

# ST. SEBASTIAN'S SCHOOL

## 2025-2026

### TABLE OF CONTENTS

<b>Introduction</b>	<b>2</b>
<b>I. Honor System</b> Drugs & Alcohol, Insubordination, School Property and Grounds, Thievery, Public Behavior.	<b>2</b>
<b>II. Specific Rules And Guidelines</b> Manners, Improper Conduct, Hazing & Bullying, Attendance, Dress Code, Library, Food & Beverages, Automobiles, Smoking, Cell Phones & Electronic Devices, Trips, Acceptable Use Policy For Technology Resources, Lockers & Cubbies, Athletic Equipment, Mass.	<b>3</b>
<b>III. Discipline</b> Detention, Jug, In-Service Day, Suspension, Dismissal, Disciplinary Committee.	<b>6</b>
<b>IV. Parent Information</b> Parent Partnership, Publicity, Health, Accidents/Emergencies, Messages for Students.	<b>7</b>
<b>V. Academic Requirements And Policies</b> Graduation Requirements, Grading, Standards of Academic Achievement, Public Speaking, Work Program, Community Service, Extra Help, Head of School's Study, Advising.	<b>8</b>
<b>VI. Bullying Policy And Hazing Statute</b>	<b>11</b>
<b>VII. Acceptable Use Policy For Technology Resources</b>	<b>13</b>
<b>VIII. Independent School League Information</b>	<b>15</b>
<b>IX. Schedules</b>	<b>16</b>
<b>X. 2025-2026 Theme</b>	<b>17</b>

## Introduction

### Mission

*A Catholic independent school, St. Sebastian's seeks to engage young men in the pursuit of truth through faith and reason. By embracing Gospel values in an inclusive, nurturing community and by inspiring intellectual excellence in a structured liberal arts curriculum, St. Sebastian's strives to empower students for success in college and in life. The ideal St. Sebastian's graduate will be a moral and just person, a gentleman of courage, honor, and wisdom, a life-long learner who continues to grow in his capacity to know, to love, and to serve God and neighbor.*

Inasmuch as respect for oneself and for others typifies the relationship among all members of the St. Sebastian's community, the following guidelines and policies have been established. Their purpose is to guide each student in his daily conduct. Faithfulness to the rules will ensure the harmonious exercise of the rights and privileges that all enjoy as members of the St. Sebastian's family.

The St. Sebastian's student is expected to adhere to that code of behavior which is derived from the philosophy and objectives of the School which are appended to this handbook.

### Head of School's Discretion

*It is impossible to list rules for all possible situations. In the absence of a stated rule, we expect each student to conduct himself with good judgment, good taste, and the high moral sense that reflects his home and school training. In both disciplinary and academic matters, the Head of School reserves the right to require the withdrawal of any student whose general conduct he considers detrimental to the welfare of the School.*

## I. Honor System

St. Sebastian's School operates on the premise that a person's honor is sacred. A student is thus expected to be a man of honor, and the School places great emphasis on the development of this basic aspect of his character. In order to reinforce the School's commitment to the Honor Code, students will pledge and sign on their assessments: "I pledge my sacred honor that I have neither given nor received aid on this assessment." To represent as one's own something that is not is considered a most serious offense at St. Sebastian's. Acceptable use of AI will be communicated by individual teachers. Any unauthorized use of AI to complete class work or assessments is a breach of the Honor Code. Any form of cheating or plagiarism will be dealt with severely, even to the point of dismissal.

Truthfulness in all matters is the cornerstone of the St. Sebastian's Honor System, particularly when offenses are voluntarily acknowledged. In any question or situation which the School considers "a matter of honor", a student who comes forward and tells the truth will always be given special consideration. Clearly, truthfulness will enhance his stature with faculty and fellow students alike. Some matters are considered primarily disciplinary and constitute grounds for immediate dismissal. These are:

### 1. Drugs and Alcoholic Beverages

The illegal possession, use or distribution of drugs, including marijuana, at any time, constitutes grounds for immediate dismissal. The possession or use of alcoholic beverages on school property or at school functions, wherever held, is strictly prohibited and warrants dismissal. This includes functions at other schools, both athletic and social.

### 2. Insubordination

Any overt sign of disrespect or disobedience to faculty or staff at St. Sebastian's School, including the use of profane or obscene language, will result in serious disciplinary action even to the point of dismissal

from the School. Taking and/or sharing photos or videos of faculty or staff without their consent is forbidden and constitutes insubordination.

The Honor System at St. Sebastian's extends to respect for others as well as to one's self-esteem. For that reason, it encompasses three other areas besides the academic and general behavioral guidelines. These are:

**1. School Property and Grounds**

The deliberate destruction and defacing of School property is not only a most serious breach of School discipline but also a violation of the School's Honor System in that it shows an obvious disregard for the rights and dignity of the members who comprise the St. Sebastian's family. It requires the expenditure of everyone's tuition money or voluntary contributions to repair and replace that which has been vandalized. Respect for the rights of others is an integral part of the development of one's honor.

**2. Faculty Spaces**

Faculty spaces and property on campus are off limits to students. Clearly marked faculty spaces are off-limits to students, and no student has the right to a teacher's classroom or classroom materials without permission.

**3. Personal Property/Theft**

Every human being has the right to acquire and own property. The only guarantee for the protection of one's possessions is the respect for that ownership on the part of others. To violate that respect and right by using others' property without permission or by stealing is an act of dishonor contrary to the School's stated code of behavior and will be dealt with accordingly, even to the point of dismissal.

**4. Public Behavior**

Student behavior in public, especially at other schools, reflects upon St. Sebastian's. Misbehavior which hurts the School will be regarded as a serious disciplinary matter. Postings on social networking websites are considered to be public. Students should understand the possible consequences before posting a comment on any website.

**II. Specific Rules And Guidelines**

**A. Manners**

Good manners are expected to characterize the St. Sebastian's student. Manners are sacramental in nature because they are outward signs of interior attitudes. Thus, courtesy is a distinctive characteristic of students in a good school. Conversely, a poor attitude is normally portrayed by bad manners.

The proper form of address to a faculty member, or any adult, at all times is with a "Mr.," "Mrs.," "Ms.," "Dr.," or "Coach." Assisting visitors to the School, holding doors for fellow students, etc., are all forms of common courtesy.

Good table manners are expected in the dining hall. Each student is not only expected, but required, to clean up after himself. Running, yelling, littering, etc. are considered to represent poor manners and will be dealt with accordingly.

The dining hall and student lounge, besides being places for lunch and refreshments, are also places where good human relations can be formed and developed. Therefore, each student is expected to practice the rules of good manners which he observes in his own home. The use of these areas may be relaxed, pleasant, and convivial if each student observes good table manners, leaves the tables and surrounding areas clean and orderly, replaces his chair, and empties his tray.

## **B. Improper Conduct**

The order of the day is love God, work hard, and take good care of one another. Clearly, there is no place for verbal, physical, or sexual abuse of any kind. Fighting, hazing (see section C below), bullying, etc. are considered severe disciplinary infractions and will be met with appropriate consequences. Students who observe such behavior, aid or encourage it, or do not attempt to stop it are considered as guilty as the involved students themselves.

## **C. Bullying & Hazing - see section VI (pg. 11)**

## **D. Attendance**

All students are expected to be present every school day for the entire school year. Absence due to illness must be called in by a parent or guardian before 9:00 a.m. (781-247-0200). These students will not be permitted to participate in extracurricular activities that day.

Absence from school in excess of 15 days without a written excuse from the student's attending physician will be cause for that student to repeat the school year in order to receive credit for the year from St. Sebastian's and to remain at the School for the following year.

Permission for a student to be absent for any reason other than sickness should be sought by his parents from the Dean of Students. A written note from a parent or guardian must be presented to the Dean of Students before 7:45 a.m. for early dismissal due to unforeseen emergencies. Permission of a truly extraordinary nature will be decided by the Head of School. Permissions are never granted directly to the student.

Permission of this nature, including "college days", be they early dismissal or late arrival will be counted as days absent and permission to participate in after school activities of any kind on that day must be obtained from the Dean of Students or the Head of School.

The School reserves the right to decide what constitutes a valid excuse for absence as well as to deny credit for work missed during unexcused absences.

## **E. Tardiness**

The School will not tolerate chronic tardiness. Detention for repeated tardiness will be served on the day of the offense. Tardy students must report to the front office to receive a class admittance slip before proceeding to class or any other function. A parent must call in to explain tardiness exceeding 30 minutes from the start of the school day by 8:30 a.m. Any unexcused tardiness may result in students' exclusion from extracurricular activities that day.

## **F. Attendance at Class**

The "cutting" of classes is strictly forbidden and merits serious discipline during which the student will be responsible for all class work but will be denied the opportunity of any make-up testing. All students report by 7:45 a.m. Classes end on Monday, Tuesday, and Thursday at 2:30 p.m.; on Wednesday and Friday at 1:45 p.m. Students are not allowed to leave campus during the academic day unless a parent/guardian has called to dismiss them.

## **G. Dress**

The School insists on an acceptable, neat, and gentlemanly appearance in the matter of proper dress. A blazer with a tucked-in button-down dress shirt and tie must be worn. Dress slacks or khaki pants with a belt are required. Jeans, sweats, and joggers are not permitted. Suitable footwear (with laces tied and socks) is also required. Footwear should also adhere to the standard of gentlemanly appearance. For every school meeting, assembly, and chapel, students must wear blazers, which they can then place in their lockers for the class

portion of the day. Students should have their names clearly written in their blazers. The only acceptable cover up of a shirt and tie during the school day is a quarter-zip or a sweater – no flannels, jackets, or sweatshirts allowed.

#### **H. Library & Computer Rooms**

The general school guidelines and policies concerning student behavior apply to the Library and Computer Rooms. In addition, there are specific rules which govern student access and behavior while in the Library or Computer Rooms, as well as the borrowing, care, and use of materials. Please remember: food and beverages are not permitted in the Library or Computer Rooms. Please refer to the School's Acceptable Use Policy for additional information (pg. 13).

To achieve its role in the School, the Library needs to maintain an atmosphere conducive to quiet study and research. Students who violate these guidelines will lose the privilege of using the Library.

#### **I. Food & Beverages**

No food or beverage of any kind may be removed from the dining hall, student lounge or gym lobby area either before, during, or after school. Food or beverages are never allowed in the gym, locker rooms, classrooms, or library. Water only is permitted in the classroom, but only with the permission of the teacher. Students are not permitted to order food from an outside vendor during the school day.

#### **J. Automobiles**

Students may bring their automobiles to school, but parking is limited to the hockey rink parking lot for all except seniors who may park along the peace garden in the main lot. Very moderate speeds are to be observed when approaching, and after arriving on, school property. Permission to bring a car to school will be revoked in the case of excessive speed, dangerous driving, or loud noise (radios, etc.). Every student-driven automobile on campus must be registered with the Dean of Students. The use of an automobile during the class day for any purpose is strictly forbidden and is considered to be a serious disciplinary infraction.

Students are not permitted to go to their cars during the school day. Students are also not permitted to “hang out” in the parking lot at any time.

Complaints from neighbors for speeding or reckless driving by students will be referred to the Needham Police, and permission for use of a car will be revoked.

Students are not permitted to park in the lot adjoining the gymnasium at any time, nor are they permitted to drive into the Administration-gym entrance for any reason. This includes those participating in athletic events and practices. The mode of travel on campus is walking. Students must leave their cars in front of the hockey rink after school whether school is in session or not.

#### **K. Vaporizers**

Use or possession of a vaporizer is not permitted. Students found with a vaporizer or with someone using a vaporizer will be subject to disciplinary action.

#### **L. Nicotine**

The use of tobacco/nicotine in any form including pouches, cigarettes, cigars, dip, chewing tobacco, or vaporizers is not permitted at St. Sebastian's.

#### **M. Cell Phones & Electronic Devices**

Cell phones are not to be used during the school day. With the exception of a designated area in front of the main office, students using their cell phones during the day will have them confiscated and turned in to the Dean of Students. Parents should not try to call or text their sons during the day. Messages can be left for students by contacting the main office.

#### **N. Trips**

School rules apply on field trips and at other off-campus, school sponsored functions.

#### **O. Acceptable Use Policy For Technology Resources - see section VII (pg. 13)**

#### **P. Lockers & Cubbies**

Each student is assigned a locker at the beginning of the school year. Students should use their lockers for books, clothes, and other valuables. Cubbies are to be used for backpacks when entering the library, chapel, or Ward Hall. Students should not place items in the cubbies that belong in their lockers. The cubbies should be cleaned out at the end of each day.

#### **Q. Athletic Equipment**

Sports equipment should be left in the gym or rink locker rooms each morning prior to the start of school. Equipment should not be left in the stairwells or by the elevator.

#### **R. Mass**

The Holy Sacrifice of the Mass is offered daily in the School Chapel at 7:15 a.m., and the opportunity for private confession is also available at this time.

### **III. Discipline**

#### **A. Detention**

Failure to follow the Student Guidelines may result in a 45-minute detention, which will be served the same day. Repeated detentions may result in increased disciplinary action.

#### **B. Jug**

Repeated detentions or more serious offenses warrant a three-hour “Jug” during which the student will be required to perform service for the School.

#### **C. In-Service Day**

Very serious or repeated acts of misconduct will require the student to serve an In-Service Day. During an in-service day, students will meet with members of the administrative team and will perform service to the School. Students are not permitted to attend classes and may lose credit for tests or quizzes missed during this time. The student is, however, responsible for all work assigned in classes he missed.

#### **D. Suspension**

For serious breaches of the honor code, students will be suspended from school for a period of time. They will miss classes and may not be allowed to make up the work that they missed.

#### **E. Dismissal**

For the most serious offenses, or for habitual misconduct, a student may be asked to withdraw from St. Sebastian's or may, at the discretion of the School administration, be dismissed. In those instances, students will receive academic credit for their courses only up to the date of dismissal.

#### **F. Disciplinary Committee**

This faculty and student committee chaired by the Dean of Students may meet when a student's behavior is such that he risks dismissal from the School. The Dean of Students, two faculty members, and two students will meet with the student in question and his advisor to discuss the offense. After the incident has been discussed, the Dean of Students will excuse the student under consideration and his advisor. The Dean will then facilitate a discussion leading to a consensus recommendation from the two faculty members and the two

students. The Dean, a non-voting member of the Committee, will share the recommendation with the Head of School, who reserves the right to modify or reject the Committee's recommendation.

#### **IV. Parent Information**

##### **A. Parent Partnership**

St. Sebastian's School believes that a positive and constructive working relationship between the School and a student's parents/guardians is essential to the accomplishment of the School's mission. The School accordingly reserves the right not to renew a student's enrollment contract if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its purpose.

##### **B. Publicity**

St. Sebastian's School may use your son's image in School publications, on the website, and in media releases that promote the achievements of our students and the overall image of the School. If you do not wish to have your son's photo used, please contact the Communications Office at 781-449-5200 ext. 151.

##### **C. Health**

The Health Services Office is located across from the main office in the Academic Building. The Director of Health Services is a registered nurse and is available daily for students who need temporary healthcare, first aid, or medication. All medications are dispensed through the health office. Short-term medications require parental permission and a current/dated prescription bottle with the physician's, student's, and medication name, dosage, route, and time of administration. Non-prescription medications are dispensed with parental permission. If your son requires daily medications during school hours, please contact the Director of Health Services.

Every student is required to have a physical exam each year. It is mandatory that health and immunization records be in the student's file. The forms, which can be found on the Magnus Health Portal, must be completed and returned prior to the start of the school year. Parents should inform the Health Services Office of any concerns regarding a student's health throughout the school year.

Please note that while St. Sebastian's requires a yearly physical examination, we do not conduct the health screenings that the State of Massachusetts requires of all public school students. These include vision/hearing and postural screenings. We recommend that you consult your health care provider and/or your local board of health for information about these examinations to ensure that they are carried out for your son.

Students who feel ill during the school day should report to the health office, who will then contact the students' parents/guardians if necessary. Students will not be dismissed for illness without first checking in with the health office.

##### **D. Accidents/Emergencies**

In case of illness or injury to a student, faculty members will take immediate action to ensure the safety of everyone involved. Faculty will follow Emergency Medical Procedures and immediately notify supervisory faculty or staff who in turn will communicate with the family. The School has a thorough Crisis Management Plan that has been reviewed by all faculty and staff.

##### **E. Messages for Students**

Except in emergencies, students should not receive telephone calls during school hours. Messages may be left with the School office (781-449-5200).

## V. Academic Requirements And Policies

### Graduation Requirements

Upon graduation from St. Sebastian's, all students will have completed with passing grades all required courses and all elective studies. In individual cases when circumstance or need warrant it, required course load or years of study may be revised upon approval of the Dean of Studies. Honors Level and Advanced Placement courses are offered in all departments except the Religion Department. The Dean of Studies, in consultation with the faculty, determines whether or not a student qualifies for honors level placement or admission to an A.P. course. For grades 9 through 12, the following are minimum years of study for required courses:

Course	Minimum Years of Study
English	4 years
Religion	4 years
Mathematics - Algebra I, Geometry, Algebra II	3 years
Science - Lab Biology and either Lab Chemistry or Lab Physics	2 years
Languages - First, Second, and Third year of either Latin or Spanish	3 years
Social Studies - Modern European History and U.S. History	2 years
Fine Arts - Music and Studio Art	1 year
Writing - Freshman Writing required for all Freshmen	1 year

One satisfactory public speech is required at each grade level.

Seniors must their required number of hours of community service, attend reflection sessions, and be prepared to speak about their experiences as a requirement for graduation.

### Grading and Recording of Course Achievement

St. Sebastian's employs a letter grading scale for recording a student's achievement in any academic course. Letter grades are recorded on mid-quarter, quarterly, semester, and final grade reports as well as a student's permanent transcript. Teachers have the option of grading class quizzes, tests, and examinations with numerical grades but convert the resulting numerical average to a corresponding letter grade for any summary grade report. The School's letter grading scale appears below with numerical correlations and interpretive comments.

Letter Grades	Indicated Achievement	Numerical Equivalents
A+	Truly Superior; Excellent	100, 99, 98, 97
A	Excellent	96, 95, 94
A-	Approaching Excellent	93, 92, 91, 90
B+	Very Good	89, 88, 87
B	Good	86, 85, 84
B-	Approaching Good	83, 82, 81, 80
C+	Slightly better than average	79, 78, 77
C	Average	76, 75, 74
C-	Slightly less than average	73, 72, 71, 70
D+	Slightly above poor	69, 68, 67
D	Poor	66, 65, 64
D-	Minimally passing	63, 62, 61, 60
F	Failing	59 and below

St. Sebastian's teachers also evaluate students on their effort in each course. Effort grades are assigned on the numerical scale that appears below with the corresponding descriptions of the degree of effort. An Effort Honor Roll is published at the close of each grading quarter, and students who achieve effort honors are recognized at academic awards assemblies along with students who achieve academic honors. Effort grades are also seriously considered in the assessment of students who are on, or are being considered for, academic probationary status.

## Effort Grading Scale

Numerical Grade	Indicated Effort
1	Superior, consistently excellent effort
2	Good, commendable, above average effort
3	Average but not out of the ordinary effort
4	Below average effort which requires improvement
5	Poor and unacceptably low effort

The academic year is divided into four grading quarters and two semesters. Quarterly grades are determined by a student's achievement in quizzes, tests, homework, other assigned work, and class participation. Semester grades are determined by the average of a student's two respective quarterly grades and his semester examination grade which is weighted as 20 percent of the semester grade in grades nine through twelve and 10 percent of the semester grade in grades seven and eight. Final grades in a course are determined by the average of the two semester grades.

Final course grades are recorded on a student's permanent transcript, a copy of which is forwarded to colleges to which a student applies in his senior year or to another secondary school if he were to transfer from St. Sebastian's. Honors courses and Advanced Placement courses are designated as such on the permanent transcript.

A student's total yearly average is the average of his final grades in all of his major academic courses. Each Honors and A.P. course is assigned an additional weight of five numerical points in the computation of the total yearly average and the cumulative average.

A student's cumulative grade point average is the average of his total yearly averages in grades nine through twelve. A student's cumulative average is reported to his colleges of application along with a report of the cumulative average distribution in the student's graduating class. With the exception of determining valedictorian and salutatorian, exact class ranking is not done.

### Grade and Progress Reports to Parents

The School regularly reports to all parents regarding their sons' academic progress at the close of each grading quarter and at mid-quarter in the first quarter. Reports with course averages and teacher comments are made available to parents at these scheduled times. Mid-quarter reports are made available during the second, third and fourth quarter to the parents of students who are experiencing difficulty in any course at mid-quarter.

A teacher may contact parents during any point in the school year to discuss a student's progress if it is of concern. Effective communication between the School and parents is absolutely essential to ensure a student's academic progress. It is very important for parents to carefully read grade reports, teacher comments, and advisor reports. Parents should contact their son's teacher(s) if they have a question or concern regarding their son's performance at any point in the school year. Parents should also be certain to attend the scheduled parent/teacher/advisor conferences during the school year. The School calendar indicates the dates of the conferences.

### Honor Roll

At the close of each quarter, student's grades qualify him for the honor roll on the following basis:

**High Honors** - an average of A- or higher in each course.

**Honors With Distinction** - an average of B or higher in each course.

**Honors** - an average of B- or higher in each course.

Students who achieve effort grades of 1 or 2 in all subjects in a grading quarter qualify for the effort honor roll for that quarter.

Students earning the above distinctions are recognized at school assemblies and their names are published in our online newsletter. Admission to the National Honor Society is based upon qualities beyond scholarship, namely service, leadership, and character.

### **Standards for Academic Achievement**

To receive credit for a course, a student must attain a grade of at least D- as determined solely by the teacher of the course. To remain in good academic standing a student must maintain an overall Grade Point Average of at least 70 and passing grades in at least five courses. This means that while D- remains the passing grade, the student must have a cumulative average of 70 for the year to be eligible to return for the following year. The cumulative average is the sum of all grades divided by the number of courses. The parents of students who fail to achieve good academic standing, as defined by these requirements, are notified by the Dean of Studies on a quarterly basis.

The academic standing of each student is reviewed by the Administration at year-end. Those students who do not achieve good academic standing in their final grades may be asked to withdraw from St. Sebastian's. While the established academic policies will be the norm to which the Administration refers in making a decision regarding a student's enrollment, the Administration will also consider comments of a student's advisor and teachers regarding his potential, effort, behavior, and attitude. In some instances, these comments count more than grades based upon test and quiz averages.

The School reserves the right to place on academic probation or to request the withdrawal of any student whose academic records reflect significant underachievement or lack of potential for academic success in subsequent grade levels. A probationary enrollment or the request of withdrawal of a student may be specified by the School at the close of any grading quarter or semester. In these matters the administration of the School, after consulting with the faculty, is the sole judge of what constitutes significant academic underachievement or lack of potential in a student.

Any student who fails three or more subjects in one year will not be promoted to the next grade and will be asked to withdraw from St. Sebastian's. Repeating a year at St. Sebastian's is at the discretion of the School administration. It occurs only rarely and not for purely academic reasons.

Any student who fails two subjects will be required to attend summer school. After satisfactorily completing remedial summer sessions in these subjects, the student will be promoted to the next grade under academic probation which could result in a request for his withdrawal after the first quarter if there is no evidence of improvement.

Any student who fails one subject will be required to attend summer school in order to return the following year and be promoted to the next grade. Summer school failures may result in withdrawal from the School. Any passing grade in a summer school course will be recorded as a D-.

Any senior who fails any course will be required to remediate the failing grade before his diploma will be awarded.

### **Public Speaking - Chapel Speeches**

Chapel speeches are a daily and challenging feature of student life. Each morning after the chapel service one or more students deliver chapel speeches to their classmates and assembled faculty members. The purpose of the speeches is to provide students with an opportunity to gain experience and skills in public speaking. They may choose topics in the areas of student activities, current events, and moral or religious questions.

It is the responsibility of each student to prepare his chapel speech. After checking to see when he is scheduled to present his speech, a student must choose a topic, make an outline, and draft his presentation. Then, he must meet with the chapel speech moderator to receive instructions about public speaking and to practice his speech.

Grades for chapel speeches will be given on a letter grade basis and will include comments about the effectiveness of the speech in terms of memorization, content, and delivery. Students whose presentations are unsatisfactory will be required to make a new speech and will not be graded above a C. Satisfactory chapel speeches are a requirement for graduation.

### **Community Service**

The Director of Service Programs will present several community service opportunities to students throughout the year. As part of our mission to “take good care of one another”, all students are expected to participate in community service projects and outings.

### **Extra Help**

Any kind of assistance, whether it is of an academic or personal nature, is available to all students before, during, and after school. Teachers are available at 7:45 a.m. and at least until 4:00 p.m. on Monday, Tuesday, and Thursday and at least until 3:00 p.m. on Wednesday and Friday.

Because of coaching responsibilities some teachers may not be available on some days of the week in a given season. In those cases, students should arrange with their teacher an alternate time before school or during lunch periods or study hall. Other available teachers within a department may also be asked for extra help.

### **Headmaster’s Study**

Headmaster’s Study is held after school on most days for students who have failed to complete homework assignments or who have been academically deficient in some way. It is usually held in the Head of School’s conference room.

### **Advising**

The advisor is a designated member of the faculty or Administration who serves as a resource person for information and as a guide to the student in his personal growth and academic development. While meetings with advisors are scheduled regularly, students should also feel free to meet with their advisors at any other time as well. Since the continuing student chooses his advisor, it is very important that he derive maximum benefit from this relationship. All advisors are very willing to set up special parent-teacher conferences if the need arises.

## **VI. Bullying Policy & Hazing Statute**

### **Prohibition Against Bullying and Retaliation**

Bullying in any form, including cyber-bullying, will not be tolerated at St. Sebastian’s and is strictly prohibited:

(a) on school grounds; on property immediately adjacent to school grounds; at school sponsored or school-related activities, functions, or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased, or used by the school; through the use of technology or electronic devices owned, leased, or used by the school; and (b) at locations, activities, functions, or programs that are not school-related through the use of technology or electronic devices not owned, leased, or used by the school if the acts create a hostile school environment for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Moreover, St. Sebastian’s will not tolerate any retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

#### **A. Definitions Under Massachusetts Law**

In this Plan, these terms have the following definitions, as established by Massachusetts law.

An aggressor or perpetrator is a student who engages in bullying, cyber-bullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. Causes physical or emotional harm to the target or damages the target's property;
2. Places the target in reasonable fear of harm to himself or of damage to his property;
3. Creates a hostile environment at school for the target;
4. Infringes on the target's rights at school; or
5. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, blogs and Internet postings.

A hostile environment is one in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

A target or victim is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

## **Hazing**

*According to Massachusetts General Laws Chapter 269, sections 17-19, all secondary schools are required to print and distribute the following:*

### **C. 269, S.17. Crime of Hazing; Definition; Penalty**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.

### **C. 269, S.18. Duty to Report Hazing**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine or not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

### **C. 269, S.19. Hazing Statutes To Be Provided; Statement of Compliance and Discipline Policy Required**

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue

copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report. Added by St.1985, c.536; amended by St.1987, c.665.

## **VII. Acceptable Use Policy For Technology Resources**

In order for a student to use the St. Sebastian's School technology resources, he and his parents/guardians must read and agree to abide by the following guidelines.

**Guidelines for Use:** The technology resources at St. Sebastian's School consist of workstation computers, server computers, and an internal network (LAN) that connects most of these computers and, in turn, is connected to the global Internet. The School provides these resources to further its educational mission and expects students to use them for that purpose. When used inappropriately, at best, these resources are wasted and, at worst, students can put themselves in contact with offensive material and/or dangerous individuals. Providing a sufficient number of computers for students to have adequate access means that the School cannot completely monitor students' activities. Filtering software on the Internet connection provides some level of protection; however, no filtering software is completely effective. It is ultimately the responsibility of students to use the technology resources appropriately. The guidelines which follow are intended to educate students on what constitutes appropriate use of technology and provide some examples of what constitutes inappropriate behavior - whether it be frivolous, immoral, or dangerous. The School reserves the right to make the determination as to whether a student's use of technology violates these guidelines and to take disciplinary action, including removing a student's ability to use the computers. The student:

1. will take full responsibility for his actions and will use St. Sebastian's School's computers and Internet access for educational purposes only.
2. realizes that the use of the computer system and Internet is a privilege, not a right and accepts that inappropriate behavior may lead to disciplinary action and loss of privileges, including disabling of his account.

3. will follow all rules and regulations related to the use of technology and will follow the directions of faculty members and staff.
4. will keep his school computer account password confidential and will not allow anyone else to use it. If he becomes aware of another person using his account, he will immediately report this so that the password can be changed.
5. realizes that all technology resources are the property of St. Sebastian's School and that all files stored on, or transmitted through, the School's equipment are subject to inspection and/or deletion, will obtain permission from the system administrator prior to using personal computers (including laptops, PDA's, etc.) on school property, and realize that the use of such equipment is regulated by the policies specified herein.
6. realizes that when he uses the Internet he is entering a global community and his actions reflect on the School as a whole. He will behave in an ethical and legal manner.

*The parents/guardians release St. Sebastian's School from any liability or damages that may result from the student's use of the computer system and/or Internet connection.*

**Acceptable Use:** The technology resources at St. Sebastian's School are only to be used for educational purposes. Examples of some acceptable uses include classroom work, assignments, college admissions, and approved extra-curricular activities (yearbook, drama club, student council, etc.).

**Unacceptable Use:** Since it is impossible to list all of the unacceptable uses of the School's technology, the School reserves the right to determine if a student's activities are acceptable. Listed below are some examples of unacceptable use:

1. Supplying personal information such as your, or any other person's, address, telephone number, parent's work address/telephone number, credit card information, or the name and location of the School without permission.
2. Tampering or attempting to tamper with the configuration or security settings on School technology resources.
3. Gaining access or attempting to gain access to computers or data which you are not authorized to access.
4. Running, storing, transmitting, or downloading applications or files (i.e., games, music, video, or images) unrelated to educational purposes.
5. Violating copyright rules for the distribution and use of software and information.
6. Using School technology resources in any manner that would constitute plagiarism.
7. Creating, loading, transmitting, or storing of damaging or annoying software such as viruses, worms, trojan horses, etc.
8. Interfering with network access or performance.
9. Damaging any data belonging to someone else.
10. Transferring or storing inappropriate or illegal materials (as determined by the School).
11. Entering chat rooms or using personal email.
12. Sending unwanted or mass emails (i.e. spamming).
13. Using School technology resources for financial or personal gain.
14. Harassing, insulting, or abusing others.
15. Demonstrating, facilitating, encouraging, or participating in unacceptable activity.

Failure to abide by the above stated policy and rules will result in disciplinary action. All Student Guidelines requirements listed in this booklet apply to computer use. It should be noted that if a student loses his account access, he will be unable to use School technology resources to complete class assignments in addition to other disciplinary action.

## **VIII. Independent School League**

The Independent School League (ISL) is a group of 16 highly competitive day and boarding schools in the Greater Boston area. All member schools embrace a longstanding commitment to the exclusive use of need-based financial aid. As a result, there are no athletic or other merit-based scholarships.

### **Independent School League Creed**

Striving Together through Athletic Competition to Achieve the Highest Degree of Integrity, Sportsmanship, Fair Play, and Mutual Respect in Preparation for Good Citizenship and Leadership in Society.

### **Member Schools**

Belmont Hill School  
Buckingham Browne & Nichols School  
Brooks School  
The Governor's Academy  
Groton School  
Lawrence Academy  
Middlesex School  
Milton Academy  
Noble & Greenough School  
Rivers School  
Roxbury Latin School  
St. George's School  
St. Mark's School  
St. Sebastian's School  
Tabor Academy  
Thayer Academy

### **Guidelines for Appropriate Conduct at Athletic Events**

#### ***By Players:***

Players shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made. Players must never forget that they represent their school.

#### ***By Spectators:***

ISL schools do not tolerate any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches or other spectators. Nor will they permit any type of spectator behavior that detracts from the proper conduct of the game or disadvantages a player or team.

**IX. SCHEDULES**

NORMAL DAILY SCHEDULE		SCHEDULE A (M, Tu, Th)	
7:45 - 8:30	J period	7:45 - 8:45	Assembly
8:30 - 9:15	Period 1	8:45 - 9:10	J period
9:15 - 10:00	Period 2	9:10 - 9:50	Period 1
10:00 - 10:45	Period 3	9:50 - 10:30	Period 2
10:45 - 11:30	Period 4	10:30 - 11:10	Period 3
11:30 - 12:15	Period 5	11:10 - 11:50	Period 4
12:15 - 1:00	Period 6	11:50 - 12:30	Period 5
1:00 - 1:45	Period 7	12:30 - 1:10	Period 6
1:45 - 2:30	Period 8	1:10 - 1:50	Period 7
Period 8 meets on M, Tu, Th only		1:50 - 2:30	Period 8
SCHEDULE B (Wed, Fri)		SCHEDULE C (M, Tu, Th)	
7:45 - 8:40	Assembly	7:45 - 8:25	J Period
8:40 - 9:05	J Period	8:25 - 9:05	Period 1
9:05 - 9:45	Period 1	9:05 - 9:45	Period 2
9:45 - 10:25	Period 2	9:45 - 10:25	Period 3
10:25 - 11:05	Period 3	10:25 - 11:05	Period 4
11:05 - 11:45	Period 4	11:05 - 11:45	Period 5
11:45 - 12:25	Period 5	11:45 - 12:25	Period 6
12:25 - 1:05	Period 6	12:25 - 1:05	Period 7
1:05 - 1:45	Period 7	1:05 - 1:45	Period 8
		1:45 - 2:30	Assembly
SCHEDULE D (Wed, Fri)		SCHEDULE E (M, Tu, Th)	
7:45 - 8:25	J Period	7:30 - 8:50	Faculty Mtg.
8:25 - 9:05	Period 1	9:00 - 9:25	J Period
9:05 - 9:45	Period 2	9:25 - 10:05	Period 1
9:45 - 10:25	Period 3	10:05 - 10:45	Period 2
10:25 - 11:05	Period 4	10:45 - 11:25	Period 3
11:05 - 11:45	Period 5	11:25 - 12:05	Period 4
11:45 - 12:25	Period 6	12:05 - 12:45	Period 5
12:25 - 1:05	Period 7	12:45 - 1:25	Period 6
1:05 - 1:45	Assembly	1:25 - 2:05	Period 7
		2:05 - 2:45	Period 8

## “MISSION”

“Our mission will not be to argue ideologies or events of the past but to elicit a plan for the future.”

— *Maureen Dunn – The Search for Canasta 404.*

“Then I heard the voice of the Lord saying, ‘Whom shall I send? And who will go for us?’ And I said, ‘Here am I. Send me!’”

— *Isaiah 6:8 (NIV)*

“It was not you who chose me, but I who chose you and appointed you to go and bear fruit that will remain.”

— *John 15:16*

“God has created me to do Him some definite service. He has committed some work to me which He has not committed to another.”

— *St. John Henry Newman*

“Plans are nothing; planning is everything.”

— *General Dwight D. Eisenhower*

"Life is a mission, not a career. A career is a profession, a mission is a cause."

— *Sean Covey*

“A small body of determined spirits fired by an unquenchable faith in their mission can alter the course of history.”

— *Mahatma Gandhi*

“What I try to tell young people is that if you come together with a mission, and it’s grounded with love and a sense of community, you can make the impossible possible.”

— *John Lewis*