



**ST. SEBASTIAN**  
Catholic School

# **Student & Family Policy Manual**

Updated: AUGUST 2019

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**SCHOOL MISSION STATEMENT:**

*At St. Sebastian Catholic School, we actively **engage** in our faith, academic excellence, and community building. Our diverse gifts **inspire us** to **grow** and persevere as critical thinkers, problem-solvers, and peacemakers, who **love** God and **serve** others.*

**CORE VALUES** of a St. Sebastian Catholic School Education:

**ENGAGE \* INSPIRE \* GROW \* LOVE \* SERVE**

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**SCHOOL VISION STATEMENT:**

*St. Sebastian Catholic School is a richly diverse parish school and faith community, working to foster an inclusive, responsive, and exemplary spiritual formation and educational environment for all seeking to grow as followers of Christ and intentional agents of change in the world.*

**PARISH MISSION STATEMENT:**

*Proclaim Christ and grow believers through the sacramental life of the church as an inclusive and responsive Catholic community.*

**TELEPHONE NUMBERS**

School Main Office.....	414-453-5830
Parish Office.....	414-453-1061
Christian Formation Office.....	414-453-7150
P.A.L program (before/after care)..	414-453-8944
Hot Lunch Program.....	414-453-6850
School (general) Email address....	school@stsebs.org
School website.....	http://www.saintsebastianonline.net

**SCHOOL DAY HOURS:**

**Monday, Tuesday, Thursday, Friday:** 7:55am - 3:00pm (student arrival by 7:50am)  
**Wednesday** (30 min. early release): 7:55am - 2:30pm (student arrival by 7:50am)

**SCHOOL OFFICE HOURS:**

The office is open from 7:30am to 3:30pm on all regularly scheduled class days: (Mondays, Tuesdays, Thursdays, and Fridays) and until 3:00pm on Wednesdays.  
Summer hours are released prior to the end of the school year.

## ATTENDANCE

Consistent attendance is the most important step in ensuring your child's growth and academic achievement at school. All Absences - whether Excused or Unexcused - are considered Absences.

## ABSENCES

Whether "excused" or "unexcused", under Wisconsin State Law, a student may not be excused by a parent for more than ten days in a school year (Wis. Stats Sec. 118.15(3)(c)).

**Excused Absences:** Serious or communicable illness, death in the family, special circumstances approved by the principal.

**Unexcused Absences:** Vacation during school days, failing to contact the school secretary when a student is absent.

Special circumstances: For special circumstances that may arise and warrant your child to be absent from school (such as in the case of a death in the family), families are asked to convey information to the school secretary that is helpful in knowing in order to best support our students.

When a child will be absent from school, the parent is expected to call the office by 8:00 a.m. Before 7:30 a.m. a message may be left on the school voicemail. If a parent does not contact the school office by 8:00am to notify staff of your child's absence, your child is considered unexcused. After 8:00 am, parents will be contacted if the absence has not been reported by an adult to ensure your child's safety and whereabouts, and the absence is still considered unexcused.

**Under Wisconsin State Law, a student may not be excused by a parent for more than ten (10) days in a school year** (Wis. Stats Sec. 118.15(3)(c)).

Once a family reaches (5) absences → family receives written notification.

After (8) absences → family is contacted and a meeting is required with the Dean of Students.

After (10) absences → families may be placed on a probationary status for the remainder of the school year, which may also impact their eligibility to re-enroll the following school year. Additionally, a student with (10) or more absences is at risk of not being promoted to the next grade.

Vacations are considered "unexcused absences" and should ideally be scheduled outside of the school schedule. Teachers are not required nor expected to provide students traveling on a vacation their homework ahead of time. All work is expected to be made up with help outside of the school and submitted as arrangements are made with students' teachers upon their return.

It is understandable that circumstances may arise when the need to be absent from school exists. In the case of planned absences (such as vacation, death in the family, etc.), prior notice is required.

## **LATE ARRIVALS / EARLY DEPARTURES**

Although there may be times that late arrivals and/or early departures of students are unavoidable, understand these instances cause disruptions to the classroom environment. We strongly ask that families schedule appointments outside of school hours, as possible. If a student will be out of school during the regular school hours, written notice is required stating the time of departure, the reason for the absence, and the name of the individual who is authorized to pick up the student. The individual picking up the student will sign him/her out in the school office. A parent or guardian must be able to provide records of appointments if absences become a chronic issue.

Arriving to school on time is essential, teaching your child effective habits of punctuality, which allows them to maximize their learning. Additionally, teaching punctuality is a beneficial life-long skill that will point towards their success in forming long-term habits.

Once a family reaches (5) tardies and/or early departures → The family receives written notification of concern.

After (8) tardies and/or early departures → Family is contacted and a meeting is required with the Dean of Students.

After (10) tardies and/or early departures → Families may be placed on a probationary status for the remainder of the school year, which may also impact their eligibility to re-enroll the following school year. Additionally, a student with 10 or more absences is at risk of not being promoted to the next grade.

## **ILLNESSES / APPOINTMENTS:**

Please do not to allow your child to miss school, unless in the event of serious illnesses.

Though school attendance is important, children who are sick should remain at home, especially if your child has a contagious illness. There is not a school nurse on staff.

When possible, it is in a family's best interest to provide the school with a doctor's note for a medically-related absence in the event that absences reach numbers deemed excessive by administration (beyond 10 in a given school year).

If it is unavoidable to schedule a student's appointment during the school day, it is expected that your child will not be absent for the entire school day.

If picking up your child early or for an appointment, plan to arrive 5-10 minutes before you need your child to leave, while your student is called to the office. Students are not called down early to the office.

If your student is absent for any portion of the school day, whether it be a full or half day, he/she is not eligible to participate in any after school activities (sports practice, play rehearsal, scouts, fish fry, etc.) that evening. In the event of a special circumstance, parent/guardian may speak with the Dean of Students or Principal.

## **ACADEMICS**

### **CURRICULUM**

In addition to the basic curriculum of reading, mathematics, social studies, science, and language arts, St. Sebastian School offers a full program in religious instruction. This curriculum includes the doctrines of the Church, participation in prayer and liturgical experience and sacramental preparation.

Human development and sexuality is a formal part of the curriculum for grades 4-8. This program includes both information about human development and sexuality incorporating a strong value-based emphasis. "Protecting God's Children", a nationally-developed program adopted by the Archdiocese, also includes a child awareness component used in the classroom.

Students have many opportunities to experience the arts in the curriculum. Music, Art, Technology and Physical Education are provided by certified teachers. Group instrumental lessons and band are available for an additional fee depending on the availability of our partnership with an outside music program.

A staffed Learning Center provides enrichment opportunities for students who may be advanced in one or more subject areas. The Learning Center and Title I reading/math programs provide support for students who may need remediation or a specially adapted course of study. Children who may be experiencing academic difficulties may also be evaluated in the Learning Center and be placed on a plan for individual progress.

Each year the goals and the content of the educational program are reviewed by the faculty, parent representatives and the principal. Instructional materials are evaluated and replaced on a regular basis so that the curriculum can continue to meet the changing needs of the students that we serve. All curricular details, standards, and exit expectations are listed on the school website.

The School Committee at St. Sebastian sets the class size limits. They are as follows:

(K4) - 20 / (40) per grade

(K5) - 22 / (44) per grade

(1-8) - 25 / (50) per grade

### **ASSESSMENT - REPORT CARDS**

Students are assessed in a variety of ways to measure their academic growth. Primarily, they are assessed throughout the year via ongoing formative and summative evaluations, throughout the course of the school year, divided into trimester grading periods.

Students in grades 3rd through 8th participate in the State of Wisconsin Forward Exam each spring.

Students in grades K5 through 8th participate in MAP assessments two to three times per year as a means of evaluating their growth and progress in ELA and Math.

Each report card has an "evaluation code" box which illustrates what the letters and/or numbers signify. This code is specific to each grade level.

**Grades K4 - K5** adheres to the WMELS (*Wisconsin Model Early Learning Standards*) evaluation process as their main criteria for student assessment and is endorsed by the Archdiocese of Milwaukee. Assessments for students at this level includes a hybrid of exit expectations, observation, and written narratives. Children's progress is viewed over a continuum of time at this age, rather than adhering to strict timelines of exit expectations for the grade level.

Grades 1 - 2 use the following scale to determine grades:

S	100-85%
P	84-70%
N	69% and below

Grades 3 - 8 use the following scale to determine grades:

A	100-93%
B	92-86%
C	85-77%
D	76-70%
U	69% and below

In addition, the Archdiocesan Report Cards also include a section indicating progress toward content standards involving grade level expectations. Social development, study habits, and other areas that need particular student attention are also indicated by the appropriate code numbers on each report.

\*Students may not fail more than (2) classes for consecutive trimesters to be eligible for participation in extracurricular activities (including, but not limited to sports, theater, scouts, etc.)

If a student is on probation or at the discretion of the principal for reasons pertaining to academics or behavior, students may be removed or prohibited from participating in extracurricular activities.

Academic success requires a commitment to both academic achievement and effort. In each class, middle school students' performance is assessed by a letter grade (A, B, C, D, or U) for academic progress, as well as an assessment indicating effective student habits, skills, and efforts made in each class. Students are required to complete and submit all assigned work in each class and ask for extra help as needed.

If a student receives a grade of a "U" in two or more core classes (ELA, Math, Science, Social Studies, Religion) during or at the conclusion of a trimester, the student is immediately placed on probation and a Student Success Plan is created with the teachers, parents, student, and an administrator. Students on probation are ineligible to participate in performances or games until they are failing no more than one class. Students may be permitted to participate in practices (and not competitions or performances) unless otherwise determined by administration.

The possibility exists for students to be retained and/or not promoted to the next grade level if at the end of a school year a student is not passing all core courses (ELA, Math, Science, Social Studies, Religion). If a student is not eligible for promotion to the next grade, in most cases he or she will not

continue on as a student of St. Sebastian School in the following school year. Failing multiple courses during the same academic year may be grounds for a student to leave St. Sebastian.

If academic concerns exist, school personnel and a child's parents or guardians may meet to discuss concerns and work to form a plan for best meeting the student's needs. Families and guardians agree to follow through with staff requests that are deemed necessary for the school to better understand how to best support a child's needs and academic success.

## **ASSESSMENTS**

**Daily / Ongoing:** Formative and summative assessments are conducted in the classroom within units and lesson on an ongoing basis by teachers in order to assess student understanding of content, learning needs and/or readiness to progress forward, and/or student performance.

**Progress Monitoring / MAP testing:** Progress of all students in grades 1-7 is monitored using MAP testing three times a year in the areas of language arts and math. MAP provides a quick snapshot of where students are performing as benchmark data for teachers, parents, and students. K5 students take MAP testing midyear and at the end of the year in preparation for 1st grade. Teachers have full access to MAP test scores and results for classroom use and individual student academic plans. Parents also receive test results.

**Annual State Testing:** The Wisconsin Forward Standardized Test is administered to all students in grades 3-8 in spring. The Forward exam is an assessment of the level of proficiency in how well students understand the state standards.

\*Please note that no one form of testing is indicative of a child's potential, nor an accurate portrayal of how a child is performing overall. Multiple assessments and factors create a well-rounded depiction of a student's progress.

The school counselor and Learning Center staff administer academic tests and social screenings as the need arises. This includes new students and those students who exhibit the possible need for exceptional education evaluation.

## **HOMEWORK**

Although tasks and times vary from grade to grade, all homework assignments should provide reinforcement, practice, or independent study for students. Research indicates that appropriate average time allotments for homework are approximately ten minutes times the grade level:

Grade 1 - 10 minutes / Grade 2 - 20 minutes / Grade 3 - 30 minutes / Grade 4 - 40 minutes  
Grade 5 - 50 minutes / Grade 6 - 60 minutes / Grade 7 - 70 minutes / Grade 8 - 80 minutes

If materials for homework are forgotten at school, students must wait to retrieve until the next school day. Students and family members are not permitted to return to the classroom outside of school hours or during PAL hours, for reasons including student safety and confidentiality of materials in the classroom.

## **HOMEWORK POLICIES FOR MISSED SCHOOL DAYS:**

**Homework Policy for Vacations / Missed School:** Homework is not provided in advance for absences unless a teacher determines otherwise.

**Homework Policy for Illnesses:** When a student is not in school for an excused absence such as illness, extra time is given to make up work upon the child's return to school. The student will be permitted one day to make up missed work for each day that the student was not in school. Parents or siblings may pick up homework for a sick student in the front office by 3:30pm on the day(s) the student is out ill or once he or she returns. If a student misses part of the day for an appointment, it is expected that he/she will complete any homework assigned that evening for the following day.

## **HONOR ROLL**

Students in grades 5th-8th who earn high academic standing will be recognized by being placed on the Honor Roll. Categories include High Honors (3.75-4.00 achievement grade point average), Honors (3.25-3.74 achievement grade point average), and Effort Honors (determined by teachers' discretion). The Honor Roll will be posted by Trimester in both the Newsletter and the school building. A reception will take place in May to honor these students.

## **LIBRARY**

The St. Sebastian School library serves students in grades K4-8. The library is open Monday through Friday between the hours of 9:00-3:00 as staffing and volunteers permit. Students visit the library in classroom groups and individually to choose books, listen to stories, and develop their library skills. Books are checked out for one or two week periods, depending on the student's grade level. Students may not check out new books until they have returned overdue books. Students are expected to cover the cost of lost or damaged materials.

## **ADMISSION POLICIES AND PROCEDURES**

St. Sebastian Catholic School does not discriminate on the basis of race, color, national origin, ethnicity, gender, or disability in the admission of its students. All students are enrolled or re-enrolled by the name and gender listed on his or her birth certificate or court order.

Admission policies are guided by the Mission Statement and the "Agreement of Mutual Understanding of Support."

Consideration for admission and continued enrollment to St. Sebastian School is guided by the following criteria: previous attendance, academic record, previous behavior, student needs, and the St. Sebastian Student and Families Policy Manual.

The following is required for consideration for admission or for continuation of enrollment:

**(See next page)**

## **GENERAL DOCUMENTATION:**

- All St. Sebastian School Registration paperwork is complete and submitted.
- Documentation of Student Support Needs and Services (IEP, Action Plans, professional diagnostic assessments). A consultation with the Student Support Coordinator, Dean of Students, and/or Principal may be arranged if a student's needs are determined prudent to further discuss and evaluate how to best support the child.
- Plan for payment is received (Parent Funded or Choice Funded)

## **NEW APPLICANTS:**

In addition to the general documentation above, new applicants must provide records from the previous two years in the following categories:

- Attendance records\*
- Academic Records (Report cards)\*
- Standardized test scores (MAP, Forward, Iowa)
- Student Behavior records or document from previous school administration confirming none exist. St. Sebastian School reserves the right to deny and/or rescind admission or enrollment for a previous expulsions, suspensions, or excessive behavioral incidences warranting documentation.
- Information detailing previous and existing Student Support needs.

\* See current policies in this handbook that will explain the expectations in the areas of attendance, academics, and behavior. These policies will apply to the evaluation of new applicants. Families have the opportunity to explain any factors that may have impacted their children's records adversely, including, but not limited to the categories above. School Administration may consult with School Committee and/or the Parish Priest to determine whether a family is offered admission based on the above criteria and communicate the decision to the family.

For Parent Funded applicants, the above records must be provided with General Documentation.

For Choice Funded applicants, the above records must be provided within two weeks of a Choice seat being offered.

Admission for new families applying through a Parent Funded model may have their enrollment accepted or denied based on evaluation of the above criteria. Admission for new families applying through the Milwaukee or Wisconsin Parental Choice Programs will be offered when seats are available. Enrollment into St. Sebastian School but may be denied or rescinded, however, if the conditions above are not met.

All new students and families are enrolled on a probationary status during their first year of attendance at St. Sebastian Catholic School. Factors that can affect probationary status include, but are not limited to: attendance, commitment to the Mission, Mutual Understanding of Support and adherence to the *St. Sebastian School Student and Family Policy Manual*.

Students may be denied admission into the school (separate from acceptance into the State Choice Programs) if students or either parent / guardian have a history of concerning behaviors at previous schools or poses a significant concern once enrolled. Parents and/or Guardians have the opportunity to explain any factors that may have contributed to known and communicated concerns. Administration may consult with School Committee and/or the Parish Pastor to determine whether the level of concern warrants the rescinding of admission to St. Sebastian School or if admission is granted. Families' names will remain anonymous if information of this nature is shared with School Committee, respecting the privacy of the family.

#### **ADMISSION TO KINDERGARTEN (4 and 5 yr. old) and FIRST GRADE:**

- Students are admitted to 4-year-old kindergarten if he/she is 4 years old on or before September 1 in the year he/she proposes to enter school.
- Students are admitted to 5-year-old kindergarten if he/she is 5 years old on or before September 1 in the year he/she proposes to enter school.
- No child may be admitted to 1st grade unless he/she is 6 years old on or before September 1st in the year he/she proposes to enter school.

#### **ARRIVAL & DEPARTURE INFORMATION**

The Milwaukee Safety Commission provides crossing guards at the corner of 54th St. and W. Washington Blvd. and the corner of 55th and W. Vine Streets. The crossing guards are expected at their posts before and after school hours. This includes assistance during the mid-day dismissal, as well as early dismissal on Wednesdays.

Student safety cadets assist students at their assigned posts around the immediate school grounds, including the parking lot exit.

Driver courtesy is extremely important at school and in the immediate neighborhood. Please make safety your first priority when dropping off drop-off or picking up your child. It is especially important that you do not stop in the moving traffic lane while waiting for your student after school, and park only in designated parking spaces – driving around the block if needed.

Cars are not allowed within the fenced areas of the school playground between 8:30 a.m. and 2:00 p.m. (1:30 p.m. on Wednesdays). Before and after school pickup is expected to follow the traffic pattern outlined in the following procedures and diagram provided below. If you do park, remember to pull into a parking spot to drop off children. If no spot is available, exit the parking lot and drop off on the curb; **Do Not** wait in the driving aisle. **Do Not** block our neighbors' driveways. **Do Not** double-park in the street.

For student safety, no dogs or other pets are allowed on the school playground,

## ARRIVAL TIMES

**7:35 am** - Students may begin arriving to the playground with school supervision provided.

**7:45 am** - Bell rings for all students to enter the building.

All grades line up with their class. Teachers will lead class into the building.

**7:55 am** - All students are to be in their classrooms at this time to begin the school day. Any students not present in the classroom are now considered “tardy”.

## ARRIVAL PROCEDURES

- Students may be dropped off on the playground as early as 7:35am, when St. Sebastian supervision is available. If arriving earlier than 7:35 am, a parent or caregiver must remain with the student(s) in his/her care until 7:35am.
- Enter the parking lot from 55th Street. Enter the “Drop-Off Lane” and go to the farthest point possible in the lane.
- Once you are in the Drop-Off Lane, children will exit their car from the passenger side.
- Students walk to the crosswalk, proceed to the Student Safe Zone, and wait with their class.
- For parents needing to go into school, park in one of the designated parking spots or in available legal street parking.
- All students are to be in their classrooms by 7:55 am or are considered tardy.

Students enter and depart the school through the main lobby doors on 54th Street, accessible through the school parking lot. Students arriving prior to 7:35 a.m. without a parent or guardian present, must register and use the PAL program. (See Child Care/ PAL Program section).

## LATE ARRIVAL - TARDY POLICY (&) EARLY DISMISSAL POLICY

Any students arriving as of or after 7:55am are considered tardy and must report to the School Office with a parent/guardian to sign them in. Any students leaving prior to the end of the school day is considered leaving early, and entered into Powerschool similar to a tardy. Parents or Guardians must sign their child/children in or out if arriving late or leaving early, along with noting the reason.

Only individuals on the approved pick-up list are allowed to pick up a child, if other than his or her parent or guardian. Individuals will be asked to show proper identification.

If, when arriving tardy, a parent/guardian does not physically sign in his/her child, he/she will be called to return and do so, prior to students being admitted to class. This ensures accountability and safety for all children arriving outside of the set school hours.

## DEPARTURE TIMES

### **Mondays, Tuesdays, Thursdays, Fridays:**

All students are dismissed at 3:00 p.m., other than K4 or K5 students who attend half-day.

**Wednesdays:** Every Wednesday, students are dismissed at 2:30 p.m., allowing for faculty meetings and professional development.

## DEPARTURE PROCEDURES

At dismissal, all students must either be picked up, walk home if given approval by parent, or report to PAL (and be properly registered), unless a student is participating in a school-sponsored activity or by special arrangement through the school office.

Students who remain on school grounds longer than fifteen minutes after dismissal will be escorted as a group and registered in extended care (PAL) by school staff. Parents will be billed for the service provided, depending on the number of hours used. The school assumes no responsibility for children on the playground without permission. Further, children may not be left waiting on the sidewalks surrounding the school or other school/parish property because a parent cannot pick up his/her child and does not wish to use PAL, as either option must be ensured for student safety.

- Enter the parking lot from 55th Street. Park and turn off engine.
- Walk to the Student Safe Zone and walk your children to your car.
- Proceed with caution when exiting the parking lot as other families walk to their cars.
- You may also park on 54th Street and pick up your children in the Student Safe Zone. Do not double park on 54th Street.
- All students must be promptly picked up at dismissal or registered for the PAL program. Families not arriving by 3:15pm to pick up their children will be brought to the PAL program and charged an hourly fee. Students will not be left outside to wait for rides.

### **MORNING KINDERGARTEN**

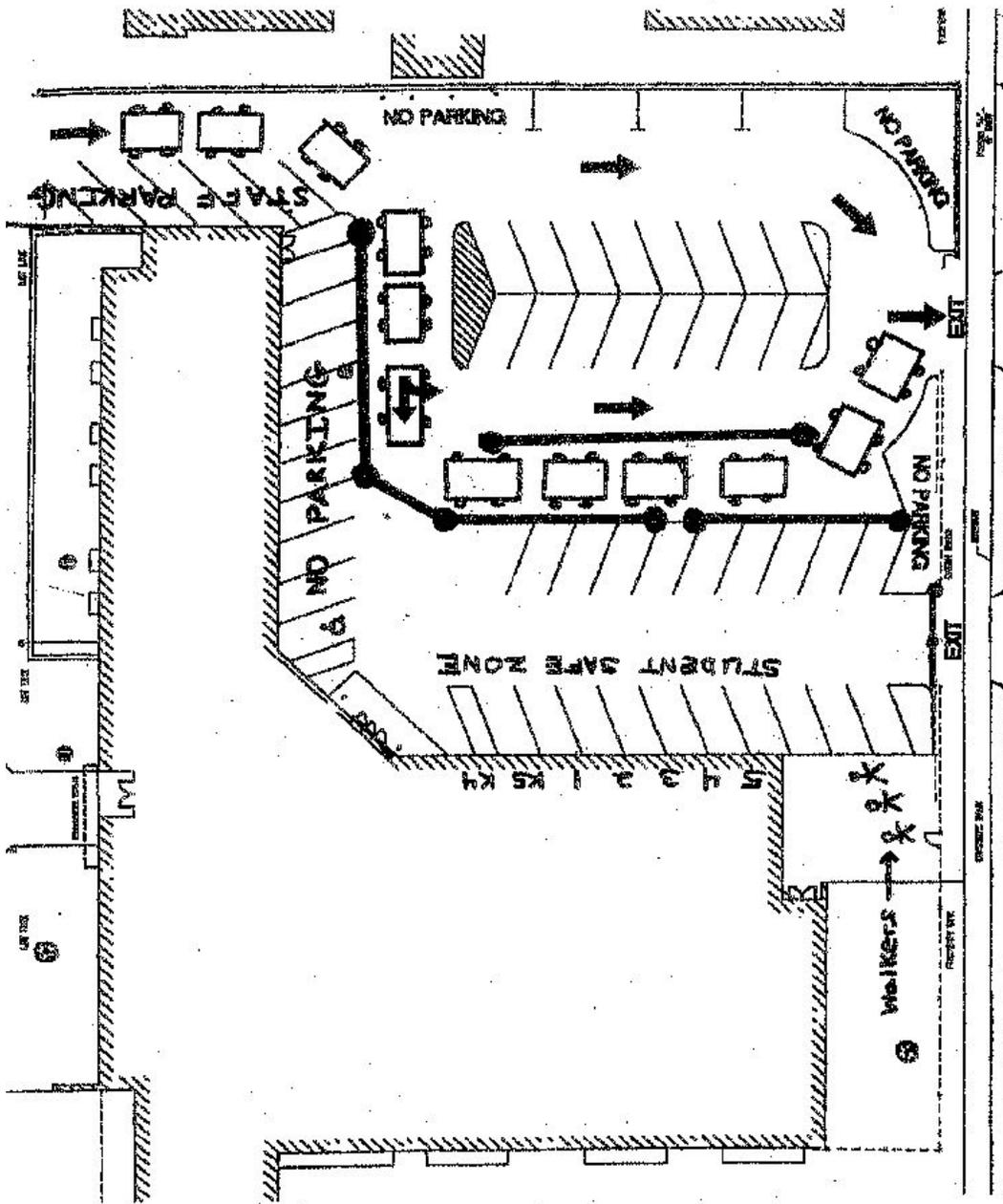
Follow morning safety procedures for drop off. For pick-up: The children will be ready to be picked up from the Third Grade door (east door on 54th Street). The children will not be released until a parent or guardian is present.

### **WALKERS**

- From 54th Street, students enter the parking lot at one of the two entrances in the Student Safe Zone area and wait with their class. Do not enter where cars are exiting.
- From 55th Street, *walk as close to the school building as possible*. Students proceed to the Student Safe Zone and wait with their class.

### **BICYCLES, SKATEBOARDS, SCOOTERS, ETC.**

All students who bring bikes to school must store them in the bike rack on the playground. The school assumes no liability for lost, stolen or damaged bikes. Each student is responsible for safely securing the bike in the rack. **Bikes, skateboards, scooters, etc. must be walked (not ridden)** in the playground area before, during and after school hours.



North 54th Street (60') ONE WAY →  
 ST. SEBASTIAN SCHOOL PLAYGROUND / PARKING LOT

## **ATHLETICS**

St. Sebastian Parish has designated the YAC (“Youth Athletic Council”) to implement and supervise the parish/school sports programs. This includes organizing and funding teams, selecting and training coaches, and generally oversee the athletic program. Sports include boys’ and girls’ volleyball and basketball.

The YAC Executive Council, along with the school principal and/or Dean of Students, is responsible for decisions involving player eligibility, student behavior, etc. (see *Extracurricular* Section).

## **CHILD CARE / PAL PROGRAM**

The PAL program is a parish before and after school program for children, available from 7:00 a.m. to 6:00 p.m. For a reasonable fee, the program provides a safe and supervised environment for the children. PAL also provides a full day program for 3-year-olds.

In the event a student is not picked up at dismissal, it is the policy of the school office to place the child in PAL. There will be a charge for the time your child is in PAL.

When PAL is outside on the playground after school, other students must clear the area unless they have permission from the PAL director to remain.

For further information or registration contact the PAL Program Director, or Assistant Program Director, at 414-453-8944.

## **COMMUNICATIONS**

### **CHANGE OF ADDRESS/CONTACT INFORMATION**

Parents/guardians must keep the school informed of your correct home address, work, cell, and home telephone numbers, and email. This is important in case of emergencies and for keeping school records up to date.

### **MULTIPLE RESIDENCES**

The school shall communicate with the parents of a child in two households according to the directives of the court if an official ruling is in place. When school authorities learn that a student is the subject of a court decree, a request shall be given to the parent with whom the child lives to submit a copy of the court decree with any information pertinent to the student’s educational experience and well-being while a student of St. Sebastian School.

If the parent with whom the child does not reside requests student information, a copy of the student progress report (report card) shall be issued in conformity with the Wisconsin Statute 118.125(2), (a) unless the parent with whom the child does not live has been denied physical placement with the child by the Court under Wisconsin Statute 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125(2), (m). (Rule: 5124.2 - Archdiocese of Milwaukee).

## **SCHOOL NEWSLETTER**

The primary communication between parents and the school is the weekly school newsletter, emailed out each Wednesday to those who sign up to receive, on the school website, or sent home with the designated family mail carrier as a hard copy, upon request.

### **PROCESS FOR RAISING CONCERNS**

When concerns or questions arise, parents should first contact the student's teacher(s), followed then by an administrator in the event the issue was not resolved. Appointments with faculty are to be pre-arranged, meeting outside of his/her teaching responsibilities, between the hours of 7:30am and 3:30 pm, unless otherwise arranged with a teacher.

In those rare situations where a parent has addressed a concern to the child's teacher and the parent believes that the concern has not been properly addressed, the parent should discuss the issue with the Dean of the school. Depending upon the nature of the concern, the Principal may then involve the teacher, who will work with the Principal, parent, and student to achieve a mutually acceptable resolution. If after this process, the parent feels that the issue requires further attention, the Principal and the parent should bring the concern to the attention of the Pastor.

Given the Parish's mission, St. Sebastian School discourages parents or guardians from reporting anonymous concerns or complaints. Because parents, students, and faculty must work together in the educational process, we believe that the best way and usually the only effective way to work through these issues is in a forum which involves all parties.

St. Sebastian School remains grateful for and welcomes the many valuable insights of everyone who is involved in the education of our students. We prioritize working together between home and school to achieve our school's goals in the best interests of students.

### **CONFERENCES**

It is an expectation that every child has a parent or guardian attend his/her conferences to discuss his/her progress. Conferences are mandatory and are held twice each year. Families in which parents or guardians do not attend conferences may be dismissed from St. Sebastian School, as the partnership to support a student is critical.

All families have access codes to their child(ren)'s PowerSchool on-line report card and can monitor scores on an ongoing basis.

Parents/guardians receive a Sign-Up Genius link approximately two weeks prior to parent-teacher conference dates to arrange their preferred conference time. Teachers are available throughout the year to speak with or meet regarding questions or concerns about student progress at a time pre-arranged with all parties. Students are often required to attend conferences in grades 2 and above.

## **DISCIPLINE and CODE OF CONDUCT**

At St. Sebastian Catholic School, we hold ourselves to a high level of expectations in our emphasis on safety, academic pursuits, personal conduct, and as members of a community. We nurture and care for our students within a loving environment, striving to encourage one another to grow into our best selves.

In terms of behavior management, the main areas we place emphasis in holding our students responsible for and accountable to are as follows:

- **SAFETY** - of oneself and all others in the community.
- **RESPECT** - towards all others in the community, towards property, towards guests or when representing our school in the community.
- **LEARNING** - in and out of the classroom. All members are a part of the learning environment that exists and is fostered.

### **CLASSROOM MANAGEMENT**

Classroom management is handled at the lowest possible level. Concerns are first handled between the teacher and student with his or her parent. If resolution is not sought, parents or guardians may contact the Dean of Students. The Dean of Students will confer with the Principal if further involvement is necessary to resolve a concern.

### **BULLYING and/or HARASSMENT**

There is a difference between conflict and bullying. Bullying is defined as intentional and/or repeated deliberate behavior using words or actions, intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying behaviors happen more than once or have the potential to happen more than once. It involves an imbalance of power. There are three types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying involves hurting someone's reputation or relationships including:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's thing
- Making mean or rude hand gestures

Cyberbullying includes, but is not limited to, use of email, instant messaging, text messaging, digital pictures or images, cell phones or website postings.

Bullying obstructs St. Sebastian's ability to maintain the safety and welfare of students and staff. Bullying behavior is prohibited at St. Sebastian School in educational environments, as well on St. Sebastian property, and at school related functions. Individuals reporting bullying will be supported and protected against potential retaliation for making such a report.

### **CHEATING and/or PLAGIARISM**

Cheating on school work is never acceptable. This includes copying another student's work, having another student/family member complete your work for you, or in any way turning in work that is not your own. Students caught cheating will not receive credit for that assignment, according to his/her teacher's instructional plan.

*Plagiarism* is defined as "stealing and passing off as one's own, the ideas, images, or writings of another." (Webster's Dictionary, 2007). Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project turned in as an assignment by a student of St. Sebastian School. Any partial or complete act of plagiarism found in a student's assignment will result in a reduction of the grade on that assignment, according to his/her teacher's instructional plan. Students who wish to use direct quotes or paraphrase another's ideas, images, or writings must follow reference guidelines established by the classroom teacher.

Students using the Internet for research must also follow reference guidelines and credit the web resource. The act of cutting and pasting from the Internet is also considered plagiarism. The consequence for cutting and pasting plagiarism is a "0" grade that they automatically receive for the piece of work, and the student may lose technology privileges for as long as deemed necessary.

### **DAMAGE OF PROPERTY**

Parents of students will be held responsible for the replacement cost of any materials or property which are lost or damaged through their children's negligence.

### **GRADES 5-8: SCHOOL BEHAVIOR MANAGEMENT SYSTEM**

**HOMEWORK:** If homework is missing or incomplete, students must stay after school to complete it with the support of a teacher if on a Monday, Tuesday, or Thursday. Students will stay to work after school on Mondays if missing work on a Friday. "Homework Help" is also available on these days for any students needing or desiring additional assistance.

#### **INFRACTIONS / DETENTIONS:**

Infractions may be earned for poor choices in any of the above categories. Once three (3) infractions are earned, a detention is served, and parents are contacted to meet with the child and teachers, as a means of discussion, problem-solving, and working to restore the "wrong" to a "right". All disciplinary efforts have the end goal of promoting students' growth. Infractions do not take the place of basic classroom management but are earned when either an incident is deemed significant enough to

compromise any of the above three categories or when a student has filled up any one category of his or her *Tracking Sheet* (see below). Discretion is the responsibility of school personnel in determining the level of response necessary when managing student behaviors. Parents are welcomed and encouraged to reach out to teachers or staff members in order to better understand or clarify an infraction or concern where uncertainty exists.

### **DETENTIONS:**

Detentions are served after the school day with the Dean of Students, the principal, a teacher, or another appropriate staff member. Depending on the reason a student has earned a detention, the consequence of how that time is spent varies, aiming for a natural consequence. For instance, if a student did something destructive to school property, he or she will spend time enhancing the school through a job or task that improves the condition of the school. If a student was disrespectful towards another student, a time will be prioritized to work through that conflict, as well as time spent reflecting on how to grow in treating others more respectfully.

### **SUSPENSIONS:**

If a student earns three (3) detentions within the same trimester for any combination of the above reasons, an in-school suspension is served. He or she spends a school day in the front office, separate from others and removed from the general classroom environment. He or she completes school work of the day and works to address the behaviors or concerns deemed in need of improvement. Parents, the student, and administration will meet together. The consideration for student being placed on probation at this time may exist, depending on the circumstances.

\*Note: all students in their first year at St. Sebastian Catholic School are automatically considered on a probationary status, per school policy. Any student may be placed on probation during a school year, however, at the discretion of the Principal.

**TRACKING SHEETS:** As a means of helping students learn and grow, all students receive a "Tracking Sheet" in their planners at the start of each trimester. This serves as a means to visually track one's "data" of behaviors and as a communication tool between home and school. Students may earn a mark in any of the three categories of concern on their Tracking Sheets, which relate to the completion of assignments, preparedness for class, and disruptions to the learning environment.

Regarding classroom management, teachers first give warning to students before asking a student to note a mark on their tracking sheets. This is to help him or her see visual reminders that they are off-task and/or needing to better follow the instructions given. Once a student has received 7 "marks", an infraction is earned. We care about protecting the learning environment, and thus, disruptions to it are cause for concern.

If a student earns an automatic infraction, it is due to reasons such as the following:

- Student has repeatedly been disruptive following earning a mark in the same class period.
- Student has talked during a quiz or test (which they are aware constitutes an infraction)
- Student is argumentative with a staff member
- There is a more immediate cause for concern (using profanity, for example).
- Student has endangered the safety of others
- Student has been careless with school property.

Infractions are typically discussed between teachers and administration. If you have a question or need further clarification, parents may always check the box on the infraction requesting a phone call or reach out via email. We encourage and welcome the opportunity to work together in supporting your child to grow in all ways.

Please note that students may incur an additional infraction if not returning an infraction the day after it is issued, signed by a parent. This serves as a timely means of communication with parents, ensuring all are aware of the infraction.

All of the above point to students' success in the classroom and speak to our main concerns for all students: safety, respect, and protecting the learning environment. Tracking Sheets give students ample opportunities to correct a behavior prior to an infraction being earned. It also provides parents with daily communication on how your child's day went and any assignments that may be missing. There is a reward and incentive for students throughout the trimesters.

A teacher's job is to teach, a student's is to learn, and an administrator's is to protect and promote the educational environment. At St. Sebastian Catholic School, we strive daily to prioritize and care for each individual's needs as well as the collective good of all others to the best of our ability. Parents' and caregivers' roles in helping your child grow in these areas are most essential in the dynamic of your child's success.

## **SEVERE OFFENSES**

There are categories of behavior that supersede any of the consequence hierarchies established throughout the school. In all severe cases, the child is sent immediately to the principal or Dean of Students to address. The disciplinary action which would occur for such a violation could result in immediate suspension and a possible expulsion hearing (as outlined in Archdiocesan policies). In addition, where applicable, the matter would be referred to law enforcement officials.

**These areas of severe disruption include, but are not limited to:**

- Fighting
- Vandalism
- Gross disobedience/gross insubordination
- Behavior that stops the class from functioning
- Foul, inappropriate, and/or disrespectful language
- Possession, dispensing, sale, use, or being under the influence of drugs, controlled substances, or any substance represented to be a drug or controlled substance on Parish grounds
- Possession of weapons of any kind, threatening to use a weapon or cause harm to someone, or using an item in a menacing way or with intent to scare or cause harm.

## **PROBATION**

All new students are placed on probation for a trial period of one school year. Additionally, a student may be placed on probation in situations where it is warranted by the school administration. These situations may include grades, attitude, behavior, or similar actions. A conference will be held with the student, parents/guardians, and relevant school personnel. The conditions for release from probation will be determined at that time.

## **SUSPENSION**

Suspension is justified only in unusual or chronic circumstances and is normally an in-school suspension. Also see middle school infraction policy for in-school suspension procedures. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

In-school suspension can be directed for varying lengths of time but shall not exceed three days. In-school suspension students remain the responsibility of the school. During in-school suspensions, students will be supervised in the office and will have daily work assigned. Out-of-school suspension is considered a rarity and is determined at the discretion of the Principal. State law directs that a maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held.

## **EXPULSION**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from a student's or students' family member's refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavioral reasons are considered expelled. Students not allowed to return due to failure to meet academic requirements are not considered expelled.

The Superintendent/Designee of the Archdiocese of Milwaukee is to be consulted before any action leading to expulsion is taken.

## **EXPULSION PROCEDURES**

1. Decision to expel students will be documented by defensible records.
2. Expulsions can take place after a hearing has been held. Parents/legal guardians will be notified in writing at least five days before the hearing.
3. The hearing committee will be composed of the School Committee Chair and two designees.
4. The hearing committee will make a recommendation to the pastor to:
  - a. not expel (recommend other disciplinary action)
  - b. allow the student to voluntarily withdraw from school in lieu of expulsion
  - c. expel
5. The parents are informed, in writing, of the decision. The right to appeal is made known to the parents.

## **APPEAL PROCESS**

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Milwaukee Archdiocesan Schools in writing with the rationale for appeal. The Superintendent will investigate that correct procedures were followed. If they were not, the Superintendent will refer the issue back to the parish with a recommendation about at which step of the procedure needs to be further processed.

## **UNIFORM POLICY & DRESS CODE**

The St. Sebastian School dress code is established by the School Committee. See *Uniform and Dress Code Policy* in Addendum.

The purpose of the dress code is to encourage our students:

- To experience a greater sense of school identity and belonging
- To reduce school clothing costs
- To reflect the simplicity and modesty of a Christian lifestyle

## **OUT OF UNIFORM DAYS**

“Dress Down” OR “Dress Up” days may be designated by school administration. Clothing styles and lengths must match the dress code. All clothing must have appropriate wording, with nothing related to material deemed inappropriate by administration or destructive to another in the community.

For non-adherence to the dress code, the school will call parents or guardians to bring appropriate clothes, and the student may not be able to return to class until conforming to the dress code.

## **DRESS for PHYSICAL EDUCATION CLASS**

All students, K4 through 8, will need tennis shoes for physical education classes. Having a second set of tennis shoes kept at school for gym classes is encouraged.

Students in the upper grades (6-8) are allowed to bring a change of "gym clothes" for these classes. Clothes worn for physical education classes are not to be worn to and from school.

## **EXTRACURRICULAR ACTIVITIES**

The Parish and the School sponsor a variety of co- and extracurricular activities that are open to children registered in the school and/or in the Parish. These include the YAC sports programs, Boy Scouts, Girl Scouts, Student Council, Choir, Forensics, Drama, Music (if applicable) and more. Children who participate in these activities are representatives of themselves and of the school and parish.

Co- and Extracurricular programs represent a significant investment in time, effort, dedication, and support on the part of students, advisors, coaches, leaders and parents. To provide a sense of equity

and to affirm the value of these programs for the individual, as well as for the Parish, this eligibility policy has been established.

A student must demonstrate academic progress and appropriate behavior. This includes participation in class, completion of homework, consistent scholastic effort and compliance with all school behavior standards. If a teacher identifies a deficiency in any of these areas, parents and the Principal will be notified. Academic eligibility is not maintained solely through grade point average.

A suspension/probation period may occur. The length of this suspension/probation period, as well as possible reinstatement of full eligibility, is determined on a case-by-case basis. Refer to "Behavior/Discipline Policies" for further information.

## **FIELD TRIPS**

St. Sebastian School provides many opportunities to enhance the curriculum taught in the classroom. Teachers may use field trips to broaden concepts and raise awareness of community resources. The school attempts to keep these extra expenses to families to a minimum. Since these trips are incorporated into the school program, financial stress should not prevent a child's participation. Please contact the principal to make a special arrangement so that each child may be included in the field trip experiences. Parent permission slips are needed for every field trip. Offering field trip opportunities to our students usually requires parent/guardian chaperones. Parents/guardians **must** complete the Safeguarding All of God's Family training and consent to a background check as requirements prior to attending the field trip or working with school students.

## **STUDENT HEALTH INFORMATION**

### **ALLERGIES**

Precautions are taken for students with allergies as best as possible. If a student experiences challenges with allergies that may be impacted during the school day or school events when a parent or guardian may not be present, parents / guardians are responsible for sharing this information with school personnel. Families and school personnel will determine how to best respond to a student's allergy needs.

### **CLEAN AIR & ASBESTOS STATUS**

Any questions regarding Clean Air and Asbestos Status may be directed to Mr. B. Kirkpatrick. 453-5830 Extension 180 [bkirkpatrick@saintsebs.org](mailto:bkirkpatrick@saintsebs.org)

### **INJURIES / FIRST-AID**

When a child experiences a serious injury or illness during the course of the school day, the parent will be notified. In the case of a serious emergency, 911 will be called.

If, in the case of an emergency, we cannot reach the parents, police will be contacted to locate the parents according to Archdiocesan policy.

St. Sebastian School secretaries staff our health room.

### **LICE**

The City of Milwaukee has provided training regarding the accurate identification and effective treatment of infested students. Students with head lice (pediculosis) will be excluded from school and extracurricular activities until effectively treated at home. Medicated shampoos available over-the-counter and the use of nit combs are recommended.

When a student is suspected of having head lice, they and their siblings will be inspected. Any infested students will be removed from class and sent home for treatment. A letter will be sent home with students in the affected classrooms to notify parents that a case has been identified. The maintenance department will be notified to treat the classroom carpet and furniture in the evening.

Infested students will be checked before returning to the classroom. Ten days following their return, the student will be checked again. If two or more students within the same grade are identified with head lice within a week period, every student in the entire grade will be checked.

### **MANDATORY REPORTING**

Under Section 48.981 of Wisconsin State Law and Section 5140.1 of the Archdiocese of Milwaukee Policy Handbook, all school personnel are required to report all instances of neglect and abuse to the proper authorities. This includes teachers, administration and social workers.

### **MEDICATION**

ANY MEDICATIONS - whether prescription or over-the-counter - to be dispensed during the school day must be accompanied with the proper form completed by the doctor and signed by the parent consenting.

The school will not provide medication to dispense to students.

Each family receives the Archdiocese of Milwaukee Medication Consent form at the beginning of the school year and is encouraged to make copies for their use throughout the school year. Additional forms are also available in the school office. **MEDICATION CANNOT BE DISPENSED WITHOUT THIS SPECIFIC FORM COMPLETED. ALL MEDICATIONS, BOTH PRESCRIPTION AND OVER-THE-COUNTER, MUST BE KEPT IN THE SCHOOL OFFICE, UNLESS OTHERWISE INDICATED ON THE OFFICIAL SCHOOL FORM.**

Additional mandatory policies on medication include:

- Medication must be in original container.
- The student and parent assume full responsibility for the student to report to the office at the designated time.

- If a student needs to take prescription medication during the school day, and we do not have proper written permission, the parent will need to come and dispense the medication.
- Neither handwritten nor verbal instruction from a parent is acceptable for prescription medication.
- The principal or the school secretaries will dispense medication.

Please be certain to take a form with you to a student's doctor's appointment in the event medication is prescribed. While the office will dispense medications with these consent forms, please try to dispense medicine before and after school whenever possible.

### **ASTHMA INHALERS**

We recognize the importance and necessity of students being allowed to carry asthma inhalers. Inhalers may be kept in the office with completed prescription form, or the student may self-administer under the supervision of school staff. The Inhaler Release Form must be completed and on file in the office to allow a student to carry an asthma inhaler. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler.

### **HOT LUNCH**

The school provides a hot lunch service that is partially supported by the Federal Government. The cost of a nutritionally balanced meal including milk is **\$3.00** per student. Milk is available for 60 cents per carton. Assistance is available for free or reduced (\$.40) lunches to families who qualify and apply. Application forms are available at registration and in the school office.

PowerSchool Lunch, a computerized purchase system program is being used. Parents must purchase lunches or milks in advance by sending money to school in a sealed envelope indicating the student's name, room or grade, and the amount of money enclosed. The money will be credited to the child's account. When going through the lunch line, students key in their codes with a r personal PIN number, and the appropriate amount is deducted out of the account. If a student's lunch balance exceeds -\$10.00, an alternate lunch of cheese sandwich and milk will be served. A balance of -\$20.00 or more will result in no hot lunch for the student. Parents will be able to track student lunch accounts through PowerSchool and reports are periodically sent home with account status. Call 453-6850 with account questions. Checks are to be made payable to St. Sebastian Hot Lunch. The menu, although subject to occasional change, is published each month.

Any inquiries regarding the lunch program can be made directly to the cafeteria staff at 414-453-6850.

### **LOST AND FOUND**

Please mark your child's possessions with his/her name. All articles lost on the playground or in the building should be placed in the "Lost and Found" box in the lower level hallway outside the cafeteria. Lost items of value will be kept in the school office. Unclaimed items are donated to an area thrift shop after a reasonable amount of time has passed.

## **PARENT INVOLVEMENT**

Parent / Guardian Involvement at St. Sebastian Catholic School is not a mandate, but rather, an expectation. Students' educational experiences are only as rich as school and home foster together in partnership. All children appreciate, enjoy, and often yearn for parent or guardian involvement in their school experience to the extent that is possible.

## **SAFEGUARDING**

In accordance with state law and the Archdiocese of Milwaukee "Safeguarding All God's Family" program, volunteers are subject to a background criminal records check and Safeguarding training. All parish and school staff also adhere to this requirement.

## **HOME AND SCHOOL ASSOCIATION**

Information about Home and School events, programs and activities are communicated on an ongoing basis in four ways. Each month, the minutes of the Association meetings are published. Home and School Newsletters are sent out as needed. (Both are sent home with the Wednesday school newsletter). Information is also posted on the Parent Resource Area bulletin board, located in the school lobby. Finally, all Home and School board members are available in person or by phone to update parents. Please call if you have questions.

## **SCHOOL COMMITTEE**

The School Committee functions as the advisory board for school policy and programs. This committee meets on a monthly basis. Minutes of the meetings are published on the school website. Various subcommittees work on promotion, publicity, budget, stewardship and long-range planning, along with action groups that address specific issues. Please refer to Buzz Book for a list of individuals who currently serve on the School Committee.

## **VOLUNTEERING**

St. Sebastian School invites and welcomes volunteers of all talents and skills to work with our students. Volunteers fill a valued role in the development of our children. In accordance with state law and the Archdiocese of Milwaukee "Safeguarding All God's Family" program, volunteers are subject to a background criminal records check and Safeguarding training. This is done as safety insurance for our students. Volunteers will be asked to provide information and consent to a background check and complete a three-hour Safeguarding training course number prior to volunteer service. Complete details can be obtained from the Business Manager in the parish office at 414-453-1061.

## **PAYMENT AND FEES**

Financial commitment must be on record in the parish office. For St. Sebastian parish members, this consists of a 5% of family income pledge in the form of a pledge card. Non-parishioners pay a tuition cost, as identified by the parish Finance Council. The actual cost of education may vary year-to-year, so all parents are to refer to the tuition guidelines set forth by St. Sebastian School for the exact tuition

amount each year. The payments for this financial commitment must be current and on schedule. See *St. Sebastian School Fees* form for more specifics for further information.

School Fees: School Fees must be either paid for, or a plan in place for payment. School program fees must be paid. These include registration, playground, Home & School dues and any others as indicated.

St. Sebastian Parish School is funded on the concept and practice of a tithing pledge. All parishioners are asked to pledge 5% of their income to the parish. Enrollment in the day school is just one of the many benefits and services available. As always, the parish has been ready to assist any family who would find the pledging at 5% to be prohibitive. Should special circumstances affect the real possibility of a 5% commitment for an individual family, those situations can be resolved through a request to the Director of Administrative Services through the parish office.

Prior to re-enrolling at St. Sebastian for the following school year, the following conditions must be met:

- All school fees for this year must be paid up to date.
- Parish families are expected to have their Financial Stewardship Commitment cards on file in the Parish Office and file a Commitment card every December.
- Instead of the parish commitment card, non-parishioner families must complete a financial commitment form.
- The tuition program expense fee(s) per child (payable to St. Sebastian School) must accompany the registration packet. Post-dating your check (up to 30 days) is acceptable. If other arrangements are necessary, please contact the Principal to discuss it.

## **FINANCIAL AID**

Financial aid is available through the Milwaukee Parental Choice Program (MPCP). Eligibility for MPCP is based on living in the city of Milwaukee and having a family income below a MPCP-established amount. Financial aid may also be available through the Wisconsin School Choice Program for students living outside of the city of Milwaukee. Call or stop in the school office for exact limitations, deadlines and further information. Forms are available upon request.

## **FAILURE TO PAY**

In cases when families fall behind in payments to the school, PAL or parish, a statement will be sent to the family informing them of the deficit. It is the responsibility of the family to keep track of all balances owed the church, school or PAL. The parish Business Manager may work with families to establish a payment plan. Student records may be withheld in cases of deficiency of payment if a family is not a participant of either Choice programs. Serious delays may force the school to end services to the student.

If a balance remains at the end of the school year, the student records for that school year will be placed on financial hold. The student will not be assigned to the next grade level and/or the records will not be forwarded to a new school.

## **FINANCIAL SUMMARY**

St. Sebastian School is very important to our parish, but our school families must contribute their fair share to the operation of the school. Please make this a high priority.

If financial problems do arise, contact either the school principal or Director of Finance (414-453-1061). Arrangements can be worked out with cooperation and teamwork.

## **MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP) & WISCONSIN SCHOOL CHOICE PROGRAM (WSCP)**

The Milwaukee and Wisconsin School Choice Programs are government-sponsored programs.

Interested participants must reside in the city of Milwaukee (if MSCP) and a surrounding area of Milwaukee within the State of Wisconsin (if WSCP), have a family income not exceeding a certain financial guideline, and qualify based on a series of eligibility questions. Choice pays all program tuition and school fees. See the Principal for details.

## **PERSONNEL**

### **STAFF STANDARDS AND CERTIFICATIONS**

Administrators and teachers at St. Sebastian School are expected to have achieved the following personnel standards or have a written, approved study plan for attaining these standards on file.

- Successful completion of a Safeguarding course, including a Background Check.
- Appropriate State of Wisconsin certification.
- Six semester credits in academic courses every five years or a State of Wisconsin approved Professional Development Plan.
- Appropriate religious education certification as assigned by the Archdiocese of Milwaukee Through to Sustaining the Mission program.

## **RECESS**

All students are expected to remain within the playground boundaries during recess times. During recess, the playground is supervised by staff members and/or parent volunteers.

## **RELIGIOUS EDUCATION**

### **RELIGIOUS EDUCATION CURRICULUM**

Religious education classes are a vital component to the education of the students at St. Sebastian School. All students are expected to participate in religion classes. Exceptions and alternate study plans can be arranged with the principal.

All students attend one weekday Mass with their fellow students (Wednesdays). Teachers and staff plan the Masses with student participation. Parents, families and parishioners are always invited and welcome to celebrate with us.

Students and their families are encouraged to attend the church of their choice for weekend services. St. Sebastian School students and families are encouraged to participate in the parish Faith Formation programs, including sacramental preparation. School and family working together can provide our students with a sound religious and moral foundation.

## **PRAYER AND LITURGY**

Prayer is an essential part of faith development and integral to all we do. We begin and end each day with an all-school prayer, as well as incorporate throughout the day. Further, we celebrate all-school Masses each Wednesday at 8:15am. The children assist in the planning of and participation in these liturgical celebrations. We encourage families and friends to attend our weekly liturgies. Families who participate in the Milwaukee or Wisconsin Parental Choice Programs have the option to opt out of Religion classes and/or services and will need to notify School Administration of this request.

## **SACRAMENTS**

Students and/or families interested in learning more about receiving a Sacrament should contact the Parish Office. Specific instances may include preparation for Baptism, First Eucharist, and/or First Reconciliation.

## **STUDENT SAFETY**

Student safety is the number one priority at St. Sebastian Catholic School. Students, staff, families, and all guests are expected to follow safety protocols and measures in place. See Addendum for further school safety information.

## **EMERGENCIES**

### **EMERGENCY CLOSINGS**

If the Wauwatosa or Milwaukee Public School Districts close due to inclement weather, St. Sebastian School will also be closed. The radio and/or TV is the official notice. The school office will not be open on "snow days." We will do our best to send out a school closed e-mail or post the closing on our school voice mail, but that may not always be possible. Please note: St. Sebastian School will not be listed by name unless there is some unique emergency, other than the weather, that would necessitate the cancellation of classes for the day.

In matters of a potential "cold day", St. Sebastian School will consult with area schools (including MPS, Wauwatosa, and Archdiocesan Schools) and communicate the decision to our school families whether we will be open or closed. As always, parents must use their discretion in these situations and make the final decision on whether your children will attend school that day.

## **EMERGENCY PROCEDURES**

Evacuation (or) Fire drills: The school has an established procedure to provide a quick and safe evacuation of the building. These drills are practiced throughout the school year.

Shelter-in-Place (or) Tornado/Severe Weather drill: The school has an indoor emergency shelter procedure that is practiced during the school year by students and staff.

Lock-Down (and) Lock-Out drills: The school has a variety of established procedures based on situations to provide either lock-downs or a quick and safe evacuation of the building. These drills are practiced throughout the school year.

\* SEE ALSO ADDENDUM C: FAMILY CRISIS and EMERGENCY HANDBOOK

## **SCHOOL COUNSELOR**

St. Sebastian School employs a school counselor to assist staff, students and school families. Our school counselor provides many services including conducting classroom activities, working with individual or groups of students, teacher in-services, and parent consultations or home visits. Referrals may be received from students for themselves, parents, teachers or administrators. The counselor will, at times, convene small groups of students or work one-on-one with a student to address relationship issues that arise at school. This is done to allow the counselor to assist students in providing helpful feedback to one another and to give students guided practice in Christian relationship building. If multiple sessions are needed with a student, parents will be contacted.

Appointments with the counselor are made in consultation with teachers or administration, and care is taken to minimize intrusion on instruction time. The counselor may be reached at school, or messages will be taken by the school secretary.

## **ST. COLETTA DAY SCHOOL**

St. Sebastian School leases two classrooms to St. Coletta School, a school for students with cognitive disabilities. Student capacity is 24 students, ages 8-18. St. Coletta School currently occupies room #101 and room #1. From time-to-time, St. Coletta students mainstream with St. Sebastian students in subjects like physical education, music or science.

For more information on St. Coletta, call 453-1850.

## **STUDENT RECORDS**

St. Sebastian School has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social and intellectual aspects of the student's development.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

According to Wisconsin Statute 118.125, student records consist of:

- "Pupil records" - All records relating to students
- "Behavioral records" - Evaluations, tests, and written statements pertaining to student behavior.
- "Progress records" - Grades, courses taken, attendance, extra-curricular activities, etc.
- "Pupil physical health records" - Basic health information, immunization records, emergency medical card, medication logs, results of routine screenings and other health information.
- "Directory data" - Pupil's name, address, telephone and similar information.

All reports, tests and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records.

St. Sebastian will follow State and Archdiocesan guidelines governing the collection, maintenance, administration and dissemination of student records with utmost care and responsibility.

### **STUDENT SUPPORT**

If your child has a diagnosed special need that may affect learning, such as ADHD, a learning disability, sensory processing disorder, speech/language impairment, occupational therapy, or other need, please complete the Special Needs Form found in the parent packet or obtained from the school office. Please also meet with your child's teacher to share information that will help your child succeed. Parents, teachers, and administrators will work together to try to best support the child's needs.

If your child does not have a diagnosed special need but you have a concern about your child's needs at school, such as physical, social, emotional, or learning needs, please communicate your concerns with your child's teacher. You may also contact the Director of Student Support Services, who may coordinate strategies, interventions, or evaluation to help support the student's needs at school.

### **VISITORS**

**All visitors to the school must report to the school office immediately upon arrival to sign in and receive a visitor's badge to wear when in the school building.** All guests are to sign out and return the badge when they depart. Visits to the classroom must be scheduled by appointment.

### **VOLUNTEERS**

St. Sebastian School invites and welcomes volunteers of all talents and skills to work with our students. Volunteers fill a valued role in the development of our children. In accordance with state law and the Archdiocese of Milwaukee "Safeguarding All God's Family" program, volunteers are subject to a background criminal records check and Safeguarding training. This is done as safety insurance for our students. Volunteers will be asked to provide information and consent to a background check and complete a three-hour Safeguarding training course number prior to volunteer service. Complete details can be obtained from the Business Manager in the parish office at 414-453-1061.

## **WEATHER (See also SAFETY/EMERGENCY CLOSINGS)**

### **RECESS POLICY**

When the temperature or the wind chill is below 0, the students will be indoors for recess. School staff will check the temperature 15 minutes prior to recess (both a.m. and lunchtime) to determine if the students will be inside or outside. Always dress your child appropriate for the weather, as it is the goal to have students receive fresh air and be outside when possible. Label and send appropriate winter gear as needed.

### **ADDENDUMS (Attached)**

**ADDENDUM A: UNIFORM & DRESS CODE POLICIES**

**ADDENDUM B: ST. SEBASTIAN SCHOOL CODE OF CONDUCT**

**ADDENDUM C: MUTUAL SUPPORT AND UNDERSTANDING**

**ADDENDUM D: FAMILY CRISIS and EMERGENCY HANDBOOK**

**ADDENDUM E: TECHNOLOGY POLICY**

# ST. SEBASTIAN SCHOOL CODE OF CONDUCT

- Students will be dressed in proper uniform at all times.
- Students will arrive and depart school at the designated times.
- Students will walk quietly in hallways.
- Students will keep their hands, feet and objects to themselves at all times.
- Students will be kind and respectful in their words (e.g., no swearing, no threats).
- Students will be kind and respectful in their actions (e.g., no physical violence, no threats).
- Students will listen when others are talking.
- Students will follow directions and classroom rules.
- Students will work quietly, not disturb others, and foster a conducive learning environment.
- Students will show respect for school and personal property (e.g., no vandalism, no stealing).
- Students will work and play in a safe manner.
- Students will never possess drugs or alcohol.
- Students will never possess weapons or any object deemed potentially harmful to others.
- Students will not engage in harassing, hazing or bullying behaviors.
- Students will not engage in inappropriate use of school computers.
- Students will not use electronic communication devices during school hours without explicit permission from a staff member.
- Students will not engage in severe, illegal, or inappropriate conduct that endangers the safety of another.
- Students will not engage in any actions that have the potential to cause harm to St. Sebastian, its staff, or any member of the school community.
- Student will only engage in any action that does not embody Catholic teaching.

MUTUAL UNDERSTANDING OF SUPPORT BETWEEN SCHOOL and HOME  
IN DIRECT BENEFIT TO THE STUDENTS OF SAINT SEBASTIAN CATHOLIC SCHOOL:

St. Sebastian Catholic Parish and School recognizes that parents are the primary educators of children in faith, academics, and life. To share in this fundamental responsibility, St. Sebastian Parish established St. Sebastian Catholic School in 1913 and continues to support school families as one of the primary ministries of the church. The financial realities and volunteer needs are great, but with a full commitment from our resolute community, members give of time, talent, and treasure to aid in providing the necessary support and foundation upon which our school exists and our students thrive under our mission:

*St. Sebastian Catholic School community actively engages with students in developing a solid faith foundation, pursuing academic excellence, and building community. Together we nurture and inspire our richly diverse student body to grow and persevere as critical thinkers, problem-solvers, and peacemakers, utilizing their unique gifts to love God and serve others.*

**By your acknowledgement, we mutually understand that:**

St. Sebastian School provides a high-quality educational experience for our students' spiritual and academic development, firmly rooted in sacred Scripture and the teachings of the Catholic Church. Therefore, education and formation in the Catholic faith is central to the curriculum and mission of the school. We believe that all parties must support this centrality by the active practice of faith in your homes; particularly so we may serve as effective models and partners in promoting our students' spiritual development and lived reality of faith. Families participating in the Choice programs are exempt from this expectation, though strongly encouraged.

In choosing St. Sebastian Catholic School, we recognize this is an educational institution where the needs of the children are prioritized through the cooperation of school families and staff. We recognize that on-going communication and active participation between home and school builds this spirit of cooperation. Furthermore, we affirm our adherence to school policies, established by school administration and endorsed by the School Committee. I/We understand that the policies and procedures contained within the School Handbook are a necessary means of fostering standards of excellence so that all children may learn, grow, and excel.

In choosing St. Sebastian Catholic School, we recognize and acknowledge that volunteers are essential to the success of the mission of the school, to the range of educational experiences and opportunities our students receive, and that as parents we must engage in these efforts.

To that end, giving of one's time and talent through a variety of options is not a mandate, but rather, an expectation of what it means to belong to this community and advance the school's mission. We recognize that in order to ensure the operation of a school rooted in high standards and fiscal responsibilities that benefit our students, the financial obligations of families enrolled must be met in a timely manner.

(over)

Please review the following criteria of what it means to have a shared and vested interest, as well as fully engaged commitment to the quality of the educational experience your child - and all of our school children - receive as students of St. Sebastian Catholic School:

**Please initial your acknowledgement of the following expectations as partners in education:**

- \_\_\_\_\_ We agree to adhere to the policies outlined in the St. Sebastian School Handbook & Policy Manual.
- \_\_\_\_\_ I agree to actively participate in my child's educational experience, allowing for his/her growth and autonomy as a learner, while engaged in how to best provide appropriate developmental support.
- \_\_\_\_\_ I agree to prioritize my child's school attendance, including arriving and picking up on-time.
- \_\_\_\_\_ I agree to attend the All Parent Meetings, traditionally held twice per year.
- \_\_\_\_\_ I agree to attend my child's Parent-Teacher conferences as an active participant in his/her progress.
- \_\_\_\_\_ I receive the school's Newsletter, read it, and keep in communication with school information.
- \_\_\_\_\_ If interested in volunteering, I agree to take (or have taken) an Archdiocesan Safeguarding class and pursue a background check through the parish, enabling me to volunteer in my children's educational experiences and community life at St. Sebastian Catholic School.
- \_\_\_\_\_ I agree to take a positive, proactive approach with my child's teacher(s) if I have any questions or concerns regarding my child.
- \_\_\_\_\_ I agree to instill in my child and foster in our family a respect for all others in the community, modeling how to manage relationships through positive, Christ-centered approaches and interactions.
- \_\_\_\_\_ I agree to look for ways to consider volunteering my time and talent in the life of the school community.
- \_\_\_\_\_ I agree to pay all applicable financial balances by the final day of the school year, including any tuition payments and/or educational fees, services from the PAL program, lunch fees, and miscellaneous fees due. If I am experiencing financial hardship and cannot pay in full for any services rendered, I will communicate and work out a plan with the school as necessary.

# FAMILY CRISIS / EMERGENCY HANDBOOK

## Introduction

This handbook was developed to prepare St. Sebastian School administration, staff, parents, and students by providing a general plan for reacting in crisis or emergency situations. Crisis and emergency situations happen suddenly and frequently without warning. The best preparation for them is to be prepared to make the decisions necessary to ensure that students and staff are safe and properly protected.

Awareness and planning will help to insure the best possible school environment for everyone.

## General Procedures

The following procedures are common to all emergencies.

1. Make sure that all students and staff are safe.
2. Get the specific facts - Who, What, Where, When, Why, and How.
3. Contact office or administration immediately.
4. If necessary, contact the police, fire department, or other emergency agencies.
5. Administration will decide emergency procedures and notices such as closing the school or dealing with the media.

A crisis is defined as a significant event, whether emotional or physical, which impacts persons within the school's community to an extent that the normal school routine becomes affected. These may include, but are not limited to the following:

- A medical emergency
- Crisis relating to a death or suicide
- Terminal illness of student or family member
- Natural disaster
- Serious injury or accident
- Presence of unauthorized person(s) in the building
- Threats including bomb or violence
- Building Crisis such as fire

St. Sebastian School has developed plans to deal with the following emergency circumstances:

- Emergency Care for Injury or Severe Illness
- Evacuation / Fire Emergency
- Tornado Emergency
- Emergency Response Procedures – Lockdown & Evacuation
  - Examples include intruders in the school, threat from a person outside the school, or emergency within the school
- Death of a Family Member, Classmate, Teacher
- Suicide

In each circumstance, family notification is a priority as soon as safety is assured and information is gathered. Additionally, a Crisis Management Team has been created. Members include:

### **St. Sebastian School Crisis Management Team**

- Principal: Ms. Heather Grams
- Pastor or Designate: Fr. Peter Patrick
- Dean of Students: Mrs. Melinda Runnoe
- Director of Student Support: Mrs. Amy Shambarger
- Secretary(s): Mrs. Patricia Fredericks & Mrs. Jen Sveda
- Grade or Department Teacher Representatives
  - Grade K-2
  - Grade 3-5
  - Grade 6-8
  - Specials
- Maintenance Supervisor: Mr. Bryan Kirkpatrick
- PAL Director: Mr. Frank Maloney
- St. Coletta Day School Director: Mr. Bill Koehn

In the event of a crisis, the Crisis Management Team (CMT) will direct the school's reaction to the crisis, assure school safety, and determine the immediate communication needs.

### **STAGING AREA**

Situations may occur where an evacuation may take place. Various staging areas have been created to assure staff and student safety. Emphasis should be placed on student safety, silence, alertness and rapid movement. A class roster will always be taken to monitor attendance.

Staging Areas include:

1. Sidewalk on 54th Street. Used during a minor fire or emergency.
2. Mount Olive School on Washington Blvd. Used when total evacuation is needed.
3. Neeskara School on 54th Street. Used when distant evacuation is needed.
4. Mount Olive School on Washington Blvd will be used as a **parent collection area** as needed.

If parents are contacted about collecting children after an emergency evacuation takes place, one of the above staging areas will be noted as the pick-up location. Parents must check-out their child with the supervising adult, usually the teacher. Students may not leave unless checked out for dismissal.

## St. Sebastian School Technology Policy

### Policy for the use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. St. Sebastian School provides computing and network resources for the use of students, employees, and others affiliated with the school. The equipment, software, and network capacities provided through school computer services are and remain the property of the school. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using email capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- The transmission of copyrighted materials without the written permission of the author or creator through school email or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of email or other computer messages that are sexually explicit constitute harassment, which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.

- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping email messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.

### ***Computers and Telecommunications - Acceptable Use***

Access to the school's/parish's email and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School/parish users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email or computer address to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via email.
- The school/parish reserves the right to access email to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to law enforcement authorities.
- Any information contained on the school's/parish's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school/parish.

No iPods, cell phones, stereo, or electronic equipment are allowed out during school hours and used during school hours or school-sponsored events, unless a staff member has given explicit permission. Staff members will confiscate electronic items and turn them into the office. Parents must come in and retrieve these items. A second offense will result in the electronic device being confiscated until June. In addition, electronic equipment may be checked by school personnel for text messages, photographs, videos or the like and offensive or illegal issues will be reported to the appropriate authorities. This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

# St. Sebastian School

## Student Network Responsibility

### Internet Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent's permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers of students in elementary and middle school classes will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with informational sources such as television, telephones, movies, radio and other potentially offensive media.

### The following are not permitted:

Using obscene language  
Violating copyright laws  
Using others' passwords  
Intentionally wasting limited resources

Sending or displaying offensive messages or pictures  
Harassing, insulting or attacking others  
Damaging computers, computer systems or computer networks  
Trespassing in others' folders, work or files  
Employing the network for commercial purposes

Depending upon the violation, one or more of the following sanctions may be invoked:

- Loss of access to equipment
- Additional disciplinary action.
- Notification to law enforcement agencies.
- This agreement also applies to student's personal devices on school property or at school events.