



**St. Eugene School**  
Guiding hearts, growing minds

Parent and Student Handbook  
2011-2012 School Year

**The Archdiocese of Milwaukee has awarded  
Exemplary Recognition to Saint Eugene School  
for providing excellence in  
Mission, Community, and Climate.**

Saint Eugene School respects the dignity of each child. Neither race, nor nationality, nor any other form of discrimination shall prevent a child from being accepted in this Catholic School. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of the educational programs.

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## **Our Mission and Values**

Saint Eugene School is a ministry of Saint Eugene Parish and a part of the Archdiocese of Milwaukee.

### **St. Eugene School Mission Statement**

Within a Catholic community, St. Eugene School helps children grow in faith, character, and service, builds a foundation of academic excellence, and promotes the development of the whole child.

### **St. Eugene School Values**

- Be your best self.
- Be kind and respectful.
- Do the right thing.
- Learn from your experiences.

### **St. Eugene Parish Mission Statement**

St. Eugene Congregation is a Roman Catholic parish serving God's people through worship, education, evangelization, and activities. Our goal is to live out our faith through stewardship of our time, talent, and treasure.

### **Archdiocesan Mission Statement for Schools**

Schools in the Archdiocese of Milwaukee are committed to educational excellence, to student diversity and to the fostering of a Catholic culture of faith, service and personal responsibility, all in the name of Jesus.

## Saint Eugene School Parent and Student Handbook, 2011-2012 School Year

### Contact Information

#### Saint Eugene Parish:

Office hours: Monday – Friday 8:30 am - 12:00 pm and 1:00 pm – 4:30 pm

Web site: [www.steugenecongregation.org](http://www.steugenecongregation.org)

Fax: (414) 918-1111

#### Saint Eugene School

Office hours: Monday – Friday 7:30 am – 3:30 pm (when school is in session)

Web site: [www.steugeneschool.com](http://www.steugeneschool.com)

Fax: (414) 918-1122

### **Parish Staff**

Pastor	Rev. Jerry Herda	(414) 918-1108	herdaj@archmil.org
Associate Pastor	Rev. Paul Fliss	(414) 918-1114	flissp@archmil.org
Associate Pastor	Rev. Joseph Shimek	(414) 918-1109	shimekj@archmil.org
Pastoral Associate-Pastoral Care	Mrs. Monica Cardenas	(414) 918-1105	cardenasm@archmil.org
Pastoral Associate-Education/Formation	Ms. Colleen Hutt		
Director of Music & Liturgy	Mr. William Lieven	(414) 918-1104	lievenw@archmil.org
Principal	Ms. Rebecca Jones	(414) 918-1121	jonesreb@archmil.org
Director of Administrative Services	Mr. Doug Byers	(414) 918-1110	byersd@archmil.org
Youth Minister	Mrs. Rita Capriolo	(414) 918-1131	capriolor@archmil.org
Child Minister	Ms. Jeanette Lambrecht	(414) 918-1132	lambrechtj@archmil.org
Coordinator of Parish Stewardship/Office Manager	Mrs. Kathleen Neidert	(414) 918-1103	neidertk@archmil.org

### **Parish Support Staff**

Parish Secretary		(414) 918-1102	sainteugene@archmil.org
School Secretaries	Mrs. Margy Slattery Mrs. Lynne Wolfe	(414) 918-1120	slatterym@archmil.org wolfel@archmil.org
Lifelong Faith Formation Secretary	Mrs. Lindsee Ollman	(414) 918-1130	ollmanl@archmil.org
Custodian	Mr. Gene Elflein	(414) 918-1128	
Janitor	Mrs. Chris Grohall	(414) 918-1128	
Janitor	Mr. Tracy Stettler	(414) 918-1128	

### **Saint Eugene School Administrative Personnel**

Principal	Ms. Rebecca Jones	(414) 918-1121	jonesreb@archmil.org
School Secretaries	Mrs. Margy Slattery Mrs. Lynne Wolfe	(414) 918-1120	slatterym@archmil.org wolfel@archmil.org

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### Faculty & Staff List

Position	Faculty/Staff Member	Telephone	Email
K3	Mrs. Kari Nau	918-1169	nauk@archmil.org
K4	Mrs. Vicki O'Neill	918-1140	oneillv@archmil.org
K5	Mrs. Suzanne Veseth	918-1141	veseths@archmil.org
1	Mrs. Cathy Bartkowski Mrs. Loretta Gilbeck	918-1142	bartkowskib@archmil.org gilbeckl@archmil.org
2	Mrs. Debi Logman	918-1143	logmand@archmil.org
3	Mr. Joseph Mirasola	918-1146	mirasolaj@archmil.org
4	Ms. Toni Robaczek	918-1150	robaczeka@archmil.org
5	Mrs. Ann McCabe	918-1147	mccabea@archmil.org
6	Mr. Jim Roche	918-1148	rochej@archmil.org
7	Mrs. Mary Jane Tulley	918-1149	tulleymj@archmil.org
8	Mrs. Karen Prendergast	918-1151	prendergastk@archmil.org
Art	Mrs. Allene Ricker	918-1156	rickera@archmil.org
Computers	Mrs. Sharon Webster	918-1153	websters@archmil.org
Guidance	Mrs. Mary Buenz	918-1158	buenzm@archmil.org
Learning Resource Center	Mrs. Pamela Price	918-1154	pricep@archmil.org
Library	Mrs. Martha Boyle	918-1152	boylem@archmil.org
Middle School Math	Mrs. Suzanne Riesen	918-1145	riesens@archmil.org
Music	Ms. Jann Schmedeman	918-1157	schmedemanj@archmil.org
Physical Education	Mr. Chris Winge	918-1155	wingec@archmil.org
Spanish (grades 1-4)	Mrs. Rosalba Rodriguez	918-1144	romeror@archmil.org
Spanish (Grades 5-8)	Ms. Lucy Franco	918-1144	franco@archmil.org
Extended Care Director	Mrs. Brenda Kozinski	918-1168	kozinskib@archmil.org
Instructional Aides	Mrs. Ann Pencak Mrs. Marge Wachs Ms. Andrea Eisner		pencaka@archmil.org wachsm@archmil.org eisnera@archmil.org

### Other Important Contacts

Band	Mr. Gayle Murphy, 262-241-4495
Taher Foods Inc.	Ms. Lori MacGregor, Taher Foods Inc., 351-6595 Ms. Nancy Roessler, Cafeteria, 918-1166 (please do not call between 11:00 a.m. and noon)
Riteway Bus	414-438-5400, Ext. 0

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### Saint Eugene School Board Members, 2011-12

Sally LaRosa	352-9073	President
Beth Rouse	228-0644	Vice President Member, Public Relations Committee
Christine Candela Vopal	228-0809	Secretary Member, Planning & Policy Committee
Daniel Gabler	228-7611	Parish Council Liaison
David Denton	228-6535	Chair, Public Relations Committee
Joe Zancanaro	352-8711	Chair, Finance Committee
Peggy Reilly-Stebnicki	687-6899	Chair, Planning & Policy Committee
Jeannie Fenceroy	247-1301	Member, Public Relations Committee
John Laubach	540-6912	Member, Finance Committee
Christine Melloch	247-9039	Liaison, Home & School Association
Rebecca Jones	918-1121	Principal
Fr. Jerry Herda	918-1108	Pastor

### Saint Eugene Home and School Association Officers, 2011-12

Christyn Miezin	262-994-0730	President
Catherine Gould	540-2262	Vice-President
Melissa Freeman	247-4909	Secretary
Jackie Murphy Kristin Aussem	352-6746 228-0669	Co-Treasurers
Christine Melloch	247-9039	School Board Liaison

## **General Information**

### **Academic Achievement Policy**

#### **Grades K-3**

In grades K-3, academic achievement is determined primarily by progress in Religion, Mathematics, Reading, Language Arts, Science, and Social Studies. If, in evaluating the academic progress of any student, the teacher and principal do not see positive proof of sufficient academic growth for the year, the school will require retention.

#### **Grades 4-8**

In grades 4-8, student advancement or retention is determined by an overall accumulated grade point average from the areas of Religion, Reading, English, Science, Mathematics, and Social Studies. The classes for Music, Computer, Art, Foreign Language, and Physical Education are also weighed into this average based on how many times per week the class meets. For advancement into the next grade the accumulated grade average must be a D+ or above (1.33 on a 4 point scale). The school will retain students with a grade average below a D+.

### **Accreditation and Certification**

Saint Eugene School participates in the School Planning Accreditation program of the Archdiocese of Milwaukee as part of our ongoing evaluation process. Saint Eugene School is also recognized as a member of the Wisconsin Nonpublic School Accrediting Association. Our most recent accreditation visit was during the 2008-09 school year.

Saint Eugene School is staffed with professional teachers who are certified by the Wisconsin Department of Public Instruction and by the Archdiocese of Milwaukee in Religious Education.

**In addition to accreditation, the Archdiocese of Milwaukee has awarded Exemplary Recognition to Saint Eugene School for providing excellence in Mission, Community, and Climate.**

### **Asbestos Status**

Saint Eugene School is currently up-to-date and monitored regarding asbestos. The parish has retained Schauer & Associates for professional consultation and any necessary removal. Any parent wishing to obtain explicit information may contact Schauer and Associates with a written request at 3808 W. Elm, Milwaukee, WI 53209.

### **Attendance**

Regular attendance at school is essential for positive school progress.

#### **Tardiness**

A student is tardy if not present in the classroom at the time set for the opening of school. All tardy students must report to the office.

Parents are encouraged to ensure that their students arrive at school in time for the 8:00 a.m. first bell. This enables students to have sufficient time to ready themselves for the start of the school day with prayer and announcements at 8:10 a.m.

#### **Absence**

Parents are required to call the school office, at (414) 918-1120, on each day of the student's absence. This is to be done by 9:00 a.m. It is important to know where your child is – please call! Excessive absence or tardiness may lead to detention or other action.

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### **Returning After An Illness**

When a student returns to school after an illness, it is assumed that the student will be able to participate in regularly scheduled activities and classes. If there are any limitations, a note specifying the exceptions must be provided.

Students are responsible for making up assignments that were missed due to absence. This should be done as promptly as possible, and this amount of time is not to exceed the total time of the absence without receiving teacher permission.

### **Home Study During Illness**

If a student is going to be absent for several days, but would be able to do home study, a parent may contact the school office early in the day and request that assignments be prepared. The work may be picked up from the office at the end of the school day.

If middle school students are absent, it is generally more effective for them to speak to teachers when they return in order to have assignments explained to them. However, we are willing to prepare assignments if a student has been absent for two days or more.

### **Early Dismissal**

No child may leave the school premises during the school day without the written authorization of a parent or guardian. Please send a dated note to the school office specifying the time and reason for early dismissal, indicating who will be picking up your child. That person is responsible for meeting the student in the school office and for following sign-out procedures.

### **Students are not to leave the school building unattended.**

When returning a child to school after an appointment, parents are asked to come to the school office to sign their child in.

Parents are encouraged to schedule appointments outside of school hours.

### **Family Vacations**

Scheduling family vacations when school is in session is highly discouraged. Extended absences disrupt the learning process for most students. When an extended absence from school is due to a family vacation, teachers are not required to prepare homework in advance. Specific arrangements must be made with each individual teacher. Students will be given a reasonable length of time to complete all assignments when they return.

## **Birthdays**

Although it is not required, many students choose to bring in a treat for their birthday (or half-birthday, if their birthday falls during the summer). If you will be sending a birthday treat with your child, please keep it simple – something that the student can distribute himself or herself, something that takes only a few minutes to eat, something that does not need to be refrigerated. Keeping it simple will help minimize classroom disruption. So please think in terms of cookies or cupcakes rather than ice cream or pizza. Also, please keep in mind any food allergies that other students in the class may have. No treats with nuts are allowed in the classrooms.

Also, please do not distribute birthday party invitations through the school unless you are inviting the whole class.

## **Child Abuse**

Saint Eugene School and the Archdiocese of Milwaukee are committed to creating a safe environment for all our children. In accordance with Archdiocesan policy and with the U.S. Catholic Bishops' *Charter for the Protection of Children and Young People*, all parish employees and all volunteers who have regular contact with children are required to attend a Safe Environment Education session. In addition, criminal

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background checks will be conducted on all employees and all volunteers who have regular contact with children.

All school and parish employees shall immediately report cases of suspected child abuse or neglect to the appropriate authority/agency as provided by Wisconsin Statute 48.981.

### **Communication between School and Parent**

#### **Classroom Telephones**

Each teacher has a telephone number with voice mail to facilitate communication with parents. Parents should feel comfortable calling during the day without worrying about disrupting class – the phones will not ring in the classroom, but will go directly to voice mail. Parents who would like to communicate with a teacher should leave voice mail directly with the teacher, with the expectation that teachers will check their voice mail after the end of the school day. Do not call teachers with messages that must be retrieved before the end of the school day (“My child should not ride the bus home today”). For those messages, it is still necessary to call the office.

#### **Teacher Email Addresses**

All teachers and staff have school email addresses that parents can use. Teachers and staff are asked to check these email accounts every morning. Some check them more often.

#### **The Thursday Folder**

The Thursday Folder facilitates communication between the school office, classroom teacher, and home. Each week the Thursday Folder materials will be posted on the school website ([www.steugeneschool.com](http://www.steugeneschool.com)). The materials are password protected, and each family is issued a unique user name and password. We will send a reminder email each week when the Thursday folder materials are available. It is essential that all families visit the website each week to access those materials.

There will still be some materials that will come home in print form (for example, a brochure from the Nicolet recreation department). In addition, families may request to receive the Thursday folder materials each week in print form rather than electronic form.

#### **The Weekly Newsletter: “Go for the Gold”**

“Go for the Gold” is a weekly Home and School Association-sponsored newsletter designed to consolidate the school’s weekly information, events, dates to remember, etc., into one publication.

If you have any news you would like included in “Go for the Gold”, please submit it through e-mail by Tuesday at noon, for Thursday’s publication. The School Principal will approve all submissions. The e-mail address for “Go For The Gold” submissions is: [steugeneoffice@archmil.org](mailto:steugeneoffice@archmil.org).

#### **Teacher Conferences**

Conferences are scheduled two times per year for parents to meet individually with teachers. All families are expected to meet with teachers at the first set of conferences in November. The second conference in late February is encouraged, but optional.

If you wish to confer with your child’s teacher at any other time, please contact the teacher for an appointment.

#### **Child Custody and School Communication**

Saint Eugene School respects the right of each parent if there are separate domiciles for the student’s parents. Every attempt will be made to communicate with both parents but it is expected that the household in which the child resides will bear the major responsibility to communicate with the other responsible parent.

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### Curriculum Modification

When a student has been identified as having exceptional needs, modified grading policies may apply. To be identified as having exceptional needs, the following will be taken into account:

(a) cognitive and physical characteristics; (b) health history; (c) communication and sensory abilities; (d) social and emotional traits; (e) handicaps; and (f) performance levels, including standardized test results.

With modifications, it is our hope that the individual child can then be mainstreamed back into the stated policy on academic achievement. The Learning Resource teacher, the classroom teacher, parents, and the principal make these determinations collectively. In specific cases, families may be referred to their local public school district for a complete diagnostic evaluation.

### Daily Schedule

Time	Activity
7:45 am – 8:00 am	Bus and Car drop-off
8:00 am	Students begin to enter building
8:10 am	Tardy Bell. Morning prayer, announcements & attendance, classes begin
9:35 – 9:50 am	Recess, grades 1 – 4
11:00 am	Dismissal, AM Kindergarten
11:00 – 11:20	Full day kindergarten, recess followed by lunch from 11:20 to 11:50
11:10 am - 11:30 am	Grades 1-4, lunch followed by recess: 11:30 am to 11:45 pm
11:30 am - 11:50 pm	Grades 5-8, lunch preceded by recess: 11:15 am to 11:30 am
12:45 pm	Mass (Thursdays)
1:30 – 1:45 pm	Recess, grades 1-4
2:55 pm	Classes end
3:00 pm	Dismissal

### Discipline

Students are expected to behave in a Christian manner by being respectful, responsible, and safe. Students will be disciplined for unacceptable behavior. The severity of the discipline is determined by (a) the severity of the misconduct, (b) the age of the student, and (c) the student's history of misconduct.

#### General Expectations

##### Courtesy and Respect

Listen to others.

Address adults as "Mr./Mrs./Ms./Miss \_\_\_\_\_."

Make eye contact and respond appropriately when greeted.

Be appropriately quiet in the hallways.

Listen carefully to teacher instructions – when a teacher is talking to the class, you should not be talking.

Do what the teacher directs you to do, without delaying or arguing.

Do not swear or use inappropriate slang.

##### Responsibility

Tell the truth.

Do your own work.

Bring all books and materials to class.

Do all homework on time and have it with you to turn in.

Take good care of textbooks and other school property.

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### Safety

Show respect for the physical space and safety of others.

Do not hit, push, kick, or grab others.

Do not throw things.

Do not tease or call names.

Be where you are supposed to be.

### **Bus Rules**

The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver endangers all riders. It is imperative that all parents insure that their children understand the following rules:

1. Students are to remain well out of the roadway while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner. Students should always cross in front of the bus with a minimum of 10 feet to insure that they are within the driver's vision. Never cross behind a bus.
3. Students are to remain seated at all times, even when the bus is not in motion.
4. No part of the body should ever be extended outside the bus.
5. Windows are not to be opened without the driver's permission.
6. Aisles are to be kept clear at all times.
7. Nothing should be thrown either in or from the bus.
8. Crowding, pushing, shoving, fighting, etc. are not only unnecessary, but dangerous as well, and are strictly forbidden.
9. Conversations should take place in normal tones of voice. A sudden scream or yell is not acceptable.

Failure to comply with these rules and regulations will result in disciplinary action that may include loss of bus transportation.

### **Playground Rules**

The designated playground area includes the entire east parking lot/blacktop area and the playing field. The creek, flowerbeds, and sidewalk area south of the church are not included in the playing area. The following rules are in effect:

1. Follow the supervisor's directions at all times.
2. Stay in the designated play areas.
3. Acts such as kicking, biting, tripping, pushing, or fighting are never permitted. **Keep Hands, Feet and Objects To Yourself.**
4. Use only appropriate equipment. Appropriate equipment includes items such as four-square balls, jump ropes, playground balls, soccer balls, wiffleballs and bats, sponge balls, etc. Hard footballs, baseballs, softballs, and wooden or aluminum bats are not permitted except at special times. Frisbees are also not permitted.
5. Students may only engage in games that allow them to stay on their feet. No tackling, pushing, or tripping is permitted, and tackle football is not allowed.
6. The playground equipment should never be used in any way that it is not designed for.
  - a. Students are not permitted to walk across the monkey bars.
  - b. Students are not permitted to jump off the top of the equipment.
  - c. No pushing or roughhousing of any kind is allowed.
7. No throwing of objects such as: rocks, pebbles, wood chips, pine cones, etc.
8. Snowball throwing is not permitted.

### **Cafeteria Behavior**

Students who use the cafeteria are expected to wait in line quietly and to be courteous and considerate of others at all times. Students are required to see that the table space and the floor around them is free of papers and crumbs before they leave and to deposit their trays in the proper place. Students should follow the direction of the cafeteria supervisor at all times.

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### Electronic Devices

General Policy: Any electronic music, video, game system, recording or playback equipment (including audio, video, and still photography); cellular telephones or communication device; including but not limited to such brand name items as iPhones, Blackberry, iPods, MP3 players, Palm Pilots, Game Boy systems, Nintendo DS game systems, and Play Station Portable game systems (PSP), compact disc players or radios – **collectively “Electronic Devices” – are strongly discouraged at St. Eugene School.** If they are brought to school, they may not be used or made operable with the power switched on anywhere on the school property between the hours of 7:45 a.m. and 3:10 p.m. Electronic devices must be stored in student lockers or backpacks. **Students are expressly prohibited from possessing electronic devices in the classrooms, lunch room, bathrooms, locker rooms, or during recess. The only exception is for grades 6, 7 & 8 to have and use their school issued iPads in the classrooms.**

Students are expressly prohibited from taking still photographs or video recording on school property at any time without the permission of a school official. Students are expressly prohibited from possessing any laser pointing devices on school property at any time.

Students may only use portable computers, laptops, and similar devices, such as iPad brand portable computers, with the permission of a school official. Students in grades 6, 7 & 8 will be issued an iPad for school and home use. They are expected to follow the specific guidelines for iPads issued the first week of school. Students who have programmable graphing calculators may have game applications on the calculators so long as the student does not play the games during school hours. Students caught playing games on their calculators will have the games deleted from the calculator’s memory and may not re-install the games until after the end of the year.

The rules stated above collectively constitute St. Eugene School’s Electronic Devices Policy. Any student found in violation of this policy will have the electronic device confiscated and will forfeit their right of privacy to the electronic device and is subject to a search of its contents by school officials. A student who violates the Electronic Devices Policy may be subject to a full range of disciplinary action. The return of confiscated electronic devices to the student or the student’s parents/guardian is at the sole discretion of school officials.

Exceptions to this policy are allowed for instructional purposes with teacher permission.

- Approved by the Saint Eugene School Board, 6/2010

### Bullying

Everyone at St. Eugene School is committed to making our school a safe and caring place for all students. Bullying is not consistent with St. Eugene School’s mission or purpose. We will treat each other with respect and will not tolerate bullying behavior in any form at our school.

St. Eugene School defines *bullying behavior* as follows:

*Bullying behavior is unfair and one-sided. It can be verbal or physical, direct or indirect. It happens when someone keeps hurting, frightening, threatening, or intentionally excluding someone.*

SES staff will prevent bullying behavior and help children feel safe by:

- Supervising students in all areas of the school and playground
- Watching for signs of bullying behavior and stopping it when it happens
- Teaching students throughout the grades about respectful behavior, friendship skills, assertiveness, and bullying prevention using an organized, sequential curriculum
- Presenting information to parents about ways they can support respectful relationships among students
- Treating families’ concerns about bullying behavior seriously
- Investigating and reporting all incidents of bullying behavior
- Assigning consequences for bullying behavior based on the school discipline code. Consequences will depend upon student age, the severity of the incident, and how many incidents the student has

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been involved with. Consequences will become progressively more severe, and can include suspension or expulsion.

- Providing immediate consequences for retaliation against students who report bullying behavior

SES students will prevent bullying behavior by:

- Treating each other with respect
- Refusing to engage in bullying behavior with others
- Refusing to let another child engage in bullying behavior against others
- Refusing to encourage a child to engage in bullying behavior against others
- Trying to include everyone in play
- Reporting bullying behavior to an adult. As with all conflict, bullying behavior should be reported promptly and directly to the appropriate teacher: the classroom teacher, the teacher on duty in the lunch room, or the teacher on recess duty, depending upon where the problem occurred

SES parents are encouraged to make our school more safe and caring by doing the following:

- Treating each other with respect
- Modeling respectful behavior for their children
- Working cooperatively with school staff or other parents as needed to resolve problems

*- Approved by the Saint Eugene School Board, 8/2007*

### **Vandalism and Property Damage Policy**

Saint Eugene School may hold parents or guardians responsible for the replacement cost of any materials or property that are lost or damaged through the negligence of their children. Any student found causing deliberate damage to school property will be subject to disciplinary measures that may include restitution, suspension and legal action. This policy is in accordance with Archdiocesan guidelines. (3250, 4/2/90)

*- Approved by the Saint Eugene School Board, 3/12/01*

### **Alcohol, Tobacco and Substance Abuse Policy**

Alcohol and tobacco use by any student is prohibited on school property, school buses and at school sponsored events. Possession, distribution, use of, or being under the influence of alcohol or any intoxicant is prohibited. This also includes the possession of tobacco and drug-related paraphernalia. The use of prescription drugs and other medications must be in accordance with Saint Eugene School rules and policies regarding distribution of medications to students.

Saint Eugene School will discipline any student for violation of school rules and policies prohibiting the possession and use of alcohol, tobacco, drugs, intoxicants and controlled substances, unless the drugs are being used under the supervision of a licensed physician. Disciplinary action may include suspension and possible expulsion. In addition to possible disciplinary action, students found in violation of school rules regarding the use of drugs, intoxicants and controlled substances may be referred to a counseling program. This policy is in accordance with Archdiocesan guidelines. (5131.6, 4/2/90)

*- Approved by the Saint Eugene School Board, 3/12/01.*

### **Weapons and Dangerous Materials Policy**

Weapons, imitation weapons, and dangerous materials of any kind are not permitted on school or parish property, on school buses, or at any school sponsored events. Exceptions to this include weapons under the control of law enforcement personnel, personal property within the residence that is part of the parish rectory, and the use of materials for school-sanctioned and supervised purposes.

Saint Eugene School will investigate, and may discipline, any student suspected of or possessing a weapon, an imitation weapon or any other dangerous material that may be used in such a manner as to cause bodily harm. Any student that uses a weapon or dangerous material with the intent to threaten or harm others on school property or at school sponsored events shall be subject to parent notification, suspension, and the possibility of expulsion and police notification.

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Any student with knowledge of weapons or dangerous material on or intended to be brought on to school property, school buses or at school sponsored events must immediately inform the school principal, a teacher or other responsible adult. Failure to report may result in disciplinary action. Adults that receive information about weapons or dangerous materials must immediately take appropriate action.

- Adopted by the Saint Eugene School Board, 3/12/01

### Emergency Situations

#### Emergency Contacts

Each family is expected to have emergency contact information on file with the school office. In addition, families are expected to have a plan for their children in the event of unexpected early dismissal due to unforeseen circumstances that cause school to close. Students need to be made aware of the plan.

The school will make use of the Home & School Association Parent Phone Chain in such situations to notify each family of the emergency.

Please contact the office if any of your emergency contact information changes during the school year.

#### Severe Weather Policies

Parents should use their discretion in sending children to school in extremely cold or stormy weather. The school will follow the school closing decision of the Nicolet Public School District unless extreme situations require the school to close separately. Parents may check television stations such as WTMJ (channel 4), WITI (channel 6), or WISN (channel 12). You may also check the stations' websites ([www.todaystnj4.com](http://www.todaystnj4.com) or [www.fox6milwaukee.com](http://www.fox6milwaukee.com)). In addition, once we have received notification that Nicolet is closed, we will change the voice mail message of the main school phone (918-1120) to let people know that school will be closed. Feel free to call the school number to check before 7:30 a.m.

If severe weather occurs while school is in session, the procedure is to follow the Nicolet Public School District's decision to remain open or to close school. Please listen to local TV and radio stations – if Nicolet closes early, we will close early. In addition, the Home & School Parent Phone Chain will be implemented.

#### Fire and Tornado Drills

Saint Eugene School complies with state and local regulations regarding safety drills. Fire drills are conducted monthly and tornado drills are conducted annually. Detailed escape plans are posted inside the door of each classroom.

### Enrollment

#### Open Enrollment Period

The re-enrollment process for current Saint Eugene students takes place during the first several weeks of January. Proper completion of re-enrollment forms during this time ensures your child's spot in that class for the following school year. After this time period, non-parish families may enroll their children in open classrooms.

Note that only families in good financial standing may enroll/re-enroll at Saint Eugene School. (For further information, refer to Financial Standing Policy under "Tuition and Finances.")

#### Student Enrollment Priority Policy

Students enrolling at Saint Eugene School will be admitted in the following order of priority:

1. Currently enrolled students in good academic and financial standing with the school.
2. New students with a sibling currently enrolled at Saint Eugene and whose parent or guardian is a registered parishioner of Saint Eugene Congregation.
3. New students of families with a parent or guardian who is a registered parishioner of Saint Eugene Congregation.

## Saint Eugene School Parent and Student Handbook, 2011-2012 School Year

4. New students whose parents or guardians are not registered parishioners.

When necessary, priority will be given to parishioners based upon the length of registration as a Parish member.

Students must be 3 years of age on or before September 1<sup>st</sup>, 2011 to enter the K3 program.

Students must be 4 years of age on or before September 1<sup>st</sup>, 2011 to enter the K4 program at St. Eugene School. Admission for K4 requires the following three forms, which must be received before the start of the school year:

1. Birth Certificate \*Must be received at time of registration
2. Baptismal Certificate \*Must be received before the start of the school year
3. Immunization Records \*Must be received before the start of the school year

*- Revised and Adopted by the Saint Eugene School Board, 12/14/00*

### Waiting List Policy

When a class is full and a waiting list is established, a student may be placed on the waiting list if their parents submit a completed registration form and a \$50 tuition deposit check. The check will be held and will not be deposited unless the student is enrolled. Students do not automatically remain on the waiting list from year to year, but must re-submit a registration form and deposit each year. The check will be returned after the first day of school if a spot in the class has not opened up.

*Adopted by the Saint Eugene School Board, 5/15/06*

### Admission of New Students

Saint Eugene School respects the dignity of the child. Neither race, nationality, nor characteristics commonly associated with discrimination will prevent a child from being accepted. Children of other religions may be accepted for enrollment unless the attendance would cause conflict for the child because of the unique religious philosophy of our educational program. All Non-Catholic students are required to attend Religion classes and to identify with the class when participating at liturgy, but do not receive the sacraments.

All applicants for K4 and K5 will take a developmental screening test prior to admission. In addition, all students have probationary status during the first semester of their attendance at St. Eugene School. Through the screening and the probationary period, the school shall determine whether or not it can meet the needs of the student.

### Change in Enrollment Status

The Saint Eugene School office must be notified as soon as possible when a student is transferring to another school. All student records, psychological testing results, etc. will be released upon notification by the parent or legal guardian.

School policy stipulates students transferring out of St. Eugene School, for reason other than a move out of the area, are not eligible for tuition reimbursement. Students transferring out of St. Eugene School based on a move out of the area are eligible for a prorated tuition refund less 10% of the amount due, to cover costs of books and supplies.

Tuition for students entering St. Eugene School after the beginning of the school year will be pro-rated by quarter.

Any exceptions to the above policy must be approved by the pastor or principal.

*- Revised and Adopted the Saint Eugene School Board, 2/10/03*

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### Student Placement/Split Class Progression Policy

<b>K4 and K5</b>	When enrollment justifies offering two sessions of either K4 or K5, parents/guardians may request a preference for placement into either the morning or afternoon session. School administration will determine final placement of all students based upon parental preference and efforts to balance class size and gender.
<b>Grades 1-8</b>	<p>When multiple classrooms per grade level exist, the principal, in consultation with the teachers, will determine student placement. This decision will be made in the best interest of individual student growth and development, with efforts to maintain a classroom environment of balanced size, gender and ability level.</p> <p><b>Specific requests from parents/guardians will be accepted in writing only and must be received in the school office by May 15.</b></p> <p>Careful consideration will be given to all requests. The final decision for placement rests with the school staff and administration.</p>

- Revised and Adopted by the Saint Eugene School Board, 12/14/00

### Enrollment: Class Size Policy

The maximum optimal number of students who will be admitted at any grade level is determined by factors involving both available physical space and the staff assessment. The Saint Eugene School Board, in consultation with the school principal, makes final approval of the admission of any class of over 26 students for grades 1 – 8 or 20 students for K4/K5 or 15 students for K3. As a committee of the Parish Council, the School Board carries out the directives of the Council in establishing the number of classes at any one grade level. When necessary, a waiting list for a class will be established and students will be accepted in accordance with the school's enrollment priority policy.

- Revised and Adopted by the Saint Eugene School Board, 12/12/01

### Extended Care Program

St. Eugene School offers extended care for St. Eugene students from 7:00 a.m. to 7:45 a.m. and from 3:00 p.m. to 6:00 p.m. Information about this program is available from the Extended Care Director, Brenda Kozinski, at 918-1168.

### Extra-Curricular Activities

#### Guidelines for Participation

A student's primary responsibility is his/her academic excellence. If a student's participation in athletics or other extra-curricular activities is interfering with the student's ability to succeed academically, parents are strongly encouraged to withdraw their son or daughter from participation in that sport or activity.

In addition, the coach or coordinator of a sport or activity has the authority to suspend or terminate a student's participation if the student's behavior during the sport or activity is unsatisfactory.

#### Activity Options

Saint Eugene School students may choose to become involved in a variety of programs and activities that operate outside of school hours under the supervision of teachers and/or parent volunteers. More detailed information about each program is available through the school office. Some of the activity options are:

- ♦ Chess Club
- ♦ MATHCOUNTS
- ♦ Math Olympiads
- ♦ FIRST Lego League
- ♦ Kingdom Kids, Off Broadway Kids (mini musicals for grades 1-5)
- ♦ Middle School Musical
- ♦ Scouting for both boys and girls
- ♦ Athletics: Tuesday Night Slammers T- Ball, K4 – 2

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Shooting Stars Basketball, Boys and Girls, K4 – 4  
Girls League Volleyball, Grades 5 – 8  
Boys and Girls League Basketball, Grades 5 – 8  
Boys and Girls Track and Cross Country, Grades 5 – 8

Note: Both the Scouting and Athletic programs are open to all parish students.

### **Athletic Program**

Athletics can be of value as a supportive element to the total educational process. Athletics should provide:

- a learning experience,
- a positive base for Christian development,
- an understanding of competition, emphasizing sportsmanship and teamwork;
- an opportunity for all participants to develop and share knowledge and skills appropriate to their level.

The Athletic Program is a parish program including students of both school and CYM families with an appointed Athletic Director under the guidance of the parish pastor. Upon entry into the Athletic Program, you will receive a copy of the Athletic Code, which lists all the qualifications you must meet if you intend to participate.

### **Band**

A band program is provided for students in grades 4-8. This program is elective and is provided by an outside contractor, Mr. Gayle Murphy. Parents are encouraged to contact Mr. Murphy directly with questions about the program. Band practice is once a week on Wednesdays – the schedule rotates to various times throughout the day, so that students are not consistently missing the same class. Students are responsible for making up any classwork missed while at band practice.

### **Middle School Musical**

The middle school musical offers students an opportunity to work together for eight weeks to produce a play. Although the musical is an optional activity, all 6<sup>th</sup> through 8<sup>th</sup> grade students are invited to either sign up for stage crew or to try out for an acting role. Everyone is guaranteed a part. This Home & School sponsored event has a participation fee. In addition, parental involvement is needed.

### **Field Trips**

Field trips enrich the instructional program by using community resources, which are related to the class curriculum. Parents will receive field trip permission slips, which must be filled out and signed in advance of the trip. No student will be allowed to attend a field trip without a signed permission slip. Field trip fees will be assessed accordingly. Field trips are not a right, but a privilege. Participation will be denied if academic or behavioral requirements are not met. The teacher will dictate dress attire.

- Adopted by the Saint Eugene School Board, 01/07/02

### **Food Allergies**

St. Eugene School does not guarantee the elimination of all food products that may cause students with severe food allergies to have an allergic reaction. St. Eugene staff will provide reasonable accommodations to assist with the safety of those children.

It is the responsibility of the parent of a student with a severe food allergy to notify the school of the child's allergies. The parent must submit to the school a Food Allergy Action Plan, using a form provided by the school. This action plan will be posted in the health office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, EpiPens must be provided by the parent to the school. One EpiPen will be kept in the health office, and one in the cafeteria (unless the student is in half day kindergarten and does not eat lunch at school). The EpiPen from the health office will be taken along on field trips.

School staff will send a letter of notification to parents of all classmates of a student with a severe food allergy. Students as well will be educated about food allergies and their risks. School staff will have annual training about food allergies and the use of an EpiPen.

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Students with severe allergies in K4-4<sup>th</sup> grade will be assigned to sit at a specific allergen controlled lunch table, unless parents specifically request to allow their child to sit at a general lunch table. In grades 5-8, when students are better able to monitor their surroundings, we will allow students with severe food allergies to sit at the general table with their classmates, unless parents specifically request that their child be assigned to an allergen controlled table.

For all extra-curricular activities, it is the responsibility of the parents of a student with severe allergies to communicate with the supervisors of the extra-curricular activity and to make proper arrangements.

### **Additional policies on Food Allergies**

#### **Classroom Snack Policy**

*All classrooms are peanut/tree nut free zones.* When a student brings a snack to school that is to be eaten in the classroom the snack needs to be free of peanuts or tree nuts. Since students are eating in the classroom and can leave traces of food on desks, pencils, chairs, etc. it is imperative that the classrooms remain peanut/tree nut free.

#### **Birthday Treats**

Students are allowed to bring birthday treats to share with classmates. Parents will be informed of food allergies in their children's class and will be asked to keep their birthday treats free of peanuts or tree nuts. We request birthday treats to be without peanuts/tree nuts so that everyone will be included. If there is any doubt as to whether or not a birthday treat contains peanuts/tree nuts (such as a cake baked in a facility where there are peanuts, tree nuts), the child with the allergy will be allowed to eat a snack from his/her treat box. (Since we cannot ensure the safety of the ingredients or the prevention of cross-contamination in someone's home kitchen, though, parents of children with severe food allergies are asked to send to school a "treat box" to be kept in the classroom.)

#### **Holiday Parties**

Food for holiday parties will be kept to a minimum. Follow the same guidelines for birthday treats when it comes to ingredients. Students with allergies need to be prepared to have their own food.

#### **Curriculum-based or Foreign Language Food Tasting**

Tasting food from other cultures can be an important part of social studies, history or foreign language instruction. For curriculum-based or foreign language food tasting, advanced notification will be given if possible. Students with allergies need to be prepared to have their own food.

- *Revised and Adopted by the Saint Eugene School Board, 1/18/11*

### **Grievance Procedure**

The following grievance procedure is in accordance with Archdiocesan policy. A parental grievance occurs when there is a disagreement between the parent(s) of a student and an employee of the parish/school. Before any formal grievance can be initiated, the parents(s) must meet with the employee with whom there is an issue to see if reconciliation can be made. If a resolution occurs, there is no need to proceed.

An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered waived.

If there is no resolution, the parent(s) can initiate the formal grievance process by providing a written letter to the employee's supervisor no later than ten working days after any informal meetings noted above. The letter must contain the following:

1. The date/time/place of the informal meeting.
2. The name and position of the employee with whom the disagreement exists.
3. Factual information and background regarding the disagreement.
4. Specific recommendations for the resolution of the issue.

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After receipt of the letter, the supervisor will provide the employee five working days to respond and then will schedule a meeting of all parties within ten working days to work through conciliation toward resolution.

If no resolution can be reached, procedures listed in Archdiocesan Policy 1312 (a), and 4135.4 will be followed.

### Grading and Grade Level Expectations

#### Grading Scale

The following grading system is used at Saint Eugene School for grades 4 through 8:

Grade	Performance
A+	<ul style="list-style-type: none"> <li>▪ Excels in work and participation</li> <li>▪ Transfers learning</li> <li>▪ Progresses beyond expectations</li> </ul>
A	
A-	
B+	<ul style="list-style-type: none"> <li>▪ Work is of good quality</li> <li>▪ Understands and applies concepts</li> <li>▪ Active participant, independent</li> </ul>
B	
B-	
C+	<ul style="list-style-type: none"> <li>▪ Work is satisfactory</li> <li>▪ Achieves at grade level with steady progress</li> <li>▪ Can show understanding of concepts</li> </ul>
C	
C-	
D+	<ul style="list-style-type: none"> <li>▪ Work is slightly less than satisfactory</li> <li>▪ Needs to strengthen skills</li> <li>▪ Has little grasp of basic knowledge</li> </ul>
D	
D-	
U	<ul style="list-style-type: none"> <li>▪ Clearly unsatisfactory</li> <li>▪ Failing work of poor quality</li> <li>▪ Exhibits little academic growth</li> </ul>

For students in grades K4 – 3, the following grades are used:

Grade	Performance
S	Secure: Demonstrates a complete understanding and application
P	Progressing: Demonstrates a general understanding
N	Needs Improvement: Demonstrates an inconsistent understanding

Individual teacher's grading policies will address the issue of grading work that is late due to student carelessness. These policies will be reviewed with students and parents at the beginning of the school year.

#### Report Cards & Progress Reports

It is the responsibility of the faculty to communicate student progress to parents. Students shall receive report cards quarterly. Parents will receive their child's first quarter report card prior to the Parent – Teacher conferences in November. When issues exist that may lead to academic retention, the teacher and

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administrator must hold a conference with parents to discuss student progress and reach agreement as to appropriate action. Additional conferences may be scheduled when necessary.

### Honor Roll

The Honor Roll is established in grades 6 through 8. It is based on a student's grade point average, which uses a four point scale, with A = 4.0, B = 3.0, C = 2.0, etc. The core curriculum is weighted equally and the special interest classes are weighted according to how often they meet.

For regular honors in any given quarter, a student must achieve a 3.4 average or better. For High Honors, a student must achieve a 3.8 average or better.

### Incomplete Grades

Students may be assigned an "Incomplete" grade on their report card. All work must be completed by a date designated by the classroom teacher. The "Incomplete" will then be deleted and an appropriate grade assigned for the course. Failure to complete the work within the time requirements will result in a failing grade.

### Online Grades at St. Eugene School

Parents have online access to their children's grades for students in grades 4 – 8. The program used is called Standard Score (formerly called Webgrader). The goal of having grades online is: *to improve academic performance and student responsibility through increased information and accountability.*

Teachers are asked to enter online grades at least once a week. Please note that for some classes that do not meet daily, there may not be a weekly grade to record. Also it may take longer than a week for grades to be posted for long term projects and assignments.

Parents are asked to monitor their child's/children's progress online regularly. Paper copies of Report Cards will be sent home, but there are no longer paper copies of mid-quarter progress reports. Every family is issued a log in and password for Standscore.

## Graduation Requirements

The following requirements must be met in order for an 8<sup>th</sup> grade student to graduate:

1. Achievement of an overall accumulated grade average of D+ or above
2. Completion of all assignments, projects and other requirements
3. Be in good financial standing with the school

If any of the above items have not been met, the student will receive an unsigned diploma at the graduation ceremony. When compliance is achieved, the student will receive a signed diploma from the administrator.

## Health Office and Medical Considerations

The Saint Eugene School Health Office is located within the school office and is staffed by the school secretary and volunteers.

### Medication

Whenever a student must take medication while in school, **the parent must provide a completed Parent/Guardian Medication Consent Form.** No student may keep prescription or non-prescription medicine on their person or in their desk during school hours. No exceptions will be accepted without a written order from the child's doctor.\* The health office will gladly keep any medicine under refrigeration if necessary. Under the law, no school person may dispense any type of medicine unless the drug is sent from home with written instruction.

\* Schools recognize the importance and necessity of students being allowed to carry asthma inhalers. While at school, students in grades K-12 may self-administer certain emergency prescription medications,

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such as inhalers and glucagons, only under the supervision of school staff. An elementary student who carries an inhaler will need to have an Archdiocese of Milwaukee release form completed and on file in the school office. The school is absolved from any responsibility in safeguarding the student's inhaler.

### **Physical Disabilities / Special Medical Needs**

Some students have identified educational and/or medical needs that might require specific accommodations within the school setting on a long or short term basis to maximize the student's academic performance. For example, children with hearing or vision impairments might need to sit near the front of the classroom. In each case, we ask that the parent notify the appropriate school personnel (principal, teachers, health office staff, etc.) and provide information about the student's educational/medical needs and the needed accommodations. For medical conditions such as seizure disorders, diabetes, and severe allergies, it is very important to inform school personnel of symptoms of the conditions and the required medical attention.

If a student has a medical condition that requires specialized treatment (routine or emergency), it is the responsibility of the parent to notify the necessary school personnel and provide information on the condition, training on the treatment for the condition, and any medication or equipment that is required to treat the condition. The parent must provide the Parent/Guardian Medication Consent form for the school Health Office.

### **Illness**

In an effort to ensure everyone's good health and school attendance, here are a few guidelines that should help check the spread of infection among our student and adult population in school.

**Fever:** If a student develops a temperature of 100 or more at school, parents will be called to pick up their child. All children with a fever must stay home from school, even if their fever can be controlled with Tylenol or other fever reducing medication. A child should be free of fever for 24 hours without medication before returning to school. Prior to that, the child is likely to still be contagious.

**Vomiting and Diarrhea:** If a student has vomited or has diarrhea at school, parents will be called to pick up their child. All children with vomiting or diarrhea must stay home from school until they have been symptom free for at least 24 hours. Prior to that, the child is likely to still be contagious.

### **Communicable Diseases**

According to State statute HHS 145.04 to .06, all cases of communicable disease must be reported to the local public health department by the parent. Reports of disease and any related questions should be directed to the:

**North Shore Public Health Department  
(414) 371-2980  
Monday through Friday, 9:00 a.m. until 5:00 p.m.**

Parent notification of a communicable disease will be sent from the school office after verification has been made.

### **Head Lice (Pediculosis Capitis)**

This situation will be handled in accordance with the Saint Eugene School **Pediculosis Capitis (Head Lice), Guidelines and Policy**. Refer to the policy in Appendix B.

### **Immunization Record**

State law requires all students to present written evidence of immunization against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. A student's immunization records must be updated

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each year. The following immunizations are required at this time: DTP/DTaP/DT, Polio, MMR, Varicella, and Hep B.

### Student Immunization Law

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

### School Immunization Requirements – 2010-2011 School Year

Grade/Age	Number of Doses
Pre K (2 years through 4 years)	4 DTP/DTaP/DT                      3 Polio   1 MMR <sup>5</sup> 3 Hep B   1 Var <sup>6</sup>
Grade K <sup>1</sup>	4 DTP/DTaP/DT/Td <sup>1</sup> 4 Polio <sup>4</sup> 2 MMR <sup>5</sup> 3 Hep B   2 Var <sup>6</sup>
Grades 1 through 5	4 DTP/DTaP/DT/Td <sup>2</sup> 4 Polio <sup>4</sup> 2 MMR <sup>5</sup> 3 Hep B   1 Var <sup>6</sup>
Grade 6	4 DTP/DtaP/DT/Td <sup>2</sup> 1 Tdap <sup>3</sup> 4 Polio <sup>4</sup> 2 MMR <sup>5</sup> 3 Hep B   2 Var <sup>6</sup>
Grades 7 through 8	4 DTP/DTaP/DT/Td <sup>2</sup> 4 Polio <sup>4</sup> 2 MMR <sup>5</sup> 3 Hep B   1 Var <sup>6,7</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less 1 before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.
7. Students 13 years of age or older without a prior history of chickenpox disease, or who received their first dose of varicella vaccine at 13 years of age or older, are required to receive 2 doses of varicella vaccine.

### Injury

If a student is seriously injured, parents will be called as soon as possible. In the event that parents cannot be contacted, we will call the designated person on the emergency card. In the case of minor injuries, a judgment will be made as to whether or not the parents should be called. No student is permitted to walk home alone without parental permission.

If emergency medical treatment is deemed necessary, the school will contact the North Shore EMT's through the 911 system. Simultaneously, the parent will be contacted. If the parent is not available, an

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attempt will be made to alert the Emergency Contact and the Family Physician. If in the judgment of the North Shore EMT's the child is in need of emergency room care or hospitalization, the child will be transported to the hospital stipulated by the parent or physician. If a parent cannot be reached and a specific hospital has not been requested, the EMT's will transport the ill or injured child to the closest hospital that is available to receive a patient. This would most likely be either Columbia or St. Mary's Hospital-Ozaukee. In the case of a life-threatening situation, the EMT's will transport to Children's Hospital. If the child requires immediate surgery, the EMT's will transport to Froedtert Memorial Hospital.

### **Emergency Contact Form**

At the beginning of each year, parents must complete an Emergency Contact Form with important information about each child to be used in cases of emergency. These are kept on record in the school health office. This information must be kept up to date. Please inform the school office of any changes that occur throughout the school year.

### **Wellness Policy**

For students to fully participate in the educational process, they must attend school with minds and bodies ready to take advantage of their learning environment. To that end, St. Eugene School has adopted a policy that includes the following ways to promote student wellness.

### **Nutrition Education**

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices.

1. Students will receive nutrition education that is interactive and teaches the knowledge, skills, and attitudes they need to adopt healthy eating behaviors.
2. Nutrition education will be offered in the school lunchroom as well as in the classroom, with coordination between the foodservice staff and teachers.
3. St. Eugene will seek to provide students with consistent nutrition messages throughout the schools, including the classrooms and the cafeterias, and will communicate those same nutrition messages to the students' homes.
4. St. Eugene makes drinking fountains available so that students can get water at meals and throughout the day. St. Eugene also encourages the use of water bottles in the classroom.
5. When using food as a part of class incentive programs or holiday parties, staff and students are encouraged to utilize healthy, nutritious food choices and to emphasize the importance of moderation.

### **Physical Activity**

The primary goals for the school's physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and-long-term benefits of a physically active and healthful lifestyle.

The key elements of the school's physical activity policy are that:

1. Students are given opportunities for physical activity during the school day through physical education (PE) classes and daily recess/free-time.
2. Students are given opportunities for physical activity through a range of before-and/or afterschool programs including, but not limited to, intramurals and interscholastic athletics.
3. St. Eugene School encourages parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

## **Home & School Association**

The Saint Eugene Home and School Association is an active organization whose membership consists entirely of parent and family volunteers and an Executive Board. Home & School provides fundraising, curriculum enhancement and fund raising activities and events that directly benefit our school. The objectives of the Saint Eugene Home and School Association are to:

- Provide for effective communication and cooperation between parents and educators.
- Encourage the maintenance of the high standards of Catholic education at Saint Eugene School.

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- Offer information of particular interest to parents concerning their children’s spiritual and educational needs.
- Meet the interest of our students through well-planned enrichment programs.
- To promote community among St. Eugene School parents and provide opportunities for parental involvement.
- Conduct fundraising projects to financially assist phases of the educational process.

The Home & School Association provides volunteer opportunities and support in the following areas:

- Fundraising
- Friend Raising
- Administrative Support
- Curriculum Enrichment

Information about specific committee functions can be obtained from any of the members of the Home and School executive board. Contact information for the executive board can be found at the beginning of this handbook or in the front of the parent directory.

### Homework

Homework is an assignment to be prepared or completed other than during the regular class time. It is developmental in nature and increases in scope with maturity and capabilities of the student. Homework, properly planned and purposeful in nature, should help the student to:

1. Learn to work independently and become self-reliant
2. Think, plan, organize, and apply
3. Extend proficiency in effective habits and skills
4. Increase knowledge and its use
5. Develop insights and stimulate creativity
6. Adjust to the individual differences among students

The amount of time spent on daily out-of-class study varies depending on the student and on the course load. (For example, an 8<sup>th</sup> grader taking Algebra will need to spend more time studying than a student who is not in Algebra.)

An approximate time guide for a student of average ability is:

Grade	Duration
K, 1	15 – 30 minutes
2, 3	30 – 45 minutes
4, 5	45 – 75 minutes
6, 7, 8	60 – 120 minutes

### Hot Lunch

The school hot lunch program is available for all full-time students through Taher Food Services. Accounting of the hot lunch program is computerized and requires each individual school family to keep a positive balance in their account. Monthly statements that reflect your account balance are sent home through the Thursday Folders. You can also access your school lunch account online at the website [www.wordwareinc.com](http://www.wordwareinc.com). Go to “Family Account Services” and enter your Family Lunch ID and your pin number (last 4 digits of your phone number).

Checks should be made payable to Taher Food Services and sent to school when account balances are low. Please direct any questions to:

**Ms. Lori A. MacGregor, North Shore Consortium (Food Service)**  
**Rosa Freeman, Accounts Payable (Web-Mail Service)**  
**Taher Food Service, (414) 351-6595**

## Saint Eugene School Parent and Student Handbook, 2011-2012 School Year

### Learning Resource Center

The Learning Resource Center provides support services for all students in need of additional instruction in one or more academic areas. Children are given the opportunity to strengthen skills in either a small group or individual learning environment. Parents who feel their child may benefit from extra learning support should contact their child's homeroom teacher or our Learning Resource Center teacher, Pam Price, for more information about the services provided.

### Parent Directory

Each year, Saint Eugene School publishes a Parent Directory that is distributed to all school families. The following information appears in the Parent Directory.

Parent's Last Name(s)  
Father's First Name/Mother's First Name  
Address(es)  
City/State/Zip Code(s)  
Telephone Number(s)  
Email Address(es)  
Student(s) Name(s)/Student(s) Grade(s)

This information will appear in the Parent Directory unless specific notification is given to withhold that information. Please inform the school office by June 15<sup>th</sup> if you want to remove any or all personal information from the Parent Directory. Unless notified, the information will appear in the next school year's distribution of the Parent Directory.

This directory is intended for the sole use of the Saint Eugene School faculty, parents and students. Any other use is strictly prohibited.

### Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it endangers the property, health, or safety of others or disrupts the learning environment, action (suitable for the situation) will be taken. Such action may be of three kinds: Probation, Suspension, or Expulsion.

#### Probation

Probation or "Probationary Status" is a period of time, where specific disciplinary conditions are placed upon a student. This trial period may occur at anytime during the school year. The school administrator is the only person authorized to place a student on probation.

Failure to follow all conditions and expectations during this probationary period will lead to further disciplinary action, and/or affect present/future enrollment at Saint Eugene School.

When a student registers to attend Saint Eugene School, the school administrator may place a probationary status upon this enrollment. Failure to comply could require the child to leave Saint Eugene School.

#### Suspension

A suspension is justified only in unusual circumstances and is normally an in-school suspension. Although the teacher or other school personnel may initiate the action, the Principal is the only person authorized to suspend a student.

- a. Prior to any suspension, the student must be advised of the reason for the proposed suspension.
- b. The parent or guardian of a suspended student will be notified of the suspension and the reasons for such action.
- c. In-school suspension can be directed for varying lengths of time as decided by the school administrator but should not exceed five days. In-school suspension conditions are to be determined by the school principal.

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d. Out-of-school suspension is considered a rarity and is the responsibility of the school 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. The school administrator immediately following a serious disciplinary offense may give out-of-school suspensions. Such a suspension is for investigative purposes.

### Expulsion

A student may be expelled only by procedures satisfactorily verifying that the best interest of the school demands such measures. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others. An extremely serious single offense may also be cause for expulsion.

Students not allowed to return due to failure to meet academic standards are not considered expelled. Expulsion can take place only after an expulsion hearing has been held.

1. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.
2. The expulsion hearing committee is composed of 3-4 people selected by the pastor. One of these committee members needs to chair the meeting, not the pastor. The pastor is present, though, for the entire hearing itself and during the deliberations of the hearing committee.
3. An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.
4. The school is represented by the principal, along with any teachers if appropriate. The school gets up to 30 minutes to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
5. The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
6. Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
7. A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
8. The hearing is ended and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives the pastor a recommendation. The committee may recommend one of three things:
  - a. Expel
  - b. Suggest other disciplinary actions in lieu of expulsion
  - c. Exonerate the student of any wrong doing
9. The pastor can accept the recommendation totally, in part, or reject it altogether. The pastor has final responsibility for the decision to expel or not.
10. The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter.

The student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect. This withdrawal must be done through a written notice signed by the parent.

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

- Archdiocesan Regulations, Revised 05/07/02

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## Religious Instruction

Formation in the Catholic faith is at the heart of our mission at St. Eugene School. We do that through formal instruction in religion class, daily prayer in the classroom, weekly school Masses, student involvement in service projects, and the gentle, steady influence of a caring Christian community.

### Liturgy

The first through eighth grade classes attend weekly Mass together. The K4 and K5 classes participate in the Worship Circle program and occasionally attend Mass. When appropriate, smaller groups (four grades or less) will attend special liturgies or prayer services during the school year.

### Sacramental Programs

Preparation for the sacrament of Reconciliation and the reception of First Eucharist takes place in the second grade. The sacramental preparation programs are for both students in the school and in the Christian Formation program, and are overseen by our child minister, Jeanette Lambrecht.

These programs have four phases:

1. Parent meetings
2. Classroom instruction
3. In-home sessions for parent and child
4. Celebration

The purpose of the parent meetings is to renew the parent's understanding and appreciation of these sacraments and to help them realize their role as the primary religious educators of their children.

## School Board

The school board is a sub-committee of the parish council. It is an advisory board that has responsibilities in four areas:

- Policy Making
- Planning
- Public Relations
- School Finance and Budgeting

The school board is made up of nine people selected from the St. Eugene Community, as well as the following ex-officio members and liaison: the Pastor, Principal, two faculty representatives, and a liaison from the Home and School Association.

Meetings of the school board are open to any school parents, and are listed in the school calendar. In addition, parents are always welcome to contact a school board member with any question or concern. School board contact information can be found at the front of this handbook or in the parent directory.

## Service

Service is an important part of our mission at St. Eugene, and students are involved in school-organized service projects from kindergarten on. As students get older, however, we want them to be even more actively involved in a variety of service activities. Because of this, students in 7<sup>th</sup> and 8<sup>th</sup> grades are expected to engage in service as part of their religion class requirements.

Each student is responsible for completing at least two service experiences each semester. One of those service experiences will be arranged by the school on a designated Service Day, when all 7<sup>th</sup> and 8<sup>th</sup> graders go to agencies such as the Next Door Foundation and Elizabeth Residence to do service work. Each student must also engage in at least one other service experience each semester on their own initiative.

Students will be required to fill out a verification form and will need to write a reflection on the service experience afterward. Students who have not fulfilled the service hour requirement at the end of the semester will receive an incomplete for their religion grade until the requirement is met.

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### Specialty Programs

As part of our mission of promoting the development of the whole child, Saint Eugene School provides a wide range of excellent specialty classes:

- Art (K4 – 8)
- Computers (K4 – 8)
- Library (K4 – 8)
- Music (K4 – 8)
- Physical Education and Health (K4 – 8)
- Spanish (1 – 8)
- Guidance (1 – 8)

### Standardized Testing Programs

Saint Eugene School follows the standardized testing program recommended by the Archdiocese of Milwaukee. The results are recorded in each student's cumulative folder. The Iowa Test of Basic Skills (ITBS) is administered to students in grades 3, 5 and 7. Beginning with the 2009-2010 school year, students in grades K5 through 5 will also participate in the Measures of Academic Progress standardized testing. All test results will be communicated to parents before the end of the school year.

### Student Records

In accordance with Wisconsin Statute 118.125, Saint Eugene School establishes and maintains educational records for each student. A cumulative educational record for each student is kept on file in the school office. These are permanent records which include the following information: cumulative folder, report cards, progress reports, results of standardized tests, results from any psychological tests, and any other appropriate information.

**Parents may review their child's records by appointment only.**

### Transportation

#### Riteway Bus Transportation

Riteway Transportation offers school bus transportation to most students living in the Nicolet School District. Please contact the school office for boundary information.

**Riteway Transportation  
5873 North 55th Street  
Milwaukee, Wisconsin 53218  
(414) 438-5400, Ext. 0**

Please call the company directly with any problems. Please make the school office aware of any extreme or persistent problems with bus service.

### Student Drop-off and Pick-Up Procedures

<b>Time</b>	<b>Event</b>	<b>Location</b>
7:45 am – 8:00 am	Bus & Car Drop Off	East Parking Lot
11:00 am	AM K4/K5 Bus & Car Pick Up	East Parking Lot
3:00 pm	Bus Rider Pick Up	West Parking Lot
3:00 pm	Car Rider Pick Up	East Parking Lot

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For student safety, the following procedures must be adhered to:

**At all times: Use caution, drive SLOWLY, and watch for children!**

**Morning Drop Off Procedures:** *(Please do not drop off on the west parking lot.)*

- Location: **East parking lot**
- Enter the east parking lot at the east entrance.
- Form one line facing west. Stay south of the line of cones.
- Pull forward and drop off children close to the church porch.
- To exit the parking lot, use the west entrance/exit of this parking lot.

**AM K4/K5 Pick Up Procedures (11:00 am):**

- Location: East parking lot
- Enter the east parking lot at the east entrance.
- Form one line facing west along the north side of the parking lot.
- Pull forward one at a time to the church porch.
- To exit the parking lot, use the west entrance/exit of this parking lot.

**End of School Day Car Rider Pick Up Procedures:**

- Location: **East parking lot.** (West parking lot is for bus riders only)
- Enter the east parking lot at the **east entrance.**
- Form two lines facing west near the north side of the parking lot:
  - Parking: Those parents who need to get out of their car to help their children or who want to speak briefly with another parent should park, facing west, just to the right (north) of the blue line. There should still be several feet of room to the north of the parked cars where students can safely walk.
  - “Pull forward, pause, and pick up”: Parents whose children can get into the car quickly and independently should form a line just to the left (south) of the blue line. This line will move frequently – if you get to the front of the “pull forward, pause, and pick up” line and your child is not there to get into your car, please do not sit and wait. It will be necessary for you to pull around again to the east end of the parking lot and rejoin the line.
- Those in the parking line who are ready to leave should put on their signal and wait for an opening to join the “pull forward” line.
- To exit the parking lot, use the west entrance/exit of this parking lot.
- Parents who plan to park for several minutes (to watch their children play on the playground, or to go into the office) should park in the spaces along the south edge of the parking lot.

**Use caution. Watch for student pedestrians in the cross walks on Calumet Road.**

**Complete cooperation is needed for the safety of the students.**

**Please note:** Be sure to send a dated note if your “Go-Home” procedure will differ from your normal routine.

## Tuition and Finances

### Tuition Policy

The actual cost to educate each student at St. Eugene School is approximately \$5,980 per year. This annual cost per pupil includes faculty and staff salaries, pension, insurance benefits, utilities, building maintenance, instructional materials, etc.

While the parish at large shares a continuing responsibility to support the school, the cost of operation at Saint Eugene School rises each year.

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The tuition each family pays helps to defray a portion of the educational costs and represents only a part of your stewardship commitment to Saint Eugene. **All parishioners with children enrolled in Saint Eugene School are expected to support the work of the Church by making an annual stewardship pledge and fulfilling that commitment.** A copy of this pledge and subsequent contributions resides in the rectory. A quarterly letter is mailed to parishioners with a reminder of their pledge and contribution level. The minimum suggested donation is \$10 per week.

To enable the continuing strength and excellence of Saint Eugene School, the following tuition fees have been set for the 2011-2012 school year.

*- Revised and Adopted by the Saint Eugene School Board, 3/9/10*

### Parishioner Tuition Rates

Student Level	Amount
Grade 1-8 or all day K, 1 <sup>st</sup> student	\$ 3,380
Grade 1-8 or all day K, 2 <sup>nd</sup> student	\$ 2,705
Grade 1-8 or all day K, 3 <sup>rd</sup> student	\$ 2,030
Grade 1-8 or all day K, each additional student	\$ 1,690
Half day K4 or K5	\$ 2,165
Half day K4 or K5, 2 <sup>nd</sup> student	\$ 1,730
Half day K4 or K5, 3 <sup>rd</sup> student	\$ 1,300
Half day K4 or K5, each additional student	\$ 1,080

### Non-Parishioner Tuition Rates

Student Level	Amount
Grade 1-8 or all day K	\$ 5,980
Half day K4 or K5	\$ 3,750

### K3 Tuition Rates (Rates are the same for Parishioner and Non-Parishioner)

Student Level	Amount
K3, Half Day M, W, F	\$ 1,300

### Middle School Technology Fee\*

Student Level	Amount
Grades 6, 7, 8	\$ 100

*\*All students in grades 6, 7, 8 will be assessed a \$100.00 technology fee to offset the cost of the One-to-One iPad program.*

### Tuition Payment Plan Policy

The St. Eugene School Tuition Payment Plan is similar to payment programs offered by banks, telephone and utility companies, and major credit cards. Your payments are automatically withdrawn from a regular checking or savings account at your bank or financial institution. No one but you has access to your account and nothing can be withdrawn without your authorization.

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Tuition may be paid in accordance with one of the following payment options:

Option 1	Payment in Full. The payments are automatically withdrawn from your financial institution on August 20 <sup>th</sup> . No service fee.
Option 2	Four payments are made on the 20 <sup>th</sup> of August, October, December and February. The payments are automatically withdrawn from your financial institution. A \$30 fee will be charged for missed payments. There is a \$20 yearly fee for this service.
Option 3	Nine payments are made on the 20 <sup>th</sup> of each month from August through April. The payments are automatically withdrawn from your financial institution. A \$30 fee will be charged for missed payments. There is a \$20 yearly fee for this service.

Registration deposits will be applied against tuition fees. The plan for payment option is elected at the time of registration. More information on the payment plan is available through the school office.

*- Adopted by the Saint Eugene School Board, 2/16/04*

### Financial Aid/Tuition Assistance Policy

To apply for tuition assistance, please contact the school office for the necessary forms.

Requests for financial aid must be submitted on an annual basis.

1. Financial Aid/Tuition Assistance will be extended to parish members only. Parishioner status will be verified with the parish office.
2. Completed request forms for Financial Aid/Tuition Assistance are to be turned in to the school principal no later than May 1<sup>st</sup> for consideration for financial aid for the following school year.
3. The Financial Aid Committee, consisting of the Pastor, Principal, and the two parish Trustees, will meet confidentially to review each request and to determine appropriate amounts of assistance.
4. The Financial Aid Committee will determine the amount of financial aid as limited by the parameters of the budget. Notification of decisions will be communicated in early June.
5. Recipients of financial aid must select a tuition payment plan (Options 1 through 3 as listed above) or request special payment consideration with the parish business manager and the school principal. In accordance with existing policy, all families must be in good financial standing before enrollment.

*- Revised and Adopted by the Saint Eugene School Board, 1/8/01*

### Registration Deposit Policy

A nonrefundable registration deposit is required at the time of registering a student for the following school year.

1. The amount of the tuition deposit is \$50.00 per family.
2. Registration deposits are due upon enrollment for the following school year. All deposits are applied to tuition fees.
3. Registration deposits are nonrefundable, unless a student is not accepted into the academic program or as the school determines in extenuating circumstances.

*- Revised and Adopted by the Saint Eugene School Board, 2/14/00*

### Financial Standing Policy

Current school families must be in good financial standing before enrollment for the following year will be accepted. Families will be considered in good financial standing if all past and current year tuition fees have been paid in full or if tuition payment arrangements have been made, in writing, with the parish business manager and the school principal or parish pastor. Transfer students must be in good financial standing with their previous school before their enrollment at Saint Eugene School will be accepted. If a family who is in good financial standing at the time of re-enrollment misses a tuition payment between re-enrollment and the end of the school year, the family will have a one month grace period to either make the payment or make payment arrangements before their child or children's slot(s) in a class will be opened up for the enrollment of someone who is not a current student.

*- Revised and Adopted by the Saint Eugene School Board, 5/15/06*

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### School Annual Fund – School Endowment Fund

Since the Fall of 1998, the St. Eugene School Annual Fund has been an annual appeal that supports the excellent foundation of instruction and formation at our school. The Annual Fund supports the school budget, and helps to keep tuition affordable and parish subsidy reasonable. The Annual Fund offers donors two areas for their investment. A gift to the Operating Fund helps support the present year’s programs. With a gift to the School Endowment Fund, donors invest in the future financial strength of our school by building investment capital that gives back returns to the school each year.

The School Annual Fund Appeal begins each fall when donor cards and informational materials are mailed to all school families, all parishioners and all alumni (for whom we have addresses!). The appeal runs through June 30<sup>th</sup> of each year. Donations may be made in the form of checks, pledges or shares of stock. If your employer participates, the Matching Gifts Program doubles the amount of your donation.

### Uniform Code

Students are expected to present a neat appearance. To meet this expectation, the students must wear uniforms that comply with the following regulations:

#### Boys & Girls

<b>Shirts &amp; turtlenecks</b> <b>Colors: White, Red</b>	<ul style="list-style-type: none"> <li>▪ Collared</li> <li>▪ Long or short sleeves</li> <li>▪ No logos other than the approved Saint Eugene Logo</li> <li>▪ Turtlenecks may be worn instead of a collared shirt</li> <li>• Shirts and turtlenecks must be kept tucked in at all times</li> </ul>
<b>Sweaters</b> <b>Colors: White, Red, Navy</b>	<ul style="list-style-type: none"> <li>▪ Solid colors</li> <li>▪ No logos other than the approved Saint Eugene logo</li> <li>▪ Sweaters and sweatshirts are to be worn over regulation uniform shirts or turtlenecks</li> <li>▪ <i>Note: each student needs to have an approved sweater or sweatshirt. Our classrooms can be cool in winter.</i></li> </ul>
<b>Sweatshirts</b> <b>Colors: White, Red, Navy</b>	<ul style="list-style-type: none"> <li>▪ Saint Eugene logo sweatshirts only</li> <li>▪ Sweaters and sweatshirts are to be worn over regulation uniform shirts or turtlenecks</li> </ul>
<b>Socks</b> <b>Colors: White, Red, Navy, Black</b>	<ul style="list-style-type: none"> <li>▪ Solid colors only</li> </ul>
<b>Uniform Shorts</b> <b>Colors: Navy, Black</b>	<ul style="list-style-type: none"> <li>▪ Walking style (near the knee in length)</li> <li>▪ Solid colors of twill, corduroy or wool</li> <li>▪ No denim, knit or sweats</li> <li>▪ <i>Note: “uniform” shorts should have the same characteristics as uniform pants noted below.</i></li> </ul>
<b>Uniform Pants</b> <b>Colors: Navy, Black</b>	<ul style="list-style-type: none"> <li>▪ Solid colors of twill, corduroy or wool</li> <li>▪ No denim, knit, or sweats</li> <li>▪ <i>Note: “uniform” pants are of a certain style. The legs should not have split seams or a flair. There should be no rivets or visible stitching of a contrasting color. Back pockets should be set in, not sewn on. There should be no pockets on the sides of the legs.</i></li> </ul>
<b>Undershirts</b> <b>Colors: White</b>	<ul style="list-style-type: none"> <li>▪ May be worn under a uniform shirt or turtleneck</li> <li>▪ Long sleeved undershirts may not be worn under short sleeve shirts</li> <li>▪ Must be tucked in at all times</li> <li>▪ No visible printing</li> </ul>

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### Girls

<b>Jumper: Grades K4-4</b>	<ul style="list-style-type: none"><li>▪ Green plaid (see below)</li><li>▪ At the knee or slightly above the knee in length</li></ul>
<b>Skirt: Grades 5-8</b>	<ul style="list-style-type: none"><li>▪ Green plaid (see below)</li><li>▪ At the knee or slightly above the knee in length</li></ul>
<b>Skort/Scooter: Grades K4-8</b>	<ul style="list-style-type: none"><li>▪ Navy blue, black, or green plaid (see below)</li><li>▪ At the knee or slightly above the knee in length</li></ul>
<b>Leggings &amp; Tights Legging Colors: Navy, Black Tights Colors: White, Red, Navy, Black</b>	<ul style="list-style-type: none"><li>▪ Solid colors</li><li>▪ Leggings may not be worn without the jumper or skirt</li></ul>

Uniform jumpers and skirts are available at numerous locations. The following plaid colors/patterns are approved:

The Uniform Place: “St. Eugene School Green Plaid”

Lands’ End: “Hunter/Classic Navy Plaid”

### Non-Uniform Days

On designated days, students are allowed to wear clothes other than the school uniform. Please refer to and follow these simple definitions:

#### Birthdays

Students may be out of uniform for their birthdays. The guidelines for No-Uniform days given below apply. If the birthday falls on a weekend, the student can have an out of uniform day on the next school day. If the birthday falls during the summer months, the student can pick a day during the school year (perhaps your “half” birthday).

#### Dress-Up Day

There may be occasional Dress-Up Days, as announced by the principal, or as determined by a teacher for a field trip. On these days, students may wear a “dressy” outfit, such as their Sunday best, etc. If the student is not wearing a dressy outfit, the student must abide by the above-mentioned Uniform Policy. Blue jeans, sweat pants, sweat suits, T-shirts or sweatshirts are not considered dressy outfits.

#### Spirit wear Day

Occasionally, the administration will approve a Spirit wear Day. On these special occasions, students are asked to wear school spirit wear clothes (or clothes that are the school colors if the student does not have school Spirit wear) along with their school uniform. School spirit wear consists of any clothing with the approved Saint Eugene logo. This is not a No-Uniform Day.

#### No-Uniform Day

On a designated No-Uniform Day, students may wear clothing of their choice, as long as it is appropriate, neat, clean, etc. Examples of clothing not allowed: tank tops, short shirts that expose the midriff, short shorts, torn jeans, and sweatshirts or T-shirts with inappropriate emblems or phrases. If you are at all in doubt, contact the school office for clarification.

### Visitors

**All visitors must sign-in at the school office and obtain a visitor’s badge before visiting, volunteering, or entering the school building for any reason.** Visitors must also sign out and return badges before leaving the building. Visitors who wish to spend time in classrooms must make prior arrangements for the visit with the teacher(s) and or principal.

All parents who are volunteering must sign in at the office and obtain a volunteer badge.

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Parents that need to drop off a lunch, book or other item for their child/children, must drop it off in the school office. The office staff will make sure it gets to the student. Parents are not to drop items off in the classrooms or lockers.

## **Appendix A: Saint Eugene School 2011–2012 Calendar**

*Note: This is an abridged calendar. For a detailed version with more dates and events, please see the school calendar posted on the school website.*

August 10	New Family Ice Cream Social 6:30 pm Mackin
August 18	Parent Packet Pickup, 4:00 – 6:00 pm
August 24-26	Teacher In-service days
August 30	First day of school grades K5 - 8 and K4 Orientation (Half day for K5, 1)
August 31	First day of school for K4 and K3 Orientation
September 2	First day of school for K3
September 5	Labor Day – No School
September 8	Parent Night, 6:30 pm
September 16	Early Dismissal – 12:45 p.m. Staff Development/Faculty Meeting
October 13-14	Teacher In-service/Washington DC trip – No School
October 28	“Sustaining the Mission” In-service – No School
November 4	Early Dismissal – 12:45 p.m. Staff Development/Faculty Meeting
November 7	Teacher Record Day – No School
November 22	Conferences – No School
Nov 23-27	Thanksgiving Break – No School
December 16	Early Dismissal – 12:45 p.m. Staff Development/Faculty Meeting
December 22	Early Dismissal – 11:30 am
Dec 23 – Jan 1	Christmas Vacation
January 2	School begins again
January 20	Early Dismissal – 12:45 p.m. Staff Development/Faculty Meeting
January 23	Teacher Record Day – No School
January 29	Open House, 9:30 am – 1:00 pm
February 17	Early Dismissal – 12:45 p.m. Staff Development/Faculty Meeting
February 23	Conferences 3:30 – 8:00
February 24	Winter Break – No School
March 23	Early Dismissal – 12:45 p.m. Staff Development/Faculty Meeting
March 26	Teacher Record Day – No School
April 5	Early Dismissal – 11:30
April 6-15	Easter Vacation
April 16	School begins again
May 18	Early Dismissal – 12:45 p.m. Staff Development/Faculty Meeting
May 25	Junior Olympics
May 28	Memorial Day – No School
June 2	Graduation – 4:30 Mass followed by Dinner
June 7	Teacher Record Day – No School
June 8	Last day – Early Dismissal – 10:00 am

## **Appendix B: Pediculosis Capitis (Head Lice)** **Guidelines and Policy**

### **Guidelines and Policy for Saint Eugene School**

#### **Screening Supplies**

1. Wooden sticks, non-sterile gloves
2. Waste paper basket with plastic liner

#### **School Screening Process**

1. The school principal, through the health office, develops a list of volunteers each school year to screen for head lice.
2. Criteria in planning screening in St. Eugene School:
  - Identification of a case (lice or nits) at home affecting a St. Eugene student:
    - Screen the child and all siblings attending St. Eugene School before entry to school (see below – **Readmission**).
    - Screen the affected child's class.
  - Identification of a case (lice or nits) at home affecting a family member who is not a St. Eugene student:
    - Screen all family members attending St. Eugene School before entry to school (see below – **Readmission**).
  - Identification of a case (lice or nits) at school:
    - Screen the child's siblings in the school.
    - Screen the affected child's class.
  - Identification of two or more related cases (lice or nits):
    - Screen only classes affected as necessary.
  - Identification of two or more unrelated cases (lice or nits):
    - Screen the entire school as necessary.

**All students and school staff will be notified by a letter, which will include information regarding the number of identified cases in the school and the classes affected, as well as guidelines from the North Shore Health Department.**

#### **Cleaning the School Environment**

1. School custodian is to be notified immediately by the principal, school secretary or screening volunteer.
2. All carpeted floors, walls, upholstered furniture and area rugs are to be thoroughly vacuumed. (Lice can survive 2 days off the human scalp.)
3. Any stuffed items (pillows, stuffed animals, blankets are to be placed in a sealed plastic bag for at least two to three weeks or washed in hot water and then dried on hot setting for at least 20 minutes. (Lice hatch in about 1 week and are fully mature in about 7 to 10 days.)
4. Pesticides will not be used.

#### **Exclusion**

1. The health office volunteer identifies live lice and/or nits and saves a sample for reference in a ziploc bag.
2. The child is accompanied discreetly to the school office where the secretary records the student's name and condition (viable lice, nits or both).
3. The secretary contacts the parent or guardian and informs them of the school lice/nit policy.
4. The condition of the student is discussed with the parent or guardian before releasing the student for treatment.
  - Lice and or nits are identified for the parent.

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- Letter of notification from school and North Shore Public Health Department requirements for lice and nit control are given to the parent or guardian.
  - Informational booklet, containing pictures and further information regarding identification and cleaning of household and clothing is given to, and if necessary reviewed with, the parent or guardian.
5. Student is then excluded from school and all school sponsored activities, including parish athletic and scouting programs.
  6. Parent or guardian is to call the school and inform the secretary of any future absence due to lice or nits.

### Readmission

1. The parent or guardian must accompany the affected child to the school office. Bus transportation is not acceptable.
2. Before re-entry to their classroom, the affected child will be screened for lice and nits.
3. If lice and nit free, the student will be readmitted to the classroom and the secretary will make a record of this.
4. If any lice or more than 3 nits are found (If there are less than 3 nits they will be removed by health office volunteers):
  - See above – **Exclusion**.
  - Address potential infestation sources with parent or guardian, such as the home, day care facilities, preschools, friends and relatives.
5. All students found to have had head lice and/or nits, and their siblings enrolled at the school, are to be rechecked 7 days from the original readmission date.
6. If a student does not return to school within 7 days due to lice or nits, the school will make a referral to the North Shore Health Department.

*-Revised and Adopted by the St. Eugene School Board, 5/15/06*

## **Appendix C: Internet Use Policy**

### **Policies and Regulations Regarding Use of Computers and Telecommunications**

St. Eugene School has chosen to permit students access to computers and telecommunications resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the materials available through the use of educational software and telecommunications. However, parents and guardians are warned that St. Eugene School and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, St. Eugene School supports and respects each family's right to decide whether or not their child may have access to this resource.

### **Student Network Responsibilities**

#### **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 St. Eugene School 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 will guide students 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:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Damaging computers, computer systems or computer networks
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

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

1. Loss of access to equipment.
2. Additional disciplinary action.
3. Notification to law enforcement agencies.

## **Acceptable Use 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 St. Eugene School. Network and Internet access is provided to further the legitimate educational goals of this institution. St. Eugene School provides computing and network resources for the use of students, employees, and others affiliated with St. Eugene School. The equipment, software, and network capacities provided through St. Eugene School computer services are and remain the property of St. Eugene School. All users are expected to conduct their on-line 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 E-mail 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:

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret.
- The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail 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 E-mail 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 E-mail 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.

## **Appendix D: iPad Policy, Procedures, and Information**

The use of St. Eugene's technology resources is a privilege intended for educational purposes only. This privilege is not transferable to non-students and ends when a student is no longer enrolled. If a student fails to abide to these guidelines or the school's Acceptable Use Policy, these privileges may be terminated and disciplinary action may also be taken.

### Student Responsibilities:

- Use their iPads in a responsible and ethical manner at all times.
- Use only school installed and/or approved apps. iPads are intended to be educational tools only. Games will not be allowed.
- Keep iPads in a protective case at all times
- Be responsible for charging their iPad's battery each night.
- Clean the screen daily with a soft, dry anti-static cloth.
- Bring the iPad to school and to all classes.
- Back up files using the Dropbox app provided. iPad malfunction will not be an excuse for late work.
- Do not try to sync your iPad with your home iTunes account. This will erase the apps installed by the school.

### School Responsibilities:

- Provide an iPad and case to each middle school student for use at school and home as an educational tool.
- Create a standardized image file for each iPad with the apps and contents that students will need for classes.
- Provide students with instruction on the use of required apps, appropriate care of iPad and behavioral expectations.

### Student Emails

- Students will be given a Google Education email so they can send and receive files.
- Students may communicate with each other and their teachers via this account. Emailing at school requires teacher permission.
- These email accounts will be monitored by teachers. Any inappropriate behavior will result in loss of privileges.

### Parent Responsibilities:

- Reinforce the importance of the responsibilities outlined above.
- Discuss with you child your expectations for conduct regarding the use of the Internet and other available media.
- Decide what level of monitoring your child needs outside of school.

## Student/Parent Agreement for School Owned iPads

1. I will take good care of my iPad.
2. I will use my iPad in ways that are appropriate, meet SES expectations and are educational.
3. I will respect my teachers and my classmates in all electronic communication.
4. I will not alter the setting or apps on my iPad without specific permission.
5. I will never loan out my iPad to other individuals.
6. I will know where my iPad is at all times.
7. I will charge my iPad's battery daily.
8. I will keep food and beverages away from my iPad since they may cause damage to the device.
9. I will protect my iPad by only carrying it in an approved case.
10. I understand that my iPad is subject to inspection at any time without notice.
11. I understand that any failure on my part to abide by these rules will result in a loss of privileges.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for iPad Use.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad and power cord in good working condition.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix E: Policies and Procedures for Upper Grades**

### **Lockers**

Students in grades 5 – 8 have lockers. They are to keep their lockers neat and organized. Students are encouraged to have a locker shelf. Students may decorate on the inside of their locker using magnets but not tape. They may have pictures of friends and family but not of celebrities. Staff reserves the right to have students remove anything that is not appropriate. Students may not decorate the outsides of their lockers, with the exception of birthday decorations.

### **Service Program**

Service is an important part of our mission at St. Eugene, and students are involved in school-organized service projects from kindergarten on. As students get older, however, we want them to be even more actively involved in a variety of service activities. Because of this, students in 7<sup>th</sup> and 8<sup>th</sup> grades are expected to engage in service as part of their religion class requirements.

Each student is responsible for completing at least two service experiences each semester. One of those service experiences will be arranged by the school on a designated Service Day, when all 7<sup>th</sup> and 8<sup>th</sup> graders go to agencies such as the Next Door Foundation and Elizabeth Residence to do service work. Each student must also engage in at least one other service experience each semester on their own initiative.

Students will be required to fill out a verification form and will need to write a reflection on the service experience afterward. Students who have not fulfilled the service hour requirement at the end of the semester will receive an incomplete for their religion grade until the requirement is met.

### **Honor Roll**

The Honor Roll is established in grades 6 through 8. It is based on a student's grade point average, which uses a four point scale, with A = 4.0, B = 3.0, C = 2.0, etc. The core curriculum is weighted equally and the special interest classes are weighted according to how often they meet.

For regular honors in any given quarter, a student must achieve a 3.4 average or better. For High Honors, a student must achieve a 3.8 average or better.

### **One-to-One iPad Program**

Students in grades 6 – 8 are issued a school-owned iPad. Students will use the iPad in grades 6 – 8 for notes, homework assignments, calculators, textbooks, literature books and communication. Students are responsible for loss or damage to the iPad. Students and parents must abide by the guidelines for the iPads issued the first week of school. The Acceptable Use policy also applies to the iPads. (See "iPad Policy, Procedures and Information")

### **Middle School Dance Guidelines**

Dances are for 7<sup>th</sup> and 8<sup>th</sup> grade students enrolled in one of the North Shore Catholic schools (St. Robert, Holy Family, St. Monica, St. Eugene) or at Lumen Christi School. No guests are allowed. All attendees must have a permission slip signed by a parent/guardian. Once students have been admitted to the dance, they must remain in the building until their departure. There are no "pass outs" to leave the dance.

Students are expected to demonstrate positive behavior that exemplifies Christian principles. "Dirty Dancing" is strictly prohibited. "Dirty Dancing" shall be understood as any or all dance movements or practices that suggest or simulate sexual activity. Students who violate the behavior standards may be asked to leave the dance.

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Students are encouraged to dress with respect and modesty in mind.

Prohibited attire includes:

- all head wear (including hats of any kind, bandanas, etc.)
- all jackets & outerwear
- outfits that bare midriffs or bare chests
- mini-mini skirts (six inches or more from the bottom of the dress to the top of the knee)
- T-shirts with inappropriate sayings or pictures

*The current culture of trendy clothing does not always mirror the values of our North Shore Catholic parishes. What may be acceptable attire and behavior in modern American pre-teen and teen culture may be inappropriate for the standards upheld by the North Shore Catholic parishes and schools.*

### **Graduation Requirements**

The following requirements must be met in order for an 8<sup>th</sup> grade student to graduate:

1. Achievement of an overall accumulated grade average of D+ or above
2. Completion of all assignments, projects and other requirements
3. Be in good financial standing with the school

If any of the above items have not been met, the student will receive an unsigned diploma at the graduation ceremony. When compliance is achieved, the student will receive a signed diploma from the administrator.

### **Graduation Activities**

All activities associated with the 8<sup>th</sup> grade graduation require the written approval of the school principal. A meeting will be held before October 30<sup>th</sup> of each year to begin the planning process. Attendance at this meeting is required for all families who have a child in 8<sup>th</sup> grade. The 8<sup>th</sup> grade activities are not a right, but a privilege. Participation will be denied if academic or behavioral requirements are not met.

#### **Graduation Mass**

The centerpiece of all our graduation activities is the Graduation Mass, held in the evening in early June. The 8<sup>th</sup> grade students, under the supervision of the Director of Music & Liturgy, the 8<sup>th</sup> grade teacher and the school principal, will be responsible for planning the graduation liturgy. Diplomas are presented to students at the end of the Mass.

#### **Graduation Clothes**

All graduates should wear “dress up” clothing appropriate for a liturgy. The boys may wear any of the following: dress shirt and tie, sport coat, or a suit. The girls must wear dresses or skirts. Halter-tops, tank tops and uncovered tops/dresses with spaghetti straps are not considered appropriate attire.

#### **Graduation Reception**

Seventh grade parents, in cooperation with the eighth grade teacher and room parents, will be responsible for hosting the reception after graduation. The reception will take place in Mackin Hall. Seventh graders and their parents will be responsible for serving and for clean up.

#### **Graduation Gift**

It has become tradition that the 8<sup>th</sup> grade class presents a gift to the school. The school principal, teachers and class parents will assist the class in the selection and purchasing of this gift. The money for the gift is the responsibility of the 8<sup>th</sup> grade students.

#### **Graduation Picture**

Individual graduation pictures will be taken of the 8<sup>th</sup> graders in January. These pictures will be included in the school year book. On the night of graduation, a formal class picture will be taken in the church and each student will receive a copy. The school office will notify families when these pictures are available.

#### **Class Trip**

Graduation activities may also include a class trip. The trip is a celebration of the class’s camaraderie and accomplishments and is intended for all 8<sup>th</sup> grade students. The cost of this trip, like that of other field

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trips, is paid by the parents. This class trip is not a right, however, but a privilege. Participation will be denied if academic or behavioral requirements are not met. Please note that the class trip (near the end of the school year) is not the same as the trip to Washington, D.C.

### **Class Retreat**

The 8<sup>th</sup> graders will also participate in a class retreat day during their 8<sup>th</sup> grade year. The cost of the retreat will be covered by the school.

### **Class Party**

The 8<sup>th</sup> grade students, with parental involvement, may hold a class party as part of their graduation. This class party is restricted to 8<sup>th</sup> grade Saint Eugene School graduating students and is to take place a day or two after the graduation ceremony.

### **Video/DVD and Memory Book**

The creation of the 8<sup>th</sup> grade video/DVD is to be supervised by the 8<sup>th</sup> grade parents. The Memory Book is created by the 8<sup>th</sup> grade students under the supervision of the eighth grade teacher and the principal.

### **Graduation Fee & Associated Costs**

Certain costs are associated with graduation. All expenditures related to graduation must be presented in writing to the school principal for approval. No purchases or deposits are to be paid until approval has been received.

Each family may be required to pay a graduation fee that covers specific items associated with the graduation of their child. Besides this fee, there may also be other costs that will reflect the individual desires of each class as approved by the school principal. These costs will be discussed at a required parent meeting that will be held before October 30th of each year.

To earn money for graduation expenses, the 8<sup>th</sup> grade class may engage in some fundraising, generally A La Carte, Panther-Grams, and vacuuming. Any other fundraising must be approved by the school principal.

## **Graduation Awards**

### **Mackin Award**

The Mackin Award is presented on Awards Day each year to one boy and one girl in honor of Father Mackin, the founding pastor of Saint Eugene Congregation and School. The criteria for this award is based upon the positive attributes exhibited in the areas of athletic skill, academic effort and overall attitude of the student during their time at Saint Eugene School. The faculty determines the winners of this award at the end of the 8<sup>th</sup> grade year.

### **Valedictorian Medal**

The Valedictorian Medal is presented to the student with the best overall Grade Point Average (GPA). The winner of this award is determined the middle school teachers and school principal, at the end of the 3rd quarter of the student's eighth grade year. The student's grade point average from each quarter of their seventh grade year and the first three quarters of their eighth grade year will be used to compute their overall GPA. If there is a tie, both students will receive the award.

### **Fr. Kroll Award**

The Fr. Kroll Award is presented to one student in honor of Reverend Robert Kroll, S.J.. Fr. Kroll is a 1979 graduate of Saint Eugene School. This award will be presented to the student who has best exhibited a respect for our Catholic heritage, takes on an active role in the parish community through service to others, and appreciates and supports the Christian value system represented by the Catholic Church. The pastor, principal, and all middle school teachers will determine the winner of this award. In the case of a tie, two students will receive the award.

### **Other Awards**

Other awards may be presented at graduation at the discretion of the principal.