



St. Eugene School
Guiding hearts, growing minds



Mission and Catholic Identity
Academic Excellence
Innovative Programs
Educating the Whole Student

Parent and Student Handbook

2023-24 SCHOOL YEAR

ST. EUGENE SCHOOL
7600 N. PORT WASHINGTON RD.
FOX POINT, WI 53217

**The Archdiocese of Milwaukee has awarded
Exemplary Recognition to Saint Eugene School
in four categories:**

- *Mission and Catholic Identity*
- *Academic Excellence*
- *Innovative Programs*
- *Educating the Whole Student*



Saint Eugene School respects the dignity of each child. Neither race, color, national origin, ethnicity, sex, or disability, 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.

St. Eugene School reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

Saint Eugene School Parent and Student Handbook, 2023-24 School Year

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Our Vision, Mission, Values, Philosophy

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

St. Eugene School Vision Statement

St. Eugene School: Guiding hearts, growing minds

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 School Philosophy

We believe in educating the whole child by fostering each student's spiritual, intellectual, emotional, social, and physical growth.

We believe in nurturing a Catholic school community where we model the values of the Gospel in our daily contact with each other, the students, families, parish, and the larger world.

We believe in providing a challenging integrated curriculum with creative and innovative teaching methods that address various styles of learning and ability levels of individual students through critical thinking, collaboration, and creativity.

We believe that a strong academic core curriculum must be enhanced by quality specialty programs and enriching extra-curricular opportunities.

We believe that parents and teachers are partners in the education and growth of our students.

We believe that each child, through his or her faith, intelligence, relationships, and talents, is a unique reflection of the image of God.

We believe in providing students with the skills needed to become faith-filled, respectful, responsible individuals, and productive members of their families, church, community, and society.

We believe that we are made in the image of God and offer a curriculum that promotes physical health.

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St. Eugene Congregation Vision Statement

St. Eugene Congregation is a community of faith and hope nurtured by the Eucharist where parishioners are engaged in vibrant liturgies and enriched by prayerful and inspiring music.

Our school has a reputation for academic excellence based on Catholic values. Families are involved in the school and parish and contribute to the holistic formation which their children receive.

Our child ministry provides many opportunities for children and their families to learn about faith and engage in life-long faith formation. Sacramental preparation sessions highlight the role of parents in nurturing their child's faith life.

Our youth ministry provide opportunities to pray together, to learn about what it means to be a Catholic in today's world, to discern gifts and talents, and to serve those in need. The youth are energized by their mission trips and other collaborative efforts.

Our parish provides many opportunities for spiritual growth. Adults commit to ongoing formation activities, including Bible study and reflection, intergenerational events, service projects, book discussions, and prayer opportunities outside of Mass.

Our families feel supported and inspired as they continue their holy charge of managing family life based on Christian values. Creative approaches are being used to welcome, evangelize, and to deepen the parish's identity as a sign of faith and hope to the larger community. Our community reaches out to those in need and walks with others on their faith journey.

Stewardship is a way of life where our parishioners are contributing their talents and leadership abilities to enhance parish life and reach out to others. Parishioners are engaged in outreach to Our Lady Queen of Apostles in Uganda, as well as supporting local service projects. Our parishioners make sacrifices to financially support this mission and ministry of the parish so it can continue to be a vibrant sign of the presence of Christ in community and the world. Management of parish resources is fiscally sound, transparent and consistent with the parish vision and values.

St. Eugene Congregation, in collaboration with St. Monica Parish and through the empowerment of the laity, carries its mission forward with strong pastoral leadership.

St. Eugene Congregation Mission Statement

St. Eugene Congregation is a welcoming Catholic community, living in faith serving God's people within our community and throughout the world.

Archdiocese of Milwaukee Vision Statement for Schools

Catholic schools transform our local and global communities into centers of faith, hope, and charity by providing quality Catholic education to all people.

Archdiocese of Milwaukee Mission Statement for Schools

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

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Contact Information

Saint Eugene Parish:

Office hours: Tuesday – Thursday 8:30 am - 12:00 pm and 1:00 pm – 4:30 pm

Web site: www.steugenecongregation.org

Phone: (414) 918-1100

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.steugene.school

Phone: (414) 918-1120

Fax: (414) 918-1122

Parish Staff

Pastor	Rev. Mark Payne	paynem@archmil.org
Associate Pastor	Rev. Tonny Kizza	tkizza@stme.church
Director of Stewardship & Communications	Ms. Rebecca Ruesch	rruesch@stme.church
Director of Music & Liturgy	Mr. Matt Zembrowski	mzembrowski@stme.church
Principal	Ms. Nicolle Schroeder	schroedern@steugene.school
Executive Director St. Eugene & St. Monica Schools	Ms. Rebecca Jones	rjones@stme.church
Director of Administrative Services	Mrs. Sue Devine	sdevine@stme.church
Finance and Human Resources	Mrs. Athena Boos	aboos@stme.church
Director of Religious Education	Mrs. Joyce Swietlik	jswietlik@stme.church
Director of Youth Ministry	Ms. Kylie Dawley	kdawley@stme.church
Child and Family Ministry Coordinator	Ms. Jeanette Lambrecht	jlambrecht@stme.church

Parish Support Staff

SE Parish Administrative Assistant	Ms. Mary Martone	mmartone@stme.church
School Secretary / Administrative Assistants	Mrs. Marcela Mejia Mrs. Christina Ramsey	mejiam@steugene.school ramseyc@steugene.school
Ministry Center Administrative Assistant/Safe Environment Coordinator	Ms. Mary Brzozowski	mbrzozowski@stme.church
STME Communications	Mr. Bobby Albrightson	ralbrightson@stme.church
Head of Maintenance	Mr. Tracy Stettler	tstettler@stme.church
Janitor (church)	Mr. Tom Schmidtkunz	

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St. Eugene School Administration, Faculty, and Staff List

Position	Faculty/Staff Member	Telephone	Email
Executive Director	Ms. Rebecca Jones	(414) 420-6173	rjones@stme.church
Principal	Ms. Nicolle Schroeder	(414) 918-1121	schroedern@steugene.school
3K	Mrs. Laurie Stephan	(414) 918-1169	stephanl@steugene.school
4K	Mrs. Meg Fisher	(414) 918-1140	fisherm@steugene.school
5K	Mrs. Danielle Santori	(414) 918-1141	santorid@steugene.school
1	Mrs. Cathy Bartkowski	(414) 918-1142	bartkowskic@steugene.school
2	Mrs. Jennifer Luna	(414) 918-1147	lunaj@steugene.school
3	Ms. Jennifer Grajek	(414) 918-1143	grajekj@steugene.school
4	Ms. Toni Robaczek	(414) 918-1150	robaczeka@steugene.school
5	Mr. Eric Blaufuss	(414) 918-1151	blaufusse@steugene.school
6 – MS Social Studies/Religion	Mrs. Stacie Conery	(414) 918-1144	conerys@steugene.school
7 – MS ELA	Mrs. Megan Gonzelas	(414) 918-1149	gonzalesm@steugene.school
8 – MS Math/Science	Mrs. Alice Weinshrott	(414) 918-1158	weinshrotta@steugene.school
Art	Mrs. Sherie Drees	(414) 918-1156	drees@steugene.school
STEAM Director/Gr. 8 Algebra	Mrs. Sharon Webster	(414) 918-1153	websters@steugene.school
Director of Learning Support (4K-8)	Mrs. Lisa Badran	(414) 918-1148	badranl@steugene.school
Library	Mrs. Martha Boyle	(414) 918-1152	boylem@steugene.school
Music	Ms. Jenna Bliss	(414) 918-1157	blissj@steugene.school
Physical Education	Mr. Dakota Prozanski	(414) 918-1155	prozanskid@steugene.school
Spanish (Grades 1-8)	Ms. Alejandra Vega	(414) 918-1154	vegaa@steugene.school
Counselor	Mrs. Jenifer Hilander	(414) 918-1120	guidance@steugene.school
Extended Care Director	Mrs. Pat Eisold	(414) 918-1168	eisoldp@steugene.school
Instructional Aide	Mrs. Elizabeth Lara	(414) 918-1120	larac@steugene.school
Instructional Aide	Mrs. Christina Ortwein-Callender	(414) 918-1120	ortweincallenderc@steugene.school
Instructional Aide	Mrs. Patricia Hidalgo	(414) 918-1120	hidalgop@steugene.school
Administrative Assistant/School Secretary	Mrs. Marcela Mejia Mrs. Christina Ramsey	(414) 918-1120	mejiam@steugene.school ramseyc@steugene.school
Director of Advancement and Enrollment	Mrs. Emily Fleisch	(414) 918-1120 (414) 918-1132	fleische@steugene.school

Other Important Contacts

Band, Orchestra	Molly Lieberman Director, GoMKE Band and Orchestra Program molly.c.lieberman@gmail.com
Food Service	Aramark www.aramark.com
Hot Lunch Accounts/FACTS Tuition Accounts	Mrs. Emily Fleisch, (414) 918-1132, fleische@steugene.school
Riteway Bus	(414) 226-5481

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Saint Eugene School Commission Members

Allison Buchanan	alaselnd03@yahoo.com	President, Chair Finance Committee
Adrienne Amman	greytgals@yahoo.com	Vice-President, Chair Policy and Planning Committee
Kari Kennedy	davekarikennedy@gmail.com	Secretary, member Marketing and Public Relations Committee
Adrienne Amman	greytgals@yahoo.com	Chair, Policy & Planning Committee
Brian Kramp	briankramp@gmail.com	Chair, Marketing & Public Relations
Allison Buchanan	alaselnd03@yahoo.com	Chair, Finance Committee
Jenny Marsch	jennifer.h.marsch@gmail.com	Member Finance Committee
Candace Costa	candace.costa@wfbsschools.com	Member, Policy & Planning
Uso Ibekwe	uunwosu@gmail.com	Member, Policy & Planning
Kate Junk	kate.junk@me.com	Member, Marketing & Public Relations Committee
TBD		Pastoral Council Liaison (ex-officio)
Nicolle Schroeder	schroedern@steugene.school	Principal (ex-officio)
Rebecca Jones	rjones@stme.church	Executive Director (ex-officio)
Fr. Mark Payne	paynem@archmil.org	Pastor (ex-officio)

Saint Eugene Home and School Association Executive Board

Paul Corrao	corrao1011@gmail.com	Co-President
Sandy Rodriguez	Sandy_r_l@yahoo.com	Co-President
Kay Bokowy	kbokowy@gmail.com	Co-Treasurer
Sarah Kleinmann	sarah_kleinmann@yahoo.com	Co-Treasurer
Andre Bilak	waubeeandy@gmail.com	Secretary

General Information

Academic Achievement Policy

Grades 4K-3

In grades 4K-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 consider retention. Retention is rare and all other options for academic support are considered prior to making a decision to retain.

Grades 4-8

In grades 4-8, student advancement is determined by evaluating the academic progress in the areas of Religion, Reading, English, Science, Mathematics, and Social Studies. Academic progress in the classes for Music, Technology, Art, World Language, and Physical Education are also considered. The principal, Director of Learning Support, classroom teacher(s), and parent(s)/guardian(s) of a student who has not demonstrated academic progress may be retained. Retention is rare and all other options for academic support are considered prior to making a decision to retain.

Accreditation

Saint Eugene School is fully accredited. Saint Eugene School is accredited by the Archdiocese of Milwaukee and by the Wisconsin Nonpublic School Accrediting Association (WRISA). The tool used for accreditation is the Wisconsin Catholic Schools Accreditation Tool (WCSA) which is aligned with the National Standards and Benchmarks for Effective Catholic Schools (NSBECS). Our most recent accreditation visit was during the 2022-23 school year. Our next self-study year is 2028-29. Our next accreditation visit will be in 2029-30.

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 four areas: *Mission and Catholic Identity; Academic Excellence; Innovative Programs; Educating the Whole Student.*

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.

Associations

An "affiliated organization" is any group of parishioners/school parents, or a group sponsored by parishioners/school parents that is participating in the mission of the parish/school, uses the name of the parish/school for identification, and is not organized separate from the parish/school. It is specifically sponsored by the parish/high school. All parish/school affiliated organizations are established in the parish/school bylaws or by separate action of the Pastoral Council/School Commission. Affiliated organizations are accountable to the parish/school, usually through the Pastoral Council/School Commission.

Organizations such as the Home and School Association, Athletic Association, Holy Name Society, Christian Women Society, Ski Club, Debate Club, Drama Club, etc., are usually established as affiliated organizations. Organizations that have their primary affiliation with another organization, such as Boy Scouts, Girl Scouts, Knights of Columbus, or St. Vincent de Paul, yet use the parish or school as a sponsor or for identification are not considered affiliated organizations. Any other group that is not sponsored or authorized by the Pastoral Council or School Commission is not an affiliated organization.

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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 (8:10 am). All tardy students must report to the office.

Parents are asked that their students arrive at school in time for the first bell at 7:58 a.m. This enables students to have sufficient time to ready themselves for the start of the school day before prayer and announcements at 8:10 a.m.

Absence

Parents are required to **call or email the school office** 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 or email! Excessive absence or tardiness may lead to detention or other action. Please note: *While teachers appreciate when parents email them directly of student absences, **parents must first notify the school office.***

In accordance with the Wisconsin Compulsory Attendance Law, a parent will be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent 10 or more days in the school year.

St. Eugene may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

If a student is absent from school, he/she may not participate in any after school activities, concerts, athletics, etc.

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 the 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.

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.

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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

Students may bring a treat for classmates when it is their birthday. Treats should be individual such as cookies, cupcakes, or individual snacks. Sheet cakes are not allowed. Teachers will hand out the treats and they may not be distributed to other classrooms.

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

Child Abuse

Safe Environment

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 background checks will be conducted on all employees and all volunteers who have regular contact with children. Every five years a new background check is completed.

Mandatory Reporting

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. Within 24 hours CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardians. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should Child Protective Services (CPS) request to meet with a child on school premises, school staff may permit those meetings without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

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. Teachers are asked to respond to voicemails within 24 hours. ***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.***

We prefer that parents call teachers at their school phone numbers. All parish employees have the ability to download our phone app which will direct parish calls to employees' cell phones. Occasionally, a teacher may share her/his personal cell phone number for parents to use. That is the discretion of the teacher.

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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. Teachers are asked to respond to emails within 24 hours. The exception would be on the weekends. Emails sent to teachers on Friday evening through Sunday will be answered on Monday. The preferred method for contacting teachers is through school email.

The Thursday Folder/Weekly Newsletter “Go for the Gold”

The Thursday Folder/Weekly Newsletter “Go for the Gold” facilitates communication between the school office, classroom teacher, and home. Each week the Thursday Folder/Weekly Newsletter “Go for the Gold” is emailed directly to families. It is important that families take time to read the Thursday Folder/Weekly Newsletter “Go for the Gold” for vital and pertinent school related information.

There will still be some materials that will come home in print form (for example, a brochure from the Nicolet recreation department). Paper Thursday Folders are sent home approximately once a month.

If you have any news you would like included in Thursday Folder/Weekly Newsletter “Go for the Gold,” please submit it through e-mail by Tuesday at noon, for Thursday’s publication. The School Principal must approve all submissions. The e-mail address for “Go For The Gold” submissions is: schooloffice@steugene.school.

St. Eugene School App

St. Eugene has a school app which parents can download. Alerts, school calendar, and other school related items can be accessed through the app.

Option C

Option C is a student management system where parents have 24 hour access to grades and assignments. Parents will be given a login to access their child’s/children’s information. Option C is available to all parents, however, it is used mainly for grades 3 and up for checking assignments and grades. All parents will use Option C to sign up for conferences.

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 October. The second conference in February is optional, but encouraged. Students in the upper grades are encouraged to attend conferences. All parents will use Option C to sign up for conferences.

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. Families where parents have custodial agreements must supply the school with a copy of the agreement. All families will be asked to complete the Confidential Family Information Form.

Continuity of Instruction and Learning

Occasionally events occur that disrupt the ability of a school to deliver in-person instruction to its students. St. Eugene School will develop and publish policies and procedures to ensure the continuity of instruction and learning if a disruptive event occurs. These disruptive events will vary in duration. The duration will help to determine the school’s policy for virtual learning.

If a student is absent for a long period of time for medical reasons, St. Eugene may provide a virtual learning option depending on the student’s ability to attend virtually and the grade level of the student.

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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) disabilities; (f) performance levels, including standardized test results; (g) outside evaluations by qualified professionals.

The Director of Learning Support, the classroom teacher, parents, and the principal make determinations if modifications are needed. In specific cases, families may be referred to their local public school district for a complete diagnostic evaluation.

St. Eugene School has a Director of Learning Support for grades 3K – 8. The Director of Learning Support works with students directly and works with teachers to meet educational needs. All faculty use differentiated instruction in order to best meet the needs of all students.

There is a 30-minute block of time every day for grades 1 - 8 for teachers to use for extending the curriculum and providing more opportunities for research-based instruction. This time period is one way that St. Eugene provides *Response to Intervention (RtI)* time and strategies. At St. Eugene we call our RtI time, *Power Hour*.

Daily Schedule

Time	Activity
7:45 am – 7:58 am	Bus and Car drop-off
7:58, 8:01, 8:03 am	Staggered entry
8:10 am	Tardy Bell. Morning prayer, announcements & attendance, classes begin
8:20 am	Mass (Thursdays)
9:40 – 9:55 am	Recess, grades 1 – 4 (3K, 4K, 5K recess times vary)
11:00 am	Dismissal, AM Kindergarten
10:50 – 11:10	3K recess
11:10 – 11:30	3K, 4K, 5K lunch
11:30 am - 11:50 am	Grades 4K, 5K Recess Grades 1 - 4 Lunch Grades 5 – 8 Recess
11:50 am - 12:10 pm	Grades 1 – 4 Recess Grades 5-8 Lunch
1:40 – 1:55 pm	Recess, grades 1-3 (3K, 4K, 5K recess varies)
3:05 pm	Classes end
3:05 – 3:10 pm	Staggered 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.

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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.

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.
10. No eating or drinking is allowed on the bus.
11. Refrain from using cell phones.
12. No pictures are to be taken on the bus.

Failure to comply with these rules and regulations will result in disciplinary action that may include loss of bus transportation. If a parent has bus-related please contact Riteway Bus Co. 414-226-5481 or the school office.

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.

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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.
 - d. No running on the playground equipment.
 - e. No walking up the slides.
7. No throwing of objects such as: rocks, pebbles, wood chips, pine cones, etc.
8. Snowball throwing is not permitted.
9. Playground zones may be determined for younger students on a rotating basis.

Classroom Rules

Each teacher develops and communicates the rules to be followed in his/her classroom. All classroom rules are rooted in our school's mission statement and school values.

Middle School Behavior

At the middle school level (grades 6 – 8) teachers follow a unified discipline plan. The plan is communicated to students and parents at the start of the school year. Both students and parents sign an agreement to uphold the rules and expectations for behavior. Good behavior is acknowledged and rewarded. Logical consequences for misbehavior are administered. Teachers communicate regularly with parents regarding student behavior.

Cafeteria Behavior

Students in 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. A maximum of 6 students may sit at each round table. No student may sit alone at a cafeteria table. Students should follow the direction of the cafeteria supervisor at all times.

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, Android phones, Android tablets, non-school issued iPads, iPods, Game Boy systems, Nintendo DS game systems, and Play Station Portable game systems (PSP), compact disc players or radios, drones – 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 3:30 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 may not email or text their parents from a school issued iPad or other device during the school day. Parents may not email or text their children during the school day. If parents need to contact their child/children they must call the school office, 414-918-1120.**

Wearable Computers/Smartwatches/Apple Watches/Fitbits

St. Eugene School discourages the use of any wearable computers by students. Wearable computers fall under the same definition of a personal electronic device. St. Eugene does not have a “bring your own device” policy therefore wearable computers are not acceptable. Wearable computers include but are not limited to the following: Smartwatches, Apple Watches, Fitbits.

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 prohibited from taking still photographs or video recording on the bus at any time. 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

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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.

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.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

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

Bullying behavior is unfair, one-sided, and repeated over time. It can be verbal or physical, direct or indirect, can happen in person or online (cyberbullying). It happens when someone is repeatedly hurting, frightening, threatening, or intentionally excluding someone.

To assess if a child is being bullied, we use the following guidelines:

Is it Bullying?

- When someone says or does something *unintentionally* hurtful and they do it once, that's **rude**.
- When someone says or does something *intentionally* hurtful and they do it once, that's **mean**.
- When someone says or does something *intentionally* hurtful and they keep doing it-even when you tell them to stop or show them that you're upset – that's **bullying**.

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
- Teaching how to use "I messages"
- 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 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
- Following the School Values

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- 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
- Using “I messages” and being assertive when giving a message
- 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 as needed to resolve problems

The **Panther Way** character trait program provides students with positive character traits for which to strive.

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.

Alcohol, Tobacco and Substance Abuse Policy

Alcohol and tobacco (including e-cigarettes, Juul Pods, vapes, or any kind of electronic nicotine delivery systems) 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, electronic nicotine delivery system, drugs, 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, electronic nicotine delivery system, 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.

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.

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.

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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.

SES uses a Parent Alert system which will make a call, send an email and text in case of an emergency such as a school closing due to weather, no power at the school, etc.

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.todaystmj4.com or <http://www.wisn.com/weather/closings>, www.fox6milwaukee.com). In addition, once we have received notification that Nicolet is closed, we will use our parent alert system and send an email, text and phone call. We will post school closures on social media.

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. The school office will activate the Parent Alert system which will alert parents by email and/or text or phone.

Inclement Weather

Students will not go outside to play if the weather does not permit it such as rain, blizzards, or extreme cold. Students will stay indoors if the actual air temperature is zero or below. Students will also stay indoors if the wind chill or feels like temperature is -5 or below. *Please note: The discretion of the principal or playground supervisor will be used to determine whether or not students go outside for recess.* When students remain inside for recess they will remain in their classrooms or go to the gym.

Safety Drills: Fire, Tornado, Lockdown, Active Shooter, Evacuation

Saint Eugene School complies with state and local regulations regarding safety drills. Fire drills are conducted monthly and tornado drills are conducted annually. Lockdown drills and Active Shooter drills are conducted twice per school year. Detailed escape plans are posted inside the door of each classroom. *(See Appendix F for the St. Eugene Emergency Operations Plan.)*

Mandatory Reporting of School Violence Threats (Arch policy 5140.12)

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

Law Enforcement Questioning and Apprehension

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without the permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

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A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

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 with a sibling currently enrolled at Saint Eugene and whose parent or guardian is not a registered parishioner of Saint Eugene Congregation.
4. New students of families with a parent or guardian who is a SES alumnus and is currently a registered parishioner of St. Eugene Congregation.
5. New students of families with a parent or guardian who is a registered parishioner of Saint Eugene Congregation.
6. New students of families with a parent or guardian who is a SES alumnus and is not a registered parishioner of St. Eugene Congregation.
7. 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.

New registrants without currently enrolled siblings will not be accepted until the last Sunday of January. After the last Sunday of January, Saint Eugene cannot guarantee a space for currently enrolled children or their siblings.

Students must be 3 years of age on or before September 1st, to enter the 3K program.

Students must be 4 years of age on or before September 1st, to enter the 4K program at St. Eugene School.

Admission 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 (if applicable)
3. Immunization Records *Must be received before the start of the school year

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. Students do not automatically remain on the waiting list from year to year, but must re-submit a registration form each year. Registrations for students on a waiting list are dated and time stamped. When spots are available those at the top of the waiting list are contacted first. The waiting list may be reorganized according to the Student Enrollment Priority Policy.

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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 attend the weekly all school Mass, but do not receive the sacraments.

Upon entering Kindergarten at St. Eugene School children must be completely independent in their toileting needs. All newly enrolled students for 4K will be invited to participate in the Kindergarten Kick Off event held in May. The Kindergarten Kick Off provides an opportunity for the 4K teacher to meet the students and help them become acclimated to St. Eugene School. At the same event parents have the opportunity to meet other parents and to visit with the principal.

In addition, all new students have probationary status during the first year of their attendance at St. Eugene School.

School & Parent Partnership: Rights and Responsibilities of Parents (Archmil Policy #1312)

The education of each child is a partnership between the parents/guardians and St. Eugene School. Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. The Archdiocesan Superintendent of Schools/designee will be informed before any action leading to the termination of a student's enrollment.

Should any parent/guardian behave in a manner that blatantly rejects school mission or core values, or interferes with school operations, or displays distrustful, disruptive or harassing behaviors toward St. Eugene personnel, students or families, school leadership may engage the following process for corrective action. NOTE: In a circumstance where the safety of school personnel, students, or other parents may be threatened, the steps of the following process may be accelerated to the end.

- School personnel shall request that a parent/guardian shall correct or cease and desist detrimental behavior.
- If behaviors represent a threat to personal or school safety, law enforcement may be requested to support school officials and further engage with the parent/guardian.
- Archdiocesan Policy 1312 and this handbook policy shall be shared with the parent/guardian who may fail to fully comply with the school's request to cease and desist detrimental behavior. School officials shall formally document continued noncompliance or misconduct.
- If detrimental, unwelcome behavior persists and becomes a documented pattern, St. Eugene leadership may provide a formal written warning that withdrawal of the children of the parent/guardian from St. Eugene may be a consequence for continued parent/guardian misconduct or disregard of school expectations.
- Should detrimental, unwelcome behavior persist after a written warning, school officials shall request a meeting with the parent/guardian. Noncompliance with the meeting request shall be documented and may lead to further consequences, including withdrawing the children of the parent/guardian from the school.
- Should detrimental behaviors persist after a formal written warning, and/or meeting with school officials, St. Eugene leadership may formally withdraw the children of the parent/guardian from the school and the action will be reported to the Archdiocesan Office of Schools.

Transfer Student Policy

When a family is considering registering a student at St. Eugene School, the student and/or parents will meet with Learning Support staff. This meeting will take place sometime after the family has had a tour and met with the principal. Prior to the start date of the transfer student's first day of classes at St. Eugene, he/she will come for a 30 minute time block to complete a reading assessment and a math assessment. Results will be shared with classroom teachers to inform instruction and planning. Parents will be asked to provide background information on their child

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as a learner, including any services their child may have received at his/her prior school. We will also ask parents to have a brief questionnaire completed by the previous school's principal and/or classroom teacher and to provide a copy of a current report card and standardized test results.

The purpose of the assessments, one-on-one meetings, and questionnaire is not to determine admittance to St. Eugene, but to provide more information for teachers and learning support staff to adequately prepare to meet the needs of the new student in the classroom. (For example: To create an appropriate accommodations plan, to allow adjustments to a learning support schedule, to secure materials or additional licenses for different enrichment programming, etc.)

When a student is transferring during a school year, it is recommended that the initial meeting with Learning Support staff takes place one to two weeks prior to the intended date of enrollment. When a student is transferring prior to the start of a new school year, it is recommended that the meeting with Director of Learning Support take place one to two weeks prior to the start of the school year. The transfer process will take approximately one month to ensure that all steps and paperwork are completed.

Transfer Student Steps prior to first day of classes at St. Eugene School:

- 1.) Tour
- 2.) Meet with the Principal
- 3.) Complete registration forms
- 4.) Schedule optional shadow day
- 5.) Provide copy of current report card and standardized test results
- 6.) Prior/current school completes questionnaire
- 7.) Meet with Director of Learning Support
- 8.) Student will complete reading and math assessments
- 9.) Director of Learning Support provides feedback to parents
- 10.) Complete tuition management forms
- 11.) Family is notified to determine agreed upon start date

Note: All steps must be completed before the start date is determined.

St. Eugene School strives to meet the learning and emotional needs of students. On occasion a student may require a level of support that is beyond what is offered at St. Eugene. In these circumstances, the principal will determine admittance.

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 school principal, in consultation with the Saint Eugene School Commission, makes final approval of the admission of any class over 26 students for grades 1 – 8 or 20 students for 4K, 5K or 18 students for 3K. When necessary, a waiting pool for a class will be established and students will be accepted in accordance with the school's enrollment priority policy.

Extended Care Program

St. Eugene School offers extended care for St. Eugene students from 6:45 a.m. to 7:45 a.m. and from 3:10 p.m. to 6:00 p.m. Information about this program is available on the school website and from the Extended Care Director 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.

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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 (these may vary from year to year depending on interest, availability of facilitators, etc.):

- ♦ Art Club
- ♦ Chess Club
- ♦ MATHCOUNTS
- ♦ Math Olympiads
- ♦ FIRST Lego League
- ♦ Lego League, Jr.
- ♦ Parish Children's Choir
- ♦ Shining Light Service Club
- ♦ Middle School Musical
- ♦ Scouting for both boys and girls
- ♦ Ski Club
- ♦ Athletics: Tuesday Night Slammers T- Ball, K4 – 2
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: Scouting, Athletic programs, and Children's Choir are open to all parish students. FIRST Lego League is open to full-time St. Eugene School students first and if room allows it will allow parish students attending other schools or are home-schooled. Chess Club is open to full-time or part-time St. Eugene School students. All other activities are reserved for full-time enrolled St. Eugene School 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 and school principal. 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.

When there are not enough students in a grade to field teams, options include playing up with the grade ahead or joining with St. Monica School or another neighboring Catholic school to form a team.

Band and/or Orchestra

A band and/or orchestra program is provided for students in grades 3-8 (band is offered for 4 – 8 and orchestra is offered for 3 – 8). This program is an elective and is provided by an outside contractor. Parents are encouraged to contact the band and/or orchestra director directly with questions about the program. 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/orchestra practice.

Middle School Musical

The middle school musical offers students an opportunity to work together to produce a play. Although the musical is an optional activity, all 6th through 8th 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 extra-curricular activity has a participation fee. In addition, parental involvement is expected.

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Field Trips

Field trips enrich the instructional program by using community resources, which are related to the class curriculum. Field trips have a clear educational purpose and link to specific standards. This includes any 8th grade class trip. Parents will receive field trip permission slips, which must be filled out and signed **in advance** of the trip. A verbal “okay” given over the phone will not be accepted as a permission slip. No student will be allowed to attend a field trip without a signed permission slip. 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. Field trips are not optional. Students are expected to attend field trips as they are a part of the curriculum. Field trips are an extension of the school and therefore policies related to electronic devices are to be followed.

A per student Field Trip Fee is added to the tuition bill. The Home & School Association provides additional monies for field trips.

In the event that a field trip is cancelled for any reason, all funds raised are the parish/schools and may not be disbursed to individual students or families. The principal will consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final. See Office for School Policy 3282.

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. The EpiPen from the health office will be taken along on field trips.

School staff will annually 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.

Students with severe allergies 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.

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 controlled 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 free of peanuts/tree nuts.

St. Eugene School wants to encourage healthy habits. In line with our wellness policies we encourage students to bring healthy snacks to school. We also encourage teachers and staff to refrain from distributing candy on a regular basis. We acknowledge that there are times when it is appropriate to give candy, but it is on a limited basis.

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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 World Language Food Tasting

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

Guardian Angel Program

St. Eugene School has a proud history of pairing older grades with younger grades. We call this our "Guardian Angel" program.

Guardian Angels sit together at the all school liturgies. Other activities that they engage in are: reading together, tutoring, Catholic Schools Week activities, field trips, Advent prayer, etc.

The Guardian Angel program allows students to develop meaningful relationships with fellow St. Eugene students and thus strengthening our school community.

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.

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 1312.1 will be followed.

The School Commission and/or Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

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Grading

St. Eugene School has adopted the Assessment and Grading Guiding Principles of the Archdiocese of Milwaukee.

The six principles for effective grading and assessment practices are:

- Assessment and grading are ongoing processes that guide continuous learning
- Grading should be standards based and reflect what students know and are able to do
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools
- Grading should support a growth mindset
- Grading should only reflect student achievement
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

Individual teacher's policies will address the issue of late work, missing assignments and incomplete assignments. These policies will be reviewed with students and parents at the beginning of the school year.

Standards Based Grading and Assessment Glossary

Priority Standards – Standards that have been identified as essential in a particular grade level or course, requiring more instructional time and mastery by all students.

Supporting Standards – Standards that have not been identified as most essential, but are still taught in a grade level or course.

Proficiency Scale - A scale that identifies distinct levels of knowledge and skills relative to a specific standard or related standards.

Grading Proficiency Scales

For students in 3K, 4K, 5K teachers will write a narrative detailing students' growth using the Wisconsin Model Early Learning Standards (WMELS).

Grades 1 – 3 Proficiency Scale

Grade	Proficiency
3 Proficient	<ul style="list-style-type: none">• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.• Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none">• Student demonstrates partial understanding of grade level standards.• Student can sometimes complete learning activities without assistance.
1 Emerging	<ul style="list-style-type: none">• Insufficient Evidence

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Grades 4 – 8 Proficiency Scale

Grade	Proficiency
4 Advanced	<ul style="list-style-type: none">• Student demonstrates understanding of concepts and skills extending beyond grade level standards.• Student can independently complete self-directed studies.
3 Proficient	<ul style="list-style-type: none">• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.• Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none">• Student demonstrates partial understanding of grade level standards.• Student can sometimes complete learning activities without assistance.
1 Emerging	<ul style="list-style-type: none">• Insufficient Evidence

Report Cards

Report cards are summative assessments at the conclusion of a 12 week period. Students shall receive report cards three times per year (each trimester is approximately 12 weeks.) When academic issues exist indicating that a student isn't making progress the teacher will communicate to parents. Interventions will be implemented in order to help students make progress. In rare cases if retention is considered, the teacher and 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.

Learner Behaviors

Learner Behaviors are reported on the report card. Learner Behaviors are assessed separately from academic progress. This is in alignment with the six guiding principles for grading and assessment.

Rubrics

During the course of each trimester teachers will use formative assessments to determine student progress in becoming proficient in mastering the standards. Teachers may use rubrics as a formative assessment tool.

Online Grades at St. Eugene School

Parents have online access to their children's grades. Grades are accessed through Option C. Every family is issued a login and password for Option C. 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. 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.

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Graduation Requirements

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

1. Achievement is demonstrated by being proficient in the priority standards for each subject
2. Completion of all assignments, projects, and other requirements
3. Be in good financial standing with the school
4. All property of the school such as textbooks, library books, school issued iPad, etc. must be returned in good condition.

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.

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, such as inhalers and glucagon, 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.

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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.

During the pandemic follow the guidelines for COVID-19.

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, 8:00 a.m. until 4:30 p.m.**

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

Concussions

St. Eugene School will follow the Archdiocese of Milwaukee policy 5141.1 in the education and management of concussions in students and athletes.

All parents and students/athletes will receive fact sheets regarding the signs and symptoms of concussion at the beginning of the school year. (See Appendix C.) When individual sports seasons begin, the athlete will sign a statement in which the athlete accepts responsibility for reporting their signs and symptoms of a suspected concussion to the coach and parents. Parents will sign the same form acknowledging their responsibility to seek medical treatment for a suspected concussion.

When a student/athlete exhibits any signs, symptoms or behaviors consistent with a concussion, the student/athlete shall be removed immediately from school activities, sports practice or competition. His/her parents shall be immediately notified of the situation. The student/athlete may not participate in school activities, sports practice or competition again until he/she is evaluated by a health care professional, is symptom-free and receives written clearance from a health care provider to return to activity. (Wisconsin Concussion Law Act 172 – Statute 118.293)

Sudden Cardiac Arrest

Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. **Athletes should inform the healthcare provider performing their physical examination about their family's heart history.**

If an athlete has any warning signs of SCA while exercising, **they should seek medical attention and evaluation from a healthcare provider before returning to a game or practice.** (See Appendix D.)

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 each year. The following immunizations are required at this time: DTP/DTaP/DT, Polio, MMR, Varicella, and Hep B. (See WI State Statute 252)

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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

Grade/Age	Number of Doses
Pre K (2 years through 4 years)	4 DTP/DTPaP/DT ² 3 Polio 1 MMR ⁵ 3 Hep B 1 Var ⁶
Grades K through 5	4 DTP/DTPaP/DT/Td ^{1,2} 4 Polio ⁴ 2 MMR ⁵ 3 Hep B 2 Var ⁶
Grade 6 through 12	4 DTP/DTPaP/DT/Td ² 1 Tdap ³ 4 Polio ⁴ 2 MMR ⁵ 3 Hep B 2 Var ⁶

1. DTP/DTPaP/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/DTPaP/DT/Td vaccine for students entering Pre K and 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 adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child compliant and a dose of Tdap vaccine 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.

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 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 Columbia St. Mary's Hospital-Ozaukee. In the case of a life-threatening situation, the EMT's will transport to Children's 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 and on our student

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information system database (Option C). 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 as long as they don't become a distraction.
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.
6. We encourage teachers and staff to refrain from distributing candy on a regular basis. We acknowledge there are times when it is appropriate and acceptable to give candy but it is on a limited basis.

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 friend 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.
- 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.

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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.

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.

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. The Glendale-River Hills School District provides hot lunches to St. Eugene. The vendor used by the Glendale-River Hills School District is Aramark. Accounting of the hot lunch program is computerized and requires each individual school family to keep a positive balance in their account. Families can access their lunch accounts through the EZ School App.

(<https://www.ezschoolapps.com/ParentLogin.aspx>)

Glendale-River Hills School District and Aramark participate in the Federal Lunch Program. Families who are eligible may apply for free or reduced lunches. Applications are available through the school office.

Delinquent Lunch Account Administrative Rule

It is the intent of the school to provide healthy, appealing and affordable meals to all students. Unfortunately, unpaid meal charges create a burden on the financial integrity of the program which relies on student payments and Federal reimbursements for funding.

Family accounts that are negative -\$5.00 or greater, will receive an initial warning letter to deposit required funds within a two-week period. ***This letter will clearly state that further lunch credit will be denied if payment is not made within the two week period.***

If payment is not received in the 2 week period, a second notice will be mailed indicating the date lunch credit will be denied, and the lunch room cashier will receive a list of students who may not receive further credit.

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Please note: A grace period of 3 days will be allowed to elementary students entering the lunch line with a delinquent lunch account. The school makes every attempt to minimize identification of children with insufficient funds to pay for school meals. At the end of the 3 day grace period, the school principal will be contacted to determine the next step or if there are underlying circumstances. If none exist, lunch will no longer be available to the student.

Once lunch is no longer available, email and/or text notifications will continue as well as a weekly mailed statement indicating the amount due.

If families have a balance at the end of a school year, the balance is rolled over into the next school year. For students no longer attending St. Eugene School with a positive balance will be mailed a refund.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Learning Resource Center

The Learning Resource Center under the guidance of our Director of Learning Support 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 the Director of Learning Support for more information about the services provided.

Third-Party Educational Vendor

On occasion, instruction is provided to students during the school day or after school by a Third-Party Vendor. The instruction may be delivered to a whole class, a small group of students, or individual students. A Third-Party Vendor is defined as any person or party other than a parish/network/school employee or volunteer who provides instruction to students for monetary compensation.

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There must be a written agreement between the school and the Third-Party Vendor and proof of insurance. In addition the program must occur on school grounds, be under the principal's supervision, all Safe Environment guidelines are met. (Archdiocesan Policy 6131.2)

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 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.

Plagiarism

Plagiarism is a form of cheating and is not tolerated. Students who have been caught plagiarizing will not be given credit on the assignment. Students must redo the assignment and also write a paper on why plagiarism is not acceptable. The first time a student is caught plagiarizing his/her parents will be contacted. Students caught plagiarizing more than once will be given a suspension and parents will be asked to meet with the teacher.

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. 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 any time 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 places all new students on a probationary status. The duration of probationary status for new students is one full year starting at the time the student enrolls. This means a student enrolling in January would be on probation from January to June and probationary status would continue from September to December of the following school year. Failure to comply could require the child to leave Saint Eugene School without cause.

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.

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- 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.
- 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 and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. 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.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

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. The letter will detail the final action and signed by pastor and principal. If the decision to expel is upheld, a date and time by which the expulsion becomes office are also indicated in the letter. The letter must include notification of the right to appeal the decision. The parent is given the right to still withdraw the student before the deadline given in

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the final decision letter. Withdrawal must be done through a written notice signed by the parent(s)/guardian(s). A student who is withdrawn during this phase is considered withdrawn.

Appeal:

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/network/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/network/school will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Advisory Commission (parish school) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion:

St. Eugene School may utilize an alternative to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing schoolwork or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

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. The seven themes of Catholic Social Teaching are integrated into the curriculum, service activities, and The Panther Way character trait program. The associate pastor visits every grade and supports the formal religious instruction of the school.

Liturgy

The 1st through 8th grade classes attend weekly Mass. 5K attends weekly Mass after the first trimester. 4K attends weekly Mass after the second trimester. 4K – grade 8 participate in the Worship Circle program. When appropriate, prayer services are held during the school year such as weekly Advent prayer services led by the 8th grade, Living Rosary led by the 7th grade and Living Stations of the Cross led by the 8th grade.

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.

These programs have four phases:

1. Parent meetings
2. Classroom instruction

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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.

Worship Circle

Worship Circle is an interactive children's bible story program which enhances our religion curriculum and involves our 4K-8th grade students.

During Worship Circle, the children learn how to be with God in a quiet way. They listen and watch as the storyteller presents one of God's stories. The children will often help the story to unfold by moving some of the materials or wood figures themselves. Each session includes faith sharing, prayer, and song, with much for the children to see, hear, touch, and experience as they come to know God and their Catholic faith.

School Advisory Commission

The School Advisory Commission (School Commission) is a commission of the Pastoral Council. It is an advisory commission to the school principal. The purpose of the School Advisory Commission is to assist the principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish

At St. Eugene the School Advisory Commission has three sub-committees:

- Policy & Planning
- Marketing & Public Relations
- School Finance & Budgeting

The School Advisory Commission 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, faculty representative(s), and a liaison from the pastoral council.

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

Search and Seizure (Arch policy 5145.2)

St. Eugene Congregation and School reserve the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, electronic devices (such as iPads, laptops) and other materials or supplies loaned by the parish/school to students remain the property of St. Eugene School, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found during routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text message, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

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Service

Service is an important part of our mission at St. Eugene, and students are involved in school-organized service projects starting in kindergarten. 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 grades 6 - 8 are expected to engage in service as part of their religion class requirements.

Students are asked to complete two different service activities per trimester on their own. Service activities may be a form of outreach to the parish or greater community or could be a type of formal/communal prayer that is above and beyond Sunday Mass such as Adoration, Way of the Cross, the Rosary, Parish Mission, etc.

In addition to the individual service activities that students will complete, they will also participate in a class service project twice a year. The total number of service activities per student per school year in grades 6 – 8 will be eight (six individual activities plus two class activities). Grades 4K – 5 participate in class service which may be service to the parish or service to the greater community.

Service Activity Suggestions for middle school students

- Babysitting for free
- Helping a teacher for a specific job
- Picking up litter on the parish grounds
- Pen Pal with an older parishioner
- Lead Sunday Children's Liturgy of the Word
- Make cards for military overseas
- Rake leaves/ shovel snow for an elderly neighbor
- Collect books to donate to Children's Hospital
- Walk to fight disease or other worthy causes
- Visit a nursing home
- Volunteer at a local food pantry
- Clean up a park or playground
- Tutor young children
- Pet walk for an elderly or disabled neighbor
- Sponsor a soldier
- Ring bells for the Salvation Army during the Holidays
- Help at the Rummage Sale
- Cantor at Mass
- Participate in the Parish Mission
- Formal/communal Prayer
- Adoration of the Blessed Sacrament for one hour

*This list is only a sample. Other activities are also available and acceptable.

All service activities need to be pre-approved by a teacher. After completing a service activity, students must complete a reflection sheet and obtain the necessary signature. Service requirements will be tracked and will be reflected on the trimester report cards.

Students who have not fulfilled the service activity requirements at the end of each trimester will receive an incomplete for their religion grade until the requirement is met.

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 (4K – 8)
- Technology (4K – 8)

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- Library (4K – 8)
- Music (4K – 8)
- Physical Education and Health (4K – 8)
- Spanish (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. (The Archdiocese of Milwaukee allows schools not in the Choice program to administer this test.)
- The Measures of Academic Progress (MAP Growth) assessment is administered three times a year to students in grades 3 – 8.
- The AIMSweb Assessment is administered to students in K – 2 twice a year.
- iReady Math Diagnostics are administered three times a year to grades 5K – 5.

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.

Suicide Prevention and Intervention

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If a student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services (CPS).

Transportation

Go Riteway Bus Transportation Group

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

Go Riteway Transportation
6301 N. Mill R.
Milwaukee, Wisconsin 53218
(414) 226-5481
milwaukeebus@goriteway.org

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

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Student Drop-off and Pick-Up Procedures

Time	Event	Location
7:45 am – 7:58 am	Bus & Car Drop Off (4K-8)	East Parking Lot
7:45 – 8:00 am	3K drop off	West Parking lot
11:00 am	3K, 4K (half day) Car Pick Up	East Parking Lot
3:10 pm	Bus Rider Pick Up (full day 4K-8)	West Parking Lot
3:05 – 3:10 pm	Car Rider Pick Up (full day 3K-8)	East Parking Lot

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

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

Morning Drop Off

- Buses will arrive on east parking lot.
- Families will arrive in the east parking lot. Cars enter at the east entrance.
- Form one line facing west. Stay south of the line of cones.
- Pull forward and drop off children by the adult supervisor.
- To exit the parking lot, use the west entrance/exit.

4K - Grade 2 Students:

- After students exit the busses and cars, students in grades 4K - 2 will be directed to the wood chip area. They are assigned cohort zones for play.
- 4K and 5K will enter the building when the 7:58 AM bell rings.
- Grades 1 and 2 will enter the building when the 8:03 AM bell rings.

Grades 3 - 5 Students:

- After students exit the busses and cars, students in grades 3 - 5 will be directed to walk the path along the church to the west parking lot. Adult supervisors will monitor them. The entrance to the west lot closest to the church will be blocked off.
- Grades 3 - 5 will line up in cohorts to the east of the gym doors.
- Grades 3 - 5 will enter the building when the 8:01 AM bell rings.

Grades 6 - 8 Students:

- After students exit the busses and cars, students in grades 6 - 8 will be directed to walk the path along the church to the west parking lot. Adult supervisors will monitor them. The entrance to the west lot closest to the church will be blocked off.
- Grades 6 - 8 will line up in cohorts by the main entrance doors and long the kindergarten windows.
- Grades 6 - 8 will enter the building when the 8:03 AM bell rings.

Grade 3K Students:

- Parents may park in the west parking lot and walk their child to the main entrance where they will be met by the 3K aide. There are four reserved drop off spaces on the west parking lot which are marked.
- We discourage 3K students from riding the bus and prefer parents walk them to the door to ensure safe arrival of our youngest students.

Please do not drop off students in the west parking lot. It is not safe to do so.

Please plan to get to school no later than 7:55 in order for the morning drop off procedures to run smoothly and safely.

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Half Day Pick Up (11:00 am): Follow directions of the Instructional Aide/Teacher.

Afternoon Pick Up

End of School Day Car Rider Pick Up Procedures:
(See Appendix G for a diagram.)

Location: East parking lot. (West parking lot is for bus riders only.)
Enter the east parking lot at the east entrance.

- Families will drive to their assigned numbered parking slot (west).
- All “car riders” will wait in their classroom zone and are expected to follow the direction of the teachers for dismissal to the cars.
- Please stay by your cars. Students will be released to you.
- When the children are safe, the teacher on duty will allow cars to move. Please stay in your parking spot until instructed to leave.
- Watch for the signs of the teachers on duty as to when it is safe to proceed.
- **Drivers: GREEN means GO. Watch for the green scarf to wave. Stop means STOP. The stop sign up means cars DO NOT MOVE.**
- All cars will exit slowly and cautiously using the west driveway only.
- Any child not picked up in the East Parking Lot by 3:20 will go directly to Extended Care (parents will be charged the regular EC fee).
- Car riders may not be picked up in the west parking lot. The west parking lot is reserved for buses only.

*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. If a parent needs to change the pickup routine the day of, the parent must notify the school (school office, Extended Care if it applies) by noon to ensure that students and teachers have received the change of the pickup procedure i.e., the child must go to the carline instead of ride the bus or the student must ride the bus instead of attending Extended Care, etc.

Late pick up: After 3:20 if a parent is late for picking up at the end of the school day the children will go to Extended Care. Parents will be charged the regular EC fee.

Tuition and Finances

Tuition Policy

The actual cost to educate each student at St. Eugene School is approximately \$8,800 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.

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.**

To enable the continuing strength and excellence of Saint Eugene School, the following tuition fees have been set for the 2023-24 school year.

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Tuition Rates

Student Level	Amount
Grade 5K-8 or all day 4K, 1 st student	\$ 5,061
Grade 5K-8 or all day 4K, 2 nd student	\$ 4,301
Grade 5K-8 or all day 4K, 3 rd student	\$ 3,290
Grade 5K-8 or all day 4K, each additional student	\$ 2,780
Half day 4K	\$ 4,251
Half day 4K, 2 nd student	\$ 3,613
Half day 4K, 3 rd student	\$ 2,763
Half day 4K, each additional student	\$ 2,339

3K Tuition Rates (Rates are the same for Parishioner and Non-Parishioner)

Student Level	Amount
3K, Half Day M, W, F (3 half days)	\$ 2,871
3K, Half Day M – F (5 half days)	\$ 4,727
3K, Full Day M, W, F (3 full days)	\$ 4,164
3K Full Day M – F (5 full days)	\$ 6,416

Technology Fee

Student Level	Amount
Grades 1 - 5	\$ 100
Grades 6 – 8	\$ 150

Field Trip Fee

Student Level	Amount
4K - 8	\$ 50

Home & School Dues

Dues Per Family	Amount
All families	\$100

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. We contract with FACTS Tuition Management System for all tuition payments.

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

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Option 1	Payment in Full. One payment is automatically withdrawn from your financial institution on July 10 th , 20 th or 31 st . There is a \$5.00 service fee.
Option 2	Two payments are made on the 10 th , 20 th , or 31 st of July and January. The payments are automatically withdrawn from your financial institution. There is a \$15.00 one-time yearly service fee.
Option 3	Four payments are made on the 10 th or 20 th of July, September, December and March. The payments are automatically withdrawn from your financial institution. There is a \$50.00 one-time yearly service fee for this option
Option 4	Ten payments are made on the 10 th or 20 th of each month from July through April. The payments are automatically withdrawn from your financial institution. There is a \$50.00 one-time yearly service fee for this option.
Notes:	<ul style="list-style-type: none"> • One Payment (July) \$5.00 service fee • Two Payments (July and January) \$15.00 yearly service fee • Four Payments (July, September, December, March) \$50.00 yearly service fee • Ten Payments (monthly, July through April) \$50.00 yearly service fee

Financial Aid/Tuition Assistance Policy

To apply for financial aid/tuition assistance families can access the application online through FACTS Tuition Management.

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

1. Financial Aid/Tuition Assistance will be extended to families whose children are registered for St. Eugene School.
2. Completed request forms for Financial Aid/Tuition Assistance are to be completed the first week of May or at a designated date for consideration for financial aid for the upcoming school year.
3. The Financial Aid Committee, consisting of the Pastor, Principal, parish Trustees and/or a member of the Finance Council will meet confidentially to review requests 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 late May/early June.
5. Recipients of financial aid must select a tuition payment plan (Options 1 through 4 as listed above) or request special payment consideration with the School Principal. In accordance with existing policy, all families must be in good financial standing before enrollment.

Tuition Refund Policy

St. Eugene School's investment in staffing and instructional resources is determined by enrollment commitments and therefore families who withdraw their child(ren) from St. Eugene School after registration will be held to the following obligations: New and current students who withdraw from St. Eugene School before the first day of school will not be responsible for tuition for the upcoming school year. However, once a student begins any trimester, their family will be responsible for the full tuition of that trimester. Should tuition have been paid beyond the current trimester, St. Eugene will refund these monies. Any ancillary fees paid will not be reimbursed. Request for refund and/or release from tuition agreement must be accompanied by a date, written notification of intent to leave the school. The Tuition Refund Policy covers both in-person school and virtual school.

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 School Principal or parish

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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.

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. Donors may designate a gift to the operational budget which helps support the present year's programs or a gift to the school endowment which invests 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 30th of each year. Donations may be made in the form of checks, online contributions, pledges or shares of stock. If your employer participates, the Matching Gifts Program doubles the amount of your donation.

Student Referral Incentive Program

Thank you for referring new students and families to St. Eugene School!

New Student Referral Incentive Program Description and Procedures

- The New Student Referral Incentive Program awards a referring St. Eugene School family with a \$750 tuition credit for each new family that is referred to and actually enrolls in and attends St. Eugene School full-time for grades 3K - 8. A \$375 tuition credit will be given for each new family that is referred to and actually enrolls in and attends St. Eugene School half day/part-time for 3K and half day for 4K.
- The tuition credit will be awarded only during the new family's first year at St. Eugene School.
- Referred students must be enrolled at the beginning of the school year for the referring family to receive the full tuition credit. If a referred student begins mid-year, the tuition credit will be pro-rated.
 - Families who pay by automatic withdrawal will receive a credit to their account.
 - Families who pay their tuition in full before the school year begins will receive an incentive award check.
- An **online referral form** must be received by the Principal prior to the reward distribution.
 - Failure to turn in a completed referral form will make the referring family ineligible for the tuition credit.
 - If more than one family submits a referral form, at the Principal's discretion, the tuition credit will be awarded to the first family who submits the form or the tuition credit will be split between the referring families.

The Student Referral Program is subject to review and modification. Interpretation of program parameters will be at the discretion of the Principal.

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.

Uniform jumpers and skirts are available at Lands' End, 8777 N. Port Washington Rd., Fox Point: Ask for *Hunter/Classic Navy Plaid*. If purchasing from Lands' End, please use Preferred School Number 900026881. To order through their website, go to www.landsend.com/school

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Boys & Girls

<p>Shirts Colors: White, Red</p>	<ul style="list-style-type: none"> ▪ Collared or turtleneck ▪ Long or short sleeves ▪ Saint Eugene Logo is optional ▪ No logos other than the approved St. Eugene Logo • Shirts and turtlenecks are to be tucked in
<p>Sweaters Colors: White, Red, Navy</p>	<ul style="list-style-type: none"> ▪ Solid colors, cardigan or pullover style ▪ Students may wear a sweater vest ▪ Saint Eugene logo is optional ▪ No logos other than the approved St. Eugene Logo ▪ Sweaters are to be worn over regulation uniform shirts or turtlenecks ▪ <i>Note: each student needs to have an approved sweater. Our classrooms can be cool in winter.</i>
<p>Sweatshirts Colors: White, Red, Navy Or Approved Middle School Sweatshirt (grades 6 – 8)</p>	<ul style="list-style-type: none"> ▪ Saint Eugene logo sweatshirts ordered through Lands’ End (does not include Spiritwear sweatshirts). The logo is the official school logo “Guiding hearts, growing minds” ▪ Middle School students may wear the approved Middle School Sweatshirt ▪ Middle School Sweatshirts must be clean and without frayed edges along the cuff or waist ▪ Sweatshirts are to be worn over regulation uniform shirts or turtlenecks
<p>Uniform Shorts Colors: Navy, Black</p>	<ul style="list-style-type: none"> ▪ Walking style (near the knee in length) ▪ Solid colors of twill, corduroy or wool ▪ No denim, knit or sweats ▪ <i>Note: “uniform” shorts should have the same characteristics as uniform pants noted below.</i>
<p>Uniform Pants Colors: Navy, Black</p>	<ul style="list-style-type: none"> ▪ Solid colors of twill, corduroy or wool ▪ No denim, knit, or sweats ▪ <i>Note: “uniform” pants are of a certain style. The legs should not have split seams. 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>
<p>Undershirts Colors: White</p>	<ul style="list-style-type: none"> ▪ May be worn under a uniform shirt or turtleneck ▪ Long sleeved undershirts may not be worn under short sleeve shirts ▪ Must be tucked in at all times ▪ No visible printing
<p>Socks Colors: White, Red, Navy, Black</p>	<ul style="list-style-type: none"> ▪ Solid colors only ▪ Socks must be worn with the uniform
<p>Shoes</p>	<ul style="list-style-type: none"> ▪ If sandals or clogs are worn there must be a heel strap that secures the shoe and toes must be covered

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Girls

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

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, sweatpants, sweatshirts, t-shirts, leggings, or athletic wear 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. St. Eugene 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, leggings without a long tunic/top, 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.

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: St. Eugene School 2023-24 Calendar

Note: This is an abridged calendar. Check the school website for more dates and events.

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16 Parent Packet Pickup
4:00 – 6:00 PM

8/21-24 No School -
Teacher Professional Development

8/28 First Day of School –Orientation, 11:30 Dismissal

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*Note: Teachers will have one floating professional day they may take from 8/7 – 8/18 to set up room.

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/4 No School – Labor Day
9/15 Early Dismissal, 12:45 PM
Faculty Meeting

10/20 No School –
PD: *Sustaining the Mission*

10/25 No School – Conferences
11:30 – 8:00 PM

10/26 No School – Conferences 1:00 – 6:00 PM

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/10 Early Dismissal, 12:45 PM
Faculty Meeting

11/22-24 No School – Thanksgiving Break

12/1 End of 1st Trimester – No School
Teacher workday

12/21 -Dismiss at 11:30 AM

12/22 – 1/3 No School –
Christmas Break

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/1 – 1/2 No School –
Christmas Break

1/15 No School – Teacher Professional Development Day, *Sustaining the Mission*

1/26 Early Dismissal, 12:45 PM
Faculty Meeting

1/28 Open House 9:30 – 1:00
1/28-2/2 Catholic Schools Week

2/1-2/2 Catholic Schools Week

2/2 – Early Dismissal at 11:30 AM

2/8 No School Conferences, 12:30 – 8:00 PM

2/9 No School – Teacher Professional Development Day

2/29 End of 2nd Trimester – No School Teacher workday

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/1 Winter Break – No School

3/28 Early Dismissal 11:30 AM

3/29 No School Easter Break

No School –
Easter Break

4/19 Early Dismissal, 12:45 PM,
Faculty Meeting

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/17 Early Dismissal, 12:45 PM
Faculty Meeting

5/27 No School –
Memorial Day

5/30 8th Grade - Last Day
5/31 8th Grade Graduation

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6/7 Early Dismissal – 10:00 AM
 End of Third Trimester
 Last Day of School

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

1st Trimester- 8/28 – 12/1
 2nd Trimester- 12/4 – 2/29
 3rd Trimester- 3/4 – 6/7

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.
 - Letter of notification from school and North Shore Public Health Department requirements for lice and nit control are given to the parent or guardian.

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- 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.

Appendix C: Concussion Fact Sheet

For Athletes and Parents:

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the Signs and Symptoms of a concussion?

Unlike a broken arm, you can't see a concussion. Most concussions occur without loss of consciousness. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in a child or teen is feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." If you think you or a teammate may have a concussion, it is important to tell someone.

Common Symptoms of a Concussion:

Tell someone if you see a teammate with any of these symptoms:

- Appears dazed or stunned
- Forgets sports plays
- Is confused about assignment or position
- Moves clumsily
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump, or fall
- Can't recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes

Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

Change in your normal sleep patterns.

Tell someone if you feel any of the following:

Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

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Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Difficult to arouse
- Severe headache or worsening headache
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

What should you do if you think you have a concussion?

- 1.) Tell your coaches and parents right away. Never ignore a bump or blow to the head even if you feel fine. If you experience symptoms of a concussion, you should immediately remove yourself from practice/play. Tell your coach right away if you think you or one of your teammates might have a concussion.
- 2.) Get evaluated by a health care provider. A health care provider experienced in evaluating for a concussion can determine if you have a concussion, help guide management and safe return to normal activities, including school (concentration and learning) and physical activity. If you have been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury you may not participate again until evaluated by a health care provider and you receive written clearance to return to activity. You must provide this written clearance to your coach.
- 3.) Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. It is important to rest until you receive written clearance from health care provider to return to practice and play.

Why should you tell someone about your symptoms?

- 1.) Your chances of sustaining a life altering injury are greatly increased if you aren't fully recovered from a concussion or head injury.
- 2.) Practicing/playing with a concussion symptoms can prolong your recovery.
- 3.) Practicing/playing with a concussion can increase your chances of getting another concussion.
- 4.) Telling someone could save your life or the life of a teammate!

Tell your teachers!

Tell your teachers if you have suffered a concussion or head injury. Concussions often impair school performance. In order to properly rest, many students often need to miss a few days of school immediately following a concussion. When you return to school after a concussion you may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Have more time allowed to take tests or complete assignments,
- Suspend your physical activity (PE class and/or recess)
- Reduce time spent reading, writing, or on the computer.

What should I do if my child or teen has a concussion?

- 1.) Seek medical attention right away.
- 2.) Help them take time to get better.
- 3.) Together with your child or teen, learn more about concussions.

How can I help my child return to school safely after a concussion?

Children and teens who return to school after a concussion may need to:

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- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.

To learn more about concussions, go to: www.cdc.gov/Concussion; www.wiaawi.org; www.nfhs.org.

Appendix D: Sudden Cardiac Arrest Information

Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. **Athletes should inform the healthcare provider performing their physical examination about their family's heart history.**

What is Sudden Cardiac Arrest? Cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. If this happens, blood stops flowing to the brain, lungs, and other vital organs.

Cardiac arrest usually causes death if it is not treated with cardiopulmonary resuscitation (CPR) and an automated external defibrillator (AED) within minutes.

Cardiac arrest is not the same as a heart attack. A heart attack occurs if blood flow to part of the heart muscle is blocked. During a heart attack, the heart usually does not suddenly stop beating. In cardiac arrest the heart stops beating.

What warning signs during exercise should athletes/coaches/parents watch out for?

- o Fainting/blackouts (especially during exercise)
- o Dizziness
- o Unusual fatigue/weakness
- o Chest pain/tightness with exertion
- o Shortness of breath
- o Nausea/vomiting
- o Palpitations (heart is beating unusually fast or skipping beats)

Speak up and tell a coach and parent/guardian if you notice problems when exercising.

If an athlete has any warning signs of SCA while exercising, **they should seek medical attention and evaluation from a healthcare provider before returning to a game or practice.**

The risk associated with continuing to participate in a youth activity after experiencing warning signs is that the athlete may experience SCA, which usually causes death if not treated with CPR and an AED within minutes.

Stop activity/exercise immediately if you have any of the warning signs of Sudden Cardiac Arrest.

Appendix E: Computers and Telecommunications Policies

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

Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.

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:

- a. Sending or displaying offensive messages or pictures
- b. Using obscene language
- c. Harassing, insulting or attacking others, cyber bullying
- d. Tampering with or damaging computers, computer systems or networks
- e. Violating copyright laws and plagiarism
- f. Using another's password
- g. Trespassing in another's folders, work or files
- h. Wasting limited resources
- i. Employing the network for personal financial or commercial gain

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- j. Circumventing security measures on school/parish or remote computers or networks
- k. Disclosing, using, or disseminating personal identification information regarding minors without authorization

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

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the St. Eugene School and Parish. Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the St. Eugene School/Parish computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities and electronic communications systems provided through St. Eugene School/Parish computer system are and remain the property of St. Eugene School/Parish. Access to the Internet and the use of the computer network, including independent use off school/parish grounds, shall be subject to this policy and accompanying regulations.

Rules for Acceptable Use of Computers and Telecommunications:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General St. Eugene School rules for behavior and communication apply.
2. Network storage areas and St. Eugene School/Parish issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
 - a. Sending or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting or attacking others, cyber bullying
 - d. Tampering with or damaging computers, computer systems or networks
 - e. Violating copyright laws and plagiarism
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal financial or commercial gain
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of St. Eugene School/Parish computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the St. Eugene School/Parish computer system is required to sign the Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the St. Eugene School/Parish computer system.

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Personal Electronic Devices

A personal electronic communication device means any device that a student, staff member, or volunteer is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, wearable computers/watches/Fitbit, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school activity.
- Make sure not unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes, but is not limited to the following:

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, at school events or on school busses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of personal electronic device is prohibited.
- Personal devices which are brought to school must be kept in the stored in the student lockers or backpacks. They must be turned off and not used during the hours of 7:45 – 3:30.
- Electronic devices may not be used during after school activities including but not limited to musical rehearsals, athletic practices, chess club, art club, Mathcounts, Math Olympiads, choir, or any other school sponsored activity.
- Electronic devices may not be used during field trips or on the bus to a field trip.

The user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand:

- St. Eugene School/Parish is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when such devices are being used in violation of the law and/or school rules.

Guidelines for Social Media

Each user of St. Eugene School/Parish computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g. Facebook, Twitter, LinkedIn, Instagram, etc.) for school related activities, students will not be granted access to these sites from St. Eugene School/Parish owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

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Rules for Acceptable Use of Social Media:

1. Parents must be made aware, in writing, of St. Eugene School/Parish's intended use of social networking site. Parents must be invited to have access to this site.
2. Parental/guardian permission has been obtained via signed General Consent Form for *Child Photo, Video and Audio Use*
3. Staff is not to initiate or accept any requests from students to join a social network being used for personal purposes.
4. Staff is not to post any pictures of students on any social media sites for personal use.
5. The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
6. Tagging a photo with a student's full name and/or personal information is prohibited.
7. Images are reviewed and approved by at least two school/parish staff or designated volunteer.
8. Images are posted after the activity is completed.
9. Minors are not identified by name, but by group.
10. Field Trips: Chaperones may not photograph children other than their own on a field trip. Social media statuses, check-ins, and tagging should not be done by teachers or chaperones in advance or in real time during a field trip.
11. Administrators will review and regularly monitor all comments and posting. Any inappropriate content should be deleted immediately.
12. Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Click here for the complete policy for Social Media for the Archdiocese of Milwaukee: [Social Media & Digital Communication Policy Archdiocese of Milwaukee 2020](#)

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

Appendix F: iPad Policy, Procedures, and Information

St. Eugene School 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 apps. iPads are intended to be educational tools only. Games will not be allowed.
- Keep iPads in a protective case at all times. Use protective sleeve when travelling between home and school.
- 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.
- During the school day, teacher permission is required for using the Internet, and recording video or voice.
- Back up files using Google Drive or the Dropbox app. iPad malfunction will not be an excuse for late work.

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 for school related issues.
- These email accounts will be monitored by teachers. Any inappropriate behavior will result in loss of privileges.
- Students may not email home during the school day to ask parents to bring thing to school.

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.
- Establish clear rules for the care and use of the iPad at home.

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 and sleeve.
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 G: Emergency Operations Plans

This plan provides guidelines that will allow school staff to quickly respond to an emergency depending upon the specifics of the situation. Teachers and staff are provided with more specific directives for all emergency operations. Specific safety plans are not shared with the general public in order to maintain a safe environment.

Emergency Response Team

An effective response to an emergency requires a coordinated response of many staff people. Key roles are as follows:

Principal – Emergency response coordinator. Determines response and communicates to other response team members. Serves as liaison to police department, fire department, and emergency medical services. Serves as media contact.

Secretaries – Responsible for communication with parents. Assist principal in any other ways requested. Assist with student release to parents. In the event of evacuation, bring the school emergency contacts. Emergency contacts are also on Option C.

Specialty teachers – Responsible for communicating with other teachers and staff, including those not present at school. Responsible for contacting others (pastor, superintendent, etc.) as requested by principal. Responsible for crowd control. Assist with student release to parents.

Homeroom teachers – Responsible for student safety. Account for all students in homeroom. Keep students calm and reassure them.

As an emergency unfolds, the emergency response team will determine locations for

- Emergency response
- Student shelter and safeguarding
- Medical treatment
- Communication center
- Media contact
- Family reunification (away from media area)

These sites will vary depending upon the location and type of emergency. If evacuation away from the St. Eugene campus is necessary, St. John’s Lutheran School or Congregation Shalom (7630 N. Santa Monica Blvd., Fox Point) are possible sites.

Emergency Recovery Team

After the immediate danger of the emergency is past, attention must shift to recovery. Again, effective recovery will depend on the coordinated efforts of many people.

- Principal
- Faculty representatives
- Law Enforcement
- Guidance Professionals

General Guidelines for Emergency Recovery

- Return to the “business of learning” as quickly as possible.
- Keep students, families, and the media informed. Be clear about what steps have been taken to attend to student safety. Let families and other community members know what support services the school and district are providing or what other community resources are available.
- Provide assessment of emotional needs of staff, students, families, and responders. Assess the emotional needs of all students and staff, and determine those who need intervention by a school counselor, social worker, psychologist, or other mental health professional. In addition, available services need to be identified for families, who may want to seek treatment for their children or themselves.
- Provide stress management during class time. Trauma experts emphasize the need to create a caring, warm, and trusting environment for students following a crisis. Allow students to talk about what they felt and experienced *during the traumatic event*.
- Conduct daily debriefings for staff, responders, and others assisting in recovery.

Appendix H: Car Riders Pick Up Procedures

Afternoon Pick Up

End of School Day Car Rider Pick Up Procedures:

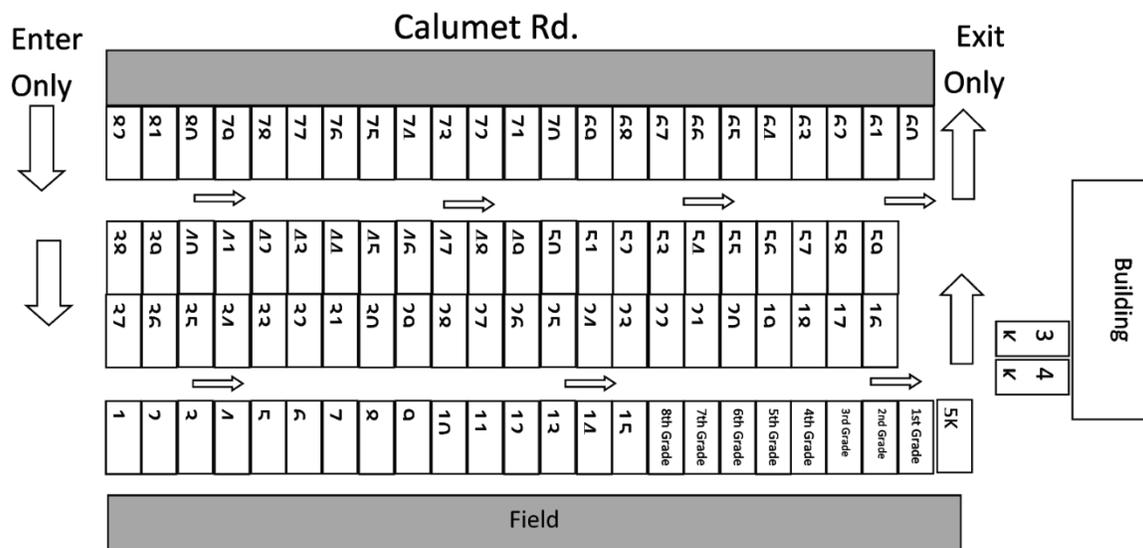
Location: East parking lot. (West parking lot is for bus riders only.)
Enter the east parking lot at the east entrance.

- Families will drive to their assigned numbered parking slot (west).
- All “car riders” will wait in their classroom zone and are expected to follow the direction of the teachers for dismissal to the cars.
- Please stay by your cars. Students will be released to you.
- When the children are safe, the teacher on duty will allow cars to move. Please stay in your parking spot until instructed to leave.
- Watch for the signs of the teachers on duty as to when it is safe to proceed.
- **Drivers: GREEN means GO. Watch for the green scarf to wave. Stop means STOP. The stop sign up means cars DO NOT MOVE.**
- All cars will exit slowly and cautiously using the west driveway only.
- Any child not picked up in the East Parking Lot by 3:20 will go directly to Extended Care (parents will be charged the regular EC fee).
- Car riders may not be picked up in the west parking lot. The west parking lot is reserved for buses only.

*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.

Late pick up: After 3:20 if a parent is late for picking up at the end of the school day the children will go to Extended Care. Parents will be charged the regular EC fee.



(For 3K and 4K students who are dismissed at 11:00 follow the procedures provided by the 3K and 4K teachers. Pick up at 11:00 takes place in the east parking lot.)

Appendix I: Home & School Association, School Advisory Commission

Home & School Association		School Advisory Commission
Parent organization which conducts fundraising and friendraising	Purpose	An advisory commission that helps shape the direction of our school
Executive Board: <ul style="list-style-type: none"> • Co-Presidents • Co-Treasurers • Secretary Honorary, non-voting members: <ul style="list-style-type: none"> • Pastor • Principal 	Membership	Officers: <ul style="list-style-type: none"> • Chairperson • Vice-Chairperson • Secretary Plus 6 additional committee members Ex-officio members: <ul style="list-style-type: none"> • Pastor • Principal • Teacher Representative(s) • Pastoral Council Liaison
Two years	Term	Three years
Monthly meetings from September through June and annual general meeting 1 or 2 times per year	Meetings	Monthly meetings from September through June
Recruit and Support Chairs of the following activities (activities may vary): <ul style="list-style-type: none"> • Fundraisers <ul style="list-style-type: none"> ○ Calendar of Cash ○ Used Uniform Sale ○ Third Party Funding ○ Gingerbread Shoppe • Friendraisers <ul style="list-style-type: none"> ○ Trunk or Treat ○ Kindergarten Parent Party ○ Outdoor Movie Night • Room Parents <ul style="list-style-type: none"> ○ Class Hospitality Assignments • Administrative Support <ul style="list-style-type: none"> ○ Lunchroom Supervision ○ Spirit Wear ○ Yearbook and Photos ○ Host Families ○ Panther Olympics ○ Teacher Appreciation 	Committees & Significant Activities <i>(Activities may vary depending on needs)</i>	Finance <ul style="list-style-type: none"> • Consider School Budget Policy & Planning <ul style="list-style-type: none"> • Parent Survey • Parent and Student Handbook • Enrollment Marketing & Public Relations <ul style="list-style-type: none"> • Open House • Kindergarten Kick Off • Teacher Appreciation • External Marketing activities in conjunction with the Director of Advancement and Enrollment

Appendix J: 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. Birthday decorations must be removed after two weeks.

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 grades 6 – 8 are expected to engage in service as part of their religion class requirements. *(Please see the previous section on “Service” in this Parent and Student Handbook.)*

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” in this Parent and Student Handbook.)*

Students in grades 5K – 5 will be assigned iPads for use during the school day. All students are expected to uphold the policies related to telecommunications and acceptable use.

Middle School Dance Guidelines

Dances are for 7th and 8th grade students enrolled in one of the North Shore Catholic schools (St. Robert, Holy Family, St. Monica, St. Eugene, Lumen Christi or St. Francis Borgia or Catholic East). 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.

Cell phones and cameras may not be used during dances. Cell phones will be collected when students check in to the dance. At the end of the dance students will pick up their cell phones. Students using cell phones during the dance will have their phones confiscated and returned at the end of the dance.

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
- miniskirts (six inches or more from the bottom of the dress to the top of the knee)
- T-shirts with inappropriate sayings or pictures

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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.

For 2022-23, north shore Catholic school dances are pending.

Graduation Requirements

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

1. Achievement is demonstrated by being proficient in the priority standards for each subject
2. Completion of all assignments, projects, and other requirements
3. Be in good financial standing with the school
4. All property of the school such as textbooks, library books, school issued iPad, etc. must be returned in good condition.

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 8th grade graduation require the written approval of the school principal. A meeting will be held each fall to begin the planning process. Attendance at this meeting is required for all families who have a child in 8th grade. The 8th 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. The 8th grade students, under the supervision of the Director of Music & Liturgy, the 8th grade teacher and the school principal, will be responsible for planning the graduation liturgy. Diplomas are presented to students after the Mass, 8th grade awards, and commencement address.

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 8th 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 8th grade students.

Graduation Picture

Individual graduation pictures will be taken of the 8th 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.

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 8th grade students. The cost of this trip, like that of other field 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.

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Class Retreat

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

Class Party

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

Video and Memory Book

The creation of the 8th grade video is to be supervised by the 8th grade parents. The Memory Book is created by the 8th 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.

To earn money for graduation expenses, the 8th grade class may engage in some fundraising, generally Panther-Grams and sponsoring a North Shore Catholic School 7th/8th grade dance. Any other fundraising must be approved by the school principal.

Graduation Awards

Mackin Award

The Mackin Award is presented Graduation night to a student or students 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 8th grade year.

Fr. Kroll Award

The Fr. Kroll Award is presented Graduation night to a student or students in honor of Reverend Robert Kroll, S.J. Fr. Kroll is a 1979 graduate of Saint Eugene School. This award will be presented to those who have 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 faculty will determine the winner(s) of this award.

Other Awards

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