



**SAINT SEBASTIAN  
GRADES K-8  
2010-2011**

**Parent/Student  
Handbook**

**1430 FEDERAL AVENUE  
LOS ANGELES  
CALIFORNIA 90025  
saintsebastianschool.com  
tel. 310 473-3337**

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## **SAINT SEBASTIAN SCHOOL HISTORY**

Saint Sebastian School was founded in September of 1950 with the cooperation of Cardinal Timothy Manning and the Daughters of Mary and Joseph. In 1974, the Daughters of Mary and Joseph withdrew from the school because of their personnel shortage. The parish then sought the help of the Sisters of the Blessed Sacrament from Jalisco, Mexico, to staff the school. During this time, the school grew to serve primarily the Latino community. The Sisters of the Blessed Sacrament withdrew in June of 1996.

In 2001, the Archdiocese of Los Angeles asked the Paulist Fathers to assist with the parish community of Saint Sebastian. Saint Sebastian School flourished under the pastoral leadership of Fr. Gilbert Martinez, C.S.P., who now functions on the school's governing council. The playground was repaved, a lunch program was added, a play structure was installed, and school plumbing was updated. Still, enrollment continued to be a challenge.

In 2004, in financial straits and declining enrollment, the Archdiocese formed a committee to determine whether it was feasible for the school to continue operating. The Archdiocese decided that the school could continue by operating in a different governing model. Rather than being a Parish school, Saint Sebastian School now operates as an Archdiocesan School with a Governance Council. In this way, Saint Sebastian School serves as a model for Catholic schools nationwide. Enrollment is on the rise, and the future of Saint Sebastian School is bright. Under the leadership of Principal Edward Hermeno, one of the goals is to make St. Sebastian School a Technology Magnate and Blue Ribbon School. St. Sebastian School is also proud to announce that the St. Sebastian School Preschool is nationally accredited through the National Association for the Education of Young Children (NAEYC).

### **Saint Sebastian School**

1430 Federal Avenue, Los Angeles, California 90025

**Phone Number:** (310) 473-3337

**Email:** [information@saintsebastianschool.com](mailto:information@saintsebastianschool.com)

### **Governance Council:**

Interim Chair: Joan A. Payden

Directors: James Adams, Father John Ardis, Kathleen Damisch, Sister Mary Genino, Daniel Horn, Stephane LeCam, Marie Rosa Martinelli, Father Gilbert Martinez, Thomas McKernan, Scott Weiner

### **Spartan Patron Foundation**

President: Larry Hilton

Directors: Marie Rosa Martinelli, Fr. Gilbert Martinez, Joan A. Payden, and Mary Vanacore

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## School Personnel:

Principal	Mr. Edward Hermeno
Grade 8	Mr. Roy Quinto
Grade 7	Ms. Erin Rucker (Vice-Principal)
Grade 6	Mr. Josh Wilkinson
Middle School	Mr. Anthony Ploesch
Grade 5	Mrs. Jennifer LaForge
Grade 4	Ms. Mary Steedle (Vice-Principal)
Grade 3	Ms. Heidi Altenberg
Grade 2	Ms. Julie Weldon
Grade 1	Ms. Laura Duganne
1st Grade TA	Ms. Rosa Buelna
Kindergarten	Ms. Lucia Jamieson (Vice-Principal)
Kinder TA	Mr. Jershawn Hewing

Pre-K Director:	Ms. Kristine Vardanyan
Pre-K Teacher	Ms. Bessy Ariaza
Pre-K Teacher	Ms. Dania Rizk
Pre-K Teacher	Ms. Christine Yerikian

## Education Through Music-LA

Mrs. Victoria Lanier (Executive Director)  
Mr. Jon Storie (Guitar, Site Program Coordinator)  
Ms. Amanda Johnson (Guitar)  
Ms. Lindsey Strand-Polyak (Violin)  
Mr. Chris Thomas (Music Foundations)

Director of Administration	Ms. Pamela Kielbauch
Secretary	Ms. Silvia Villasenor
Mandarin Chinese	Mrs. Helen Wei Smolev
Mandarin Chinese	Mr. Isac Chou
Visual Arts	Ms. Joanna Jaroszewicz
After Care/ Teacher Assistant	Ms. Andrea Fuentes
After Care/ Teacher Assistant	Mr. Matt Sell
Title I "Reading Club"	Mrs. Margy Bohlke

Lunch	Ms. Zuniga
Lunch	Dona Maria Velasquez
Maintenance	Mr. Jose Lopez
Physical Education / Athletic Director	Mr. Bob Barone
Technology Coordinator	Mr. Anthony Ploesch

## **ST. SEBASTIAN SCHOOL MISSION STATEMENT**

St. Sebastian School is a Catholic, academic community serving Preschool- 8 children of diverse socio-economic, cultural, and racial backgrounds. Following in the footsteps of Jesus as the model servant leader, St. Sebastian School is committed to forming morally aware young men and women well-prepared for high school, the university, and beyond through our rigorous academic, technology-oriented program. As a small community of faith, St. Sebastian School collaborates with families to nurture student development in mind, body, and spirit. As an Archdiocesan school, our Governing Council ensures the teachers and students are well-equipped with the tools necessary to provide a challenging, educational environment where students themselves are inspired to be servant leaders and agents of change for others as Jesus taught.

### **ST. SEBASTIAN SCHOOL SLEs**

Serve and Lead as Faithful Catholics  
Always Communicate Effectively  
Initiate Positive Change  
Never Stop Learning  
Think Critically  
Strive for Academic Excellence

## **OUR PHILOSOPHY**

It is the life and the light of Christ which serves as the core and the foundation for all we do at St. Sebastian School. By integrating elements of our faith into the learning process we provide the highest quality Catholic experience and education. Students, teachers, and parents are challenged to integrate Gospel values into their daily lives through the experiences of prayer and service to others.

We are a faith-filled and dynamic community. Our Governance Council works closely with our principal to ensure the necessary resources to provide a safe and nurturing environment. Realizing our parents' roles as the primary educators of our students, our faculty works hand-in-hand with parents to ensure a partnership through effective and consistent communication. Together this vibrant community inspires students to reach their fullest potential spiritually, academically, and socially/emotionally.

### **SPIRITUAL GOALS**

As a Catholic, academic community, we educate for Gospel values, build community, provide opportunities for worship, and educate for service.

We educate for Gospel values through teaching the doctrines and practices of the Catholic Church. We are a school community of faith, which embraces students and families from

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different socio-economic, cultural, and racial backgrounds. We build community by creating opportunities for students and parents to use their diverse talents.

We provide daily opportunities for worship as a school community and in individual classrooms. Moreover, we celebrate weekly mass, Catholic feast days, and church seasons as a community of faith. Finally, we educate for service. We collaborate with families to display/model Christian behavior and inspire students to be servant leaders as Jesus taught. To help students initiate positive change and follow in the footsteps of Jesus, we offer developmentally-appropriate community service opportunities for them.

## **ACADEMIC GOALS**

We prepare our students for success in high school, the university, the workplace, and beyond by teaching the essential skills of problem solving and effective communication. Problem solving skills help individuals adapt to challenging situations. We provide a variety of opportunities for students to think logically, creatively, and critically. To help students build effective communication skills, we help them develop their oral and written language abilities.

We are facilitators of learning, who seek ways to motivate students to achieve their potential and become lifelong learners. As facilitators of learning, we are committed to improving teaching strategies through professional development opportunities. To help our diverse student population strive for academic excellence, we employ research-based programs and utilize differentiated instruction techniques. We also integrate technology into the curriculum to help students develop the skills necessary to meet the challenges of the modern world.

Our instruction is based on Archdiocesan and California state standards. Because our teaching is student-centered, we periodically analyze student data to drive instruction. We use student assessment results to help our students achieve the standards.

## **SOCIAL/EMOTIONAL GOALS**

We strive to provide a positive and constructive environment where students experience personal growth in areas of emotional and social development. We help our students reach their potential to become servant leaders in our school community and in society.

To help address the needs of the whole student and to encourage students to become lifelong learners outside the class, we offer co-curricular programs to support their emotional, social, and physical development.

We provide occasions for acknowledgement of student achievement and personal growth. We also recognize school community members (i.e. parents, families, faculty, and staff) and their contributions to the school community throughout the year.

We work closely with parents, the primary educators, to create a system of support for our students. For example, we provide programs and scholarships to meet the needs of working

families. We also regularly communicate with our parents and families through a variety of means. Because of the importance of parents within the school community, they are encouraged to participate through service hour opportunities. Our collaboration with parents is essential for best preparing our students for high school, the university, and beyond.

## **II CODE OF CHRISTIAN CONDUCT FOR STUDENTS/PARENTS**

### **CHARACTER COUNTS! INITIATIVE**

The St. Sebastian School Community is part of the Character Counts! Initiative. Students, parents, and staff members are expected to model and follow the 6 Pillars of Character:

**TRUSTWORTHY  
FAIRNESS**

**RESPECT  
CARING**

**RESPONSIBILITY  
GOOD CITIZENSHIP**

Students and teachers participate in activities that help reinforce the Pillars in our classrooms and throughout the school community. These Pillars will be referenced throughout the Handbook.

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is

on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

One hundred percent support from parents (and/or guardians) is required for the child to attend the school. Furthermore, parents/guardians must resolve any custody disputes in court (where schooling is involved) in order for the student to remain at the school.

### III GENERAL INFORMATION

#### SCHOOL CALENDAR/HANDBOOK

Saint Sebastian School follows the guidelines stipulated by the Archdiocese of Los Angeles.

#### ADMISSION

- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1, unless waived by the principal..
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The principal will review a student's continued eligibility for enrollment in the school.

St. Sebastian School is a Catholic, academic community serving Preschool-8 children of diverse socio-economic, cultural, and racial backgrounds and is open to admitting students of all nationalities. This School does not discriminate on the basis of race, color and national and/or ethnic origin in the administration of educational policies and practices.

Students entering Kindergarten are required to take an entrance assessment in order to assure adequate preparation for Kindergarten. This test is administered in February or March. A parent interview is also required as part of the entrance process.

For new students entering Grades 1-8, an assessment will be required prior to admission. A review of records (including report cards and standardized test scores) from previous schools will be evaluated, and an interview with parents and the student will also be required prior to admission. Students must have maintained a minimum of a "B" average (or for public school applicants, a "3" average out of 4) in academics and behavior. Students who have lower than a "B" average may be admitted on a probationary basis. Students who are not accepted outright

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may be placed on a wait list until a final determination on admission is made.

### **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

### **INCLUSION PROCEDURES**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the students needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

### **INFORMATION FORMS**

1. Each student must have a yearly Emergency Card completed with updated emergency information. When a student becomes seriously ill or is involved in an accident, the authorized person on the Form will be contacted immediately. The Emergency Card must also indicate whether or not the school should obtain emergency medical attention for the student. This form must indicate the person or persons authorized to pick up a student in case of a disaster or emergency evacuation situation.

Parents must fill out all required school forms including, but not limited to, emergency cards and parent handbook agreement form.

**Parents or guardians are responsible for notifying the school should there be any change in the Emergency Card.**

2. Each student must have a Health Record on file.
3. Prior to acceptance into Saint Sebastian School, every student must have the required immunization and receive a physical examination by a physician/health care provider.
4. In case of absence due to communicable disease, a release slip from the family physician or Health Department is required before a student is readmitted into school.

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5. Divorced or separated parents must file court-certified copies of the custody section of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

### **FIRE / EARTHQUAKE / EMERGENCY PROCEDURES**

The fire department requires that every school conduct regularly scheduled fire and earthquake drills. Everyone on campus participates in fire, earthquake, and emergency drills throughout the year. Evacuation plans are discussed with the students.

Emergency Dismissal may be made at any time by the principal.

### **STUDENT INSURANCE**

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

### **ACCIDENT PROCEDURE**

When there is an injury, the supervising adult must complete a written injury report form in the front office with all pertinent details of time, date, situation and nature of the injury as soon as possible.

### **STUDENTS WHO BECOME ILL DURING THE SCHOOL DAY**

If a student becomes ill during the day, the student is sent to the office.

- a. The parents and/or the authorized emergency contact persons are notified.
- b. If it is necessary to remove the child from school, the parent or the authorized emergency contact person must sign the student out for the remainder of the day.
- c. Students may be kept in the Office only one-half (1/2) hour before they are either sent back to class or picked up by a parent or authorized emergency contact person.

### **ADMINISTERING MEDICATIONS**

To protect all children and conform to the state education code, no student may bring any medication (prescription or non-prescription) to school. No student may have prescription or non-prescription medications in their possession during the school day; this includes inhalers, pills for menstruation, and cough drops.

If a student needs medication that must be given during school hours, an "Administration of Medication During School Hours" Form must be requested from the school office. The physician/health care provider must write directions on the form, which must be signed and dated. A parent must deliver medications in the **original, labeled prescription bottle** to the school office. Students *carrying* inhalers must have a physician/health care provider release on

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file stating that they must have it with them while at school or at a school activity. **Only under these conditions may any medicine be given at school.**

### **CLOSED CAMPUS POLICY**

To preserve the academic environment and security of the school, Archdiocesan schools are designated as "closed campuses." Students are required to remain on the school grounds at all times during the school day except when special permission to leave campus is granted. No person may enter the Saint Sebastian School campus without lawful business authorized by the school administration.

All visitors, including parent volunteers, are directed to the school office for desired information or business. Visitors are not allowed on campus at any time without the expressed knowledge and permission of the school administration. All visitors must sign in and out of the Visitor's Log. Visitors and parents who will remain on campus must have a Visitor's Badge in order to be on campus, and the Visitor's Badge must be visible at all times.

### **PARENTS/VISITORS ON CAMPUS**

Parents or authorized emergency persons must come to the school office to pick up students. Parents or authorized emergency persons must sign out their student in the attendance book. Parents must write a note to the teacher stating that the student will be leaving early for an appointment. Furthermore, parents may not visit with students during school hours without prior permission from the principal.

If a parents wishes to visit a classroom, permission must be granted by the principal at least 24 hours prior to the visit.

### **FAMILY FUNDRAISING**

Each family is required to raise the following minimum profit in fundraising:  
\$300 for one child; \$400 for two or more children

**Note: The only required fundraiser for all families (Preschool – Gr 8) is the Hawaii Raffle. Each family must sell at least \$100 worth of raffle tickets. Parents who do not sell at least \$100 worth of raffle tickets will be charged the difference of \$100 and the amount of raffle tickets sold.**

### **PARENT SERVICE HOURS**

Each family is required to perform 34 hours of service per school year (4 of these service hours must completed at our School Carnival or a \$100 fee will be assessed).

[Note: By the end of the 2010- 2011 school year, a \$10 fee will be assessed for each service hour not completed.]

### **ANIMALS ON CAMPUS**

Animals may not be brought on campus without prior consent by the principal.

### **TRANSFER OF RECORDS**

**Student Transfers and Graduation**

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Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents.

### **Damaged or Loaned Property**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

### **WITHDRAWAL OF STUDENTS**

The school grants full credit for all work a student accomplishes up to the time of transfer. When a student withdraws, the student's parent must indicate in writing that the student will be withdrawing from the school.

### **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a **minor under the age of 18:**

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

### **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive

toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved. If resolution is not achieved, the complaint should be discussed with the principal. After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **IV ATTENDANCE**

1. When a student is absent, parents are asked to call the office before 9:00am on the day of the absence.
2. If a parent would like to obtain missing assignments due to absence, the parent must call the office before 11:00 am to give teachers sufficient notice. The assignments will be available in the office by 3:30p that day. Assignments requested after 11:00am will not be processed until the following day.
3. When the student returns to school they will be expected to have a written note, signed by a parent.
4. On the rare occasion that a student is required to be dismissed early, the parents are expected to notify the office first and to also send the homeroom teacher a signed note stating the reason for the early dismissal. **NO STUDENT IS TO LEAVE THEIR CLASSROOM UNTIL** the office calls for the student.

The medical excuse form must be brought to the office when the student returns to school.

### **Tardies**

We expect our students to come to school on time, since promptness is an important life skill and a good habit to develop at an early age. Student who come late to school also disrupt the morning prayer or classroom routine. A student is considered tardy if he or she arrives in the

class line after the 7:55am bell rings. In case of a tardy, the student must obtain a tardy slip from the office before entering the classroom.

Arriving late for Mass is a tardy and is considered even more serious than arriving late for class.

### **Conditions For Tardy Or Absence**

- † If a student **arrives after 10:00 A.M.**, he is considered a half (1/2) day (morning) absent.
- † If a student **arrives after 12:00 P.M.**, he is considered a whole day absent.
- † If a student has been in school and **leaves before 10:00 A.M. and does not return**, he is considered a whole day absent.
- † If a student has been in school and leaves between **10:00 A.M. and dismissal and does not return**, he is considered a half (1/2) day (afternoon) absent.

### **Consequences For Tardies**

1. When a student receives a fifth unexcused tardy during a trimester, a letter will be sent home. This letter must be signed by the parent.
2. After the tenth unexcused tardy in a trimester, the parents will meet with one or both of the vice-principals (i.e. Mrs. Jamieson and/or Ms. Rucker).
3. After fifteen unexcused tardies in a trimester, the principal will meet with the parents.
4. Each student needs to meet the minute requirements for instruction in order to meet the grade requirements and be advanced into the next grade level. Any student with chronic tardy violations will place themselves in danger of not passing to the next grade level and being asked to withdraw from Saint Sebastian School.

### **Absences**

#### *Excused Absences*

- a) Medical, Dental or Optometry Appointment
- b) Attendance of funeral of immediate relative
- c) Approved School-sponsored activity
- d) Court-related business

#### *Unexcused Absences*

Any absence other than those listed above is considered an unexcused absence and will eliminate a student's eligibility for perfect attendance.

### **Extended Vacations**

The school discourages parents from withdrawing their children from school for extended vacations. The school does not guarantee that the student will be allowed to graduate to the next grade level if sufficient work is not completed. In the educational interest of your children, parents are asked to plan vacations during the regular school vacation periods.

Parents who intend to take their student on a vacation that extends beyond the time on the calendar must clear this with the Principal and Teachers. Teachers will not be obligated to prepare assignments at the last minute when trips have not been cleared with adequate planning time. Additionally, parents will be required to pay all tuition fees for school time missed.

## V UNIFORMS/GROOMING/SPECIAL ATTIRE

The address and phone number of the school-sponsored uniform company is:

**Dennis Uniform**    250 South Flower Street, Burbank, CA 91502  
(800) 473-8130        www.dennisuniform.com

### BOYS UNIFORMS

#### Regular Uniform

- Shirts:        White polo shirt with logo (tucked in at all times)  
Pants:        Navy blue pants.  
Shorts:        Uniform shorts  
Shoes:        All black tennis shoe with black shoelaces. (No logos.)  
*(It is highly recommended for the student's safety that all shoes have a rubber sole.)*  
(No canvas shoes.)  
Socks:        Plain white socks **above** the ankles. (No logos.)  
Belt:         dark brown, dark blue, or black leather belt. (No logos. All belts must be solid-colored.) Kindergarten students are exempted from the belt policy.

#### Formal Uniform (For Mass days and special feasts/assemblies, as announced)

1. Same as regular uniform with the addition of red sweater or sweater vest with St. Sebastian logo.
2. Students **MUST** wear black dress shoes and socks as part of the formal uniform.
3. As permitted by the principal, students may wear school jackets or sweaters on Mass days
4. **TENNIS SHOES ARE NOT PERMITTED AS PART OF THE FORMAL UNIFORM.**

#### PE Uniform

*Students wear and may remain in PE uniform on scheduled PE days.*

- Shirt:        Designated blue shirt with Saint Sebastian logo.  
Shorts:        Designated navy blue shorts with logo.  
Socks:        Plain black or white socks **above** the ankles. (No logos.)  
Shoes:        **All** black tennis shoe with black shoelaces tied in the traditional fashion.

#### PE Optional:

- Sweatpants: Navy blue sweatpants with school logo  
Sweatshirts: Navy blue sweatshirt with school logo

#### Jackets / Sweaters / Sweatshirts

Only the Saint Sebastian School jacket or sweater may be worn. School sweatshirts may be worn on any day except Friday.

## Grooming Rules For Boys

1. Belt buckles that are too large or can be identified as gang-related are not permitted.
2. Over-sized or baggy pants are not permitted.
3. Slit or frayed hems on pants are not permitted.
4. Hats are not permitted.
5. Earrings or body piercing of any kind is not permitted.
6. Tattoos or shaved eyebrows are not permitted.
7. Gloves of any kind are not permitted.
8. Only one neck chain is allowed. It may not be oversized, exaggerated in size, nor fit closely around the neck. Non-conforming chains will be confiscated.
9. Boys may not wear bracelets, except religious and ID bracelets that are pre-approved by the homeroom teacher.
10. Boys who need to shave facial hair must do so.

## Haircuts

1. Hair must be neat; it may not touch the shirt collar or cover the ears.
2. Exaggerated hair styles (e.g. spikes, punk, duck tails, perms, shaved head, exaggerated or long hair) are not permitted.
3. Hair must not be shorter than a #1 clip.
4. Dyed or streaked hair is not permitted.
5. No hair wraps.

## GIRLS UNIFORMS

### Regular Uniform

Shirts: White polo shirt w/logo (tucked in at all times).

K-4 Plaid jumpers. Plaid jumpers must touch the top of the knee.

5-8: Plaid skirt or navy blue slacks with Saint Sebastian logo. Skirts must touch the top of the knee.

Socks: Navy blue/white/burgundy knee high socks or white bobby socks or white socks. No logos.

Shoes: Choice of: **1) All** black tennis shoe with black shoelaces tied in the traditional fashion; **2) black** penny loafer with penny slot; or **3) black** Mary Janes. All shoes can have no higher than 1/2 inch heel. No canvas shoes at any time. ***It is highly recommended for child safety that all shoes have rubber soles.***

### Formal Uniform (For Mass days and special feasts/assemblies, as announced)

1. Same as regular uniform with the addition of red sweater or sweater vest with St. Sebastian logo.

2. Students **MUST** wear black dress shoes and socks as part of the formal uniform.
3. As permitted by the principal, students may wear school jackets or sweaters on Mass days.
4. **TENNIS SHOES ARE NOT PERMITTED AS PART OF THE FORMAL UNIFORM.**

### **PE Uniform**

*Students wear and may remain in PE uniform on scheduled PE days.*

- Shirt: Designated blue shirt with Saint Sebastian logo.  
Shorts: Designated navy blue shorts with Saint Sebastian logo.  
Socks: Plain black or white socks with **no logos**.  
Shoes: **All** black tennis shoe with black shoelaces tied in the traditional fashion

### Optional:

- Sweatpants: Navy blue sweatpants with school logo  
Sweatshirts: Navy blue sweatshirt with school logo

### **Jackets**

Only the Saint Sebastian School jacket may be worn.

### **Skirt/Shorts**

- Skirts/Short lengths must touch the top of the knee.
- Skirts are not to be rolled up at the waist at any time
- Shorts should not fit tightly.

### **Grooming Rules For Girls**

1. Hair must be soft and of natural color.
2. Girls may not bleach, streak, or dye their hair in any way.
3. Girls may not wear any type of make-up, colored lip gloss, or nail polish.
4. Girls may not wear extreme hair style or styles associated with gang culture.
5. Excessive jewelry may not be worn. One ring per hand, a wristwatch, one pair of stud earrings or hoops smaller than ½ inch diameter, and one small chain are permitted.
6. Chokers are not permitted.
7. Excessively thinned or shaved eyebrows are not permitted.
8. Tattoos (real or fake) are not permitted.
9. Body piercing (except ears) of any kind is not permitted.
10. Hair accessories must be of uniform color.
11. No hair wraps.
12. Only one bracelet at any time is permitted.

### **After-School Attire Regulations**

- Students in Extended Day Care may change into shirts with official St. Sebastian logos (e.g. current and previous Carnival T-shirts).
- Students participating in a current school sport may change into uniforms for games or practices, as expressed by the coach of the team.

## **FREE DRESS DAY REGULATIONS – ALL STUDENTS**

When students are permitted “Free Dress,” the following guidelines will apply:

1. No tank tops.
2. Girls may not wear midriff/low-cut necklines, tube tops, or spaghetti straps.
3. No over-sized pants of any kind.
4. No torn blue jeans.
5. No slit trouser legs.
6. No skulls or clothing associated with gangs.
7. No T-shirts with vulgar language, inappropriate graphics, or rock groups.
8. No biker shorts.
9. No excessively tight clothing.
10. Shoes must be worn at all times. No backless sandals are ever permitted.

## **DRESS CODE CONSEQUENCES**

St. Sebastian School reserves the right at all times to determine whether or not a student is appropriately dressed and groomed. The principal reserves the right to request a student to change attire to regulate against certain fashions, and to confiscate any objectionable items/ clothing when it is deemed necessary.

If a student violates the dress code (within a trimester), the following consequences will be given:

- 1<sup>st</sup> offense: Verbal warning
- 2<sup>nd</sup> offense: First written notice to parents
- 3<sup>rd</sup> offense: Second written notice to parents
- 4<sup>th</sup> offense: Third written notice and 30 min detention
- 5<sup>th</sup> offense: Parent-student-teacher conference

If a female student violates the policy concerning skirt length more than five times in one trimester, she will lose the option of wearing the skirt. She will be required to wear uniform slacks instead.

If a student violates the dress code more than five times in a trimester, possible consequences include in-school suspension, out-of-school suspension, or exclusion from special activities.

The teachers and staff retain the right to give other consequences to chronic violators of the uniform code.

## **HALLOWEEN COSTUME GUIDELINES**

Students may wear costumes to school on the designated day. Students may not have fake blood or weapons of any kind. Skirt lengths and all outfits must be appropriate.

Students who do not comply with the Halloween Costume Guidelines must: a) remove inappropriate parts of the costume; b) change into school uniform; and/or c) be picked up by the parent.

## SCHOOL CONCERT DRESS CODE

Boys: White dress shirt; tie; black pants; black dress shoes

Girls: White blouse; black skirt/pants; black dress shoes

## VI SCHOOL COMMUNICATION

St. Sebastian School collaborates with families to nurture student development in mind, body, and spirit. Cooperation between home and school is essential. Cooperation begins with communication. Saint Sebastian School uses the following ways to communicate with parents.

### A. Meetings

Mandatory PTO meetings are held throughout the year and will be announced in the Parent Bulletin.

Parents must attend all mandatory PTO meetings unless excused by the principal. A written excuse must be submitted to the school office at least one week prior to the meeting. There is a fine of \$50.00 per meeting missed.

### B. Family Envelopes

A family envelope is issued to each family. The envelope is sent home with the oldest child in school and must be signed and returned to the office the following day. If the envelope is lost, another one must be purchased from the front office for \$1.

### C. Conferences

Parent-Teacher conferences held at the end of the first trimester are mandatory. Parent-Teacher conferences at the end of the second trimester are optional.

Parents who wish to speak to a teacher may call the school office, write a note in the child's homework notebook, or send a note with your student to the teacher. A teacher may request a conference at any time deemed necessary.

**NOTE: It is a school policy that a problem involving a teacher and a parent will be dealt with in a meeting between parent and the teacher.** If the meeting does not produce a solution, then the parents may contact the principal. The principal will not set an appointment unless the parent has met with the teacher first.

### B. Gradelink

Parents are expected to check Gradelink at least once every week. The link for Gradelink can be found on the Saint Sebastian website, under the "Resources" Tab.

## VII CURRICULUM

Following in the footsteps of Jesus as the model servant leader, St. Sebastian School is

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committed to forming morally aware young men and women well-prepared for high school, the university, and beyond through our rigorous academic, technology-oriented program.

**A. Religion Curriculum**

St. Sebastian School is an extension of the Archdiocesan community. Daily prayer, weekly Mass, seasonal reconciliation, participation in the Sacraments, and the teaching of Religion are integral components to our school's curricular program.

Students are prepared for the first reception of the Sacraments of Penance and Eucharist in the second grade. A non-2nd grade student who would like to receive the Sacraments may be prepared for the reception of the Sacraments.

**B. General Curriculum**

The faculty of Saint Sebastian School follows the curriculum of the Archdiocese of Los Angeles. Time allotment suggestions for each subject are stipulated by the Archdiocese and the state of California. Saint Sebastian School meets curriculum guidelines set by the State of California and the Archdiocese of Los Angeles.

**C. Books**

Textbooks are purchased by the school and are expensive. Students are required to have all books covered at all times. Failure to have books covered will result in fines and further disciplinary action. Lost or damaged books will be the responsibility of the student and/or parent.

**D. Testing**

The **Iowa Test of Basic Skills (ITBS)** is administered to all students in late September/ early October. Results of the test are discussed in a Parent-Teacher conference.

Throughout the school year, **Title I (i.e. Reading Club) Testing** is administered for students in K-8 who live in areas served by the local public school district (i.e. LAUSD). The purpose of Title I testing is to identify which students need additional reading support.

The **Assessment of Catholic Religious Education Test (ACRE)** is administered annually to fifth and eighth grade students.

All testing results are used to evaluate our program and are used in recommending changes to our curriculum.

**E. Graduation Policies**

Only students who meet all academic and conduct requirements for graduation will be allowed to participate in the end of year graduation activities and ceremonies. Furthermore, parents must have completed their financial and service hour requirements.

**F. Report Cards**

Report cards are issued at the completion of every trimester. Teachers will make every effort to keep parents informed on the progress of their children and parents, in turn, are expected to keep in communication with teachers. Obligatory Parent-Teacher Conferences are held after the first trimester and are encouraged whenever necessary.

## G. Honor Roll

Saint Sebastian School establishes an honor roll for each trimester consisting of the following categories:

### † "A" HONOR ROLL

Recognizes those students who have maintained an "A" average in all academic subjects during the semester.

### † "B" HONOR ROLL

Recognizes those students who have maintained a "B" average in all academic subjects during the semester.

### † "Most Improved" HONOR ROLL

Recognizes those students who have made extraordinary progress and improvement.

The seven core subjects are averaged to determine eligibility for the honor roll. An 'F' in any subject or any conduct grade below 'B-' renders a student ineligible for Honor Roll.

## H. Mid-Term Progress Reports

Teachers will use mid-term progress reports to inform the parent of a student's current standing. They will be sent home mid-way through each trimester or any other time at the discretion of the instructor. Parents are required to sign the progress report and return it to the Homeroom Teacher.

## I. Homework

Assignments are generally given to all students on weeknights, but make-up or long-range assignments/projects are often required over the weekend. It is expected that papers be completed according to directions given, and that all work be neat. Students must also read daily.

Repeated unfinished homework will result in failing grades.

**Homework notebooks** are an academic requirement of the school. Teachers may write comments in this book to parents concerning the student's work. Students who lose their homework notebook must purchase a new one from the office for \$5.

## J. Approved Grading Code

97 - 100	A	80- 84	C+
93 - 96	A-	75 - 79	C
90 - 92	B+	70 - 74	C-
87 - 89	B	65 - 69	D
85 - 86	B-	64 and below	F

## K. Honors Math Classes

Students will be admitted into Honors Math classes based on report card grades, standardized test scores, and recommendations from the previous math teacher. A math

placement test may also be used to help determine Honors Math placement. The principal, in consultation with current math teachers, will make the final determination of Honors Math placement.

**L. Computer Use & Damage**

Students will make use of the classroom computer labs and the Technology Lab. Students who deliberately damage a computer will be subject to the following consequences:

1. Parents must pay for repairs, and the child may receive a detention and/or suspension.
2. On the second offense, students may be asked to withdraw from the school.

**The On-line Responsibilities of Parents in Acceptable Use Policy**

Students using the Internet inappropriately, with or without any reflection to Saint Sebastian School, (faculty, staff or students) are subject to criminal investigation, Penal Code #502, and subsequent consequences that could result in suspension or expulsion from the school.

**M. Field Trips**

Field trips are an important part of the educational experience. The following policies govern field trips:

1. Students must submit a permission form signed by parent in order to go on a field trip.  
(Parent phone calls cannot be accepted in place of the signed form.)
2. A teacher reserves the right to exclude a student from a field trip for any reason.

**N. Concert Attendance**

Concert participation (i.e. Christmas and Spring) is part of the school curriculum and is mandatory for all students.

**O. Promotion**

Summer school may be mandatory in order for students to be ready for the subsequent grade level. Promotion is indicated on the report card.

**P. Retention**

The decision to retain a student in the present grade will be based on a consideration of the overall welfare of the student made by carefully weighing academic, emotional, and social factors. Individual factors weigh heavily in the decision to retain a student.

**PROCESS FOR RETENTION:**

1. The teacher may inform the principal by the end of the first trimester of the possibility of retention. Parents will be contacted.
2. During the second trimester, the teacher and principal will meet with the family to inform them of the possibility of retention.
3. In the case of a student with a severe learning problem, it may be necessary to recognize that Saint Sebastian School is not equipped to meet the needs of every

- student and that a transfer may be necessary.
4. The teacher's retention recommendation will remain on the student's records.
  5. A student review team will convene consisting of the principal, a vice principal, the child's teachers, and the parents to make a final recommendation regarding retention. One recommendation could be that the child may need an educational evaluation or tutoring in order to continue attending the school.

**Archdiocesan policy states that the final decision to retain a student is the responsibility of the principal.**

**Q. Physical Education And Physical Fitness**

ALL students are required to participate in physical education classes and activities as directed by school personnel. Students with a medical or special circumstance must notify the Physical Education teacher with a note from a parent. Students are not excused from Physical Education Class unless they have a written note from a parent or doctor. The school will not be responsible should a child become ill and notification was not given prior to physical activity.

The physical education uniform must be worn on scheduled physical education days. Students who do not wear the PE uniform on scheduled PE days are considered out of uniform.

**R. Academic Probation**

Any student who receives two or more academic report card grades in the seven core subjects below a C- (or S-) is placed on probation. The teacher, vice-principal, and/or the principal will devise a plan to help the student improve their academic progress. The parent must sign the probation form to show that he/she understands and will support the academic plan. The academic plan may include mandatory tutoring, counseling, and/or an educational evaluation.

Extra-curricular activities may be curtailed or denied to any student who is on academic probation. The teacher will meet with the parent and discuss possible grade retention or withdrawal from the school.

A student may also be placed on academic probation for continual refusal to complete assignments or poor performance on tests.

**S. Summer Enrichment**

A summer enrichment program may be required for students who fail a course and need to make up the required credits to advance to the next level. If known, teachers will inform parents at the end of the second trimester as to the possibility that summer enrichment will be required for grade advancement. It is also encouraged for those who wish to take courses for enrichment purposes.

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Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

### **Profile Of A Saint Sebastian Student**

St. Sebastian students are “inspired to be servant leaders and agents of change for others as Jesus taught.” Their actions and attitudes should always reflect a Catholic ethic. A Spartan will show consideration for fellow students and will seek to create a school atmosphere as Christ intended. All students must live the example of Christ and spread the Good News of His Gospel on and off campus at all times. Christ’s presence must be obvious in their actions toward each other, their language, their dress, and their manners.

Discipline is designed to provide moral guidance within the framework of the teachings of the Catholic Church, to provide for the growth of self-discipline based upon Christian values, to promote personal development, to assist in attaining acceptance of legitimately constituted authority, to provide classrooms conducive to learning, and to provide a safe and secure campus environment.

Disciplinary expectations are specified in this section in an attempt to prevent situations that are counterproductive to our mission as a Catholic school. If a student has difficulty meeting these expectations, we follow established disciplinary procedures. In following our procedures, we try to deal with all issues constructively through our policies. We address the good of the student and family, while considering the good of the school community.

At times the school may judge that a student can no longer remain at Saint Sebastian School. This option may be followed if the student is not contributing positively to the good of the school or his/her own growth. This decision would be made only after fair and impartial procedures have been followed. In the process of helping the student grow to maturity, the student may be asked to participate in counseling, do work for the school community, or enter a period of evaluation.

In addition to achieving the required academic standards, the awarding of a Saint Sebastian School diploma and/or participation in graduation activities and ceremonies is contingent on the student’s achieving and maintaining standards of conduct required by the school.

Personal choices that conflict with expected behavior may result in:

1. No credit for assignments/tests
2. Loss of a class privilege (i.e., special event, field trip, etc.)
3. Detentions
4. Probation
5. Suspension
6. Expulsion

7. Other consequences as deemed by the administration/faculty

### **General School Rules**

1. Gum is not allowed at, before, during, or after school.
2. Permanent markers are not allowed.
3. Daring is not allowed.

## **OUT OF CLASS BEHAVIOR EXPECTATIONS**

### **Before School**

1. Once students arrive on campus they may not leave the school grounds without clearance from the office. Students who leave the campus without permission will be considered truant.
2. Outdoor games, tag, playing with recess equipment, etc. is not permitted before school.
3. Bicycles, scooters, or skateboards may not be ridden on the school grounds.

### **During School**

1. Walk quietly in hallways.
2. Students may never be in a classroom without an adult present.

### **Recess/Lunch**

1. Students must walk in hallways, classroom, and lunch area.
2. Students may not linger in the hallways during recess or lunch time.
3. Dispose of trash properly.
4. Use the office only if you are sick or injured. Students must have supervisor permission to go to the office.
5. Freeze when the bell rings, wait for supervisor's whistle, then walk to appropriate line.
6. Wait in line quietly for your teacher.

### **Restrooms**

1. Students will respect all restroom facilities. Vandalism is a misdemeanor or felony crime. Writing or destroying walls, floor or ceiling will result in detention, suspension, or expulsion.
2. Students will behave appropriately when using restrooms.
3. No food/drinks of any kind are allowed in restroom.

### **Lunch**

1. Students will ensure their tables are left clean and orderly, and that all trash is picked up from the table.
2. Sit properly at tables during scheduled lunch time.
3. Students will talk quietly. There will be no throwing of food or objects.
4. Stay seated until instructed to leave by lunch personnel.

### **After School**

1. Students will wait with homeroom teachers for their ride.
2. Students should be picked up by 3:10 p.m. unless staying on campus for a school related

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event (athletic practice, play practice, etc.).

3. Any student remaining on campus after 3:15 p.m. will be sent to the Day Care. Parents will pay for Day Care (consult Extended Day Care packet).
4. Students may not return to campus once they have left.

### **Church**

1. Students are expected to enter Church quietly and orderly.
2. Students must genuflect and reverently greet Jesus.
3. Students must move kneelers using only hands.
4. Students may not use the kneelers as a foot rest.
5. Students approach the Eucharistic Minister with your hands together or arms crossed.
6. Students must leave Church quietly. Kneelers should be up and all books should be returned to their place.

### **Off-Limit Areas**

*Students may never be in these areas without Faculty permission.*

1. Classrooms without adult supervision
2. Faculty Lounge
3. Cafeteria, kitchen, or cafeteria restrooms
4. Church or Parish Center

### **Outward Signs Of Affection**

Students may never engage in outward signs of affection. It is not age appropriate nor does it promote the Catholic moral ethic. The private nature of romantic relationships keeps sacred the Sacrament of Matrimony.

## **ST. SEBASTIAN SCHOOLWIDE DISCIPLINE PLAN**

**Step 1)** Teachers will implement consequences in the classroom.

**Step 2)** Parent-Teacher-Student Conference  
A Character Plan of action may be developed.

**Step 3)** Student may be placed on probation.

**Step 4)** Parent-Teacher-Student-Vice-Principal Conference  
A Character Plan of Action will be developed and/or modified.

**Step 5)** Student placed on probation

**Step 6)** Parent-Teacher-Student-Principal Conference  
A Final Character Plan of Action will be developed.

## CONSEQUENCES FOR NOT FOLLOWING DISCIPLINE CODE

### A. Detention

Detention may be scheduled for uniform violations, gum violations, missing homework, class disruption, or any other reason under teacher discretion. Detention notices will be sent home on the day of violation, and must be signed by parent and returned the following day. The teacher will notify the parent if the detention slip is not returned. Detention may be scheduled by any teacher at any time.

If a student does not appear at assigned detentions twice in a trimester, a parent-teacher conference will be held.

If a student has any outstanding detentions, his report card may be withheld. Eighth graders who do not complete their detention hours by graduation will not receive their diploma until all detention hours are completed. They will risk participation in graduation activities and ceremonies.

### B. Probation

Students will be placed on behavioral probation if the teacher and/or principal deems that the student has committed a serious and/or repeated disciplinary infraction. Once the student is placed on probation, he and the parent will sign a contract indicating that behavior must be improved or the student may be asked to leave the school. The student may not be involved in any "minor infractions" of school regulations or policies. Probation may include required visits with a counselor.

### C. Conditions Of Suspension

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

### D. Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.

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- Open, persistent defiance of the authority of the teacher.
  - Continued willful disobedience.
  - Use, sale or possession of narcotics, drugs or any other controlled substance.
  - Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
  - Smoking or having tobacco.
  - Stealing
  - Forging signatures
  - Cheating or plagiarism
  - Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
  - Habitual truancy.
  - Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
  - Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
  - Actions in or out of school which are detrimental to the school's reputation.
  - Violation of the Electronic Communications Policy policies and guidelines.
  - Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **Procedure for Expulsion**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the principal and teacher will reach a final decision.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

## Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Name of Student: \_\_\_\_\_

Offense or situation: \_\_\_\_\_ Date: \_\_\_\_\_

Parents notified by: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

### First Meeting:

Place: \_\_\_\_\_ Time: \_\_\_\_\_

Persons present: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature(s): \_\_\_\_\_

### Second Meeting:

Place: \_\_\_\_\_ Time: \_\_\_\_\_

Persons present: \_\_\_\_\_

Remarks: \_\_\_\_\_

Outcome: \_\_\_\_\_

Signature(s): \_\_\_\_\_

## Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

## Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.

- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

### **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.

### **Right to Make Exceptions**

The principal retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **Student Threats**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

## **IX STUDENT REGULATIONS/DAILY LIFE**

### **Cellular Phones/Electronic Devices/Toys**

Cell phones must never be turned on during school hours. Parents may reach their students through the school office at any time. Furthermore, in emergencies a student may use the phone in the school office to contact parents during school hours. If any cell phone is on during school hours, it will be confiscated. There will be no exceptions.

Radios, walkmans, portable stereos, iPods, Game Boys and similar devices are not permitted

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on the school grounds during school hours. Such items are never covered by school insurance. They are subject to confiscation and may not be returned.

Note: The school is not responsible for the loss or theft of any cell phones or electronic device.

Digital cameras are not allowed, and the digital/video camera function on cell phones or other electronics, may not be used unless approved by a teacher for a specific event.

Students may not bring toys from outside school onto school premises. Moreover, the only types of outdoor equipment that may be brought to school are regular-sized footballs, volleyballs, basketballs and soccer balls. Any items that are not allowed are subject to confiscation and may not be returned.

### **Birthday Celebrations**

Invitations given out at school for a birthday party must include all boys and all girls, so as not to exclude students.

If parents prefer another arrangement, then the invitations must be mailed from home or done by telephone.

If treats are brought to school, arrangements must be made with the teacher at least two days in advance. Parents should consider healthy birthday treats to promote good eating habits for all of our students. Policies on birthday celebrations are made by individual homeroom teachers.

### **Book Bags**

All book bags should be free of writing on the outside, except for the student name. No pins or patches are allowed. Students are responsible for book bags and personal belongings at all times. Book bags should be neat and clean at all times.

### **Healthy Food/Drink Items**

Students are prohibited from consuming Red Bull and other such caffeinated beverages. Students are strongly discouraged from bringing soda to school.

### **Lunch**

Parents are encouraged to send healthy food for the students to eat during lunch. If students forget lunch, parents are discouraged from bringing fast food, such as McDonald's or Burger King for the students. Parents may not deliver lunch to students directly. The lunch must be left in the school office. To avoid classroom disruption, calls regarding lunches will not be made to the classrooms. Additionally, if students forget lunch, they may not ask the office to call and have their lunch delivered.

Lunches or any other food may not be heated by any school personnel, other adult, or student.

### **School Pride**

Because of markings on walls, students may not have permanent markers. These will be confiscated and not returned.

### **Appropriate Symbols**

The school promotes positive symbols in our culture. Skulls and crossbones may not appear on items brought to school, including bookbags and supplies.

### **Littering**

All students are required to respect the school and church facility. Littering is unacceptable.

### **Hallway Behavior**

Students may not loiter in the hallways during class time. A student who must leave the classroom during a class period for any reason must have teacher permission.

### **Mixed Parties**

The school will not take any action concerning behavior and conflicts arising from a party at a home unless the school should become directly involved. The responsibility will be with that of the sponsoring parents.

### **Telephone**

The office/classroom telephones are for school business. In case of an emergency, children may use the school phone with the permission of a staff member.

Phone messages for students regarding changes in transportation must be called into the office an hour before dismissal, or they may not be delivered in time.

## **X STUDENT ACTIVITIES**

Extra-curricular activities and Catholic Youth Organization (CYO) athletic events are provided as an essential part of the educational goals of Saint Sebastian School. These activities are organized as opportunities for the school community to apply the teachings of the Catholic Church to human relationships. Parents, staff, and students work together to permeate activities and athletics with Gospel values.

**ELIGIBILITY:** Homeroom teachers, activity moderators/coaches, and/or the principal will determine eligibility for each activity.

### **A. Student Government**

Student Government encourages student involvement in all aspects of school life. Yearly elections are held, and the student leaders are elected by members of the student body for positions of the Student Government.

### **B. Athletic Program**

Our sports program is under the sponsorship of the Catholic Youth Organization (CYO) and takes place after school hours.

FALL: FOOTBALL (BOYS)  
WINTER: VOLLEYBALL (GIRLS)  
SPRING: BASKETBALL (BOYS & GIRLS)  
SOCCER (BOYS AND GIRLS)  
TRACK (BOYS AND GIRLS)  
SOFTBALL (GIRLS)  
VOLLEYBALL (BOYS)

- † The athlete must turn in a completed Parent Consent and Medical Release Form. The athlete will not be allowed to participate in the sports program unless these forms are in and on file with the athletic director.
- † No one is guaranteed a position on a team.

All students who participate in the school-approved sports program must have a physical examination and completed Parent Consent and Liability Release Form in the office.

Students and parents must cooperate with coaches and the Athletic Director at all times. Students and parents must also act cordially during all athletic practices and matches.

### **Athletic Attire**

Athletic uniforms are the property of Saint Sebastian School and are loaned to students for the athletic seasons. A deposit must be paid before student can receive an athletic uniform. The deposit will be returned upon receipt of the laundered athletic uniform if it is in good condition. Fines will be assessed for uniforms that are lost or damaged or for uniforms that are turned in late. Athletes may be required to purchase uniform/practice attire.

## **XI HARASSMENT POLICY**

### **Harassment, Bullying And Hazing Policy**

St. Sebastian School is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.

- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **ST. SEBASTIAN BULLYING POLICY**

Respecting one another's differences is important. When people bully someone else, they are not exhibiting the character pillar of respect. All students, teachers, staff, parents and community members of St. Sebastian School have the right to feel safe and be free of bullying. It is important that we all follow Jesus' Golden Rule: "treat others the way you want to be treated."

St. Sebastian School is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Bullying or harassment of any kind is prohibited, and immediate action will be taken.

#### **What Is Bullying?**

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

#### **What Are The Types Of Bullying?**

Bullying can take on many forms:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet) such as inappropriate texts, email, or instant messages. Posting inappropriate pictures or messages on websites or blogs.

If students are involved in any of the behaviors above, St. Sebastian School teachers and staff will enforce the bullying policy.

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## **Who Is Involved?**

- a) Victim: student being bullied
- b) Bully: starts the bullying and plays a leader role
- c) Followers: take an active role in the bullying, but do not initiate.
- d) Bystanders: students who watch say or do nothing.
- e) Defenders: try to help the student by standing up to the bully or reporting it to an adult.

## **Who Is Responsible For Stopping Bullying?**

We all are! Students, faculty, staff, and parents have the power to stop bullying.

### **Students:**

- Create a positive and safe environment where students are encouraged to model the 6 pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- Show respect to one another and behave in a manner that contributes to a positive school environment.
- Say something to a student who is not being respectful and remind them of the golden rule.
- Speak to a faculty or staff member if they witness any forms of bullying.

### **Teachers**

- Create a positive and safe environment where students are encouraged to model the 6 pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- Enforce Bullying Policy

### **Parents**

- Model the 6 pillars of Character.
- Empower their children to speak up about bullying and talk to a teacher or staff member.

## **CONSEQUENCES FOR VIOLATING SAINT SEBASTIAN SCHOOL BULLYING POLICY**

St. Sebastian School strives to nurture self-discipline and Christ-centered behavior in every student. The Saint Sebastian School Bullying Policy is designed to help every student feel safe and respected in our school environment. The Bullying Policy is also designed to help the student who is bullying become more respectful and contribute positively to our school community.

### **Consequences for Bullying:**

1. First incident results in a conference with the student who is bullying and teacher. The parents/guardian will be notified.
2. Second violation results in a conference with the vice-principal, parent, and student. Student who is bullying will be referred to counseling.
3. Third violation results in a 1 hour detention.
4. Fourth violation results in the student being placed on a "Character Plan of Action."

#### **Notes:**

A) Alternative consequences, such as: missing a field trip or school privilege, being suspended or dismissed from a sports team or extra-curricular activity, may be given in place of, or in addition to, #1-3 on the previous page.

B) As warranted by severity of offense, one or more of these above steps may be skipped.

C) As warranted by severity of offense, student may be suspended and/or expelled.

## **XII OTHER ARCHDIOCESAN POLICY STATEMENTS**

### **Aids Policy**

The school will undertake an educational effort to inform staff, students and parents about serious communicable diseases in general and Acquired Immune Deficiency Syndrome (AIDS) in particular. Each instance of AIDS involving a student shall be treated in a strictly confidential manner. Decisions regarding such occurrences shall take into account Christian concern, compassion, community health and well-being, and individual privacy needs. Each situation shall be analyzed and responded to as required by its particular facts. (AIDS awareness, Department of Catholic Schools, Archdiocese of Los Angeles).

### **Abortion**

The teachings of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that permeate Catholic education. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent's son or daughter may also be dismissed.

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## **Child Abuse Reporting Obligations**

In accord with Archdiocesan policy and California law, school staff is obligated under penalty of fine and imprisonment to report the reasonable suspicion of physical, and/or emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities (contrary to the procedures followed in most other legal matters). The clear intent of the law, based on the seriousness of the items listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Controversial Issues**

With regard to controversial issues, the principal will:

- Provide that the most competent instruction possible be given in an atmosphere of freedom and mutual respect.
- Emphasize that significant issues are studied at the maturity and understanding level of the learners.
- Establish guidelines for the evaluation and selection of resource material and of guest speakers.

**The foremost authority on all controversial issues is one's individual conscience well-informed by the teaching of the Catholic Church.**

## **CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

### **Parent Organizations**

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

### **Consultative School Boards**

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement;

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advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

### **COUNSELING POLICY**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

### **HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973**

If you feel that your disabled child needs a minor adjustment to enable him/her to participate

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in the general education curriculum of the School, please talk to your child's teacher and/or the Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

### **PRIVACY AND ACCESS TO RECORDS**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, and the principal.

#### **Pupil Records**

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

#### **Directory Information**

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access

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Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### **Verbal/Written Confidences**

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **Pupil Pregnancy**

A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. When pregnancy occurs outside of marriage, the total school community should seek to offer support to a pregnant student and/or the child's father so that the pregnancy can be brought to term. Elementary students involved with a pregnancy have changed their status and thus some of their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new human life into this world. Such responsibility necessitates a change in student status. The principal, in consultation with the superintendent and the school council, shall review all aspects of each case and make a determination based upon its unique circumstances to help all parties involved continue their education. A detailed policy as set forth by the Archdiocese of Los Angeles on pupil pregnancy is on file in the principal's office.

### **School Searches**

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the

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student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

### **Tutoring**

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

### **Use Of School Facilities**

Since school facilities are primarily for the benefit of the students and staff, the following is the policy regarding use of the campus:

- Agencies outside of the school or the parish may not use the school property without the permission of the principal.
- Organizations whose purpose is political in nature are not permitted to use school facilities, equipment, or publications.
- Zoning and building ordinances prohibit overnight sleeping in school facilities other than established religious residences.

### **Verbal / Written Confidences**

Teachers, counselors, retreat leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of others is involved.

### **Work Permits**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student's file.

### **School Policy Formation**

The principal, acting on the school's behalf, retain the right to amend the handbook at any time for any reason. Additionally, all organizations, both student and parent, are under the direct jurisdiction of the principal.



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# Outreach Concern, Inc.

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2030 East Fourth Street, Suite 237  
Santa Ana, CA 92705  
Telephone: 714-547-1163  
Fax: 714-547-4578

[www.outreachconcern.org](http://www.outreachconcern.org)  
[outreachconcern@mindspring.com](mailto:outreachconcern@mindspring.com)

Pupil Personnel Services for Schools

Dear Parents:

My name is Dr. Fredrick Capaldi and I am the Executive Director of Outreach Concern. If you are a parent of a returning student at ***St. Sebastian Elementary School***, you may already be aware of the various services Outreach Concern provides. For those of you who are new parents to the school, I'd like to take this opportunity to introduce you to our program and the various support services we provide students at ***St. Sebastian Elementary School*** this year.

Outreach Concern was founded in 1994 and currently provides over 500,000 children and families in 80 schools throughout Orange and Los Angeles Counties access to a variety of pupil personnel services aimed at positively impacting a child's academic performance. We are pleased to be a part of the curriculum at ***St. Sebastian Elementary School*** and believe that should you find the need to utilize any of our services, you'll be impressed with the impact they have on your child or teenager.

***St. Sebastian Elementary School*** strives to provide its students and families with as much supportive assistance as possible and is aware that today's stressful lifestyle makes that support more and more necessary. By incorporating the Outreach Concern program, students at ***St. Sebastian*** who experience difficulties with academics, behavior, or personal problems have access to trained counselors on campus, where and when they might need them.

Outreach Concern's counselors possess a wide variety of experience, including undergraduate, graduate, postgraduate, doctoral, and professional backgrounds. Because our counselors are "intern counselors," each counselor works under the supervision of one of our Regional Field Supervisors whom they meet with weekly to discuss their cases, in addition to ongoing supervision from their Outreach Concern Clinical Supervisor and their university program.

Outreach Concern is a behavioral intervention program designed to provide additional support to students whose learning is negatively impacted by emotional intelligent factors such as, an inability to manage emotions, resolve conflicts, and engage in successful school relationships. The purpose of our program and the counselor's activities will be to engage students in settings accomplishing short and long-term academic and personal goals to improve grades and attendance and to decrease disruptive or counter productive behavior. Of course, all counseling services provided by Outreach Concern is confidential. Records are retained by Outreach Concern and do not become a part of a student's school file. As you might suspect,

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it's essential to protect each student's confidentiality. Please be assured that our goal is not to shield important information from parents. It's always our goal to involve parents and consult with your child's teachers or school administrators when necessary in order to maintain a strong partnership aimed at positively impacting the students' performance and behavior. Any situation where a student may be involved in behavior that could be identified as dangerous to either themselves or others, or where the reasonable suspicion of child abuse is identified, our counselors are mandated by law and by the ethics of the counseling profession to take all responsible steps necessary to protect the student, including informing appropriate authorities.

**If your child/adolescent is under the age of 18, you must sign and return the attached consent form in order for him/her to use the counseling services provided through our program. Please note: Students are never solicited for counseling – your consent is only to assure that your child may use the counseling services if you, your child, or the school administration deems it necessary.**

Students are referred for counseling in three ways: a school faculty member or official, by you, the parents, or by the students themselves. It is a mark of the effectiveness of our program that over 60% of the children we see are self-referred, seeking out the counselors on their own. To make a referral to have your child seen, simply speak to one of our counselors in the school counseling office in your child's school.

Outreach Concern also provides each school and student access to our 24-hour Crisis Hotline, **1-800-4-CONCERN**, our Crisis Response Team, a variety of inservice programs for students and teachers, parent education programs, monthly newsletters for parents and teachers, and access to our Multi-County Referral Network for additional support services.

For students experiencing academic difficulties and in need of educational testing, that service is also available from Outreach Concern. Screenings are provided at our main office and include testing, consultation, and a written report. For additional information regarding Outreach Concern and other services we offer, you can contact our office at 714-547-1163.

Thank you for caring enough about your children to have the Outreach Concern program be a part of your school.



Fredrick Capaldi, Ph.D., M.F.T.  
Executive Director

**PLEASE SIGN AND RETURN TO YOUR CHILD'S/ ADOLESCENT'S SCHOOL ASAP**

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## Outreach Concern, Inc.

2030 East Fourth Street, Suite 237 Santa Ana, CA 92705 Telephone: 714-547-1163

### CONSENT FOR COUNSELING

St. Sebastian School  
2009 - 2010 School Year

- My child/children may use the counseling services if referred.
- My child/children may not use the counseling services if referred.

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Name of child/children (please print) Grade in school

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Name of parent/legal guardian (please print) Relationship to child

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Parent/Legal guardian's signature Date

**PARENT’S AUTHORIZATION TO USE CHILD’S IMAGE, NAME, VOICE AND/OR WORK FOR  
NON-COMMERCIAL PURPOSES**

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This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

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This section to be completed by Parent/Legal Guardian:

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child’s name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**Please initial the applicable boxes**

Image/visual likeness:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Voice:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Name:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Work:	<input type="checkbox"/> yes	<input type="checkbox"/> no

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may

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arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:  
Print Name:  
Address:  
Name of Child:

Date:  
Relationship to Child:  
Telephone:  
Age:

# St. Sebastian School Parent/Student Policies Agreement Form

*(Please print except where signatures are required)*

## ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. Sebastian School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files.