

# **SAINT EUGENE CATHOLIC SCHOOL**

## **FAMILY HANDBOOK**

**2010-2011**

# SAINT EUGENE CATHOLIC SCHOOL

## 2010-2011 Academic Calendar

August 2010	2, 3	EPSF Testing: Pre-K
	4	Dr. Brandt
	9	Meet Your Teacher Day – Classrooms Open 5-7:00 p.m.
	12	First Day of School – 8:30 a.m. Mass
	14	New Parents Meeting (9:00 a.m.)
	19	Safe Environment Training (English)
	20	Dr. Brandt
	28	New Parent Retreat (9:00 a.m.-12:00 p.m.)
	30, 31	Prevent Blindness Screening: Pre-K – 6 <sup>th</sup>
	September 2010	1,2,3
6		Labor Day (no school)
7		Dr. Brandt
9		Grandparents Day
10		Open House/Picnic
12		Festival of the Americas
15		Picture Day
15		Parent-Teacher Conferences (evening)
16		Parent-Teacher Conferences (no school)
16		Safe Environment Training (English)
TBA		Speech & Hearing Testing (GAP)
17	Fall Professional Day (no school)	
October 2010	4-8	ITBS Testing
	5	PTO General Meeting
	5	Dr. Brandt
	14	End of First Quarter
	15	Fall Break (no school)
	TBA	ACT Testing: 8 <sup>th</sup> grade
	21	Donuts with Dad
	21	Safe Environment Training (English)
	22	Report Cards Issued
	25	Picture Retakes
	25-29	Red Ribbon Week (Safe Environment Classes)
	29	Halloween Party
November 2010	2	Dr. Brandt
	4	Archbishop Visit
	6	GALA/Auction
	13	Turkey Bingo
	22-26	Thanksgiving Holiday
December 2010	TBA	Book Fair
	17	Second Quarter Ends
	20-31	Christmas Holiday

**SAINT EUGENE CATHOLIC SCHOOL**  
**2010-2010 Academic Calendar (continued)**

January 2011	3	School Resumes
	4	Dr. Brandt
	7	Report Cards Issued
	17	Martin Luther King, Jr. Day (no school)
	30	Open House (11:30 a.m. – 1:30 p.m.)
	30 – Feb.4	Catholic Schools Week
February 2011	1	Dr. Brandt
	3	Fine Arts Night
	17	Muffins with Mom
	17	Parent-Teacher Conferences (evening)
	18	Parent-Teacher Conferences (no school)
	21	Spring Professional Day (no school)
	TBA	Class and Graduation Pictures
	TBA	EPSF Testing: Kindergarten
March 2011	1	Dr. Brandt
	5	Mardi Gras
	9	Ash Wednesday – 8:15 a.m. Mass
	11	Third Quarter ends
	14-18	Spring Break (no school)
	22	Dr. Brandt
	25	Report Cards issued
	April 2011	5
17		Palm Sunday
22		Good Friday (no school) – 7:00 p.m. Mass
23		Easter Vigil – service begins at 9:00 p.m.
24		Easter Sunday
25		Easter Monday (no school)
30		First Holy Communion
May 2011		1
	TBA	PTO Golf Tournament
	2-6	Teacher Appreciation Week
	3	Dr. Brandt
	5	Muffins with Mom
	TBA	PTO General Meeting
	8	Mothers Day
	17	Dr. Brandt
	TBA	Confirmation
	21	8 <sup>th</sup> Grade Graduation
	26	4 <sup>th</sup> Quarter Ends – Report Cards Issued – Last Day of School – Field Day

# **THE CATHOLIC SCHOOL OF ST. EUGENE**

A Ministry of The Catholic Parish of St. Eugene  
*REVEREND JOSEPH JACOBI, PASTOR*

**MRS. SUZETTE WILLIAMS**  
*Principal*

**MRS. SUSAN ISON**  
*Assistant Principal*

**Mrs. Carole Smith**  
*Secretary*

**751-0067 - SCHOOL OFFICE**

**302-4254 - FAX**

**302-4250 - FACULTY VOICE MAIL**

**P.O. Box 20930 Oklahoma City, OK 73156**

**2400 West Hefner Road Oklahoma City, OK 73120**

**Web Site: <http://www.steugeneschool.org>**

## **Mission Statement**

*We, The Catholic School of St. Eugene,  
dedicate ourselves to keeping Christ in our vision  
by nurturing spiritual growth and academic excellence  
in our students, their families, and the community  
in the tradition of the Roman Catholic Faith.*

## **Philosophy**

*The Catholic School of St. Eugene exists to assist families in Roman Catholic faith formation and education of their children. The Pastor, students, parents, faculty and staff are called to witness Gospel values through service to their families, school, church, and community. Through a rich diversity of God-given gifts, we endeavor to provide a Christ-centered curriculum in which excellence and learning are sought. We recognize and value the individual needs of each student and foster spiritual growth, personal responsibility, and the self-discipline needed in today's changing world.*

## **School Mascot: The Eagle**

*“They that hope in the Lord will renew their strength. They will soar as with eagles’ wings.” Isaiah 40:31*

**School Colors: Orange and White**

## **2010 - 2011 FACULTY/STAFF TELEPHONE EXTENSIONS**

### **VOICE MAIL: 302-4250**

Principal	Mrs. Suzette Williams	142
Assistant Principal	Mrs. Susan Ison	148
School Secretary	Mrs. Carole Smith	140
School Receptionist	Mrs. Theresa Sandell	141
Tuition Director/Communications	Mrs. Liz Mlekush	168
Pre-School	Mrs. Nedra Emerson	190
Pre-3 Teacher Asst.	Mrs. Josie Grajeda	
Pre-Kindergarten	Mrs. Lynn Hill	182
Pre-Kindergarten	Mrs. Carol Yarbrough	170
Pre-4 Teacher Asst.	Mrs. Rebecca Savely	
Kindergarten	Mrs. Jean Price	180
Kindergarten	Mrs. Julie Teague	181
Grade 1	Mrs. Kathleen Borgert	165
Grade 1	Mrs. Sheila Saha	161
Grade 2	Mrs. Karen Boaz	187
Grade 2	Mrs. Frances Savely	166
Grade 3	Mrs. Lydia Flynn	160
Grade 3	Mrs. Gail Herth	167
Grade 4	Ms. Anita Kositzky	184
Grade 4	Mrs. Kay Whitten	189
Grade 5	Mrs. Colleen Linke	175
Grade 5	Mrs. Beth O'Donnell	192
Gr. 6-7-8 English	Ms. Patti Petromilli	162
Gr. 6-7-8 Literature	Mrs. Janet Portwood	191
Gr. 6-7-8 Math	Mrs. Leea Hudman	177
Gr. 6-7-8 Science Lab	Mr. Alan Muchmore	171
Gr. 6-7-8 Social Studies	Mr. Alex Whitten	176
Art	Mrs. Kara Whitmire	146
Computer Education	Deacon Chuck Hankins	183
Library	Mrs. Janet Clark	145
Music	Mrs. Sabrena Malone	168
Physical Education	Mr. Andy Fisher	164
Spanish	Mrs. Connie Fox	163
Extended Care	Mrs. Chrissa Watson	118
Kitchen/Office	Mrs. Tina Hackett	126/149

## **2010-2011 CHURCH STAFF - 751-7115 TELEPHONE EXTENSIONS**

Pastor	Fr. Joseph Jacobi	112
Assistant Pastor	Fr. William Ross	131
Deacon	Deacon Bill Bawden	153
Business Manager/Facilities Director	Mrs. Carol Ann Combs	113
Hispanic Ministry	Mrs. Gloria Pantazis	128
Parish Nurse	Mrs. Polly Keenan	169
Music/Liturgy	Ms. Cindy St. Peter	114
Youth Director	Mrs. Cristina Vizcaino	119/116
Accountant	Mrs. Sharan Amend	143
Pastoral Associate for Formation/Education	Mrs. Judi Wilkinson	115

## **2010-2011 SCHOOL ADVISORY COUNCIL OFFICERS**

### **School Advisory Council (SAC) Mission Statement**

We, the School Advisory Council of St. Eugene Catholic School, dedicate ourselves in assisting the Pastor and the Principal in affirming and fulfilling the values set forth in the mission statement of the school.

CHAIRPERSON Chuck Duginski, 748-5061

VICE CHAIRPERSON Pat Downes

### **COUNCIL MEMBERS**

Christie Ardoin

Jeff Clemons

Melissa Eldridge

Mike Fitzgerald

Sang Tran

Anna Welker

## **2010-2011 SCHOOL COMMITTEE/ORGANIZATION CONTACTS**

ATHLETIC COMMISSION PRESIDENT – Brac Barrett, 721-7587

DADS' CLUB PRESIDENT – Pat Gaffney, 388-3849

BOY SCOUT SCOUTMASTER – Gary Roberts, 373-9296

CUB SCOUT SCOUTMASTER – John Shanahan, 249-0510

GIRL SCOUT TROOP ORGANIZER – Janie Goodman, 721-8705

## **2010-2011 PARENT-TEACHER ORGANIZATION OFFICERS**

### **Parent-Teacher Organization (PTO) Mission Statement**

We support the students, faculty, and families of St. Eugene Catholic School through stewardship, education and communication, in a caring and supportive climate dedicated to preserving the values of the Roman Catholic faith while building a foundation for the future.

PRESIDENT – Gabe Savely, 306-3546

VICE PRESIDENT – Wendy Mounger

TREASURER – Holly McLaughlin

SECRETARY – Ashley Lee

ST. EUGENE GALA AUCTION CO-CHAIRS – Stephanie Fleet, Natalie Jordan, and Lisa Rooks

COMMUNITY OUTREACH –

GOLF TOURNAMENT CO-CHAIRS – Andrew Schmidt and Gabe Savely

HELPING HANDS – Ashley Bass

HISTORIAN – Linh Conley

HOMEROOM COORDINATOR – Jennifer Goodrich

HOSPITALITY – Angie Schmit

LIBRARY COORDINATOR/SCHOOL SUPPLY – Cindy Martin/Robyn Duginski

NEW PARENT/Marketing- Stephanie Bice

SPIRITUALITY-

STEWARDSHIP – Charisa Winfrey

UNIFORM EXCHANGE/SWEATSHIRTS – Tammy Mazza/Nicole Weber

PLEASE NOTE: Communications/Website is now handled by the School Office. Please contact Liz Mlekush, Communications, at 751-0067 x 168, eagleexpress@steugeneschool.org

## **2010-2011 STUDENT-RELATED POLICIES AND PROCEDURES**

This handbook is an attempt to delineate many policies, procedures and expectations of St. Eugene Catholic School. Sometimes “common sense” situations will present themselves, which will not be addressed here. Students are expected to assume an attitude of cooperation and personal responsibility for these policies and procedures and parents/guardians are expected to be supportive of the faculty decisions. The school reserves the right to amend this handbook at any time. **As you read through this information, please note that any changes to this year’s Family Handbook are in orange text.**

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

A quality, moral based education can be obtained if students, parents, and school officials work together. Normally differences can be resolved; however, situations may occur in which school officials may ask a parent/guardian to withdraw a child from the school. As a condition of enrollment students are expected to conduct themselves, on and off campus, in a manner consistent with Christian principals set by the school in the student/parent handbook. Parents and guardians are expected to set a good example for the students by conducting themselves in a manner consistent with Christian principals set forth in the handbook. These Christian principals include, but are not limited to the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian’s privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

### **PARENT’S ROLE IN EDUCATION**

We, at St. Eugene Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model for the development of your child’s life – physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of St. Eugene Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. A good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example Christian morality and by an honest personal relationship with God in your family life. When you have chosen to enter into partnership with us at St. Eugene Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, parents should investigate the incident and speak with the school to confirm the facts. Mutual respect between parents and teachers is a good model

for mature behavior and solid relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus sometimes. As this natural process occurs, the student needs both understanding and discipline. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive but discipline with boundaries and limits will provide a young person with both guidance and security. It is essential the child take responsibility for grades he/she has earned and to be accountable for homework, long-term assignments, major tests, service projects and absences. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best he/she is capable of becoming.

### **ACCREDITATION**

The Catholic School of Saint Eugene is a parochial school in the Archdiocese of Oklahoma City. It is accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (O.C.C.S.A.A.) and the Oklahoma State Department of Education.

O.C.C.S.A.A. accreditation is recognized by the State of Oklahoma. In obtaining this special accreditation, we have exceeded the standards of the state. We are being recognized for our efforts to go above and beyond what is simply required and create a higher set of standards for our students within the Catholic schools of the Oklahoma City Archdiocese.

### **ADMISSIONS**

St. Eugene Catholic School adheres to a non-discriminatory policy with regard to race, color, gender and ethnic origin for students and personnel. Saint Eugene Catholic School adheres to the tenets of Title IX: "No person in the United States shall on the basis of sex, be subjected to discrimination under any education program or activity receiving federal financial assistance." As a parish school, however, we extend enrollment priority to children of families registered, supportive and active in the parish of St. Eugene. On admission to Saint Eugene, immunizations must be current for all students. Student's applicants for admission to Saint Eugene must be in good standing with their previous school and interview with the principal as part of the admissions process. All new students are accepted on a probationary status. This period is normally during the first quarter of school though the administration reserves the right to determine if more/less time is needed. If, during this period, the student is not successful and/or does not adjust well to the academic or social expectations, an alternative placement at another school will be required. To help determine proper grade placement, a screening process may also be used for students. Class placement is determined by the principal. **Requests and notifications regarding student placement, including change of school, must be made in writing to the school office.**

### **ABSENCE**

When a child is absent, please call the office by 9:00 a.m. each day of absence, **especially** if the child is sick but you still want homework assignments. If the child's teacher is notified before 9:00 a.m. it may be possible to pick up the child's homework assignment after 3:00 p.m. the same day. The voice-mail system (302-4250) is available 24 hours each day including weekends. Please schedule outings during breaks/vacations to eliminate any interruptions in your child's education. **Requests** for anticipated absences for any reason other than illness must be **made in writing** and approved by the principal. The teacher/teachers will then be notified and, at their discretion, may provide the student's required assignments in advance of the absence. Completed assignments are vital to the student's education. It is the responsibility of the student to obtain the list of missing assignments. Parents are required to sign out their child in the school office if they are taking them out of school during the school day and upon the child's return, they must sign back in at the school office

## **ANNOUNCEMENTS/COMMUNICATION**

Morning announcements will be conducted over the school intercom.

Our weekly school newsletter, "The Eagle Express", is our main source of news and information for families. Each Friday information is sent to school families, so please check backpacks or e-mail. The school is unable to prepare information for distribution by school organizations, but the Risograph copier is available for use at no charge. Submissions to the "Eagle Express" must be approved by the principal, be copy-ready, and placed in the "Eagle Express" mailbox before Wednesday at 3:00. Organizational announcements must be copied and distributed to each teacher's mailbox by the organization. Faculty can be reached at the extensions listed in the handbook by calling 302-4250. Teachers will return voice mail messages within 24 hours under normal circumstances, so please do not call teachers at their homes. Also, please refer to **Emergency School Closings**.

## **ASBESTOS**

St. Eugene Catholic School is in full compliance with all federal regulations. Results are contained in the Management Plan in the school office and are available for review during school hours. The most recent update is in Section 12 of the Management Plan Book. Copies of pages of the plan may be obtained at a nominal charge for printing and handling. Building 01-A is free of all asbestos-containing building materials (ACBM). Letters to the affect, signed by the architect and builder are filed with the Management Plan. Miscellaneous material, (12" x 12") floor tile comprising 1138 square feet in the west hall of Building 03 was assumed to contain ACBM in the original inspection of 1989 due to the vintage of the tile. This tile does not create any health risk and is easily maintained by following the rules of the Oklahoma Department of Labor as shown in Section 8 of the Management Plan. This tile is the only ACBM reported in the six months surveillance reports filed with the Catholic School Office (LEA 0678).

## **ASSESSMENTS**

Iowa Tests of Basic Skills will be administered to students in Grades 1-8. The Cognitive Abilities Test is for students in third and fifth grades. Results are given to parents with the second quarter report card. Early Prevention of School Failure assessment is administered during fall and spring semesters to students in the Early Childhood grades. To help determine reading level and reading skills, reading assessments may be given to your child throughout the school year.

## **BIRTHDAYS**

Requests to bring birthday treats, which are easy to distribute and require little cleanup, are to be made in advance and are at the discretion of the classroom teacher. Commercial birthday deliveries will not be delivered to the student until the end of the school day. Party invitations that include the entire class can only be distributed on the school campus until the family directory is available. Once the directory is distributed, the invitations must be mailed to the invited guest's home.

## **BULLYING**

Any action based on lack of respect for others, including sexual and physical abuse, or the creation of a hostile environment by students, faculty and/or staff will not be tolerated. Harassment, intimidation and bullying means any gesture, written or verbal expression or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to interfere with the school's educational mission or the education of any student. "Harassment, intimidation or bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status or any other distinguishing characteristic. "At school" means on school grounds, at school-sponsored activities or at school-sanctioned events. All complaints will be investigated and appropriate disciplinary action will be imposed.

## **CHILD ABUSE LAWS**

St. Eugene Catholic School abides by the Child Abuse Prevention, Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Human Services. Please refer to **SAFE ENVIRONMENT**.

## **CONFERENCES**

Conferences are scheduled in the fall and spring semesters - at the mid-term of the first quarter and available at the mid-term of the third quarter for all students or by individual appointment at any time.

## **DISCIPLINE**

Each and every child is a gift from God and worthy of love. A serious attempt is made to encourage students to be self-disciplined and responsible for their education insofar as their age warrants. Disruptions in the learning process are not acceptable and will be handled appropriately, taking into consideration the age of the student. For very young children, time out is effective for most disruptions, allowing even the youngest the chance to reflect and try again. For some infractions or offenses, as students get older, other measures may include time out from recess or detention. For disruptive class behavior, teacher warnings are expected to be observed. Failure to do so may result in removal from the class, student-teacher conferencing and making up of missed class time. Parental communication and support is expected since the parent role is important in helping to develop responsibility in the student.

- Parents will be notified and detention may be assigned for infractions against class or school rules including, but not limited to, disrespectful behavior, repeated dress code violations, class disruptions, etc.
- Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, laser lights, palm pilots or anything that will detract from a learning situation are not allowed at school at any time.
- Suspension, which may be either in-house or out-of-house, may be administered for infractions that are more serious. Parents are notified and a conference is held with a serious emphasis placed on the student's future enrollment in St. Eugene Catholic School.
- The school may exercise the option of placing a student who exhibits either behavioral or academic difficulties on probation. Expulsion may be used as a final, permanent resolution for serious infractions which may include, but are not limited to, repeated serious school infractions, personal injury and/or fighting, vandalism, drug, alcohol or tobacco use, possession/electronic accessing of pornographic materials, stealing, truancy, harassment, bullying or possession of any weapon.
- Final decisions in matters of discipline rest with the principal.
- At her discretion, the principal reserves the right to waive and/or deviate from disciplinary policies.

## **DISMISSAL TIMES**

School dismisses promptly at 3:00 p.m. on regular school days. Appointments will need to be scheduled accordingly. Students remaining at the school beyond 3:15 p.m. after the school day will be escorted to Extended Care.

## **DRESS CODE/APPEARANCE**

**Pre-School/Pre-Kindergarten** students are to dress in simple, appropriate, modest play clothes. **Athletic shoes and socks must be worn every day**. No clogs, sandals, flip-flops, croc-style shoes, boots, flashing lights or wheels will be allowed.

**Grades K-8** will follow the uniform dress code. Our official uniform company is Parker School Uniforms located at 9606 North May Avenue in The Collonade Shopping Mall. Clothing or items purchased elsewhere may not conform to school dress code. **Please place names in all clothing items.**

- All uniforms must fit correctly, be clean, pressed and in good repair. Shirts and blouses must be buttoned and tucked in while on campus.
- Dress uniforms are to be worn to school Masses as well as other occasions as designated by the school.
- Walking shorts may be worn from the first day of classes in August until November 1 and from the first Monday following Spring Break until classes dismiss in May.
- Predominately white, gray, navy or black athletic shoes are acceptable with coordinating shoe laces. However, black, brown or navy leather dress shoes may also be worn. All shoes must be closed heel and toe with flat heels and no platforms. Boots and sandals are not permitted. Shoe styles deemed extreme will not be allowed. **High top tennis shoes** or shoes with flashing lights, wheels, patterns or cartoon characters are not permitted.
- Socks for all students must **be visible** and be either solid white or navy with no trims, logos, etc. Girls may also wear solid white or navy knee socks or tights/leggings. **Leggings should completely cover the leg and fit well. They should not be baggy and skin should not be showing between the end of the legging and the sock line. No sweat pants or other loose fitting pants may be worn under jumpers and skirts.**
- No logos, brands, insignias or trims of any kind are to adorn any clothing, with the exception of athletic shoes and St. Eugene sweatshirts with the school crest.
- Jewelry is to be limited to silent wristwatches and/or a small religious medal or cross around the neck. Only small stud earrings (one per ear) may be worn by girls. Hair accessories for girls must be modest in style and size and need to be the uniform plaid colors or a solid uniform color.
- Cosmetics nail polish (except for clear polish), artificial nails, lip gloss, tattoos or body piercing are never permitted. Undershirts/underclothing must be solid white.
- **No extremes in hair are permitted (color, bleaching, style or length).** Attire or hair deemed bizarre or disruptive is prohibited. The length of hair for boys should not be longer than to the top of the eyebrow and neatly trimmed at the top of the collar.
- Navy sweatshirts printed with the school crest are available through the school and may be worn with uniforms. A plain navy sweatshirt without a hood may be worn with the uniform. Worn-out sweatshirts should be replaced throughout the school year.

If students make choices in their appearance that do not conform to school dress code policy, the school may exercise the following option(s):

- Uniform infraction notice will be sent home to the parent.
- Parents may be called to pick up their student.
- The student may be removed from class.
- The student may be denied participation in out-of-uniform days.
- The student may be denied recess.
- The student may be required to serve detention before/after school.

Final decisions in matters of dress rest with the principal.

## Girls

### **Kindergarten - Grade 5 Dress Uniform**

- The required **dress** uniform is the official Parker uniform jumper in St. Eugene plaid and the tailored, white blouse (either long or short sleeved). Requirements for shoes and socks are described above.

### **Grade 6-7-8 Dress Uniform**

- The St. Eugene plaid pleated skirt from Parker Uniforms is the required skirt for girls in Grades 6-8 and the tailored, white blouse (either long or short sleeved) with St. Eugene plaid criss-cross

tie. Skirt lengths may be no shorter than 2" above the knee. Blouses are to be neatly tucked in at all times. Shoes and socks as described above.

**Kindergarten – Grade 8 Casual Uniform**

- Proper fitting, tailored navy pants or walking shorts (no more than 2” above the knee) with the solid white polo-style collared knit shirt (either long or short sleeved), or middy blouse with ties for Grades 6, 7 and 8, or a plain white turtleneck. Neither pants nor shorts may have exterior pockets and are to be worn with belts (plain navy, black or brown leather). White polo shirts and turtlenecks are to be neatly tucked in at all times and there are to be no trims, puff sleeves, lace, etc. Shoes and socks as described above. Anklet style socks are not allowed.

**Boys**

**Kindergarten - Grade 8 Dress Uniform**

- Proper fitting, tailored navy pants or walking shorts (to the knee) and the solid white dress shirt (either long or short sleeved) with the official Parker Uniform necktie in St. Eugene plaid. Neither pants nor shorts may have exterior pockets and are to be worn with belts (plain navy, black or brown leather). Shirts are to be neatly tucked in at all times. Shoes and socks as described above.

**Kindergarten – Grade 8 Casual Uniform**

- Navy pants or walking shorts (to the knee) with the solid white polo-style collared knit shirt (either long or short sleeved) or a plain white turtleneck, navy blue sweater vest. Neither pants or shorts may have exterior pockets and are to be worn with belts (plain navy, black or brown leather). White polo shirts and turtlenecks are to be neatly tucked in at all times and there are to be no insignias or trims. Shoes and socks as described above.

**Student Spirit Shirts – All Grades**

Notification of when Spirit Shirts may be worn will be given through “The Eagle Express”.

**DRUGS AND ALCOHOL**

Students who possess drugs and/or alcohol at school or at any school function, face suspension and/or expulsion.

**EMERGENCY SCHOOL CLOSINGS**

Announcements to officially close or delay opening of St. Eugene Catholic School due to emergencies or bad weather will be made through the news media. It is incorrect to assume that area schools follow suit. St. Eugene Catholic School will make its own announcement through the following television and radio stations:

KFOR TV	4	KTOK (1000 AM)
KOCO TV	5	KOKC (1520 AM)
KWTV	9	KOMA (92.5 FM)
KOKH TV	25	Spanish - KZUE (1460 AM)

In case of an emergency during the school day, parents will be notified through **SchoolReach**. This is an automated calling system installed at Saint Eugene this year for the purpose of notifying parents of specific school announcements, such as weather related school closings, emergency information, and general announcements. This service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from the school to live telephone answers and voice message systems. The system requires no registration by the parent. All information and contact numbers are strictly secure and confidential. Phone numbers are used only for notification to parents.

Specific information you should know is as follows:

- **Caller ID:** The Call ID display 405-751-0067, the main number for the school.
- **Live Answers:** There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would, “Hello” and hold for the message to begin. Say “Hello” only once. Multiple “Hello’s” will delay the message. Inform all family members who may answer your phone of this process
- **Answering Machines:** The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before the system hangs up is 5. Make sure your answering machine answers after four rings or you may miss the message.
- **Morning/Day Calls:** In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent only to home phone numbers. In an event a cancellation decision is made mid-day, the broadcast message will be sent to home and cell phones.
- **Message Repeat:** At the end of the message you will be prompted to “press one” to hear the message again. This is very important when a child answers the phone and hands it to an adult who can repeat the message in its entirety.
- **E-mail:** If you supply the school with your e-mail address, you can be included in the e-mail broadcasting service.
- **Noise:** Loud background noises (e.g. TV, radio) may cause false detection by the system. Please turn down TV’s and radios before answering the phone. Cordless phones that have static or delay in saying “Hello” may cause the system to fail to detect an answer and no message will be given. Remember to say “Hello” within three to four seconds after picking up the receiver.

### **EXTENDED CARE**

St. Eugene Catholic School offers a program for families with children who may need childcare supervision before or after school. The Extended Care program has been in existence for a number of years. Three enrollment options are available to best suit your family needs and are charged separately in addition to school tuition. Times for the Before Care program are 7:00-7:45 a.m. each day. Children are to be escorted to the Nursery Room/Extended Care Room if arriving prior to 7:30 a.m. After 7:30 a.m., the students may be escorted into the gym. The After Care program begins at school dismissal time each day and is from 3:00-6:00 p.m. The children are divided into two separate age groups. The activities for each group vary according to the ages of each group of children. We offer homework study time, group play, recreational activities, nutritious snacks and a safe place for each child. Children enrolled in the Extended Care program are also offered full-time care on certain days when school is not in session. These days are offered at an additional charge. The Extended Care Program is offered during the summer months. Summer Camp information is sent home during the last quarter of the school year. Please request information pertaining to all enrollment and fees by contacting the Extended Care Director at 302-4250, ext. 118.

### **EXTRA CURRICULAR ACTIVITIES**

Students are encouraged to participate in extracurricular activities corresponding to individual talents and interests. School activities include Academic Bowl, Boys and Girls Athletics, Boys and Girls Scouting programs, and Band (Grades 4-8). Opportunities for Christian Service, including Choir (Grades 2-8), Altar Servers (Grades 4-8), and parish Youth Group (Grades 6-8), are also available. Additionally,

students have opportunities to participate in Archdiocesan events including the Archdiocesan Track Meet, the BMCHS Science Fair, the Archdiocesan Spelling Bee, and the BMCHS Festival and Speech Contest. Extracurricular activities are not limited to this list.

### **FIELD TRIPS**

Field Trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity.

- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip.
- Verbal permission cannot be accepted.
- A permission slip that is faxed to the school does not take the place of an original signature.
- Siblings or other children are not allowed to accompany the volunteer driver on any field trip. Additional children in their company would cause a distraction for the volunteer supervising the students.
- The volunteer driver for a field trip must have completed all the Safe Environment requirements according to the Archdiocesan plan.
- Volunteer drivers must provide a driver's licenses and a **current** proof of insurance to the school office. These must be turned in at least **two days prior** to the field trip to be eligible to drive.

### **Pre-School, Pre-Kindergarten, and Kindergarten**

- DHS requires that students in Pre-School, Pre-Kindergarten and Kindergarten who are transported in cars must be transported in a Child Safety Seat. Car seats are to be provided and installed by the parent(s) of each student.
- A parent(s) may be asked to personally chaperone their child if discipline issues are a concern.
- All drivers, chaperones, and any other adults in attendance must have completed all Safe Environment requirements according to the Archdiocesan plan. This includes if you are only taking your own child.

### **FINANCES**

The school registration fee is non-refundable. Tuition is payable as described on the Enrollment Form. Tuition, lunch, library charges, lost or damaged textbooks, or other incurred school fees and Extended Care charges must be current in order to receive report cards or to pre-enroll in the spring semester. All must be paid in full before enrollment is considered complete or, if transferring to another school, before records will be released or forwarded. An eighth grade student will have all records held and will not be considered graduated until all financial obligations are paid in full. Final decisions of a financial matter are handled through the school office (751-0067).

### **FIRE/SAFETY/TORNADO DRILLS**

Drills are routinely carried out during class time. Drills may be announced or unannounced and are timed. Procedures and class lists are posted in each classroom nearest the exit and are to be taken out with the teacher/assistant/volunteer in the event of a drill or actual emergency. Students are to proceed quietly and orderly to their designated area, where roll is to be taken and reported to the designated person.

### **FUNDRAISING ACTIVITIES**

Effective July 1, 2004, and continuing until further notice from the Pastor or the School Advisory Council, all groups and/or organizations related to the school in any way who conduct fundraising activity shall donate or tithe an amount equal to ten percent of their net income from fundraising activities during each fiscal year. This policy applies to school groups/organizations including, but not limited to, the PTO, the Art Committee, the Athletic Committee, the 8<sup>th</sup> Grade Graduation Committee, the Auction

Committee, etc. The fiscal year for bookkeeping purposes is July 1<sup>st</sup> through June 30<sup>th</sup>. Prior to the end of each fiscal year, the secretary or treasurer for each organization or committee shall document that the tithe is completed. This policy exemplifies the dedication of the School Advisory Council and the school to tithing and stewardship. The School Advisory Council believes that this policy sets an example for the students of St. Eugene Catholic School and reinforces the belief that all financial gifts to the school and its support organizations come from God. As good Stewards of the gifts from God, it is right to tithe ten percent (10%) to the Church and retain ninety percent (90%) for the organization and/or school's use. The tithe will be deposited into the School Scholarship Endowment Fund.

### **GRADES**

Students will be issued report cards at the end of each quarter to be signed and returned by a parent/guardian. Additionally, parents may receive notice of any significant incident or change in either a student's academic performance or behavior. Conferences are scheduled in the fall semester at the mid-term of the first nine weeks for all students. Spring conferences are available at mid-term for the third nine weeks. Otherwise, a parent/teacher may request an appointment as necessary. The percentages for the letter grades are:

100 – 93	A
92 – 85	B
84 – 75	C
74 – 69	D
Below 69	F

A final grade will be averaged for each academic subject at the end of the school year, which becomes a part of the student's permanent record. Evaluations for our very young children consist of an age-appropriate overview of their progress. Following an absence, students are expected to obtain and make up any missed assignments at the time of their return. One day for each day of absence is allowed in order to make up work for each day of an excused absence. It is the responsibility of the student to obtain assignments when absent.

### **GUIDANCE, COUNSELING AND SPECIAL NEEDS**

St. Eugene Catholic School works in cooperation with St. Joseph's Family Counseling of Catholic Charities to insure that students/families seeking guidance counseling and/or evaluative services may be addressed. Students qualifying for federally funded Title programs will be serviced according to their needs and the regulations according to Oklahoma City Public Schools.

Speech screening is provided free of charge, but the services are contracted out by the individual parents.

### **HOMEWORK**

Pre-School, Pre-Kindergarten, and Kindergarten children may occasionally be asked to bring special items or complete activities for class. Appropriate to their grade level, students in Grades K-8 will be assigned homework on a regular basis, which is considered part of their grade. If your student has little or no daily or weekly homework, or spends excessive amounts of time on homework, it would be advisable to discuss it with your child's teacher(s). All work is to be turned in on time and in the proper format as designated by the teacher. Teachers assign homework upon return from an absence, not in anticipation of absences. When a student is absent, all missing assignments must be completed. It is the responsibility of the student to obtain and complete the assignments as directed by their teacher(s). For additional information, please refer to the sectioned titled **Absences**.

### **LIBRARY**

Our school library at St. Eugene Catholic School serves as an open, welcoming haven for students, teachers and parents to enjoy reading and selecting books. The library is available for teachers and

students throughout the week; however, the librarian is present on a part-time basis. Individual classes are scheduled for reading, checkout, story-time and other activities. Older students have the opportunity to use the library on an as-needed basis for checking out books and research. Students are responsible for the library books. Lost or damaged books will be assessed at the replacement cost. Use of the library for after school functions must be scheduled through the Church office.

### **LOST AND FOUND**

All lost and found items are to be turned in or claimed in the Lost-and-Found area. Unclaimed items will be donated periodically to charity. Names should be on all student items - especially uniform items.

### **MASS AND PRAYER LIFE**

Parents are invited to attend student Masses that are held on Thursday mornings at 8:15 a.m. in the church and Children's Liturgy on Friday mornings at 8:15 a.m. in the chapel. Exceptions to this time may include holy days. Students are to wear dress uniforms to School Mass. Classroom prayer includes morning prayers at 8:00 a.m. daily and afternoon prayer at dismissal. Grace before and after meals and prayer at various other times are also part of our day. Enrollment in our school also affords our students many rich experiences in devotions to Mary and the Rosary, the saints, and liturgical observances and traditions, such as Stations of the Cross, Adoration of the Blessed Sacrament and the Sacrament of Reconciliation. Adoration of the Blessed Sacrament and Reconciliation are usually available every Wednesday. Stewardship opportunities arise throughout the school year. Participation by the students is expected.

### **MEALS**

Hot breakfast is served from 7:30-7:50 a.m. daily and is available for all students, faculty and parents. Breakfast will cost each student \$1.75 and each adult \$2.25. A hot tray or a sack lunch will be served daily and cost \$2.50 per student and \$3.00 per adult. You will need to pay in **advance** for two weeks of lunches or four weeks if eating both lunches and breakfasts. This is **required** for each student to be served. A **maximum of \$10.00** will be all that any student will be allowed to charge. If for any reason a student reaches the \$10.00 maximum, you will be notified and the \$10.00 plus two weeks of lunches will need to be paid before they will be allowed to eat in the cafeteria again. Extra milk may be bought for fifty cents and an extra entrée may be purchased for one dollar. Parents are always welcome to eat with their children. Please call the kitchen at 302-4250, ext. 126 before 9:00 a.m. and make a reservation anytime you are planning to eat with us. Students may bring their lunch from home; however, **restaurant food and/or soft drinks are against school policy and will not be allowed.** Due to varying health issues, trading food among the students is not permitted. Food is not to be taken from the cafeteria. St. Eugene Catholic School participates in the National School Lunch Program. Eligibility applications for free or reduced meals are available in the school office throughout the year. All information remains confidential.

### **MEDICATION/HEALTH:**

- For liability reasons, we will not dispense medications of any type, including Tylenol, Ibuprofen and aspirin, without a Medication Permission Form with a physician's signature.
- If a child has to take any medication while at school that is prescribed by a doctor, that medication must be in the original container from the pharmacy with child's name, date, amount and frequency of dosage.
- All medications will be locked in the school office and a Medication Log will be kept.
- Students **MUST** have their inhalers and epi-pens with them at all times while on school campus with the exception of the Early Childhood students. Teachers will keep the inhalers and epi-pens for the Early Childhood students.
- Any student, volunteer or staff member with a communicable disease or condition must be handled on a case by case basis in accordance with guidelines set by the Center for Disease

Control and/or State Health Department.

### **MENINGOCOCCAL MENINGITIS**

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. Symptoms include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be caused by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down due to staying up late or having irregular sleeping patterns. Meningitis may be prevented by avoiding the behaviors that spread it. There is also a vaccination available.

### **NON-DISCRIMINATORY POLICY**

St. Eugene Catholic School adheres to a non-discriminatory policy with regard to race, color, gender or ethnic origin. Our policy refers to, but is not limited to, the employment of all personnel and/or enrollment of students. Being a parish school, however, we extend enrollment priority to children of families registered, supportive and active in St. Eugene Catholic Parish. Because of our Catholic philosophy, preference in hiring may be given to qualified, practicing Catholics.

### **OFFICE**

The school office hours are 7:30 a.m. to 3:30 p.m. throughout the school year. Summer hours are Monday – Thursday from 9:00 a.m. to 1:00 p.m.

### **PARENT INFORMATION**

Parents are reminded to update changes in home/office phone numbers, addresses and emergency information with the school office. When applicable, parents are requested to submit custodial sections of divorce decrees for office records.

### **PARENT /TEACHER ORGANIZATION**

St. Eugene Catholic School's PTO is a parent organization that supports and enhances the educational ministry of the school. Yearly membership dues may be paid at registration.

### **PARKING LOTS/PICKUP & DROP OFF**

Use the **Hefner** lot if a student in the car is **Kindergarten or younger**:

- **Morning:** Entering from the west end and parking in the designated places, **NOT in the fire lane**, please bring all students, P-3 through Grade 8, to the gym (or to Before Care if prior to 7:45 a.m.).
- **Afternoon:** Dismissal is at 3:00 p.m. Park your vehicle and walk into the Early Childhood building to meet your children and escort them to the parking lot to your car.
- **Dismissal locations:** Pre-School (P3): In Mrs. Emerson's classroom  
Pre-Kindergarten (P4): In the gymnasium  
Kindergarten: In the gymnasium

Use the **Greystone** lot if all students in the car are **Grade 1-8**:

- **Morning:** Enter from Greystone and form a counter-clockwise single loop in the faculty parking lot. **PLEASE DO NOT PARK IN THE FACULTY PARKING LOT.** Drop students off at the north sidewalk to walk into the gym (or to Before Care if prior to 7:45 a.m.). Exit out to Greystone.

- Afternoon: Entering from Greystone, form a counter clockwise double loop in the playground lot. Teachers will help students into cars from along the sidewalk. Proceed out to Greystone. Students will not be allowed to cross the parking lots through traffic. In order to allow a student to walk home, a permission slip **must** be on file in the school office.

### **PROMOTION POLICY AND RETENTION POLICY**

Advancement to the next level in St. Eugene Catholic School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level. Promotion to the next grade level depends on successful completion of all subject areas. The administration may recommend that they repeat a level, receive tutoring or attend summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next level. Appropriate conferences and forms will be handled on an individual basis.

### **RETURN TO SCHOOL AFTER 3:00 P.M. DISMISSAL**

Students who forget books, homework, purses, etc. and wish to return to a classroom after dismissal **must** obtain admittance to the classroom from the principal or assistant principal.

### **SAFE ENVIRONMENT**

Everyone who works with children at St. Eugene Catholic School, **including volunteers**, is required to attend a training session for Safe Environment. This is a requirement for adults who volunteer in the various capacities throughout the school that includes, but is not limited to, all areas of athletics, field trip drivers, tutors, playground and cafeteria volunteers, classroom volunteers, religious educators, substitute teachers, classroom teachers, etc. Please look in the school publications for the schedule of training sessions. Everyone working with our children, including volunteers, must be in full compliance with this requirement.

### **SCOUTING PROGRAMS**

Students in Grades 1-8 may participate in Daisy, Brownie/Girl Scout or Tiger Cub/Boy Scout Programs. The official, formal scout uniforms may be worn to school on meeting days.

### **SEARCH AND SEIZURE**

The school/parish is co-tenant of lockers/cubbies, backpacks and desks and reserves the right to search them at any time without notice and confiscate any items deemed inappropriate or not permitted at school

### **SECURITY OF FACILITIES**

Parents, grandparents, parishioners, volunteers, guest speakers, etc. are always welcome at St. Eugene Catholic School. The safety and security of our children and consideration for the teaching/learning that is being conducted requires that **all** visitors and guests sign in at the school office upon arrival and sign out when leaving - or when checking a student in/out during class time. Required security procedures are in place should a situation arise which poses a threat to the safety of either the students or faculty. Accordingly, exterior doors shall be locked at 8:15 a.m. daily, which limit access to the building. Only the front doors at the school office (and the church vestibule doors for the parish offices) will provide access after this time. After 8:15 all students must check in at the school office.

### **STUDENT RECORDS**

St. Eugene Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

### **SUPERVISION**

School supervision begins at 7:45 a.m. and ends at 3:15 p.m. daily. Students arriving prior to 7:45 a.m.

and remaining after 3:15 p.m. are to be registered in Extended Care. Parents of non-registered students who are present during these times will be billed for Extended Care services.

### **TARDIES**

Students reporting late for school must obtain a tardy slip from the office. A student is considered tardy at 8:00 a.m. Students entering the classroom after instruction has begun can be a disruption. We ask that parents and students take the responsibility for making sure the students arrive at school on time each school day.

### **TECHNOLOGY**

All students in grades 1-8 are required to read, sign, return, and adhere to the Technology Use Agreement found on pages 22-23 of this handbook.

### **TELEPHONE**

Students may be allowed to use the phone in the school office or classroom with permission in cases of illness or emergency. Requests to use the phone for forgotten lunches, social planning, etc. are disruptive to school office business as well as the learning process and will not be permitted. Parents should call to speak with their child only in cases of **extreme** emergency. Parents can always call 302-4250 and leave a message on a faculty member's voicemail.

It is recommended that students leave cell phones at home. If they bring a cell phone to school, it must be kept in the student's backpack and turned OFF. Cell phones will be confiscated by teachers or school administration and the student may be given additional consequences if they are used during school hours. This includes texting.

### **TOYS/ PERSONAL ITEMS**

No toys, personal items, or activities are to be brought from home unless specified by the classroom teacher.

Electronic games, tape/CD players, radios, pagers, cell phones, laser lights, and all items of this sort shall be confiscated and returned only to the parent. The school reserves the right to determine the appropriateness of any item brought to school.

### **VIOLENCE/SEXUALHARASSMENT/ SEXUALITY/INTIMIDATION/BULLYING/PERSONAL CONDUCT**

Because the Gospel teaches that all human life is sacred and created in the image and likeness of God, respect for each other and of self is basic to our school's philosophy. Respecting human dignity and the uniqueness of every individual, each student will be considerate and respectful of others. St. Eugene Catholic School regards acts toward faculty, volunteers or students of aggression, harassment, violence, sexual behavior, cursing or swearing, or intimidation in any form, whether verbal, sexual or physical in nature, as detrimental to our mission as a Catholic school. Dealt with on an individual basis, the school will determine the appropriate disciplinary measures to be taken. Any action based on lack of respect for others, including sexual and physical abuse, or the creation of a hostile environment by students, faculty and/or staff will not be tolerated. Harassment, intimidation and bullying means any gesture, written or verbal expression or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to interfere with the school's educational mission or the education of any student. "Harassment, intimidation or bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status or any other distinguishing characteristic. "At school" means on school grounds, at school-sponsored activities or at school-sanctioned events. All complaints will be investigated and appropriate disciplinary action will be imposed. The possession of a

weapon or an illegal or controlled substance while on school property immediately becomes a police matter, with the student subject to immediate expulsion. Threats or acts of vandalism or violence, whether real or perceived, including claims of “teasing” or “joking”, will be taken seriously. Toy weapons or lunchbox cutting utensils are prohibited. Items such as, but not limited to, questionable books, pictures or magazines, white-out, cigarettes, matches or lighters, weapons (either toy or real) or other items deemed harmful by the school, are not allowed at any time.

Allegations of students exhibiting behaviors which are in contradiction to our policies and mission will be investigated with appropriate disciplinary action imposed, which may include suspension, probation, counseling or expulsion. Each allegation will be dealt with on an individual basis.

### **VISITORS/VOLUNTEERS**

Parents, grandparents, parishioners, etc. who volunteer or serve as guest speakers are always welcome at St. Eugene Catholic School. The safety and security of our children and consideration for the teaching/learning that is being conducted requires that all visitors check in at the school office upon arrival and sign out when leaving. Required security procedures are in place should a situation arise which poses a threat to the safety of either the students or faculty. Accordingly, exterior doors shall be locked at 8:15 a.m. daily, which limit access to the building. Parents and visitors are advised that only the front doors at the school office (and the church vestibule doors for the parish offices) will provide access after this time.

As required by the Archdiocese, background checks are conducted on persons, either paid or volunteer, with responsibilities involving children. In addition, all Safe Environment training must be completed prior to being a regular volunteer with children at St. Eugene Catholic School.

### **WEAPONS/ILLEGAL OR CONTROLLED SUBSTANCES**

The possession of a weapon or an illegal or controlled substance while on school property immediately becomes a police matter, with the student subject to immediate expulsion. Threats or acts of vandalism or violence, whether real or perceived, including claims of “teasing” or “joking”, will be taken seriously. Toy weapons or lunchbox cutting utensils are prohibited. Items such as, but not limited to, questionable books, pictures or magazines, white-out, cigarettes, matches or lighters, weapons (either toy or real) or other items deemed harmful by the school, are not allowed at any time. Allegations of students exhibiting behaviors which are in contradiction to our policies and mission will be investigated with appropriate disciplinary action imposed, which may include suspension, probation, counseling or expulsion. Each allegation will be dealt with on an individual basis.

### **RIGHT TO AMEND**

St. Eugene Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent home via the school newsletter.

For your convenience, you may copy or  
Remove the following forms for use  
for the 2010 – 2011 school year.

Technology Use Agreement Form

Volunteer Driver Form

Field Trip Forms

Photo/Video Release Form

Family Handbook Receipt Form

## **Technology Resources Agreement**

As a computer user, I agree to the following rules and code of ethics in all of my work with computers while attending St. Eugene Catholic School.

- 1.** I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer ribbons, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways not disturbing to others. I will keep my computer work area clean and organized.
- 2.** Because copyright laws protect software, I will not make any unauthorized copies. The computers are for school use only and should not be subjected to contamination by virus from outside sources; therefore, I will not be allowed to bring software applications, games, CD's or diskettes from home to be used on school equipment.
- 3.** I will respect the privacy of all computer users; I will not copy, change, read or use files from another user. I will not attempt to gain unauthorized access to system programs or computer equipment. I will not use computer systems to disturb or harass other computer users. I will not use inappropriate language in my communications.
- 4.** I understand that, as an Internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. I will not send, display, or download offensive messages or pictures, use obscene language, harass, insult, or attack others, or violate copyright laws.
- 5.** The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system setting will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty and staff of the school may request the system administrator to revoke or suspend specific user privileges.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of St. Eugene's Technology Resources, including the Internet.

1. Loss of computer privileges
2. Additional disciplinary action to be determined in line with existing practices regarding inappropriate language or behavior.

\*\*Adapted from an NCEA publication, copyright 1997 and suggested by the Archdiocese of Oklahoma City

**TECHNOLOGY USE AGREEMENT**  
**St. Eugene Catholic School 2010-2011**

**USER:**

I understand and will abide by the Technology Resources Agreement. I further understand that any violation of these regulations is unethical and may constitute an offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action may be taken.

User Name (Please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

As a parent or guardian of this student, I have read the Technology Resources Agreement. I agree with this policy and will support correct use of the computer at home. I understand that school access is designed for educational purposes. I am aware that even though it is impossible for the school to absolutely restrict access to all controversial materials, every attempt will be made to do so, and I will not hold the school responsible for materials acquired in use. I hereby give permission for my child to use the school's technology resources (including the Internet) and certify that I have reviewed this information with my child.

Parent or Guardian Name ( Please print): \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return a signed copy of this form to the school by September 1, 2010.

**St. Eugene Catholic School**  
**Volunteer Driver Form 2010-2011**

Drivers must supply copies of the following:

**1. Insurance Verification Card**

All vehicles used to transport students must meet requirements of Oklahoma statutes as to condition and insurance coverage (\$10,000 for bodily injury per person, \$20,000 – bodily injury per accident). For trips of a round-trip distance of 250 miles or longer, a minimum coverage of \$50,000 per person and \$100,000 per accident is required (a higher level of \$100,000/\$300,000 is recommended). In case of an accident, vehicle owner's insurance is primary.

**2. Driver's License**

Drivers must be adults over 21 years of age with a valid Oklahoma driver's license.

**3. Safe Environment**

The requirements of the Safe Environment Program have been met.

---

**I AFFIRM THAT:**

- My vehicle is covered by insurance sufficient to meet the above minimal requirements for field trips.
- Every passenger will be individually seated with a seatbelt or in a car seat.
- I am over the age of 21 and have a valid Oklahoma driver's license.
- I will not make any stops or deviate from the field trip as planned (McDonalds, etc.). Further, I will not allow any extra purchases by or for any children under my supervision while on the field trip (souvenirs, ice cream, video games, etc.).
- I will not take any siblings or other guests in my vehicle.

**Driver** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**City & State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Year, Make, and Color of Vehicle** \_\_\_\_\_

**Number of passengers (excluding driver)** \_\_\_\_\_

**License Tag #** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

St. Eugene Catholic School  
Field Trip/Off Campus Activity Form 2010-2011

Name of Place to Be Visited: \_\_\_\_\_

Address of Location: \_\_\_\_\_

Education Purpose of the Field Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Cost: \_\_\_\_\_ Pack a Meal: \_\_\_ Yes \_\_\_ No (Included in price or not part of trip)

Transportation Provided By: \_\_\_\_\_

Faculty Coordinator: \_\_\_\_\_

This form must be completed and returned by: \_\_\_\_\_

Guidelines: Behavior expectations: All students will follow the directions of the person in charge (teacher, chaperones, drivers, etc.) using seat belts and any other directives given.

**DRIVERS WILL NOT STOP AT ANY OTHER LOCATIONS FOR SNACKS,  
ETC. TRANSPORTATION IS DIRECTLY TO AND FROM THE  
LOCATION OF THE FIELD TRIP.**

Dress for the field trip is: \_\_\_\_\_

Faculty Coordinator Signatures: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please keep this sheet for your own personal information and  
complete the Field Trip Permission Return Form on the  
following page and return to your student's teacher.**

**FIELD TRIP PERMISSION RETURN FORM**

By completing this form, you are requesting that your student be allowed to attend the field trip/off campus activity listed below. By signing, you agree to stipulations regarding this field trip/off campus activity. Any additional special information will be provided. Every trip is designed with your student's safety in mind. When the activity is over, the students will return directly to campus. Failure to complete this form will necessitate that your student not attend the activity. No written notes or phone calls granting permission will substitute for this form.

Being informed of these facts and recognizing the risks that may be involved, I request

and consent to the participation of my child: \_\_\_\_\_ in the field trip to:

\_\_\_\_\_ on: \_\_\_\_\_.

I hereby release St. Eugene Catholic School, the Archdiocese of Oklahoma City and all official representatives of the school and Archdiocese from any liability to the extent permitted by law.

**Medical Information Statement:**

If a medical emergency occurs and I cannot be reached, and/or my student needs immediate care, I hereby authorize the staff of St. Eugene Catholic School to use their best judgment in taking my student to a hospital and/or contacting a physician or dentist. I further agree to be responsible for any charges incurred in relation to obtaining such medical care and/or dental care.

Neither St. Eugene Catholic School nor the Archdiocese of Oklahoma City is responsible for any accidents incurred going to, on the field trip/off campus activity, or returning from said activity.

We need \_\_\_\_\_ drivers in order for the class to attend this field trip.  
Will you be able to drive and supervise?

\_\_\_\_\_ Yes, I will be able to drive \_\_\_\_\_ students in seatbelts/car seats and to help supervise.

**I have completed the required Archdiocesan forms and Volunteer Driver Form. I will make no extra stops or deviate from the field trip site or on the return to school. I will not take any siblings or other guests in my vehicle. I have completed the Safe Environment Training.**

**I will be in the parking lot at 8:00 a.m. to receive car seats, if applicable.**

\_\_\_\_\_ No, I will not be able to drive on this field trip.

**I will bring and install my child's car seat at 8:00 a.m. that morning, if applicable.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Daytime Phone number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

St. Eugene Catholic School  
Photo/Video Release Form 2010-2011

FAMILY NAME \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, parent/guardian of the above-named student/s, hereby give and grant St. Eugene Catholic School permission to use and publish/air a photograph/videotape of my child in any parish, archdiocesan, community, or school publication, including the yearbook, bulletin boards, and parish website. I further certify that I am of full legal capacity to execute this authorization and release.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**PLEASE RETURN A SIGNED COPY TO THE SCHOOL OFFICE  
BY SEPTEMBER 1, 2010. Thank you.**

St. Eugene Catholic School  
Family Handbook Receipt Form 2010-2011

St. Eugene Catholic School arranges for every family to receive their copy of our Family Handbook, which delineates policies and procedures as well as general information. Please acquaint yourself with it and return this signed sheet. Thank you!

FAMILY NAME \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Please sign and return to the School Office by September 1, 2010.  
Thank you.

\_\_\_\_\_ Yes, we have received, read, and agree to be governed by the 2010-2011 St. Eugene Catholic School Family Handbook.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**EUGENE**  
**POPE & SAINT**  
**654 X Pontificate X 657**  
*Birth: Unknown Death: June 2, 657*  
*Pontificate: August 10, 654 through June 2, 657*

Born into Roman aristocracy, St. Eugene became a priest and served the church in various positions before being consecrated Pope on August 10, 654. The church was undergoing a time of great turbulence, but St. Eugene worked to restore the papacy. Known for his generosity to the poor, he is shown as the cheerful giver of alms to those in need.

St. Eugene was named patron saint of our parish in honor of Bishop Eugene J. McGuinness, when the parish was established in 1958. The school opened the following year, in August 1959. Our school colors are orange and white. Our mascot is the eagle and is used in conjunction with Isaiah 40:31 “They that hope in the Lord will renew their strength. They will soar as with eagles’ wings...”

St. Eugene Catholic Church - Reverend Joseph Jacobi, Pastor

### **Our History**

The Catholic Parish of St. Eugene was founded in 1958. St. Eugene was named patron saint of our parish in honor of Bishop Eugene J. McGuinness, bishop of the diocese of Oklahoma at that time. One year later, in August 1959, St. Eugene Catholic School was opened.

Today, our educational ministry serves families with children from Pre-school (age 3) through Grade 8. We offer a full array of extra-curricular activities including scouting for boys and girls, children’s choir, band (Grades 4-8), athletics (Pre-K - Grade 8), hot breakfast and lunch programs, Extended Care (both before and after school), and a Summer Care program.

St. Eugene Catholic School is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association and is a member of the National Catholic Educational Association.

St. Eugene Catholic School  
(405) 751-0067  
P.O. Box 20930  
2400 West Hefner Road  
Oklahoma City, OK 73156