



SCHOOL HANDBOOK

2026-2027

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.

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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 will also post their assignments daily.

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**, whether excused or unexcused, 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's learning. A student will be considered tardy to school if they are not in homeroom by 7:55 am or arrive within ninety (90) minutes of the school start time. Any student arriving after 7:55 am must come to the office to get a tardy slip. Students who have five (5) unexcused tardies during a quarter will receive a letter. Parents of excessively 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. If parents decide to take students out of school for vacation, they may check their teachers' homework and assignment postings while away. Each student may have five (5) approved absences for the purpose of family leave. These include but are not limited to vacations, weddings, etc.

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 homework and assignment postings. 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. All medical excuses must be signed by the attending physician and submitted to the office upon being treated by a doctor. A **doctor's note** is needed for absences of more than three consecutive days.

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.

Reasonable excuses for absence from school: personal illness/professional appointments, quarantine of the home, death of a relative, observation or celebration of a bona fide religious holiday, emergency, or another set of circumstances deemed good and sufficient cause by Pastor or Principal.

An **unexcused absence** is defined as an absence that cannot be verified as an excused absence by a parent/ guardian and/or a doctor's note. Progressive discipline may be included such as missing recess, and a student may lose credit for school work missed.

Chronic absenteeism is missing ten (10) percent or more of the school year for any reason. It includes excused and unexcused absences. Support through the Intervention Assistance Team (IAT) will be provided for the student and his/her family when a student has missed ten (10) percent of the school year. If the student continues to miss days and accumulates thirty (30) absences, which equals six (6) weeks of school, he/she may not be promoted to the next grade level and will be given the opportunity to complete extended year learning in June.

Report Cards/Progress Reports

St. Sebastian School utilizes Progress Book for recording grades and posting continual progress reports and for the recording of attendance of students. No hard copy of interim progress reports will be distributed; however, parents should be notified if their child has a D or lower and sometimes a C or lower depending on the student.

Hard copy of report cards are issued at the end of each quarter and put into an envelope for students to take home. The parent should sign the envelope on the designated place and send only the envelope back. The parent may keep the report card each quarter.

- Teachers must ensure that parents and administration are aware of students that are in danger of failing and that communication/conferences have been held.

Standards Based Grading - Grades K-3

Each priority standard includes a proficiency scale. Proficiency scales are a representation of learning goals with multiple levels of difficulty. Teachers use these proficiency scales to assess students' understanding of each standard. The learning progressions outlined in each proficiency scale are detailed below. Students who earn a 3.0 have mastered the grade-level standard.

3 (mastered)	Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.
2.5	No major errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content.
2	Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.
1.5	Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.
1	Beginning: Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0.
Blank	Was not assessed in the grading period.

The Diocesan Letter Grade scale is used for Grades 4-8 in all subjects

Each priority standard includes a proficiency scale. Proficiency scales are a representation of learning goals with multiple levels of difficulty. Teachers use these proficiency scales to assess students' understanding of each standard. The learning progressions outlined in each proficiency scale are detailed below. Students who earn a 3.0 have mastered the grade-level standard.

A+	98-100	C+	82-84
A	95-97	C	79-81
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B	87-89	D	72-74
B-	85-86	D-	70-71
		F	69 and below

Retention in Grade Level

When retention is being considered for a child, the decision to retain should be reached only if it is certain that the student will profit from this retention. Teachers should notify the principal of any student in danger of failure. This should be done no later than the end of the first semester and after a conference with the parents has been held. St. Sebastian administration has the final say regarding the child's placement for the following year. **If a child is to be retained, failing grades in at least 3 or more major subjects, for more than 2 quarters, must be supported. (i.e. Math, Reading, English).**

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, Cog AT and MAP 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.

NWEA MAP Growth (Measures of Academic Progress) creates a personalized assesment experience by adapting to each student's learning level-precisely measuring student progress and growth for each individual. With MAP, you'll have essential information about what each student knows and is ready to learn today.

Conferences

Parent-Teacher Conferences for Grades Kindergarten through Eight are held after 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 the area must first register in the Parish to receive the parishioner Parish Life Scholarship. This is done at the Parish Office.

To enter Kindergarten, a child must be five years old by August 15th. 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 complete all the required steps in the Admissions Portal which can be found on the school website under the Admissions tab. Please read the information below to learn more about parishioner status and priority of admittance.

Parishioner Status

All active and participating members of St. Sebastian Parish are eligible for a Parish Life Scholarship. The criterion for the Parish Life Scholarship is as follows:

- At least one parent/guardian must be Roman Catholic and registered as a member of St. Sebastian Parish.
- The parent(s)/guardian and student(s) must regularly attend Sunday and Holy Day Masses at the parish. We ask that you place your envelope in the collection basket regardless if you are making a contribution or not.
- Consistent involvement of parent(s)/guardian and students in parish volunteer activities.

Non-Discrimination Policy

St. Sebastian Parish School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

St. Sebastian Parish School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, athletic or other school administered programs.

Priority of Admission

Enrollment begins in late January and continues until all available spots are filled in each grade. Priority of enrollment is as follows:

1. Current students who are enrolled at St. Sebastian Parish School and are current on all tuition and aftercare fees.
2. Catholic students who are active members of St. Sebastian Parish who are new to St. Sebastian School.
3. Catholic or non-Catholic students enrolled in the St. Sebastian Center for Early Learning.
4. Catholic students who are non-members of St. Sebastian Parish.
5. Any non-Catholic student.

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

Progress Book

For parents and students currently enrolled, St. Sebastian School maintains an intra-school online website called Progress Book and Bloomz. It is a locked and password protected website, 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

Daily and weekly information will be sent via Bloomz mass email. We will be using this system only to communicate in house school information of high importance. Please check your email regularly for emails from the school as teachers will still communicate through email. If you do not have access to email, please contact the school office to make other arrangements for information.

Internet/Social Media

St. Sebastian School maintains a school website, www.stsebastian.org, which includes general information about features, programs, organizations, major dates and events, and history and philosophy of the school. We also maintain a Facebook (St. Sebastian Parish School and [Instagram@st.sebastianschool](https://www.instagram.com/st.sebastianschool/)), where we post updates and photos.

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, 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 on Holy Days. Also, Grades 6-8 embark on a three day retreat at Camp Damascus. 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.

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, Speech and Language Therapist, School Nurse and Health Aide, Guidance Counselor, Psychologist, Intervention Specialist, Gifted Intervention Specialist and Auxiliary 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, navigation, and more. Innovations are continually being incorporated into the weekly curriculum. The computer teacher 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, so that they can employ the use of age appropriate technology in their daily curriculum through a balanced approach. All teachers have web pages, email access, and training to use tools such as Smartboards, iPads, Chromebooks and all things related to G Suite for Education, which begins in grade three in their classrooms. Progress Book, an electronic grading program is used across all 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.

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 grades K-6 with the goal of learning enrichment, and reaching a level of familiarity, understanding and ease of basic communication in the language. Junior high students will be taught Spanish twice a week as an introduction to the language and culture of the Spanish people, focusing on four critical skills of listening, speaking, reading and writing. This is offered so Junior High students receive Spanish I.

Library

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

Field Trips

Parents will be informed concerning the dates and destinations of trips on a permission slip. You are to sign and return this slip to the school acknowledging the fact that you are aware of the trip and have no reservations pertaining to your child's participation. If a fee is charged for entrance into a facility that the students are visiting, parents may be asked to pay the admission. Field trips are privileges and will be treated as such. We want students to attend due to the educational value these experiences provide, however students with habitual academics, attendance or behavioral issues may lose the opportunity to attend field trips.

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 excused 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.

THE SCHOOL DAY

Morning Arrival

All vehicles must enter the school parking lot from Elmdale and proceed cautiously in the designated entrance lane, forming a single line. Parents should remain in their vehicles while in the drop-off line, except preschool parents. If your child needs assistance exiting the vehicle, please park in an available space and walk them to the sidewalk or their designated door. After drop-off, cars should exit the lot onto S. Hawkins with care.

Families may choose to bypass this drop-off line by using Mull Avenue. However, for younger students we strongly encourage parents to walk their children into the fenced area or to their assigned door. Junior high parents may drop off in the church parking lot; for safety and efficiency reasons, no students should be dropped off on Elmdale.

Starting Time

7:30 am	Students may enter Zwisler Hall
7:40 am	Students may go their designated classrooms
7:55 am	Tardy Bell/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 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 soda, 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

Afternoon dismissal begins promptly at 2:35 pm. Our top priority is to ensure that all students exit the building safely and efficiently. **Please note that the playground is reserved for Aftercare starting at 2:35 pm and remains in use until 5:30 pm.**

Kindergarten has its own dedicated dismissal line in the school parking lot, following the same pattern as morning drop-off. Kindergarten students line up and dismiss first to help the overall process run smoothly.

After kindergarten, **students in grades K–2** form lines 2, 3, and 4 along the interior of the parking lot. There is also a special line 5 for day-school families who have both a preschooler and an older child; this line is located between the two rows of staff vehicles parallel to Elmdale.

Grades 3–5 line up along Mull Avenue beginning at the front of the Church plaza. Although a “No Parking” sign is posted, we allow this stretch to be used for dismissal; please pull all the way down so we can accommodate as many vehicles as possible. Do not park past the flashing school-zone sign or stop on the roundabout, as this ensures continuous traffic flow and maximizes safety.

Grades 6–8 are picked up in the church parking lot. Families may also choose to park on nearby side streets and walk over to retrieve their children. Thank you for your cooperation in following these procedures to keep dismissal safe and orderly.

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 can be delivered in the Mull Ave. entrance drop box. These items include birthday treats, backpacks, lunches, 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.**

Afterschool Care

The after school care program provides care, supervision, recreation, and education for St. Sebastian students in grades Kindergarten through 8th. Parents pay a daily fee per child to use the service any school day of the year. Students may be picked up at any time during the program, before closing time at 5:30 pm. Please reference the aftercare handbook for questions.

Pick Up/Dropping Off

If you are picking up your child early or dropping off your child after the tardy bell, all families must use the Mull Avenue entrance to enter the building.

School Supplies

School supply lists can be found on the school website.

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.

DRESS CODE

At St. Sebastian Parish School, our uniform reflects our commitment to excellence, respect, and community. A neat and orderly appearance helps create a positive learning environment, promotes school pride and unity, and allows students to focus on learning. We ask families to review and follow the dress code guidelines to ensure students arrive each day prepared and ready to learn. The school administration has the final say on all uniform matters.

Vendor Partners

- Lands' End: (school code: 900059098) www.landsend.com
- School Belles: (school code: S0585) www.schoolbelles.com
- Kids Klost Uniforms: www.kidsklostuniforms.net - 907 Portage Trail, Cuyahoga Falls, Ohio 44221
- RDP Sports: Uniforms & Spirit Wear (<https://rdpsports.com/product-category/st-sebastian/>)

The above vendor partners can be used to purchase our school plaid and embroidery or spirit wear items. You may purchase your student polos, button downs, non-embroidered sweaters, and pants/shorts from your favorite shops as long as they follow guidelines noted below.

Daily Uniform

GIRLS:

- K–6: Official plaid jumper, skirt, skort (Jumpers, skirts and skorts must be no shorter than two inches above the knee), or
 - Pant- navy/black/school plaid pants white blouse or polo.
 - Shorts- (Apr–Oct school plaid or navy)
 - White blouse
 - Polo- white or evergreen (embroidered or non-embroidered)
- 7–8: Same options plus
 - Shorts- khaki/navy
 - Pants- navy, black, school plaid, khaki
 - Shirts- white/navy blouse, white/navy polo (embroidered or non-embroidered)
- Uniform tops must be tucked in.
- Navy sweaters or cardigans (embroidered or non-embroidered) or navy vests (embroidered or non-embroidered)
- St. Sebastian crewneck sweatshirts in navy or green (embroidered logo only)
- Navy/Green ¼ zip (embroidered logo only)
- All vest/sweaters/sweatshirts/1/4 zips must be worn over approved uniform tops

BOYS:

- K–6: Navy or black pants
 - Shirt-white or evergreen polo or white oxford shirt.
 - Shorts- Navy shorts (Apr–Oct) No shorter than 2 inches above the knee.
- 7–8: Navy, black, or khaki pants
 - Navy or Khaki shorts
 - Shirt-white or navy polo or oxford shirt.
- Uniform tops must be tucked in.
- Navy sweaters or cardigans (embroidered or non-embroidered) or navy vests (embroidered or non-embroidered)
- St. Sebastian crewneck sweatshirts in navy or green (embroidered logo only)
- Navy/Green ¼ zip (embroidered logo only)
- All vest/sweaters/sweatshirts/1/4 zips must be worn over approved uniform tops

Mass Days

GIRLS:

- Plaid jumper/skirt/skort or approved pants. Jumpers, skirts and skorts must be no shorter than two inches above the knee.
- Dress blouse (no polo shirts). Blouses may be white or navy. Please note a white undershirt may need to be worn under white blouses.
- Only embroidered ¼ zips or embroidered navy sweaters, cardigans or vests may be worn on Mass days over the blouse
- No sweatshirts.

BOYS:

- Dress pants and white oxford shirt (no polo shirts). Please note a white undershirt may need to be worn under white oxfords.
- Grades 7–8 must wear a tie/bow tie (solid navy, black or school plaid).
- Only embroidered ¼ zips or embroidered navy sweaters, cardigans or vests may be worn on Mass days over the oxford.
- No sweatshirts.

Everyday Uniform Policy

BELT:

- All students in grades 4-8 wear belts with pants/shorts (black/brown).

SHOES

- Dress shoes only (black, brown, or navy). Sperry/boat shoe style, men's chukka or ladies ankle boots are acceptable
- Closed toe and heel.
- No sneakers, athletic shoes, slides, mules, hiking boots, ugg style boots, or high heels.

SOCKS/TIGHTS

- White, navy, or black socks.
- Girls may wear white, navy, or black tights/leggings.
- No visible logos on socks.

HAIR, JEWELRY & APPEARANCE

- Hair must be neat, natural color, and not distracting.
- No tattoos, body piercings, or body jewelry.
- No smart watches.
- Necklaces are limited to one religious type cross or medal.
- Girls: one pair of small post earrings; clear nail polish, no makeup and clear lip gloss only.
- Boys: no earrings, makeup, or nail polish

Gym Uniforms

- All students in grades K-8 must keep a pair of athletic shoes at the gym to avoid “forgotten shoes”. Students will not be changing into a separate uniform/dress down apparel for gym class.

Spirit Wear Fridays

- St. Sebastian spirit wear t-shirt (long or short sleeve) with uniform bottoms. Approved colors are yellow, dark green, and gray.
- Approved styles must be purchased through RDP (<https://rdpsports.com/product-category/st-sebastian/>). See last page for approved designs.
- No hoodies.
- Approved ¼ zip and crewneck sweatshirts (embroidered only) may be worn on top of spirit wear tops.

All old spiritwear is only acceptable through the second quarter.

Dress Down Days

- Jeans, khakis, or approved shorts/athletic pants.
- For girls, no form fitting pants such as yoga pants or leggings will be permitted. Leggings may only be worn underneath skirts or dresses.
- Shorts may be worn April through October, and must be no shorter than two inches above the knee.
- No rips, holes, offensive graphics/language, or hoodies.
- Closed-toe, closed-heel shoes required.

Dress Up Days

- Shoes must be closed at the toe and heel.
- Hoodies and athletic wear are not permitted. No rips, holes, and shirts and blouses must cover the shoulders.
- For boys, they are expected to wear dress pants or khakis. Pants must be worn at the waist and have no rips or holes. Dress shirts or polos are required, and shirts must have no obscene or offensive language or pictures.
- Girls may wear dress pants, khakis, skirts, or dresses. Skirts and dresses must be no shorter than two inches above the knee. Yoga pants or leggings are not permitted. Shirts and blouses must cover the shoulders.

Consequences

- 1st Violation: Dress Code Slip
- 2nd Violation: Dress Code Slip
- 3rd Violation: After-school detention

Uniform Logo (Embroidery available through Approved Vendors Above)



Approved Spirit Wear Designs through RDP



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.

The word “discipline” stems from a latin *disciplina* meaning “instruction” or “teaching”. Accordingly, discipline exists to teach a student to act in a way that will better his/her life and will lead to self-discipline. We believe that our school rules exist for the common good of our school community and for the good of each student recognizing that all persons are made in the image and likeness of God and deserve to be treated with respect. Growth in virtue, a responsibility for learning and living Catholic moral values, and a loving respect for the rights of all persons are at the heart of the code of conduct. To achieve these ends, parents, faculty and students are expected to work together to create a catholic School environment. Most fundamentally, in a school, teachers have a right to teach, and students have a right to learn.

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.
- Respect the personal property of others.
- 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.
- Students are expected to bring a water bottle with **water** only.
- 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.
- Will not engage in any inappropriate physical or verbal contact with another person (including without limitation fighting and inappropriate displays of affection).
- At all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications.

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 teacher classrooms.

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 2:35-3:30 pm sent home; after receiving 3 demerits or 3 dress code violations; or upon any serious misbehavior that is inconsistent with Rules and Guidelines.

Failure to attend detention:

- **1st offense:** warning and make up missed detention
- **2nd offense:** make up missed detention and receive one additional detention
- **3rd offense:** one day In-School Suspension
- **4th offense:** two days In-School Suspension

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 5 detentions; parents will be notified by administration of suspension; missed class work may be made up and receive credit.

Failure to attend In-School Suspension

- **1st offense:** one additional day of suspension
- **2nd offense:** up to five (5) days of Out-of-School Suspension

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.

Detention/Suspension Accumulation Penalty Policy

This is very important for parents and students to understand.

1. A student can accumulate no more than five (5) days of detention, five (5) days of In-School Suspension, and five (5) days of Out-of-School Suspension for the school year.
2. When a student has accumulated five (5) days of detention, any offense that results in the penalty of detention will become In-School Suspension. When a student accumulates five (5) days of In-School Suspension, the penalty moves to Out-of-School Suspension. School Administration has final say.
3. After a student accumulates five (5) days of detention, five (5) days of In-School Suspension, and five (5) days of Out-of-School Suspension, the administration may recommend expulsion to the pastor.

Serious Violations

Actions considered serious violations of the discipline policy, and for which the School Administration 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 (see "Fighting")
- 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")

Harassment/Bullying Policy

All students have a right to a school environment free from harassment. 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.). A student who feels that he/she is being harassed should see a teacher, administrator, or a school counselor and report the behavior. Harassment may result in detention, in-school suspension, out-of-school suspension or expulsion.

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.

1st 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.

2nd 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.

3rd offense: may result in the student being asked to withdraw from St. Sebastian School as determined by administration and teacher(s).

Fighting

A student shall not cause or attempt to cause physical injury to another person or persons. A premeditated fight or violent attack on another student will result in up to 5 day Out-of-School Suspension with recommendation for expulsion. All parties involved in fighting will be disciplined.

ADMINISTRATIVE GUIDELINES REGARDING FIGHTING:

- 1st offense: Up to 5 days Suspension as determined by the administrative investigation of the incident
- 2nd offense: Up to 5 days Suspension as determined by the administrative investigation of the incident. A recommendation for expulsion will be considered.
- 3rd offense: 5 days Suspension with the recommendation for expulsion.

Racial Slurs

Racial slur is a term designed to insult others on the basis of race, ethnicity or nationality.

- **1st offense:** Apology, notify parents and 1 day In-School Suspension
- **2nd offense:** 2 days In-School Suspension
- **3rd offense:** 1 day Out-of-School Suspension

Vandalism

Willful marking or defacing any part of the building or destroying school or personal property is the joint liability of student and parents. Persons responsible will pay for the repair or replacement of damaged property and may be issued a detention, suspended or expelled and/or prosecuted.

NOTE: THE SCHOOL ADMINISTRATION 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.

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. 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 and turned into office—depending on the nature and severity of the violation, the confiscated device or media may be held in evidence indefinitely.
- Notification of parents: Parents must pick up device during school hours 7:30-3:00
- Students caught using a cell phone during school hours will serve an automatic In-School Suspension.
- Suspension or revocation of privileges related to Internet access, electronic mail and/or fax, network access, and computer access.
- Student may be issued consequences ranging from detention to in-school suspension based on the severity and number of offenses.
- 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. Junior high students are to store their phones in the appropriate cell phone storage containers located in each homeroom.

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 and encouraged to attend any HASA meetings.

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

Safety and security of the students and staff is a high priority for all. St. Sebastian School maintains an Emergency Operations Plan as a component of the Comprehensive Emergency Management Plan with the assistance of both Federal, State, and Local Law Enforcement as well as school and diocesan officials. As part of the EOP, six St. Sebastian staff members received threat assessment training conducted by the Federal Bureau of Investigation in compliance with Ohio House Bill 123. These educators are part of the Academic Intervention Team (AIT) with goals centered on prevention measures and intervention strategies for any and all threats of violence. Safety procedures are reviewed each year with staff during staff meetings throughout the year. These plans are filed with local and state emergency and government offices annually. Safety procedures are reviewed with students during the first week of school. Our school building is locked at all times and visitors must ring the doorbell at the front doors. Visitors are required to show identification and give a specific reason for being at our school. Listed below are some examples of what we do to ensure the safety of our students and staff.

Fire/Rapid Dismissal Drills - we practice a minimum of six drills during the school year

Tornado Drills - we practice a minimum of four drills during the school year. The first is at the start of the school year and the remaining three are during the months of March, April and May.

Safety Drills - we have at least three drills during the school year which may include lockdown and evacuation scenarios.

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 Photo ID of the person to whom the child is to be released is required.

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 Bloomz communication app.

In general, if Akron Public Schools are closed we are also closed.

Emergency Situations

In the event of an emergency situation, our first priority is to keep our students safe. Once students are secured, we will do our best to communicate with parents and the community. The following systems may be used to communicate updates and directions:

• Bloomz • Parent Notification by Text • School Website • Social Media Sites

Note: It is imperative that you keep your Emergency Medical forms up to date with numbers where parents can be reached. We will rely on this information in the event of an emergency.

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 NECESSARY 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 Mull Ave. 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.

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.

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.

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.

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.

Knowledge Of Dangerous Weapons Or Threats Of Violence

Because the school believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Students/families may also contact:

- **The Safer Ohio School tip line by texting or calling 844-723-3764.**
- **The Summit County Victim Assistance Program can also be reached 24/7 to talk or text on their hotline at 330-375-0040.**

It's better to say something and it not be anything than to not say anything and it be a piece of the puzzle later. Failure to report such knowledge may subject the student to discipline. Any drawings that imply a threat will result in discipline ranging from in/out of school suspensions and possibly expulsion.

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.

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.

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.

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 (Academic and Intervention Team) 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.
- The Academic and Intervention Team will be involved throughout the entire process to ensure the safety to all students and the entire process will be handled with respect and value the dignity of all persons involved.

Use Of An Object As A Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to discipline ranging from in/out of school suspensions and possibly expulsion.

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.

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, must be certified in the Diocesan VIRTUS Program. This includes:

- Reading and signing the respective acknowledgment 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.



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