case of emergency or serious need, students may use the office telephone with the permission of the Principal and administration. **Students who forget books, gym uniforms, and/or assignments may not use the phone to call home for these items.**

Transportation

Bus transportation to and from St. Sebastian School is provided by Akron Public School Transportation Department. Please check with the school office to see if you are eligible for busing.

If a student needs to get dropped off at a stop other than his or her own, within the same transportation district, parents must send in a note to the Office with the address of the stop. The student is then issued a bus pass from the Office.

The district busing St. Sebastian School students notifies the parents of routes and schedules in August. Concerns and problems regarding routes and schedules are referred to the transportation district.

After School Care

The after school care program provides care, supervision, recreation, and education for St. Sebastian students in grades Preschool through 6th grades. After an initial registration fee, parents pay a daily fee per child to use the service any school day of the year, except the last day of the school year. Students may be picked up at any time during the program, before closing time at 6:00pm.

School Supplies

School grade level supply lists are given to students at the end of the school year for the following school year. School supplies may be ordered online for the following school year. Please check the school website for ordering information.

All students must have a book bag in which to carry their books to and from school, and a school assignment notebook to record assignments and important information from teachers. All textbooks are to be covered, and all books and personal items must be labeled with students' names and homeroom numbers.

VOLUNTEERS

Parents and guardians are welcome to serve the St. Sebastian School and Parish through the One Day A Year program. This program encourages families to volunteer 24 hours of service to the school or Church in a community building effort. Volunteer time is invaluable to the Parish and your efforts will benefit your children greatly. A packet will be sent home at the beginning of the school year with information on how to get involved.

HASA

The Home and School Association is a very active and involved St. Sebastian School parent volunteer organization. The goals of HASA are to enhance the children's school experience and support the mission of St. Sebastian School through a variety of educational opportunities, family activities and supplemental fundraising activities. All parents are invited to attend any HASA meetings. A complete HASA information packet is distributed at the beginning of the school year.

HANDBOOK AGREEMENT

I have read the Parent/Student Handbook and understand by signing this agreement that I will abide by the rules, regulations, and policies set forth by the administration of St. Sebastian Parish School.

Student _____

Parents _____
