

# **Saint Eugene School**

## **Parent-Student**

### **Handbook**



**110 S. OAK AVENUE**

**PRIMOS, PA 19018**

**TELEPHONE: (610) 622-2909**

**WEBSITE: [WWW.SAINTEUGENESCHOOL.ORG](http://WWW.SAINTEUGENESCHOOL.ORG)**

**August 2018**

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**ST. EUGENE SCHOOL**  
**ADMINISTRATION AND STAFF**

**Fr. Joseph McDermott, Pastor**

**Mrs. Diana Thompson, Principal**

**Mrs. Sally Grande, Director of Religious Education**

**Mrs. Barbara McBlain, Secretary**

<b>Kindergarten</b>	<b>Ms. Kellianne Miley</b>	<b>kmiley@sainteugeneschool.org</b>
<b>Grade 1</b>	<b>Miss Jamie McPeak</b>	<b>jmcpeak@saintegueneschool.org</b>
<b>Grade 2</b>	<b>Mrs. Alexandra Deitz</b>	<b>adeitz@sainteugeneschool.org</b>
<b>Grade 3</b>	<b>Miss Amy Kidd</b>	<b>akidd@sainteugeneschool.org</b>
<b>Grade 4</b>	<b>Miss Kristen Gilchrist</b>	<b>kgilchrist@sainteugeneschool.org</b>
<b>Grade 5</b>	<b>Miss Mollie Dunbar</b>	<b>mdunbar@sainteugeneschool.org</b>
<b>Grade 6</b>	<b>Mrs. Valerie Hart</b>	<b>vhart@sainteugeneschool.org</b>
<b>Grade 7</b>	<b>Mrs. Megan McRae</b>	<b>mmcrae@sainteugeneschool.org</b>
<b>Grade 8</b>	<b>Mr. John Christie</b>	<b>jchristie@sainteugeneschool.org</b>
<b>Art</b>	<b>Miss Gabrielle Fluri</b>	<b>gfluri@sainteugeneschool.org</b>
<b>Physical Education</b>	<b>Mrs. Betty Anne Golato</b>	<b>bgolato@sainteugeneschool.org</b>
<b>Library</b>	<b>Mrs. Barbara McFadden</b>	<b>bmcfadden@sainteugeneschool.org</b>
<b>Technology</b>	<b>Mrs. Donna Janasik</b>	<b>djanasik@sainteugeneschool.org</b>
<b>Spanish</b>	<b>Señorita Erin Donaghy</b>	<b>edonaghy@sainteugeneschool.org</b>
<b>Office</b>	<b>Mrs. Barbara McBlain</b>	<b>office@sainteugeneschool.org</b>
<b>Principal</b>	<b>Mrs. Diana Thompson</b>	<b>dthompson@sainteugeneschool.org</b>
<b>DRE</b>	<b>Mrs. Sally Grande</b>	<b>minnie607@aol.com</b>

**“We are St. Eugene”  
(School Song)**

We are St. Eugene, We are a family  
We share our gifts and our talents, too,  
the ones God gave to us.

We all come together to share the word of God  
He's with us every day for you and me.  
We're given the tools to help achieve our goals,  
we are eager and excited to learn  
We can face our challenges, head on, and be assured  
Of a future that's bright forevermore

We are St. Eugene, We are a family  
We share our gifts and our talents, too,  
the ones God gave to us.

The lion stands with us for courage, strength and might.

We wave our colors high, the blue and white.

We are St. Eugene, We are a family  
We share our gifts and our talents, too,  
the ones God gave to us.

*Words by Ryan McGonigle, St. Eugene Class of 2016  
And Mrs. Donna Fox, Choir Director  
Music by Mr. John Christie*

**My WWJD Prayer**

Walk with me today, Jesus, in everything I do. Keep me by your side, Jesus, that I may learn from You. Be with me in the morning, be with me through the day. Keep your hands upon me, please, and bless all I do and say. In each of my activities, Jesus, may I always turn to You. And in all of my decisions, let me first ask: What Would Jesus Do? Amen.

## **MISSION STATEMENT OF ST. EUGENE SCHOOL**

The mission of St. Eugene Catholic Elementary School is to proclaim and practice the Good News of Jesus, provide a rigorous academic curriculum and prepare students to face the evolving challenges of the future.

### **ST. EUGENE BELIEF STATEMENTS**

- Our school believes in creating and maintaining a strong foundation of faith from which all other practices are derived.
- We believe in the importance of a cohesive staff, who motivate and support each other to ensure the success of students.
- We believe in a caring community of faculty and families who work to create a nurturing environment.
- Our staff believes in the importance of implementing and remaining proficient in the latest technology available and consistently integrating it into daily classroom instruction.
- Our faculty and staff value ongoing communication to keep families informed.
- We believe that it is necessary to differentiate instruction to appeal to our students' varied learning styles.
- Our staff believes in an atmosphere of mutual respect, emphasizing Catholic virtues in daily choices.
- Our school is sensitive to the needs of the whole child: spiritual, emotional, social, physical, and academic.
- Our faculty believes that the Common Core Standards are an integral part of curriculum, instruction, and assessment.

### **PARTNERSHIP WITH PARENTS**

Parents must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society. The many sacrifices parents make to provide Catholic education for their children are pleasing to God and a building up of the Christian community.

Parents are to be mindful of the significant contribution of the parish community to our school. Consequently, parents are expected to contribute to the church (envelopes) and actively contribute to both church and school fundraisers.

Active cooperation of parents and guardians is expected and required as follows:

- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Communicating with all staff in a respectful manner, whether in person, on the phone, or in an email message. Any disrespect toward staff members is not tolerated.

- Setting a good example through appropriate and responsible use of social media. Parents should not use social media to discuss school matters, teachers or complaints.
- Setting a good example by expressing the importance in the value of respect, good character and accountability at home and at school.
- Assisting your children in his/her spiritual, academic and moral development, through supervising home study and behavior, and cooperating with the school in matters of activities, recreation, academics and discipline.
- Checking our online grading system, teacher website and test folders regularly to evaluate student effort.
- Working with your children, on a routine basis, to improve test scores and grades.
- Promptly returning any permission forms, order forms, brown folders and test folders.
- Sending your children to school regularly and on time, well-rested, clean, fed, and properly dressed according to our school's dress code.
- Participating in school and Home and School fundraisers, remembering that appropriate conduct is expected. No alcohol may be consumed at any function where children are present.
- Helping as volunteers in whatever ways are reasonable and possible.
- Meeting all financial obligations to the school.

The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the school, including dismissal of the student.

## **ADMISSIONS**

### **ADMISSION POLICIES**

A child entering kindergarten **must be five years old** by August 31st.

A student entering the first grade **must be six years old** by August 31st.

Our school does not discriminate based on race, color, national, or ethnic origin in the administration of its educational policies, its admission policies, or in any school administered program.

### **ADMISSIONS OF NON-CATHOLICS**

With regard to non-Catholic students it is to be remembered what is stated in our philosophy that our school is Catholic and the Catholic Christian identity of the school must be the prime focus.

Our school serves a variety of purposes, including the academic, social, and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

By enrolling your child/ren in our school parents agree to the following conditions:

- To permit their child/ren to attend and participate in Religion classes and Religious functions that are offered as part of the school program.
- To accept and to promote the philosophy, goals, objectives, and regulations of our school.
- To assume responsibility for all financial obligations.

## **REGISTRATION FOR KINDERGARTEN AND FIRST GRADE REQUIREMENTS**

- Proper Age
- Registered in the parish if a member of St. Eugene Parish.
- Present a Baptismal Certificate, if not baptized at St. Eugene.
- Present a Record of Immunization.
- If Catholic, but not a member of St. Eugene Parish, present a letter of permission from the pastor of the parish in which you reside.
- Pay a non-refundable Registration Fee per family.

## **ADMISSIONS AND TRANSFERS**

- Registration for new students and re-registration for all grades for a new school year takes place in the Fall. Please check the school monthly calendar or Parish Bulletin for dates, times and place.
- A re-registration fee of \$125 per family is due each spring to assure a place in the classes for your children.
- Ordinarily, new students are not admitted to school during the school year, unless they are just moving into the area and are registered in the parish. It is not our usual policy to accept students into our upper grades. Students who apply for admission may be tested in Math and English Language Arts to assure appropriate placement.
- Parents who request a transfer for their child/ren are asked to notify the Principal. The admitting school will request the school records, which will then be forwarded to the new school. Records will not be given to parent/ guardians. Records will not be sent to receiving school until all financial obligations have been paid. Tuition subsidy given by home parish will be return to the parish.
- Students who transfer from St. Eugene's may not be readmitted for one full year.

## **STUDENT INFORMATION**

### **STUDENTS RECORDS**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records pertaining to their child. Absent of subpoena or court order, school records of the child/ren may be disclosed only upon written consent of the parent/guardian with legal custody.

### **RELEASE OF A CHILD**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in St. Eugene School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

### **LEGAL CUSTODY ISSUES**

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

## **FINANCIAL RESPONSIBILITY**

Tuition is payable to the SMART Tuition Management Company. Parents may contact SMART at [www.parents.smarttuition.com](http://www.parents.smarttuition.com) or call 888-868-8828. Parents have a secure login so that they may check balances and communicate with the company at any time. Tuition may not be sent to school with children

It is the responsibility of the parent or guardian of the child enrolled at Saint Eugene School to meet the financial obligation of tuition and other activities that relate to the promotion and welfare of Saint Eugene School in a timely manner. Failure to do so may result in withdrawing the child from activities at Saint Eugene School. The education of a student is a partnership between parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is broken.



# **ATTENDANCE**

**School Hours (Grades K-8): 7:50am – 2:30pm**

**Office Hours: 7:30am – 3:30pm**

## **ARRIVAL**

Students should arrive no earlier than 7:30am or later than 7:50am, and upon arrival go directly to their line in the schoolyard at the rear of the school. In bad/inclement weather, students report to the cafeteria.

- Students are not permitted to leave the school grounds once they arrive at school.
- Students may not enter the school building, or remain in the classrooms or the school without a faculty member.

## **LATENESS**

It is extremely important that students arrive to school on time. Lateness disrupts the classroom activities and students miss important information about the school day. Students arriving after 7:50am are considered late. Latenesses are marked on the daily roll slip and are recorded on the permanent record card. Five (5) latenesses per trimester will warrant a 7:15am (morning) detention. Student who do not arrive for the detention will be given a suspension. A meeting will be held with the principal, student, and parent/guardian if more than five (5) latenesses occur during a trimester. All students who are late, must be walked upstairs by a parent/guardian and signed in at the Main Office.

## **ABSENCE**

If your child will be late or absent, we ask that you call the school before 8:30 am to report your child's absence or lateness. Before school, you may leave a message on the answering machine. After an absence, each student must present a written note signed by a parent/ guardian stating the date or dates and reason for absence. A doctor's certificate is required for three consecutive days absence. Students must be fever-free for 24 hours before returning to school. Students sent home during the school day with a fever are not to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

Students are responsible to complete all missed work in a timely fashion. Arrangements for regular class work and/or tests missed because of an absence due to illness are made with the individual teachers.

## **SHADOW DAYS**

Eighth grade students are permitted two (2) excused shadow days for Archdiocesan high school visits.

## **APPOINTMENTS**

If possible, every effort must be made to arrange medical and dental appointments for non-school hours. Students may not be excused early from class without a written request from the parent. Notes should be sent to school the day before the scheduled appointment. State Law forbids us to dismiss a student during school hours unless an adult accompanies the student. In case of illness or emergency doctor's appointments, parents are asked to meet their child in the Main Office and sign him/her out of school.

## **VACATIONS**

The planning of family vacation is strongly discouraged during the school year. Students miss out on teachers' lessons and often fall behind in work.

Should parent/guardian find it necessary to take a trip or vacation when school is in session they are to contact the principal directly. Teachers are not required to give advance assignments. It is the parent's responsibility to have the students make up the work missed during these absences.

## **EMERGENCY CLOSINGS**

In case of school closings, please check the following television stations and/or websites for closing information: NBC, ABC, CBS, FOX as well as the Saint Eugene website and Facebook page. Additionally, Option C notification system will send an email and call parents about snow days or emergency closings.

Parents should have plans in place with their children as to how children will go home in case of early school closings. Please review this information frequently with your children.

Please be aware that bus transportation follows your local school district. Saint Eugene School is serviced by five public school districts. In the event of a morning delay or school closing, we follow what the majority of the districts are doing. If, for example, only one district was on a delay, then Saint Eugene would likely open on time. It is important that you check with the television station or your school district's website for their status and transportation.

# **TRANSPORTATION**

## **BUS**

The School District in which the student resides is responsible for providing bus transportation only if the student meets the mandated requirements for this service. Transportation of friends or guests on district buses is not permitted for insurance reasons. Students may only ride their own scheduled district buses. There will be no exceptions. Upper Darby, William Penn, Southeast Delco, Springfield and Interboro School Districts provide buses for students who meet their requirements.

## **Rules for Riding the Bus**

- Orderly behavior is required at the bus stop
- Remain seated, facing front, when the bus is in motion,
- Talk quietly without unnecessary noises
- Do not distract the driver while the bus is in operation
- Keep head and arms inside the bus
- Do not litter the inside of the bus or throw anything out of the window
- Never stand until the bus comes to a complete stop
- Chewing gum is not permitted

Students who do not follow these rules may be suspended from riding the bus for a period of time.

## **WALKING**

Children who live nearby may walk to and from school. Crossing guards are available both before and after school. Walkers are dismissed in Oak Avenue only. Please note, for the safety of our students, we will no longer dismiss walkers to Bunting Lane.

Because of traffic concerns, bike riding to school is not permitted

## **CAR RIDERS**

### **MORNING ARRIVAL**

- Supervision of students is provided on the schoolyard from 7:30am to 7:50am. Students in K-8 line up with their class on the blacktop. The school has no responsibility for students and/or parents/guardians on the premises during unsupervised times; this includes students who ride the buses and arrive earlier than 7:30am. If you have a concern about your child's bus arrival time, please contact your school district.

We ask that parents and caregivers adhere to the following procedures:

- Parents/guardians who wish to wait with their children in the morning should park in the front parking lot in the middle of the school building and escort your child around the building to their line.
- Parents/guardians who are dropping off children are asked to follow the high road to form a single line in the rear of the school along the hill and wait until their car is in the area behind the gym to allow their children to exit safely.
- Car riders are not to be dropped off at the front of the school building. This area is for buses only.

### **AFTERNOON DISMISSAL**

- Children going home by car will be dismissed at the rear of the building.
- Parents park cars in two lines, along the fence and hill, beginning at the gym.
- Children will be dismissed to cars in the order in which the cars are in line.
- Parents are asked to remain in cars and not on cell phones when students are being dismissed to cars.
- The front parking lot is for buses only.

# SAFETY

## SCHOOL ACCESS

- During the school day, all parents and visitors are to use the clear, glass front doors. Please ring the bell and wait to be admitted.
- All visitors must sign in at the Main Office upon entering the school and sign out prior to leaving.
- All business should be transacted at the Main Office — e.g. forgetting lunch or medicine, etc., so that the classroom routine is not interrupted.

## DRILLS

Fire, severe weather, and emergency drills are held periodically. Students are required to be silent during drills so that instructions can be heard without any confusion. When a severe weather warning is in effect at dismissal time, students will be kept in school until it is safe for them to leave.

## EVACUATION

In the event the school needs to evacuate due to an emergency, all students, faculty and staff will proceed to Primos Elementary or Primos Fire Station. Parents and guardians will be instructed via Option C as to where to meet their children.

## CHILD ABUSE LAWS

St. Eugene School abides by the Child Abuse Laws of the State of Pennsylvania. This law mandates that all cases of suspected child abuse and/or neglect be reported to Children and Youth Services.

# COMMUNICATIONS

## WEBSITES

<http://www.sainteugeneschool.org>

<https://www.optionc.com>

Communication is vitally important for the success of your children's education. In addition to the school website and Option C, communication in the form of a weekly parent newsletter will be sent by e-mail on Wednesdays to the parent/guardian. Be certain the school has current e-mail addresses on file. When needed, the Wednesday communication folder will be sent home with the youngest child containing information about upcoming events that require paperwork to be returned to school. It is *imperative* that parents read this information in order to remain current with school news.

## **NOTES**

All notes concerning lateness, early dismissals, changes in transportation, or other important information should be handwritten and given to the child's teacher. These notes will be kept on file for a period of one year.

Parents are asked to send a note to teachers and the office regarding any change of home or work address/phone number or change in emergency information. This information can be updated on Option C as well.

## **TELEPHONE CALLS**

The Main Office phone number is 610-622-2909. Messages may be left on the answering machine. Calls will be returned as soon as possible. Students are permitted to use the school telephone with permission from the office personnel and for an emergency. We ask that students check their needs – books, lunch, school supplies, homework, musical instruments, etc. each morning. It is our obligation to teach the students a sense of responsibility; remembering daily needs is one of them. Permission may not be given to call home to have these items brought to school.

## **CELL PHONES**

Cell phones are to be in school bags and powered off between the hours of 7:50am - 3:00pm, unless specific permission from a faculty member is given. Students are prohibited from texting during school hours. Cell phones found on a student's person during school hours will be taken and a parent/guardian must retrieve it from the office.

Communication between parent/guardian and student is to be made via the school office. In an emergency, if a parent/guardian needs to speak with a child, the student will be called to the school office. Parents/guardians are not to call or text their child's cell phone during school hours.

## **COMMUNICATION WITH TEACHERS**

- If you have any questions or concerns about your child's schoolwork or behavior, the teacher is your first contact. The administration will not handle concerns unless the parent/guardian has first discussed the matter with the teacher.
- During the school day, a teacher's first priority is to teach their students. Therefore, please understand that he/she may not be able to respond to your e-mails immediately. Teachers have been asked to respond to parent/guardian e-mails within 24 hours.
- If and when faculty members send notes of your child's progress or lack of it, please respond with a note, an e-mail or a phone call promptly so that the teacher may be assured that you received his/her report.
- Teachers may not be interrupted during school time. Please feel free to make an appointment with a teacher any time you are concerned. Parents/guardians may leave a message for teacher by telephone, note, or email. Within twenty-four hours, the teacher will contact the parent to schedule a meeting.

- After the scheduled conference, if the concern still exists, a follow-up conference may be requested with the principal, teacher, parent, and student. Any situation involving a teacher/student relationship, will include the presence of the teacher and student to resolve the matter.
- Please communicate professionally and respectfully to teachers and support our efforts to help your children. Capitalization and underlining of words or phrases is not necessary
- Teachers post grades on [www.optionc.com](http://www.optionc.com). Primary and intermediate teachers regularly send test folders home.. Please review these with your child, sign them and return tests promptly.

## **HEALTH & WELLNESS**

### **HEALTH SERVICES**

- The Pennsylvania State Legislature governs the school health laws and regulations, and dictates the work of the school nurse.
- The Upper Darby School District provides a school nurse one day each week. The school secretary or principal provides emergency care on other days.
- Your child should not come to school when ill. Students must stay home until at least 24 hours after they no longer have a fever or signs of a fever. This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen).
- First aid or emergency care is provided only in case of an illness or accident occurring during the school day.
- When medication is to be administered in school, by school personnel, written permission must be obtained from the student's licensed physician. Parental or guardian request and authorization to give each specific medication must accompany the physician's written approval/request. This policy includes inhalers for asthma, as well as non-prescription medicine. Medication must be in the original, labeled pharmacy container with student's name, medication, dose, and time interval written on label - with physician's name and date of prescription, and name and telephone number of the pharmacy.
- Students may not keep any medication in their own possession.

# ACADEMIC POLICIES

## CURRICULUM

The curriculum at St. Eugene School is based upon the guidelines of the Archdiocese of Philadelphia and seeks to meet the needs of all students. Our curriculum is integrated with Gospel values as stated in our philosophy. The content and atmosphere in each classroom reflect ongoing concern for each student's academic and moral growth. Christian values are infused in the daily interaction between students and teachers and among the students themselves. Through instructional methods, classroom organization, and use of various materials, we strive toward excellence in learning and harmony in our school atmosphere.

Students in Kindergarten through Grade Eight are instructed in the areas of Religion, Mathematics, English Language Arts (Reading, Writing, Listening & Speaking), Social Studies, Science, Music, Art, Spanish, Computer Education, Library Skills and Physical Education. Teachers utilize the Archdiocesan Common Core Curriculum guidelines as their core program with the textbooks, workbooks, and technology to enhance the course of study.

## RESPONSIBILITIES OF STUDENTS

- Keep track of all homework assignments (use a planner.)
- Follow routines related to study time and study habits.
- Establish an environment for learning (keep distractions to a minimum).
- Believe you can do the work.
- Ask for assistance.
- Give attention and respect to the teacher at all times.
- Show respect and concern for other students by a willingness to share and to take turns.
- Actively participate in class by responding orally or in writing as circumstances dictate.
- Produce high-quality work at all times.
- Complete all assignments on time.

## REPORT CARDS

Report cards are issued three times a year. A report card grade is never simply the average of major tests, quizzes, and projects. Class participation, class work, homework, etc., are also included in the overall final grade. Parents should keep abreast of grades by checking grades online, signing tests and examining copybooks and workbooks.

Parent-teacher conferences for all parents will be held during the first trimester, however, communication with teachers should not be limited to these conferences. Parents are encouraged to speak with the teacher when they have a concern about their child.

Mid-Trimester Progress Reports for all students are available on Option C. If a child is failing in any curriculum area, a copy of the progress report will be sent home to be signed by a parent/guardian and returned to school.

## **AWARDS**

### **BE A BETTER ME (Grades 1-3)**

The Be a Better Me program is based upon self-motivation and self-improvement. Students in first through third grades are eligible to participate. The students who apply for this program are not competing with students who may have more or less ability than they, but rather they are competing with themselves. Students complete applications after the first report period. Those who successfully complete this program will be recognized throughout the school year.

### **HONORS (Grade 4-8)**

Honors Certificates will be awarded to First and Second Honors recipients in class with their report cards.

<b>First Honors</b>	<b>Second Honors</b>
Students who achieve a 90 or above in every subject and 3 or above in specials, effort/study skills, and personal/social growth.	Students who achieve an 85 or above in every subject and 3 or above in specials, effort/ study skills, and personal/social growth.

## **PROMOTION OR RETENTION**

Student progress is monitored throughout the school year, through report cards, parent conferences and progress reports. After the second report card, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and/or support services. By the end of May, the teacher will schedule a follow-up meeting with the parent/guardian. If retention is indicated, the parent/guardian will receive an official notification, which must be signed and returned to the school administration.

Failing grades in any subject area are unacceptable. Promotion or retention is at the discretion of the administration in consultation with the teacher. A defined program of summer school or verification of tutoring must be completed in order to be promoted to the next grade.



## **EIGHTH GRADE GRADUATION**

Eighth grade students who have successfully completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. The administration along with the Pastor and eighth grade teacher determine procedures for graduation.

## **HOMEWORK**

Homework and study is a vital part of the student's life. Homework strengthens and reinforces what has been learned in school. The time spent each night on homework increases gradually as the student advances in the grades.

The following time allotments for homework are suggested by the Archdiocese of Philadelphia. This includes both written and studied assignments:

Grades 1 & 2.....30 minutes

Grades 3 & 4.....60 minutes

Grades 5 & 6.....90 minutes

Grades 7 & 8.....120 minutes

Completion of assigned homework is mandatory at all grade levels. Consequences will be given for incomplete/late/missing homework assignments will be given at the discretion of the teacher.

Parental guidance and participation in homework especially in the primary grades is essential for the development of good and lasting study habits. Parental supervision should continue through grade 8.

## **LIBRARY**

- Library books are lent out for a period of one week.
- All books are due on time unless arrangements have been made with the librarian.
- Late books must be returned and fines paid before a child may take out another library book. (Fee is 5 cents per day, not including days when the student is absent). If a book is not returned within a week after its due date the child may lose lunch recess until the book and fine are handed in.
- Lost or damaged books must be paid for before a child may get another book. Fees for a lost book are determined by the cost to replace the book.
- Report cards will not be issued to students with unpaid fines or missing books.

## **ACADEMIC HONESTY POLICY**

Academic honesty and integrity is an important component of a good Catholic education. To better understand this, listed below is a description of academic dishonesty, as purchased from Teachers Pay Teachers seller Mark Aaron.

The definitions below should help all to understand what academic dishonesty is:

- Plagiarism –representing the ideas or work of another person as the student’s own ideas or work, or not crediting another person’s work or ideas.
- Collusion – supporting dishonest behavior by another student, such as allowing your work to be copied or submitted to a teacher by another student.
- Copying – making a copy or copies of any type of media (written, audio, or visual) and then submitting it as your own without crediting the source.

## **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

**Catholic Schools of the Archdiocese of Philadelphia**

**Revised June 2018**

### **Preamble**

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayer life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students use technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and

challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology while challenging them to be digital ambassadors spreading the Good News.

But, it is our faith that guides how we use technology. We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype. We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face. We greatly value technology in our schools. And what makes technology most powerful is when it serves to make our students better people!

#### **PURPOSE**

Technology is a valuable and real world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure responsible use of technology.** The policy outlined below applies to all technology use including but not limited to Internet use. *The Responsible Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

#### **SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, text messaging, email, voice over IP, chat rooms, and instant messaging.

## GOAL

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration, creativity, and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity
- Provide a variety of technology based tools and related technology skills.

## RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, media, etc...
- **Protect Intellectual Property:** Responsible users will request to use the software and media others produce and license agreements for all software and resources.

## TECHNOLOGY USE GUIDELINES

**Educational Purpose/ Responsible Use:** School technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, email and/or phone number
- Teacher created, educationally focused networking site
- Remind Communication app

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cellphones/Wearable:** Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

**Examples of Unacceptable Uses- Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

**Reporting:** Users must immediately report any damage or change to the school’s hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add this policy at any time without notice.

## **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to:

*Facebook, Twitter, Youtube, Instagram, Tumblr, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.*

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

“Friending” or “Following” of current students by teachers is forbidden on a **teacher’s personal social networking site**. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media.

## **Policy Violations**

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

## DRESS CODE

Uniforms are purchased through Flynn and O’Hara

Shoes may be purchased through Flocco Shoes and Flynn and O’Hara

The following is the school dress code. Demerits will be issued for dress code violations.  
An accumulation of three (3) dress code demerits may warrant a detention.

### Girls’ Winter Uniform (November- May)

Grades K to 5	Grades 6 to 8
Plaid Uniform Jumper with emblem (no more than two inches above the knee)	Gray Uniform Jumper with emblem (no more than two inches above the knee)
Blouse - white, short or long sleeves, peter pan collar	Blouse - white, short or long sleeves, peter pan collar
Optional Navy Sweater: Cardigan with Logo	Optional Navy Sweater: Cardigan with Logo
Saddle shoes (black and white) or tie oxford shoes (black) or Mary Janes with non-marking soles No sneaker-like shoes.	Saddle shoes (black and white) or tie oxford shoes (black) or Mary Janes with non-marking soles No sneaker-like shoes.
Navy blue tights or navy blue knee socks	Navy blue tights or navy blue knee socks

### Boys’ Winter Uniform (November- May)

Grades K to 5	Grades 6 to 8
Shirt - White, short or long sleeves, tucked into pants	Shirt - White, short or long sleeves, tucked into pants
Tie - Blue plaid	Tie - Blue plaid
Navy Sweater or Navy Sleeveless Vest with Logo	Navy Sweater or Navy Sleeveless Vest with Logo
Gray Dress Slacks or Cords with black belts (No jeans)	Gray Dress Slacks or Cords with black belts (No jeans)
Shoes - Black Dress Oxfords tie shoes, with non-marking soles. No sneaker-like shoes. K-2 Black Dress Velcro shoes	Shoes - Black Dress Oxfords tie shoes, with non-marking soles. No sneaker-like shoes.
Black or white ankle socks. No sport socks	Black or white ankle socks. No sport socks



**Girls' Spring Uniform (September-October & May-June)**

Grades K to 5	Grades 6 to 8
Navy blue shorts or skorts	Navy blue shorts or skorts
White knit shirt with logo	White knit shirt with logo
White ankle socks.	White ankle socks.
Saddle shoes (black and white) or tie oxford shoes (black) or Mary Janes with non-marking soles No sneaker-like shoes.	Saddle shoes (black and white) or tie oxford shoes (black) or Mary Janes with non-marking soles No sneaker-like shoes.

**Boys' Spring Uniform (September-October & May-June)**

Grades K to 5	Grades 6 to 8
Navy blue shorts	Navy blue shorts
White summer knit shirts with logo	White summer knit shirts with logo
White ankle socks	White ankle socks
Shoes - Black Dress Oxfords tie shoes, with non-marking soles. No sneaker-like shoes. K-2 Black Dress Velcro shoes	Shoes - Black Dress Oxfords tie shoes, with non-marking soles. No sneaker-like shoes.

**Gym Uniform (for all students)**

<p>Gray tee shirt with logo (purchased through Home and School)          Royal blue sweatpants          White sport socks          Sneakers          Royal blue sweat shorts or blue mesh shorts may be worn in warm weather (Sept, Oct, May, June)          Royal blue monogrammed sweatshirt should be worn over the tee shirt in winter months and may be removed if the student is warm. Please make sure students' names are in sweatshirts.</p>
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**Other Dress Code Requirements**

- Extreme hairstyles or dyed, bleached, highlighted, streaked hair are not permissible for boys or girls.
- Students' hair must be clean, neat, trimmed and not hang below the eyebrows.
- Boys must be clean shaven and must wear hair short, cut around the ears and not touching the collar.
- Boys are not permitted to wear earrings.
- Girls may wear one pair of small post earrings in bottom ear lobes only.
- No jewelry or makeup is to be worn, and nails are to be short and clean.

- No nail polish or artificial nails are permitted.
- Rope, yarn, plastic or beaded necklaces, wrist or ankle bands are not permitted.
- A religious medal or cross on an appropriate chain is permitted.
- No writing or drawing on clothes or any part of body is permitted.

It is not possible to address every aspect of what is appropriate or inappropriate for school dress. The principal, in consultation with the faculty, will evaluate specific concerns, as the need arises.

### **DRESS-DOWN DAY CLOTHING**

Suitable clothing excludes the following:

- T-shirts with inappropriate decals or sayings
- Tank tops or spaghetti strap shirts
- Shorts for girls that are of an inappropriate length
- Extremely tight or loose clothing; be sure your child is dressing to their body type, and that clothes fit properly

### **LOST AND FOUND**

Make sure that all student articles (sweaters, jackets, lunch boxes etc.) are to be labeled with his/her name. A Lost and Found receptacle is located outside the Main Office. Please have your child/ren check this location whenever items cannot be located. The items in this receptacle will be disposed of periodically.

## **CODE OF CONDUCT**

### **Student Pledge:**

***I love God.***

***Therefore, I respect myself and others.***

***I care; I can help; I can make a difference.***

***I strive for sainthood.***

***I am St. Eugene.***

This Code of Conduct provides a framework for an environment that fosters the educational, social and spiritual growth of every student. The overall goal is to establish and maintain a friendly, secure environment that reflects our Christian ideals, showing respect and consideration for all. Specifically, the school/parish setting should *always* strive to provide for the physical and emotional safety of every member of the school and parish family and, thereby create an atmosphere where students can learn and mature. To accomplish this, all must join to help students develop the moral conscience and respect for rules which protect the rights of each individual and promote responsibility for one's own actions. This code applies to all members of our school community.

Many of the specific issues addressed here concern behaviors and activities that occur during the school day. It should be noted, however, that each student is also a representative of the school/parish community and is, therefore, held to these standards whenever participating in a school- or parish-sponsored activity, regardless of where it is held. Likewise, behaviors that occur outside the schedule of a school day or off school grounds but adversely affect others in the school/parish community, may be subject to the same consequences as if they took place in school.

**All students attending St. Eugene School are expected to:**

- **Be aware that their first responsibility is to serve God and others.** Therefore, everyone should refrain from lying, cheating, plagiarizing, stealing, or behaving immorally in any way.
- **Cooperate with all school personnel by following directives willingly.** This includes following all rules pertaining to the appropriate school uniform (see page 21 for Dress Code), including gym clothes, dress down days, and other uniform requirements. Additionally, students will refrain from *all* use of cell phones while on the bus, on school property or on field trips, unless given specific permission.
- **Give proper respect to all school personnel (administration, faculty, staff and volunteers) and guests.** This includes being attentive, following directions, and using appropriate language and tone at all times.
- **Accept correction as a means by which we learn and grow.** This includes accepting the consequences of any mistakes or inappropriate choices.
- **Respect schoolmates and the individuality of each student.** This includes using respectful language, refraining from threats of any kind, as well as any gender, ethnic or racial slurs or demeaning comments, hurtful teasing or taunting, or bullying of any kind. Students are expected to always respect the privacy and property of others.
- **Use class time as effectively as possible, taking pride in their contribution to the learning environment.** This includes consistently arriving at school on time and prepared, avoiding any unexcused absences, and demonstrating non-disruptive behavior.
- **Be responsible for the timely completion of all assignments and projects.** Late work disrupts learning and shows a lack of respect for others. Students are encouraged to initiate a dialogue with their teacher to resolve any issues.
- **Take pride in their school by caring for the facilities, equipment, books, and supplies provided for their use.** This includes leaving all areas used free of trash and in good order, returning all materials used in good condition, refraining from chewing gum, and only eating or drinking when and where specifically permitted.
- **Respect the dignity of human life.** Therefore, everyone is expected to avoid any and all substance use, fighting, use of foul language, or abuse of any kind.
- **Display the characteristics of patriotism and citizenship, while at the same time, honoring the cultural diversity that makes America great.** Our ethnic, racial or gender differences make us richer and should be embraced.
- **Utilize technology appropriately. (see Acceptable Use Policy)**

The administration, faculty and staff of St. Eugene School wish to assist parents as they strive to instill a strong moral character in their child(ren) and work to provide a solid educational, social, and spiritual foundation for their future. Therefore all parents/guardians are expected to:

- **Model the ideals of a Christian.** This includes corresponding respectfully with faculty and staff, appropriately participating in school/parish events, and modeling Christian values in their words and actions. Any concerns should be brought directly to the teacher without the involvement of the children or social media in order to facilitate a resolution. Children learn from the adults in their lives.
- **Take an active role in their child(ren)'s education.** This includes checking the online grading system, staying current with school communications, and returning paperwork and payments to school in a timely fashion.
- **Encourage their child(ren) to grow in personal responsibility.** This includes: guiding children to come to school prepared and on time with all necessary materials, monitoring their child(ren)'s work to insure that assignments are completed on time, encouraging children to take ownership of their mistakes and the resulting consequences, and expecting students to always strive to do their best.

### **Violent/Threatening/Harassing and Inappropriate Conduct**

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the educational and religious mission of the school.

Unacceptable behavior, includes, but is not limited to:

- fighting
- bomb scares or triggering other false alarms
- use or possession of drugs or alcohol
- smoking
- intimidation, harassment or threats of any kind
- use or possession of weapons

These categories do not cover every possible situation. The school is responsible for determining what is or is not appropriate behavior.

Conduct by students, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action. Such actions could result in immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a student against any member of the school community, the student may be required to have psychological or psychiatric clearance before returning to school.

## **Bullying**

A safe, secure, and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. A Catholic School environment refuses to accept any bullying behavior. Therefore, acts of harassment, hazing, intimidation and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited in our Catholic school. School personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under their direct supervision. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of the students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying. Schools must take action to investigate, respond, discipline, and remediate those acts of bullying. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and strive to be aware of any harassment, intimidation, hazing or bullying that occurs. If incidents do occur, parents or students should report incidents to the teacher and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against a victim, reporter, or witness.

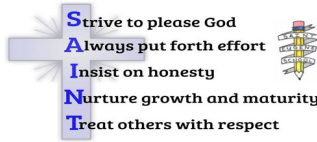
"School setting" shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school. Policy also applies to off-campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment.

Bullying involves action or words against another person for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. If the bully is threatening harm, a student should tell a teacher or the principal immediately.

## **Harassment**

Harassment, including sexual harassment is prohibited at Saint Eugene School. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

## S.A.I.N.T. Program



In connection with our school pledge where we state that “we strive for sainthood”, the following acronym is intended to help us all work towards this goal. Parents and teachers can use this guide to help students focus on these important areas as they develop an understanding of how to conduct themselves throughout life.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS PBIS**

Saint Eugene School incorporates an organized PBIS framework creating a community and learning atmosphere entitled: Saint Eugene Students Are All About Respect!

Behavioral expectations are posted in various areas of the school stating the school’s belief in, Respect for Self, Respect for Others and Respect for our Environment. Appropriate Voice Levels are indicated for each area of the school. Our students become aware of behavioral expectation through teacher made videos and lesson plans describing acceptable and unacceptable behavior. Respectful Lion Tickets are periodically handed to students who demonstrate respect. Drawings are held monthly to recognize Respectful Students.

### **DISCIPLINE POLICY**

#### **For Kindergarten through Grade 3:**

Teachers will determine their own policies for addressing student behaviors that are inconsistent with the expectations outlined above. Dialogue between teacher and parents/guardians is *essential* in order to nurture the student during these early years.

#### **For Grades 4 - 8:**

The following discipline procedures in the upper grades are intended to impress upon each student the expected consequences of the choices they make.

## DEMERIT SYSTEM

Demerits are a tool for tracking behaviors that consistently interfere with student learning and moral development. Three demerits automatically result in an after school detention. It should be noted that demerits also impact the student's conduct grade on the report card. Demerits reset at the end of each trimester. If a demerit is issued, parents are asked to sign the slip and return it to school the next day.

Demerits include, but are not limited to:

- Repeated lack of preparation for class, including written work and supplies
- Failure to return notes or forms on time
- Dress code violation (see Dress Code)
- Chewing gum at any time or eating/drinking at restricted times
- Continual talking in class
- Continual disruptive behavior in school, on bus, on school property, or on field trips
- Failure to be in assigned area at the designated time
- Mistreatment of school property, including textbooks, library books, furniture or facilities

## DETENTION

Detentions are held once a week after dismissal until 3:30pm. Parents/Guardians are given notice at least 24 hours prior so that arrangements for pick up can be made. Students may not report to CARES at the conclusion of the detention, unless they are already enrolled in the program. Students must be picked up promptly at 3:30pm. Detentions accumulate throughout the entire year. If the student merits three detentions, an in-school suspension will then be served.

## AUTOMATIC DETENTION

Detention will be automatically issued for, but not limited to, the following reasons:

- Blatant, disrespect to faculty members, staff, volunteers, or guests
- Deliberate disobedience of authority
- Fighting
- Bullying/Harassment (defined as continual picking on, calling of names, physical contact and/or intimidation)
- Deliberate destruction of classroom furniture, materials, and school property  
(this will also necessitate reimbursement for damages)
- Lying, stealing, cheating, forgery, plagiarism
- Disruptive behavior on the bus, in church, on field trips
- Use of cell phone on school property without specific permission. *The device will also be confiscated, and must be picked up by parent.*
- Abusive or obscene language, gestures, or actions
- Possession of an iPod, camera, cell phone or other electronic device when not permitted.
- Inappropriate use of Internet, texting, etc.

The student's conduct mark will reflect the number of demerits/detentions issued. The signing and returning of detentions slips to school immediately after receiving them is mandatory. Upon a student's receipt of a second detention, a conference will be scheduled with the student's parent.

## **SUSPENSION**

A student, at the discretion of the administration, may be suspended *immediately*, even if no demerits have been accumulated to that point, for any of the following reasons:

- Fighting
- Vandalism
- Leaving school without permission
- Inappropriate or unauthorized use of the internet in school
- Inappropriate use of the internet at home, if the student *in any way* associated his/her wrongdoing on the internet with St. Eugene School, its students, administration, faculty, staff or volunteers.

Two suspensions in a school year may lead to dismissal.

In extreme cases, immediate expulsion may occur with the approval of the Pastor.

## **DISCIPLINARY PROBATION**

A student who has been suspended is then placed on disciplinary probation for a period of one month. During this time, the student will not be permitted to participate in special school activities, e.g. class trips, CYO sports, Spirit Day, or extra-curricular activities. Coaches will be notified through the CYO President of any student who is ineligible to participate. The student and parent/guardian will be informed if the need arises for Disciplinary Probation. Any further detentions received during the disciplinary probation will result in a suspension.

## **EXPULSION**

Expulsion is a very serious action which is taken only when all other measures have failed to solve the problem. It is an action taken after administrators, teachers and parents have determined that either the student's interest would best be served elsewhere or that the student's behavior significantly interferes with the learning environment of the school or the safety of any of its members, including other students, faculty members, staff, or volunteers. The following are some examples of behavior which may result in expulsion:

- Continued and willful defiance or disobedience of authority
- Physical assault
- Possession, sale, use or distribution of drugs, alcohol, tobacco, inhalants, etc.
- Possession of real or fake guns, knives or sharp instruments, etc. that could be used to inflict or threaten harm
- Terrorist threats to do violence of any kind against administrators, faculty members, staff, students or their families
- Serious theft
- Distribution or possession of pornographic materials



- Grave defacing or destruction of school property. In all cases of vandalism, both students or their parent(s) are responsible for any damage to equipment and/or property
- Possession of matches, lighters, combustible materials

The ultimate decision regarding any student's expulsion rests with the school administrator and Pastor.. Additionally, any threatening, harassing, rude or violent acts, emails or written communication by parents would constitute grounds for immediate dismissal of the child. St. Eugene School exists to support parents and guardians in their efforts to raise their children; students need to know that all of us are working together for their benefit.

## **STUDENT LIFE**

### **RELIGIOUS FORMATION**

The formation of our Catholic faith in our students is an important component of programs at Saint Eugene School. On designated days, classes attend daily 8:00am Mass. All classes attend First Friday Masses which focus on our yearly religious school-wide theme.

Reconciliation services are held during the seasons of Advent and Lent. Students participate in school wide Prayer Services, Retreats and a May Procession honoring Mary our Blessed Mother.

Saint Eugene students reach into the community through various service projects to communicate Jesus' message of love and service to others. Participating in service projects and activities help students learn the responsibility of becoming caring and active members of society.

### **FIELD TRIPS**

The students are permitted to go on educational field trips each year. The teachers in consultation with the principal usually arrange these trips. Each child must present written permission slips, signed by his/her parent/guardian, in order to go on the trip. Since field trips are educational, all students are expected to attend. Students who do not attend field trips must complete an educational packet on the topic of the trip. Only students who have earned the privilege by proper behavior will participate in field trips.

The number of chaperones permitted are sometimes limited by the site being visited or by space on the bus. Parents/guardians who wish to go on field trips may not bring other children with them. Parents/guardians must have all current clearances to attend any trips with students.

## **STUDENT COUNCIL**

Saint. Eugene School is a member of the Association of Catholic School Student Councils. The goal of our Student Council Program is to encourage growth in leadership, scholarship, school spirit and service to others.

Students in grades seven and eight are elected as officers. These students act as leaders of the student council, facilitate meetings, and plan and execute activities. They are also expected to take on a leadership role in the school community, leading daily prayers, and helping to create a safe, welcoming, supportive environment for all students.

Students in grades five to eight are elected to represent their class for that year. These students participate in meetings and help to plan and execute activities. They are also expected to act as role models for the whole student body.

To qualify for Student Council Representative, students will be expected to maintain the following:

- Subject grade average 80 or above
- No major behavioral or academic issues
- Active participation in meetings and activities

Failure to comply with the above may result in suspension or expulsion from student council.

## **PEER MEDIATORS**

Our Peer Mediator Program helps students of all grade levels learn to solve problems with other students. Students in grades four to seven are nominated by their classmates; then chosen by the faculty for this program. Nominees are students who are respected and trusted by their classmates; students who they believe they could go to for help if they have a problem. These students will be trained in peer mediation/conflict resolution skills and help students to solve minor conflicts in the lunch yard.

## **C. Y. O. ASSOCIATION**

The overriding motivation of the CYO (Catholic Youth Organization) Program is the involvement of as many youngsters in Christian activities as possible. The obvious leadership skills gained from operating within rules, accepting just authority and the clearly Christian characteristics of dealing graciously in both victory and defeat are a primary goal of the sports program. Any child participating in the CYO Program who receives a failure warning and/or failure may be suspended from the program until improvement is shown. Students participating in CYO activities represent St. Eugene School. Inappropriate behavior in or out of school may make students ineligible to represent our school in these activities.

## **INSTRUMENTAL MUSIC**

Menchey Music Program provides instrumental music lesson one day a week.. Students in grades 4-8 may take small group lessons in a variety of instruments. Payment for lessons and instrument rental is handled directly with Menchey Music. Band practice is held weekly. Recitals are held during the school year.

## **CHILDREN’S CHOIR**

Children’s Choir is open to boys and girls in Grades 3–8. Practice is after school one day each week. The choir sings for Masses throughout the year and performs for the community at Christmas time.

## **LUNCH**

Lunch is provided by Frankie’s School Catering Program. Menus are available at

<https://frankiesschoolcatering.h1.hotlunchonline.net>

There is also a link on the Saint Eugene webpage. Orders must be submitted by due dates. Milk may be purchased for \$.50.

Students may also bring their lunches to school each day. Parents are encouraged to send healthy lunch choices. Soda should not be a part of student lunches. Students may not bring glass containers or knives to school. Students must have two napkins in their lunch container, placing one napkin on the table under their lunch. Soda/snacks may not be purchased from the machines in the lunchroom.

Students with severe food allergies (those resulting in anaphylactic shock) are required to have the child’s doctor complete a form for dietary modifications if they would like to participate in the lunch program.

If parents must bring lunches to school, they should do so by 11:45am and leave them at the Main Office. Parents are not to go to the cafeteria unless they are lunch parents for that day.

### **Lunchroom Behavior**

The following is appropriate behavior:

- Students are to remain in their seats
- Students are to talk in conversational voices to those around them
- Students are to eat and drink all their lunch in the lunchroom: food/drinks are not to be brought outdoors
- Students are to clean up their table, chair and floor area after eating
- Students are to show respect for lunch time volunteers.

### **Playground Behavior**

- Weather permitting, teachers will direct students outside.
- Students are to play in assigned areas.
- Children may bring nerf balls to play with at lunch recess.
- Students are expected to behave appropriately in the yard, and must respect and obey teachers and parent volunteers at all times. No rough contact is allowed.
- Students are to show respect for lunch time volunteers

## **SCHOOL PROGRAMS**

### **C.A.R.E.S. (CHILDREN ARE RECEIVING EXTENDED SERVICES)**

After school care is available at Saint Eugene School for a fee. Teachers and other adults provide a safe, nurturing environment for students from 2:30pm - 5:30pm on the days school is in session. Parents/guardians must register their students if they would like to use the CARES program. Students may sign up from one to five days a week, for an hourly charge. At sign-up a registration fee will be assessed.

### **HOME AND SCHOOL ASSOCIATION**

The success of any school depends upon the interest and support of the parents. The purpose of the Home and School Association is to assist parents and teachers in their mutual task of educating our children. At least one parent is expected to show his/her interest and support by attending the General Meetings of the Home and School Association. Parents' support of the Home and School Association is also shown in their participation in projects that greatly help the school. The Home and School Board consists of the Pastor, Principal and parent representatives who meet monthly to organize meetings, speakers and fundraisers to help the school administration, faculty and parents.

### **PARENT VOLUNTEERS**

Volunteers are a vital part of our school program. There are many opportunities to volunteer in our school community including library aids, yard and lunchroom monitors, homeroom parents and special activities sponsored by the Home and School. We are most grateful for the generous response in the past and hope that this will continue as a responsibility in each family. The participation of our families in our school helps to strengthen the Saint Eugene community spirit.

All volunteers are required to have the following:

- Criminal Record clearance
- Child Abuse clearance
- Signed disclosure statement
- Completion of online Mandated Reporter program
- Attendance at a Safe Environment workshop

## **SUPPORT SERVICES**

### **REMEDIAL SERVICES**

- Diagnostic testing, remedial reading services, speech and counseling services are provided by the Delaware County Intermediate Unit through Federal and /or State funding.
- Services are provided in the trailer outside the main building
- Students are referred for these services, if needed, after consultation between parents/guardians and teachers. Priority for remediation is given to lower grade students as space is available.
- Parochial schools are not bound by the same mandates as public schools in regard to Individual Educational Plans (IEP) or 504 Plans. Parents are encouraged to contact the teacher or principal if they have concerns about a need for counseling, testing or remedial support.

### **RIGHT TO AMEND**

Saint Eugene School reserves the right to amend this Parent-Student Handbook. Notice of amendments will be published during the school year via the weekly parent newsletter and other forms of communication.

The Principal of the school in consultation with the Pastor is the final authority in all matters and can waive any and all regulations as seen fit for just cause.

*We at Saint Eugene School appreciate your understanding and support of the need to have regulations in place for the safety of the students and the functioning of the school. If you have a question about a particular policy or procedure, please contact the principal.*

## PARENT/STUDENT SIGNATURE PAGE

After reviewing the Saint Eugene Parent/Student Handbook found on the school's website [www.sainteugeneschool.org](http://www.sainteugeneschool.org), please sign and return this page to school by Friday, September 14, 2018.

Signatures are required for parents/guardians and students in grades 4-8.

Parents/guardians of students in kindergarten through grade 3, please sign that you have discussed this handbook with your children.

I have read the 2017- 2018 Saint Eugene Parent/Student Handbook and agree to follow the school policies and procedures as stated.

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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Parent/Guardian Signature	Date
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Parent/Guardian Signature	Date
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