

*St. Eugene's  
Cathedral School*



*Parent-Student  
Handbook*



# St. Eugene's Cathedral School

300 Farmers Lane • Santa Rosa, CA 95405 • (707)545-7252  
www.steugenesch.org

*Dear Parents:*

*The mission of providing a Catholic academic education integrated with faith formation is an awesome task. We are grateful for the opportunity to partner with you, the primary educators of your children, to provide academic and religious instruction.*

*Through mutual cooperation and understanding, we can successfully meet the challenge before us. We depend on you to reinforce and strengthen the Catholic values and attitudes expected of our students here at St. Eugene's Cathedral School, while you live out and nurture these values in your homes.*

*We will continue to offer your children the best educational opportunities within a Catholic atmosphere of respect and care. We welcome your presence at school and depend on your continued assistance, support and cooperation.*

*Please carefully read our school handbook, referring to its contents frequently. It will be available through our website.*

*May we all continue to grow in the love and grace of Jesus Christ this new year!*

*God bless you!*

*The Administration and Faculty  
of St. Eugene's Cathedral School*

*Children our hope, our future: fostering a love for learning*



# St. Eugene's Cathedral School

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[www.steugenesch.org](http://www.steugenesch.org)

*St. Eugene's is a Catholic school, founded and maintained for the purpose of providing a Catholic education. No school, however, can hope to achieve such an ambitious and noble goal without the wholehearted and serious support and commitment of the parents. This requires active participation in school events, as well as financial support.*

*Children learn what they live, not simply what they are told. Therefore, St. Eugene's will accept those students whose parents are striving to provide an explicitly Christian atmosphere in the home and are supportive of the stated philosophy of the school. The presumption is that this will certainly include a regular attendance of parents at weekend liturgies with their child/children.*

*We agree with and wholly support the philosophy of education at St. Eugene's Cathedral School, and we will continue to work with both the administration and parents to increase and preserve the school's quality of education, programs, image and reputation.*

*St. Eugene's Cathedral School Council*



LETTER TO PARENTS  
SCHOOL COUNCIL STATEMENT  
MISSION STATEMENT AND SCHOOL PHILOSOPHY  
SCHOOLWIDE LEARNING EXPECTANCIES/GRADUATION OUTCOMES  
GENERAL SCHOOL INFORMATION

ABSENCE POLICY	4
ADDRESSES AND TELEPHONE NUMBERS	4
ADMISSIONS CRITERIA AND APPLICATION POLICY	5
AFTER SCHOOL ATHLETICS No Sports For 2023- 2024 School Year	7
AIDS POLICY	7
ALCOHOL POLICY	7
ASBESTOS CONTROL POLICY	8
ATHLETIC POLICIES	9
ATTENDANCE	9
BACK TO SCHOOL NIGHT	9
BEFORE AND AFTER SCHOOL SUPERVISION	9
BEHAVIORS CONTRARY TO CHRISTIAN VALUES	10
THAT ARE COMMITTED OUTSIDE OF SCHOOL	10
BICYCLE RIDERS	10
BOOK BAGS / BACKPACKS	11
CALENDAR	11
CELL PHONES/ AIRPODS/ APPLE WATCHES	11
CLOSED CAMPUS POLICY	11
CURRICULUM	12
DANCES	12
DISCIPLINARY PHILOSOPHY, RULES, PROCEDURES AND CONSEQUENCES	13
DISMISSAL FOR MEDICAL OR DENTAL APPOINTMENTS	17
OR BY PARENTAL REQUEST	17
DISMISSAL OF A STUDENT FOR PARENTAL CAUSE	17
EMERGENCY	18
EMERGENCY/DISASTER PROCEDURE	18
EXTENDED DAYCARE	19
EXTRACURRICULAR ACTIVITIES POLICY	19
EXTRACURRICULAR ACTIVITY PARTICIPATION POLICY	19
FACULTY MEETINGS	19
FIELD TRIPS	20
FIRST COMMUNION	20
FORGOTTEN LUNCHES, BOOKS, HOMEWORK, ETC.	20
FUNDRAISING POLICY	21
GRADING	21
GRADING POLICY	21
GRADUATION AND ACTIVITIES	22
GRIEVANCE POLICY	23
HEALTH ROOM	23
HOMEWORK	24
HOT LUNCH PROGRAM No Hot Lunches For The 2023-2024 School Year.	24
INSURANCE	24
KINDERGARTEN REGISTRATION	24
LEAKING BLOOD POLICY	24
LIBRARY	25



LITURGICAL CELEBRATIONS	26
LOST AND FOUND	26
MEDICAL RECORDS/VACCINATIONS	26
MEDICATION POLICY	26
MESSAGES TO STUDENTS	27
OPEN HOUSE	27
PARENT SUPERVISION	27
PARENT/TEACHER CONFERENCES	27
PARENT/TEACHER ORGANIZATION	28
PARENT/TEACHER ORGANIZATION BOARD	28
P.E.P. - PARENT ENCOURAGED PARTICIPATION PROGRAM (SERVICE HOURS)	28
PARKING LOT PROCEDURES	29
PETS	29
PRAYER PARTNER PROGRAM AND GUIDELINES	29
PROMOTION/RETENTION/TRANSFER	31
RECORDS	31
REPORT CARDS	32
SCHOOL COUNCIL	32
SCHOOL HOURS (REGULAR SCHEDULE)	32
SCHOOL HOURS POLICY	32
SERVICE CLUB REGULATIONS	33
SEXUALITY	33
SEXUAL HARASSMENT POLICY	33
SEXUAL MISCONDUCT POLICY FOR THE DIOCESE OF SANTA ROSA	35
SKATEBOARDS/SCOOTERS	36
STUDENT ACTIVITIES	36
TARDINESS	37
TECHNOLOGY	37
TELEPHONE	38
TEXTBOOKS	38
Friday Newsletter	38
TUITION PLANS	38
TUITION ASSISTANCE POLICY	39
TUITION PAYMENT POLICY	39
TUITION REFUND POLICY	40
TUITION AGREEMENT/CONTRACT ACKNOWLEDGEMENT OF SCHOOL AND FAMILY PARTNERSHIP	41
UNIFORM	41
USE OF A STUDENT'S NAME AND/OR PICTURE	43
VOLUNTEER POLICY	43
WALKING/BIKING TO AND FROM SCHOOL	44
YARD DUTY	44
MINISTRY WITH MINORS	44
PASTORAL COUNSELING WITH MINORS	46
AMENDMENT RIGHTS	46
STUDENT/PARENT HANDBOOK AGREEMENT	47

## MISSION STATEMENT

Catholic Education is an extremely important part of the mission entrusted by Jesus to the Church He founded. Through a solid and theologically sound education, and in conjunction with parents, who are the primary and first educators of their children, the Cathedral school of St. Eugene seeks to prepare its youngest members to have a well-grounded faith, a solid education and the ability to proclaim and live their faith throughout their lives.

## PHILOSOPHY

With this mission in mind, The Cathedral School of St. Eugene seeks to provide an education that allows a child to see him/herself as a unique person created in the image of God and to treat others in this same light. We join with our students' parents to provide a supportive and nurturing environment in which Catholic values and morality along with educational skills will be developed. By giving children a solid curriculum as well as sound catechesis, they will be better prepared to be responsible citizens who put love of God, family and country at the helm of their adult lives.

By instilling in our students the Catholic theological virtues of faith, hope and charity; the cardinal virtues of prudence, justice, fortitude and temperance; and, Catholic doctrine, we give them the foundation to become strong and engaged members of society who will hopefully re-evangelize an overly secularized culture.

**SAINT EUGENE’S CATHEDRAL SCHOOL**  
**STUDENT LEARNING EXPECTATIONS**

**STUDENTS ARE:**

**1. PEOPLE OF THE CATHOLIC FAITH WHO**

- a) respect life and cultivate the habit of Christian service
- b) participate in liturgies and practice daily prayers
- c) know the teachings, doctrines, practices and traditions of the Catholic Church
- d) develop a moral conscience

**2. EFFECTIVE COMMUNICATORS WHO**

- a) write in a clear, organized and creative manner
- b) listen critically and articulate ideas effectively with confidence
- c) read to gather, summarize, analyze, synthesize, evaluate and apply knowledge
- d) use technology to communicate and create

**3. PROBLEM SOLVERS WHO**

- a) master computational skills
- b) use critical thinking skills to deepen mathematical understanding that can be applied to real life situations
- c) observe, experiment, discover and articulate solutions
- d) learn to access, obtain and interpret information

**4. LIFE-LONG LEARNERS WHO**

- a) understand our democratic society and civic responsibilities
- b) collaborate with others and respect different points of view
- c) strive for good physical health and personal safety
- d) appreciate the fine arts

**SAINT EUGENE’S CATHEDRAL SCHOOL  
STUDENT LEARNING EXPECTATIONS  
PRIMARY GRADES**

**STUDENTS ARE:**

**1. PEOPLE OF THE CATHOLIC FAITH WHO:**

- a. learn about God and about being a Catholic
- b. pray together
- c. help care for all God’s living things
- d. treat each other with kindness and respect

**2. EFFECTIVE COMMUNICATORS WHO:**

- a. can read for information and enjoyment
- b. listen to and express ideas clearly
- c. can write ideas down for other people to understand

**3. PROBLEM SOLVERS WHO:**

- a. know basic math facts
- b. can use math to get answers
- a. explore and discover answers
- b. can observe and experiment to find solutions

**4. LIFE-LONG LEARNERS WHO:**

- a. help care for our class, school, community and world
- b. know how to be healthy and safe
- c. can work with other people
- d. care for the environment and those in need



# **GENERAL SCHOOL INFORMATION**

## **ABSENCE POLICY**

**EXCUSED ABSENCES:** Excused absences are defined as absences due to a student's illness, funerals, or a serious illness of an immediate family member.

**UNEXCUSED ABSENCES:** Unexcused absences are defined as absences due to family vacations, meeting other family needs, or cutting school. An unexcused absence requires written notification to the school office three days prior to leaving. The office will convey this information to the homeroom teacher and other teachers involved in the instruction of the student.

- **NOTE: The administration and teaching staff discourage long family vacations during the school year as this break in classroom instruction and participation is detrimental to sequential learning.**

**ABSENCES AND GRADING:** Credit for classes is based on attendance and passing grades. The school reserves the right to withhold grades from students who are absent 15 or more days within a quarter. A situation of this nature shall rest in the hands of the school administration.

**MISSED WORK:** Upon returning to school, it is the student's responsibility in grades 1-8 to contact the teacher(s) regarding make-up work.

- **NOTE: Each teacher has a make-up policy in regard to daily work, homework, and missed tests. This policy needs to be followed by the student in his or her classes.**

**Teachers are not required to provide work before a child leaves on an unexcused absence.**

**REQUESTING WORK:** If you choose to request work for your child, please phone the school office before noon. Work will be available in the school office after 3:00 the day you request the work. Any request received after 12:00 will not be available until the next day. Please do not request work from teachers before school or during school hours. A phone call to the office is the procedure that will be followed.

**PROLONGED ABSENCES:** Prolonged absences have consequences for the learning sequence and may result in lower grades. Make-up work can never substitute for classroom instruction.

## **ADDRESSES AND TELEPHONE NUMBERS**

Please keep all addresses and phone numbers up to date in your Renweb account.

## **ADMISSIONS CRITERIA AND APPLICATION POLICY**

St. Eugene's Cathedral School in the Diocese of Santa Rosa, mindful of its mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of St. Eugene's School. St. Eugene's Cathedral School in the Diocese of Santa Rosa does not discriminate on the basis of race, color and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and tuition assistance programs and athletic and other school-administered programs. Likewise, St. Eugene's School does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national and/or ethnic origin.

### **ADMISSIONS CRITERIA:**

#### **I. READINESS CRITERIA:**

- A. The readiness of the child for grade level will be taken into consideration for placement into St. Eugene's Cathedral School.
- B. In the grades kindergarten through eighth grade, we use the public school cut-off date.
- C. Emotional Maturity - The student needs to be able to handle our particular classroom environment.
- D. Students requesting entrance into St. Eugene's Cathedral School will be given a screening test by the administration and/or teachers to determine academic placement and readiness for the curriculum program as established by St. Eugene's Cathedral School. The screening test is used by the administration and faculty strictly to determine placement and readiness, and neither the test nor results are returned to the applicant.
- E. Students will have to submit report cards of the current and previous school years.

#### **II. GENERAL CRITERIA:**

- A. All applicants and their families must accept and support the school philosophy and school policies.
- B. Since the relationship among the parents, student, teacher and administration is so important, St. Eugene's Cathedral School puts high priority on parental cooperation, a positive and supportive attitude, and the desire for Catholic education, as opposed to private school education.
- C. School families (siblings): Children who have brothers and/or sisters in the school are given first priority so as to honor the integrity of the families, providing the families are active parishioners current in tuition payments, service hours, SCRIP commitment, and parish donation.
- D. St. Eugene's Cathedral School services active parishioners next. This means the parish families that are officially registered with the parish office of St. Eugene's Cathedral Church. The official registration is kept on file in the parish office. Active parishioners support the parish through regular use of the envelope system. Active parishioners are involved in parish ministries and programs and actively participate in and support parish fund-raisers. Parish families demonstrate, through vital support of the parish, their commitment to the values of Catholic education and active parish life.
- E. Next, St. Eugene's Cathedral School services families who are not Catholic, but who demonstrate commitment to Catholic education. These families will use "Plan B" for tuition payment.
- F. Baptismal certificates must be submitted with the application.
- G. Availability of Space: While we admit a full kindergarten each year, we can only admit into grades first through eighth as an opening occurs. We do not know of openings until the beginning of June when our current families submit intent to return forms.

**APPLICATION POLICY:**

**APPLICATION PROCEDURE:**

1. Go to the school website: [www.steugenesch.org](http://www.steugenesch.org) and click on Admissions.
2. Complete and submit the application
3. Call the school office to arrange for a school tour, if you have not already done so.
4. Your child may be screened for appropriate placement. We do enter children throughout the year, as space is made available.
5. It is your responsibility to provide the school with copies of your child's birth certificate, immunization record, religious certificates (if applicable) and most recent report card.

**REQUIREMENTS OF ALL SCHOOL FAMILIES:**

One of the key values we strive to teach and to model at St. Eugene's Cathedral School is that of Christian service for others. Thus, parents are requested to give 30 hours of service to the school during the school year. Service hours are selected by the parents (a P.E.P. hour form will be provided with acceptance, listing areas in which the hours can be done).

## **AFTER SCHOOL ATHLETICS No Sports For 2023- 2024 School Year**

Students in grades 5-8 are able to participate in an after-school athletic league involving boys' and girls' volleyball teams and boys' and girls' basketball teams. The league is made up of the Catholic schools in the area. The faculty, staff and parents volunteer as coaches. The practices and games are after school, with some games being on the weekend. The coaches are under the direction of our athletic director. We have a school-wide track team (grades K-8) and participate in one or two track meets each year.

Students playing on sports teams are under the supervision of their coaches during practices and games. Coaches are to wait until all children are picked up after practices and games, and parents are to be prompt in picking up students. Coaches are to be aware of the Closed Campus Policy and make sure their players do not leave the campus while waiting for practices to start, during practices, or after practices or games. Students must be supervised while waiting for coaches to arrive and for practices or games to start. Our school supervision ends at 3:30 on regular dismissal days. If not picked up when the supervision ends, students must go to daycare. If students are waiting for late practices or games to start, they must be supervised at daycare or go home and return for practices or games. Coaches cannot be responsible for siblings or friends who want to stay after school and watch practices or games. If a coach is having concerns or questions about any policies, he/she is to immediately see the athletic director or the principal.

All students are to be supervised by an adult if they are remaining to watch athletic games. If parents cannot be present to supervise their children, they must make arrangements with another adult to watch the children. If children are left to watch games or practices without close adult supervision, the children will be taken to daycare and parents will be notified and billed.

## **AIDS POLICY**

### **Policy of Nondiscrimination for Students and Personnel with HIV/AIDS in the Catholic Schools of the Diocese of Santa Rosa**

Admission and educational placement of students known to have AIDS shall be made on a case by case basis taking into consideration recommendations from the student's physician, parents or guardians, teachers, and school officials. The student shall be allowed to attend school so long as the current medical evidence indicates that the student's attendance does not present a health threat to the student or others. Reassessment of the student's condition may be made on a regular basis. The identity of a student with AIDS is confidential, and the number of persons within the school who are made aware of the student's condition shall be the minimum necessary to assure proper care of the student, other students, and staff.

Persons seeking employment in parochial and diocesan schools in the Diocese of Santa Rosa shall not be discriminated against on the basis of AIDS/HIV, unless the nature and extent of the illness reasonably precludes the performance of such employment or the employee is unable to fulfill his/her duties as required by contract.

## **ALCOHOL POLICY**

The administration, faculty and staff of St. Eugene's Cathedral School are committed to the principle of responsibility and supervision whenever alcoholic beverages are served at school functions. As stated in our philosophy, "... we endeavor to prepare each student for a full life in which decisions are made in a reflective and responsible manner."

The policies for use of alcoholic beverages at any school function are as follows:

1. Alcohol will never be served on school premises, including the lunch tables and pavilion area.
2. Every function sponsored by the school is reviewed by the school council and the administration to determine if the inclusion of alcoholic beverages is appropriate.
3. Service club members may volunteer in school or parish sponsored functions where alcohol is served only with signed parents' permission slips.

## **PROCEDURES FOR USE OF SERVICE CLUB**

The service club of St. Eugene's Cathedral School is available to help at various school and parish sponsored functions. Whenever the service club is involved at a function, the following procedures apply:

- The organizers of the function will appoint an adult who will be responsible for supervising service club members and enforcing the alcohol policy. The supervising adult of the event will have a list of students working the event, and it is the responsibility of the adult to check off the students when they arrive or leave.
- If the function includes alcoholic beverages, a permission slip must be signed by a parent and will be collected by the service club moderator.
- Service club members will never serve, clear or handle alcoholic drinks.

## **ASBESTOS CONTROL POLICY**

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all the original buildings was conducted in 1988. EPA accredited inspectors in accordance with guidelines established by the EPA conducted this inspection.

Samples of suspected asbestos-containing building materials (ACBM) were taken during the inspection and were submitted to an EPA accredited laboratory for analysis.

The asbestos-containing materials located at the school are all non-friable and, as such, pose no health threat to people who occupy the building as long as the materials stay non-friable. Surveillance is made every six months (July and January) by the school safety coordinator to verify that all ACBM's have not been disturbed and are still in a non-friable condition. The report from that surveillance is sent to parents in the August registration packet and via the Tuesday Times in February of each year. A copy of the report is also sent to the Department of Education and the Safety Coordinator for the diocese.

## **ATHLETIC POLICIES**

### **SUSPENSION AND/OR REMOVAL POLICY:**

Suspension and/or removal of a player from a team due to attitude/discipline problems may be imposed as warranted by the principal and/or the athletic director.

## **ATTENDANCE**

Homeroom teachers take daily attendance and report all absences to the office. Parents are required to call the school office by 9:00 a.m. to report an absence. The call can also be made the night before by leaving a message on the main office line. The school will call parents if we do not receive a call. Upon returning to school after an absence, students should present a written excuse to their teachers stating the reason for the absence.

If a child has been diagnosed with a contagious disease, notify the school office at once so that precautions can be taken and notifications can be sent home when necessary.

**Children are to be kept home when they have colds, bad coughs, a contagious disease, or are running a fever. A student should have a normal temperature for 12 hours before returning to school.**

## **BACK TO SCHOOL NIGHT**

Each year our school holds a Back to School Night for grade kindergarten through grade six, which affords parents an opportunity to meet their children's teachers. An explanation of the curriculum for each grade is presented, as well as the policies and procedures of individual teachers. Back to School Night is held each year in mid or late September. There is a separate Junior High Back to School Night, which is held the first week of September just for the parents of the seventh and eighth graders. The parents follow the daily schedule of their junior high children, rotating from teacher to teacher.

## **BEFORE AND AFTER SCHOOL SUPERVISION**

Morning supervision on the playground begins at 8:00. There will be NO SUPERVISION before 8am.

Afternoon supervision on a regular schedule day begins at 3:00 and ends at 3:15. We would ask that you be prompt in picking up your children as soon after 3:00 as possible. Again, children remaining after 3:15 will be taken to daycare.

• **On Monday's, we dismiss at 2:30 for faculty meetings. Students are to be picked up promptly as teachers must get to their meetings on time. The 2:30 dismissal will have supervision until 2:45.**

• **On other 12:30 days (faith formation or early dismissal days before holidays) there is supervision until 12:45.**

• **On 12:30 days during Parent/Teacher conferences there is supervision until 12:45.**

Please also note that there is no ball playing or use of the playground equipment before or after school due to the size of the yard and the number of students utilizing the space.

**PLAYGROUND EQUIPMENT: The play equipment is not designed for use by children under five years of age, and the use by such children is absolutely prohibited.** Children five years of age and older may only play on

this equipment with adult supervision. Adult supervision is provided for St. Eugene's students during recess and lunch when school is in session. At all other times, adult supervision is the sole responsibility of the parents.

## **BEHAVIORS CONTRARY TO CHRISTIAN VALUES THAT ARE COMMITTED OUTSIDE OF SCHOOL**

**St. Eugene's School follows the policies set forth in the Diocesan Handbook**

All Catholic school students of the Diocese of Santa Rosa are expected to act in conformity with Christian values at all times, both in and out of school.

Behavior contrary to Christian values that is committed by a Catholic school student outside of school during non-school hours may adversely affect the school community. In such cases, the school may take disciplinary measures.

The behaviors to which this policy applies are any of the following:

1. Use, sale, or possessions of narcotics ( including vaping material), alcohol, or tobacco
  2. Assault or battery or any threat of force or violence directed against a person or their property
  3. Harassment of a person
  4. Gross disrespect toward a person
  5. Vandalism
  6. Theft
  7. Robbery
  8. Any other illegal activity
- 
- A. In responding to any such behavior the school cooperates with parents, who are understood by the school to bear primary responsibility for the formation of their children.
  - B. The school expects that parents will cooperate with school officials to ensure the well-being of the school community and to support the school in its obligation to educate students – including disciplining them when necessary.
  - C. In the case of any such behavior by a Catholic school student, the school cooperates with civil authorities whose involvement may be compelled by civil laws having been broken.
  - D. For any behavior listed above, the school may take disciplinary measures up to and including expulsion.

## **BICYCLE RIDERS**

Students may ride their bicycles to school if they observe the following guidelines:

1. Parents must fill out the walker/biker release form stating their children have permission to ride their bicycles to and from school. This form can be downloaded from our school website or requested through the office.
  2. There is no bicycle riding on the school grounds at any time on a school day.
  3. Bicycles are to be walked on and off the school grounds, around Becker Center and in the parking lots. Children who violate this rule will not have the privilege of riding their bicycles to school for a designated time.
  4. Bicycle riders must wear bike helmets.
  5. Each bicycle must have a lock.
  6. Bicycles are to be locked to bike racks.
- 
- **Note: Acts of vandalism and/or theft of a bicycle are not the responsibility of the school.**

## **BOOK BAGS / BACKPACKS**

A book bag or backpack is required for every child in grades K-8. Any kind of durable protective bag is acceptable. Bags should be labeled with the student's name. No Backpacks are allowed during Mass, lunch or recess.

## **CALENDAR**

A comprehensive yearly school calendar will be available online at the end of August. All calendars can be found on the school website.

## **CELL PHONES/ AIRPODS/ APPLE WATCHES**

We discourage students from bringing cellphones, airpods, and apple watches to school. Emergency calls should be made through the office with adult knowledge and assistance (i.e. the office and/or the principal). If parents feel it is a necessity for their children to bring cell phones, airpods and apple watches to school, the cell phones, airpods and apple watches need to be turned into the classroom teachers at the beginning of school. Teachers will keep the cell phones, airpods and apple watches until dismissal. Cell phones, airpods, or apple watches cannot be used at recess or lunch. Students are not allowed to take pictures with cell phones or with their apple watch at any time, including before and after school or at daycare. Students may not use cell phones while on the school campus before or after school. Students may call their parents while waiting for pick-up at the circle. Students should wait until they are in their cars and leaving the campus before using cell phones for social reasons. Cell phones or Airpods must also be turned in to the daycare director's office while students are in daycare. **If a cell phone, airpod or apple watch is taken away from a student during school hours (8:00-3:00) from daycare or at the circle pick-up after school, the parent can pick up their student's cell phone, airpod or apple watch from the principal's office 36 hours later .**

## **CLOSED CAMPUS POLICY**

No student shall leave St. Eugene's Cathedral School grounds\* from the time they are dropped off at school until the time they are picked up to go home. The only exception is when a student has written permission and is escorted by a parent or guardian for doctor appointments, etc.

Once students are dropped off on the school grounds in the morning, they are not allowed to go to Montgomery Village. After school, students are not allowed to leave campus and come back while waiting to be picked up. Students are not allowed to leave the campus to purchase snacks and/or drinks before their games or practices. If students walk to Montgomery Village to be picked up after school, they must have a signed "Walkers/Bikers" form on file in the office.

Our supervision ends at 3:30. on regular dismissal days. After supervision ends, students must go to daycare. If students are waiting for late practices or games to start, they must be supervised at daycare or go home and return for practices or games.

The Closed Campus Policy is extremely important, and students who do not follow it can face serious consequences such as suspension. The liability of having a student off campus and unsupervised is extremely serious.

**\*St. Eugene's Cathedral School grounds are bordered by the primary blacktop, Becker Center, the school buildings and the field.**



## **CURRICULUM**

The curriculum of St. Eugene's Cathedral School combines the traditional academic disciplines within the larger domain of Catholic/Christian culture, faith and values. Our school's curriculum is flexible enough to embrace life's experiences, yet strongly follows the developmental patterns of children's growth. We believe in meeting each child's needs as best we can through a variety of teaching styles and learning modalities.

### **Religion**

### **Mathematics, math 6/7, math 7/8, honors Algebra**

### **Language Arts**

#### **Reading**

#### **Literature**

#### **English**

#### **Spelling**

#### **Handwriting**

#### **Speech**

### **Computer Education, Grades 1-8**

### **Social Studies, History**

### **Science, Family Life, Drug Education, HIV/AIDS Education**

### **Spanish, Grades K - 8**

### **Physical Education**

### **Creative Arts/ Fine Arts**

### **Classroom Music K-6**

### **Classroom Art, Art Docent Program**

### **Junior High Electives**

## **DANCES**

Dances are held for the junior high students three times throughout the school year. The junior high students from St. Eugene's, St. Rose and St. John's in Healdsburg are invited to the dances. Each school hosts a dance and provides a band and refreshments. St. Eugene's requires two teachers and/or staff members to chaperone the dances. If we cannot get enough teachers and staff, parents will be asked to help chaperone. The other schools also provide chaperones.

The students are expected to behave as young gentlemen and ladies, dancing appropriately. Wild, boisterous behavior or overt sexual behavior either physical or verbal is strictly prohibited. If the hosting school or any chaperones deem any behavior to be inappropriate, the student will be asked to stop the inappropriate behavior. If there is not an immediate change, the student will be asked to call his or her parents and leave the dance. The student's principal will be called the following school day and will be informed of the situation.

If students bring cell phones to the dance, they may not be brought out during the dance. Students are not permitted to take pictures using cell phones or cameras during the dance. Cell phones need to be kept in purses, which are checked, or in pockets. Chaperones will take cell phones if they are brought out during the dance.

St. Eugene's students are required to follow the free dress code, which is in the St. Eugene's Student/Parent Handbook. Boys are not allowed to wear baggy pants, or pants riding below their hips. They are not allowed to come in undershirts, and they are also not allowed to take off their shirts during the dance. Hats of any sort are not allowed at school dances.

The girls are not allowed to wear low-cut tank tops (front or back), midriff, tube or halter tops, or inappropriately short dresses, skirts or shorts. If spaghetti strap tank tops are worn, the girls must wear a blouse, sweater or jacket over the tank top throughout the dance. Bare midriffs and tops that expose midriffs when the girl moves are not allowed. Tops that show cleavage may not be worn. Skirts and shorts should be fingertip length or longer. If students are dressed inappropriately, they will be asked to call their parents and to go home.

**We ask that the parents accept the responsibility to inspect their students before they leave for the dance and make sure that they meet the stated free dress code contained in this handbook.**

The students are required to be at the dance within a half hour of the start of the dance, and they are not allowed to leave unless accompanied by a parent. It is expected that students will be picked up promptly so that the chaperones can go home.

## **DISCIPLINARY PHILOSOPHY, RULES, PROCEDURES AND CONSEQUENCES**

### **PHILOSOPHY:**

The discipline at St. Eugene's School is an essential aspect of student development. The purpose of the discipline program is to teach life skills such as responsibility, cooperation and self-control. These are necessary to maintain an atmosphere of mutual respect within the school and to provide classroom situations conducive to learning.

The approach to discipline draws from two major theories: assertive discipline and positive or cooperative discipline. Both of these theories promote self-discipline, the building of strong positive self-esteem, thoughtful consideration of others and the acceptance of responsibility for one's actions.

In following the theory of assertive discipline, all teachers review rules with their classes along with accompanying consequences. The rules are posted in the classroom and are reviewed with parents at Back to School Night. In addition to classroom rules, there are rules of conduct for the lunchroom, hallways and the playground that are posted throughout the school. The method of carrying out the assertive discipline approach varies with each teacher. Several teachers use a "card flipping" system, where students turn cards when they break or ignore rules. There is a consequence for each turn of a card. A couple of teachers use the ADOPT system, which encourages students to pay attention, follow directions, stay on task, participate and complete assignments on time. Students have a personal calendar listing these areas, and they keep track of their success and areas for improvement. The monthly calendars are used to grade effort and conduct. Some teachers use systems based on reward points for positive behavior and deletion of points for negative actions, while others have students sign a behavior book and meet privately with the teacher to discuss consequences.

The faculty also draws from the philosophy of positive or cooperative discipline. This approach stresses the value of creating an atmosphere of belonging, where students see themselves as connected and capable of contributing to the common good. The system promotes involving students in solving their own problems by teaching them problem-solving skills. Positive discipline sees mistakes students make as opportunities to learn, and stresses the use of consequences which are a means of learning, rather than punishment.

The use of class meetings is a primary component of positive discipline. Students meet weekly in kindergarten through sixth grade. Within the class meetings, the students build a supportive atmosphere through sharing appreciations and compliments. They learn the necessary skills for working together responsibly and cooperatively. They use an agenda to bring up areas of concern and learn to solve problems together in ways that are mutually respectful. Beginning in kindergarten, students learn problem-solving strategies that they are encouraged to use to deal with conflict situations.

As part of the focus on increasing students' ability to solve their own problems, the Conflict Managers program provides trained students to help younger students find positive ways to solve disagreements. These eighth-grade students are trained in the conflict management process and are then assigned to work as teams on the playground during the lunch hour.

The students learn to distinguish between problems that need immediate adult intervention and those that they should attempt to solve on their own. This is reviewed by teachers and the counselor at the class meetings, and is also stressed by the principal in each grade level every year during a discussion of the sexual harassment policy.

### **RULES:**

Discipline in the Catholic school is to be considered as an essential aspect of Christian development. The purpose of discipline is to:

1. provide a classroom situation conducive to learning;
2. educate students to an appreciation of the importance of developing responsibility and self-control;
3. help build a sense of community. (Diocesan handbook #5700)

Each classroom teacher posts the classroom rules and consequences of breaking them. Rules have also been posted in the hallways, the library, computer room and the lunchroom. Teachers review the rules with students so that the students understand the rules and the consequences of breaking them.

### **SCHOOL RULES:**

I will respect the rights of other students.  
I will listen when teachers and classmates are speaking.  
I will raise my hand when I wish to speak.  
I will have my necessary school supplies each day.  
I will turn my work in on time and make up the work when I am absent.  
I will keep my books covered.  
I will stop playing when the bell rings and walk quickly and quietly to line or to the classroom.  
I will not fight, tease, or harass any other student.  
I will respect all school property and the property of others.  
I will obey all school policies.  
I will use polite and appropriate language at all times.

(Teachers and individual classes may add to these rules to meet their particular needs and/or situations.)

### **OUR BUILDING RULES:**

#### **Rules posted in the hallways:**

I will walk at all times inside the building.  
I will travel through the halls quietly.  
I will remain out of the building during recess and lunch periods.  
I may use the school telephone only in an emergency and only when I have permission from the principal or the secretary.  
I will keep food and drink out of the building.  
I will be polite and helpful to all visitors in the school.

### **OUR PLAYGROUND AND ATHLETIC FIELD RULES:**

All students will obey and respect the yard duty parents.  
All students will eat in assigned areas, clean-up their areas and start play after the bell.  
All students will obey safety rules for playground equipment and for the gravel area.  
No fighting, wrestling, rough play, pegging, foot-tag, or tripping of other students.  
No teasing, picking-on or excluding other students.  
No playing or congregating in restrooms.  
All students must ask permission from a yard duty parent or a teacher to retrieve balls that are off the property.  
Athletic equipment may not be used before or after school.  
Hardballs are never allowed on any of the school's playgrounds or on the athletic field.  
The following are off limits for all students: the creek, orchard, the school roof, the front of the school and in, around and in back of Becker Center.

### **LUNCH ROOM:**

#### **Rules posted in the lunchroom:**

No yelling, screaming, loud talking or rude behavior of any type.  
No destruction of food or drink containers.  
No pushing, shoving or cutting in line.  
Be respectful to lunchroom workers, other students and adult volunteers.

### **ITEMS FORBIDDEN ON SCHOOL PREMISES:**

Along with other items already discussed, the following items are forbidden on the school premises:

**Weapons of any sort, alcohol, drugs, tobacco, vaping devices, gum, liquid paper (white-out), permanent marking pens (including metallic inks), radios, CD players, Mp3's, iPods, pagers, tape recorders, cameras, video games, hand-held video games and players, squirt guns or toys of any sort. Glass bottles are not allowed because they are so dangerous if broken. Do not pack glass bottles in the students' lunches.**

**While we have tried to list specific rules as a guide for students, no list can ever be complete. Thus, any other inappropriate behavior or conduct unbecoming a Christian student as deemed so by a teacher, staff member and/or the principal shall receive appropriate consequences.**

### **PROCEDURES AND CONSEQUENCES:**

#### **ROUTINE DISCIPLINE:**

Routine discipline problems are handled by the classroom teachers, and do not necessarily involve the parents. Students are told what they are doing wrong, and they are given an opportunity to explain themselves and be heard. Teachers use methods that are respectful to students, with consequences that are relevant and related to the act itself. Teachers may decide that removal from the distracting or problematic situation or restriction from a related privilege is an appropriate consequence. The teachers may require a proactive act to correct the situation, or they may initiate a behavior modification plan with the student. Recess detentions, lunchtime detentions, or single class period detentions are used as routine disciplinary consequences. A student's behavior is reflected in the conduct grade on the report card.

#### **CONDUCT REFERRAL SYSTEM (PINK SLIP):**

While routine discipline problems are handled by the classroom teacher, a conduct referral slip system (*pink slip*) is used school-wide for more difficult, persistent or serious disciplinary problems. A conduct referral slip is used by the teacher to alert the principal and parents of a disciplinary problem. The consequences that go along with the issuing of a pink slip can be all the previously stated consequences, plus suspension. Often parent conferences are called when a pink slip is issued. These conduct referral slips are used as a tool in assisting students in self-discipline.

#### **DETENTION:**

Recess detention, lunch-time detention, or a single class period detention can be used as routine disciplinary consequences. Routine detentions do not necessarily require notification of parents. Sometimes a conduct referral slip (pink slip) notifying parents, will be issued by the teacher. After-school detention can also be used, but only with prior notice to parents. After-school detention will last no more than 40 minutes and will be administered the following day, with appropriate notification to the parent. We will not make allowances for after-school athletic practices, lessons, or games when scheduling after-school detention.

#### **SUSPENSION:**

Suspension can be suggested by a teacher, but the final decision and enactment will be by the principal or vice-principal. Suspension can be in-school, either half or full days, as deemed appropriate by the teacher and principal. Suspension can also mean the student is not allowed to come to school for a period of time, generally not to exceed a week at a time. If a student is to be suspended, parents will be notified, and a conference with the teacher and principal will be required. A student who is suspended must make up all class work for the time missed.

Suspension can be used as a consequence for serious offenses involving:

1. disrespect and disobedience judged serious by the administration
2. consistent refusal to do assigned work
3. consistent breaking of school rules and regulations that require undue supervision on the part of a teacher and/or the administration
4. a singular act of defiance of school policies
5. the breaking of serious school rules, such as fighting (regardless of who started the fight)
6. any harassment of students, volunteers, faculty and staff
7. sexual harassment of any type

- **NOTE: Students accused of serious wrong-doing can be placed on a home study program pending the outcome of an investigation.**

### **EXPULSION:**

Expulsion is very serious and will be enacted by the principal and pastor. The following offenses committed by students while under the jurisdiction of the school can be grounds for expulsion.

**Grounds for expulsion:** Grounds for expulsion are not to be applied automatically. There are, nevertheless, acts which constitute good cause for suspension leading to expulsion from school when the conduct is committed by a student while under the jurisdiction of the school or when the conduct is directly related to school activity or school attendance. Among these offenses are the following:

1. Actions gravely detrimental to the moral and spiritual welfare of other students;
2. Incurable or disruptive behavior which impedes the progress of the rest of the class;
3. Assault, battery, or any threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities;
4. Habitual or persistent violation of school regulations;
5. Use, sale, distribution or possession of narcotics, controlled substances, or alcoholic beverages, and tobacco, including vaping;
6. Use or possession of firearms or other potentially harmful object or weapons;
7. Gang-related conduct or activity. Gang-related conduct or activity includes, but is not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
1. Theft, extortion, arson;
2. Habitual truancy;
3. Malicious damage or destruction of real or personal property at school;
4. Use of the computer (e.g. internet posting) that has the purpose or effect of harassing, threatening, disrespecting or defaming any member of the school community.
5. Harassment of another member of the school community;
6. Gross disrespect toward another member of the school community;
7. Behavior that is a grave violation of the tenets of the Catholic Faith.

### **PROCEDURE FOR EXPULSION:(Diocesan Handbook #5177)**

**St. Eugene's Cathedral School follows the procedure for expulsion as set forth in the Diocesan Handbook, Section #5177:**

A. Cases of Cumulative Disciplinary Difficulties:

1. The principal or principal's delegate shall arrange a conference with the parents, who shall be informed that expulsion is likely if immediate and continued improvement is not made.

2. If adequate improvement is not forthcoming within a reasonable time:
  - a. In elementary schools: a second conference with the parents shall be arranged by the principal or principal's delegate. After this conference, a decision shall be made by the principal in consultation with the pastor. Parents may appeal the decision to the superintendent. However, it is presumed that the decision will not be revised without the gravest of reasons.
3. Written records of the various proceedings leading to expulsion must be filed at the school.

**B. Cases Involving Grave Offenses:**

In cases involving grave offenses, as listed above, the student is immediately suspended, the initial parent-principal conference is dispensed with, and the process begins with the procedure outlined in Policy 5177.

**THREAT OF VIOLENCE POLICY (DIOCESAN HANDBOOK #5166.3)**

**Threat of violence.** Any and all student threats to inflict serious harm to self or others must be taken seriously. When school personnel become aware of a threat, the following procedure is to be implemented:

1. Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal. (The principal will inform the pastor and the superintendent of the threat at the earliest possible moment.)
2. The school will immediately notify the police when the threat is judged potentially valid.
3. The student who has made the threat should be kept in the school office under supervision until the police arrive.
4. The parent/guardian of any student who has made the threat should be notified immediately.
5. Any adult or parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately.
6. The student who has made the threat should be suspended and not be considered for re-admission to school until a final decision is made regarding his/her continuance in school. The pastor and the superintendent shall be consulted prior to any such decision.

All reports and names of students or adults making reports regarding threats of violence shall be kept in confidence.

Behaviors such as practical jokes or off-hand comments of a threatening nature will be taken seriously and will be investigated. These behaviors may result in the suspension and even the subsequent expulsion of a student from school.

**DISMISSAL FOR MEDICAL OR DENTAL APPOINTMENTS  
OR BY PARENTAL REQUEST**

Requests for students to leave school are to be made in writing and presented to the classroom teacher, who will send the note to the office for approval. When the child is being picked up, allow sufficient time for the procedure used to release students. The parent or guardian **MUST REPORT TO THE OFFICE OR HEALTH ROOM** (not the classroom) before the child will be released. A release form is filled out by the office or health room and signed by the classroom teacher and parent or guardian. An administrative assistant or health room volunteer will go and get the student from class. If someone other than a parent or guardian is picking up the child, he/she must present a signed note from the parent or guardian to the office before the child will be released. If the student is returning to school, he/she must report to the office or health room and get signed in before going to the classroom.

**DISMISSAL OF A STUDENT FOR PARENTAL CAUSE**

(Diocesan Handbook #5127.3)

Recommended transfer on grounds of parental behavior. Normally a child is not to be deprived of Catholic education or otherwise penalized for actions of parents. However, given the primary principle for the condition

of educating a child-i.e., (the principle of) the mutual partnership of school and parents, the principal may recommend transfer of a student when parents manifest any of these behaviors:

(Parents ...)

- are non-cooperative or insufficiently cooperative regarding a reasonable request by the principal in a serious matter concerning their child
  - have been persistently and/or overtly uncooperative with school staff, policies, regulations, or programs
  - have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children
- 
- have represented themselves to the school in a manner that contradicts Catholic principles
  - have not satisfied the requirements of their tuition contract with the school. Any one of these behaviors is deemed to be a serious breach of the partnership.

After reasonable effort to elicit the minimum requisite parental cooperation and after appropriate consultation with the pastor/president, the principal may recommend transfer in accord with the terms and procedures set down in 5127.1. Documentation of the basis for this action and of all consultation with the parents on the matter must be retained on file.

If the parents refuse to accept the recommended transfer, the procedures for notification, conferencing, and written documentation shall be followed as in cases for disciplinary · expulsion (See 5177.1.) Procedures for appeal and review cited in 5178 apply.

## **EMERGENCY**

Parents are notified immediately of serious injuries or sudden illnesses that occur during school hours. For this reason it is imperative that your EMERGENCY INFORMATION through RenWeb be kept up to date, and that parents notify the school when children are in someone else's care for any length of time. This emergency information is also used for field trips and should have at least two emergency contacts listed. If someone other than the contacts listed are checking out your child from school or daycare, please notify the office.

**WHEN CHANGING YOUR HOME PHONE NUMBER, WORK NUMBER, CELL PHONE NUMBER OR HOME ADDRESS, PLEASE ENTER THE NEW INFORMATION IN RENWEB.**

## **EMERGENCY/DISASTER PROCEDURE**

St. Eugene's Cathedral School has a written disaster guide, which includes information about several types of natural disasters, a section on first aid, a section of maps of the school and parish plant, and a section on the different disaster teams that would go into effect if a disaster occurs.

The faculty and staff have an inservice on the disaster procedures every fall. The teachers review the responsibilities of the team they are on, where they are to go, and what they are to do in case of a disaster. Our custodian also inservices the faculty and staff about how to turn off the utilities.

In the case of a fire, an alarm will be sounded, and the students will file out to designated areas on the yard. The students will then be taken to the athletic field and released to parents or the adults listed on their emergency forms.

In the case of an earthquake, the students are instructed to duck, cover, and hold. Then, when the earthquake has stopped, the students will calmly file out to the athletic field in the back of the school. Each class has a specific

area, and the faculty and staff have designated teams to form. A first aid team will set up a station, and there will also be a student release station.

Parents are requested to come to the field and follow the given procedure for signing their children out. Children will only be released to parents or those adults listed on their emergency forms. Carpools and/or friends will not be able to take children. Two adults need to be on each emergency form.

## **EXTENDED DAYCARE**

## **EXTRACURRICULAR ACTIVITIES POLICY**

Extra-curricular activities, such as dance and music lessons, scouting, clubs and sports, etc., are not to be scheduled during school time. The administration and staff feel there is ample opportunity for these important activities before and after school or during vacation periods. We do understand that a couple of times a year it may be necessary to take children out of school for an exam or special performance. However, anything on a regular basis is not acceptable. It is very disruptive to the entire class and the education environment to have children leaving during the day for extra-curricular activities.

## **EXTRACURRICULAR ACTIVITY PARTICIPATION POLICY**

It is assumed that a student is in satisfactory academic standing to permit participation in a school-sponsored extracurricular activity.

Moderators, advisors and the athletic director will provide a list to the principal of all prospective participants prior to participation in an activity. Students with an "F" in an academic subject, or an "unsatisfactory" in conduct or effort, will not be allowed to participate in any school-sponsored extracurricular activities.

Should a student begin an activity with acceptable grades and drop below the requirement on either progress report or on the report card, he/she may be removed from the activity until satisfactory work has been demonstrated on the next progress report or report card time. At that time, if grades have improved above "F", the student would become eligible for the activity. Readmittance to the team, group, or club would then be upon approval of the moderator, advisor, athletic director or principal.

Any teacher being aware at progress report or report card time that a student is involved in extracurricular activities and is failing academically should inform the advisor and principal so that appropriate action can be taken.

### **"D" Grade:**

If a student is participating in an extra-curricular activity and has earned a "D" in an academic subject or a "needs improvement" in conduct or effort at either progress report or report card time, a letter to parents will be sent explaining that over-involvement or over-extension could be contributing factors to low grades. Any action taken at that point would then reside with the parent and student.

## **FACULTY MEETINGS**

Faculty meetings will be held each Monday. The children will be dismissed at 2:30 on Monday's. Please be sure your children are picked up on time at 2:30. Supervision is provided for 15 minutes after dismissal. Students not picked up by the end of that time will be brought to daycare.



## **FIELD TRIPS**

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

To go on a field trip, students must return filled-out and signed permission slips and also have completed emergency forms on file in the office. Crossing out parts of the permission form makes it invalid, and thus the student will not be allowed to go on the field trip. We cannot accept permission over the phone to go on a field trip. If a student does not have a signed permission slip, he/she will have to stay at school for the day.

Students will go on field trips in private cars if the field trip site is within Sonoma County and by bus if the site is outside of Sonoma County. Parents who volunteer to drive must have updated insurance forms filed in the office. The form verifies the required amount of insurance the driver has. In the case of an accident, the driver is the primary insurance carrier. Volunteer drivers need to be 25 years old and have valid driver licenses.

All students must be transported in seat belts if in private vehicles. Students may not sit in the front passenger seats of cars. Parents should not include the front passenger seat in giving the number of seats available to transport students on a field trip.

Due to insurance liability, parents who drive or come along as chaperones may not bring younger siblings (preschoolers, toddlers, or babies).

We welcome parents as drivers and chaperones. We expect the chaperone parents to take full responsibility for the groups of children to which they are assigned. Teachers will decide the number of chaperones needed according to the requirements of the specific trip. While many parents enjoy going on field trips, the teacher will need to decide the number of parents needed. Teachers will try to arrange a fair way to include as many different parents as possible throughout the year. It is very impractical and at times distracting to have large numbers of parents on trips. In fact, many field trip sites restrict the number of chaperones.

**The minimum ratio of adults to children is as follows:**

**Grades K-4 - one adult for every 4-5 students**

**Grades 5-6 - one adult for every 6-7 students**

**Grades 7-8 - one adult for every 7-8 students**

Volunteer drivers will be given directions, instructions and emergency forms. Field trip drivers are to take students directly to and from the field trip site - stopping off for drinks, candy, treats, etc., is not permitted.

The dress code for field trips is the school uniform unless the students are told differently by their teacher.

## **FIRST COMMUNION**

The First Communion program involves instruction for the second grade students for close to twelve weeks, culminating in the reception of the sacrament.

## **FORGOTTEN LUNCHES, BOOKS, HOMEWORK, ETC.**

To minimize classroom interruptions, any forgotten articles brought to school during class time should be deposited at the office, **NOT THE CLASSROOM**. The item will be delivered to the classroom at a time convenient for the teacher and class. The children will not be allowed to call home when they have forgotten an assignment or P.E. clothes.

Bring lunches to the office with the name of the student and grade on the lunch. Do not knock at classroom doors or try to gain attention by knocking on windows.

**Never walk into the classroom when class is in session.** Do not bring fast food to your children or deliver any lunches from a third party such as Uber eats, GrubHub, Doordash ect....

**FIELD TRIP DRESS CODE:** Requirements concerning dress for a particular field trip will be sent home in a note prior to the trip. **If no note is sent home, uniforms are required.**

## **FUNDRAISING POLICY**

The Parent Teacher Organization (PTO) coordinates fundraising efforts for St. Eugene's Cathedral School, except for specific fundraisers, which come under the jurisdiction of the School Council. All fundraisers must be approved by the Parent Teacher Organization or the school council, as appropriate, and the principal and pastor. All money raised by the PTO and School Council's fundraisers provides funding for the school operational budget.

In deciding the appropriateness and effectiveness of a fundraiser, the following points should be taken into consideration and evaluated:

- a. The financial income to the school should be enough to justify the efforts spent by parents in putting on the fundraiser. The PTO/School Council has a responsibility to use parent involvement in a cost efficient manner.
- b. The risk of loss of financial outlay from the PTO/School Council should be examined.
- c. The atmosphere of fundraisers should be considered. Fundraisers should appeal to the whole community and not encourage an elitist or divisive atmosphere.
- d. The PTO/School Council cannot support fundraisers, which in any way promote products or businesses of school families.
- e. The PTO/School Council needs to evaluate the potential liabilities of each fundraiser such as insurance coverage, product liability, etc.
- f. The PTO/School Council should consider the source of the revenue to be made. Is it solely drawn from school families, or does it also draw from parish families and the outside community?

## **GRADING**

The following are the grade percent equivalents used throughout the school:

A	97-100	C+	82-84
A-	94-96	C	75-81
B+	92-93	C-	70-74
B	88-91	D	65-69
B-	85-87	F	0-64

## **GRADING POLICY**

### **A. Outstanding Achievement**

1. Scholarship
  - a. Recitations and answers thoroughly presented
  - b. Information volunteered showing evidence of study
  - c. Constant and lively interest in discussions
2. Written and oral assignments on time and original in thought and execution
1. Progress very noticeable

**B. Above Average Achievement**

1. Scholarship
  - a. Recitations and answers better than average
  - b. Information volunteered frequently
  - c. Moderate interest in discussions
2. Written and oral assignments on time and of good quality
3. Progress noticeable

**C. Average Achievement - Good**

1. Scholarship
  - a. Recitations and answers average
  - b. Information occasionally volunteered
  - c. Moderate interest in discussions
2. Written and oral assignments on time, but not always exact
3. Progress satisfactory

**D. Below Average Achievement, But Passing**

1. Scholarship
  - a. Recitations and answers below average
  - b. Information contributed rarely even upon stimulation
  - c. Slight interest in discussions
2. Written and oral assignments sometimes tardy and sometimes inexact
3. Progress poor

**F. Failing**

1. Scholarship
  - a. Recitations and answers poor
  - b. Information never contributed
  - c. Lack of interest in discussions
1. Written and oral assignments often late and often inexact
2. Progress too little to give adequate preparation for the work of the next grade

**GRADUATION AND ACTIVITIES**

Upon the satisfactory completion of a Catholic elementary education, students are awarded diplomas.

A Graduation Mass will be celebrated in honor of the graduates on the day before graduation. The whole student body attends the Mass, along with the graduates' parents. Parents of graduates will have special pews reserved for them on both sides of the church just behind the graduates. A luncheon honoring the graduates and their parents is prepared by the seventh grade parents and served by the seventh grade students. The luncheon is held following the Graduation Mass. Each seventh grade family is required to participate in the planning and organization of the luncheon. A minimum of two hours is required by each seventh grade family.

The graduating students are to "dress up" for the day. Students will wear graduation gowns to the Mass, and may wear street clothes to the luncheon. Please work with your teenager and make sure his/her attire is appropriate for a graduation luncheon. Long, formal prom-type dresses are not appropriate for an eighth grade graduation luncheon. Strapless, backless and low-cut dresses, in front or in back, are definitely not allowed. If the girls wear spaghetti

strap dresses, they will need to wear jackets or sweaters at the graduation luncheon. The boys should wear dress pants, dress shoes, and shirts and ties. No baggy pants are allowed.

A graduation ceremony is held on the Saturday prior to the last week of school in the Becker Center. For the graduation ceremony, the students will wear graduation gowns. The boys have royal blue gowns and the girls have white gowns. The boys should wear long dress pants, no riding low waisted pants allowed and shirts and ties with their gowns, and the girls are to wear dresses - preferably light colors since the gowns are white. A class picture is taken of the graduating class following the Graduation Mass.

## **GRIEVANCE POLICY**

The administration, faculty and staff of St. Eugene's Cathedral School strongly believe in the principle of subsidiarity, which encourages problem solving at the lowest level whenever possible. This approach is the only way to mutually and respectfully solve problems and at the same time develop strong channels of communication.

### **PARENT GRIEVANCE PROCEDURE:**

Should a parent have a grievance about or with a teacher the following procedure must be followed:

1. If a parent has any grievance with or about a teacher, the parent(s) must first discuss the complaint with the teacher involved. This discussion shall take place with all parties present and never over the telephone or by email.
2. Should the matter not be resolved to the satisfaction of the parent(s) or the teacher, a written notice of complaint shall be forwarded within a reasonable length of time by the parent(s) or teacher to the principal with a copy to all parties involved. This written notice should state that the parent(s) met with the designated teacher and should state the specific date and time of meeting. A brief summary of the conference and outcome should be stated in this written notice.
3. After review by the principal, the principal and teacher shall review and discuss the complaint at hand. A meeting shall then be scheduled between the parent(s), the principal and the teacher to discuss the grievance.
4. If there is a need to confer with the pastor on any unresolved issue, the principal shall notify the pastor and a meeting shall be scheduled between the parent(s), the teacher, the principal, and the pastor.
5. If a parent(s) does not follow the procedure stated above, the administration will not hear the complaint. The parent(s) will be advised to follow the established procedure.
6. Anonymous letters will never be considered or even read.

## **HEALTH ROOM**

The school is most fortunate to have a health room where students may go when they are not feeling well, or if they become injured while at play.

Our health room is staffed and monitored by office staff who attend to the needs of our students.

## **HOMEWORK**

### **General Objectives:**

To help pupils develop independent work/study habits  
To reinforce learning that has taken place at school  
To bring the home and school closer together  
To relate school learning to out-of-school interests

### **Types of Homework:**

Skill reinforcement  
Projects  
Study  
Reading  
Writing

### **Approximate Maximum Time Limits:**

Grades 1 and 2 - 20 minutes  
Grades 3 and 4 - 30-45 minutes  
Grades 5 and 6 - 60 minutes  
Grades 7 and 8 - 65-90 minutes

- **NOTE:** Some grade levels (particularly students in grades 5-8) may be required at various times during the school year to do long-term or extended assignments, thus more time will be needed to complete these special assignments or projects.

## **HOT LUNCH PROGRAM    No Hot Lunches For The 2023-2024 School Year.**

Due to COVID restrictions, we will not have a hot lunch or snack program this year.

## **INSURANCE**

The school-time accident insurance fee, included in the general registration fees paid at the beginning of the year, is required by the Department of Education. In the event that your child has an accident and you wish to file a claim, please notify the school business manager immediately. The school-time accident insurance is a secondary carrier. Parental insurance is the primary coverage for the students.

## **KINDERGARTEN REGISTRATION**

Registration for kindergarten starts on September 1<sup>st</sup> of the year prior to entering kindergarten. St. Eugene's follows the same cut-off dates as the public schools. Interviews and a readiness screening will be administered to all applicants during the month of March or April. Parents will be notified of the acceptance of their child for kindergarten by mid to late April. Please see the admissions section for the admissions criteria.

## **LEAKING BLOOD POLICY**

Any player leaking blood or serum from a damp wound must be disqualified from games or practices if there is any chance of transferring the blood or serum.

### **PROCEDURE IN CASE OF CONTACT WITH LEAKING BLOOD:**

Should any player have blood from another player on him/her, it should

be removed as quickly as possible using gloves and proper disinfectant provided in first aid kits.

**LOCATION OF FIRST AID KITS:**

One kit is to remain in Monsignor Becker Center in the utility room in the men's restroom.

One kit is in the kitchen of Becker Center.

Several traveling kits are available. They must be checked out for possible use and returned after the games.

At home games, the athletic director (or person/s acting in place of the AD) should have a first aid kit available at the scorer's table.

**LIBRARY**

Books borrowed from the school library may be taken home. Children and parents are responsible for lost or damaged books. Parents will be charged for lost books.

## **LITURGICAL CELEBRATIONS**

In conjunction with the religion program, the children take part in various celebrations according to the liturgical calendar.

**School Masses:** School Masses are celebrated on the first Friday of every month and every Thursday, with all grades in attendance. Parents are invited to each celebration (see school calendar for scheduled Masses). Mass is celebrated at 9:20am. The children are required to wear their formal uniform, white long sleeve (button) dress shirt, black tie, pants and black dressing belt for boys and sweatshirts and skirts for girls. No shorts are to be worn on Mass days. No expectations.

**Para-Liturgical Celebrations:** Celebrated at various times throughout the school year. These are usually celebrated around the feast days of the Church and the liturgical seasons of Advent and Lent.

**Reconciliation Services:** The students in grades 2-8 are given the opportunity to receive the Sacrament of Reconciliation on a monthly basis. The second grade students receive the Sacrament of Reconciliation for the first time during Advent.

## **LOST AND FOUND**

Lost clothing may be claimed in the lost and found outside next to Kindergarten classroom in a gray bin. All articles not claimed will be given to St. Vincent de Paul's Thrift Store on a monthly basis. Please permanently label everything your child wears or brings to school.

## **MEDICAL RECORDS/VACCINATIONS**

Students entering our school for the first time must bring records of polio, hepatitis B, measles, mumps, rubella (MMR), DPT, and varicella immunizations. If a student has had chicken pox, we need a physician's signed statement stating when the student had chicken pox. Students entering kindergarten are required to have a physical examination before they enter. A record of this should be sent to the school prior to starting school. In accordance with state law, all seventh and eighth graders need to show proof of a Tdap booster shot before admittance to school.

## **MEDICATION POLICY**

Legally, St. Eugene's School personnel are not allowed to dispense any non-prescription medication; i.e., Tylenol, aspirin, cough drops, etc. Neither private nor public schools are allowed to give out non-prescription drugs. However, we may continue to agree to dispense prescription drugs ordered by your child's physician. The policy for dispensing prescriptions drugs is as follows:

1. The medication must be in the original bottle with the child's and physician's name on it with the original pharmacy label.
2. A signed permission slip by the parents asking St. Eugene's personnel or health room volunteers to dispense the medication must be submitted.
3. If possible, it is best for parents to dispense any prescription drugs and to try and arrange the timing around the school schedule.

If your child has a fever, he/she should not be at school. We will have your child lie down in the health room and call you to come for him/her. A child should not be brought back to school until the temperature is normal for 12 hours.

Please make sure your emergency numbers are correct and current and please list two local emergency people to call.

The principal, teachers, and the school office should be notified in writing of any medical problems or physical disabilities of students.

## **MESSAGES TO STUDENTS**

It is possible for parents to get messages to their children during the school day by calling the school office. The office staff will relay the message to the child either directly or by contacting the child's teacher. Parents need to realize we have a very small office staff, so please use this service sparingly.

## **OPEN HOUSE**

Open House gives the students an opportunity to have their families and friends see what they have accomplished. Open House is usually held during Catholic Schools Week at the end of January or the beginning of February on Sunday.

## **PARENT SUPERVISION**

Parents are asked to supervise their children while at school-sponsored activities such as school sports, our various fundraisers, and the pasta dinners. Students are not allowed at school/parish related functions without parental supervision. Even junior high students need supervision and cannot be dropped off at school related functions. Students are not allowed to stay for athletic games or practices to watch their brothers or sisters unless accompanied by one of their parents or under the supervision of a pre-arranged parent in-charge. Coaches cannot be responsible for the players' siblings. **While teachers and/or the principal may attend after-school events, they are not in charge of the children or responsible for their behavior.**

St. Eugene's Parish has a set of policies that govern the use of Becker Center. One of the policies states that children are not allowed on the school playground while attending functions at the Becker Center. It is very dangerous for children to be running through the playground, which is used as a parking lot during many of the school/parish related functions. Children are also not allowed on the field or playground equipment. Children need to stay with their parents under close supervision.

## **PARENT/TEACHER CONFERENCES**

Communication with parents concerning academic progress, disciplinary, social or emotional matters is a priority for the faculty and administration. Please write a note or telephone for an appointment if you wish to attend a conference. In this way, sufficient time is set aside, and both parent and teacher are able to prepare for the conference.

A formal parent/teacher conference is set up by the school office during November at the first report card period. Any change of conference time must be made directly with the teacher.

- **NOTE: The junior high students are asked to accompany their parents to the November conference.**



## **PARENT/TEACHER ORGANIZATION**

It is the goal of the Parent/Teacher Organization to promote the welfare of the children in the home, school and community. Its purpose is to pledge moral and financial support to St. Eugene's Cathedral School, faculty and students.

Parental support and participation is vital for the successful functioning of the school. Dues are charged to each family.

## **PARENT/TEACHER ORGANIZATION BOARD**

The PTO Board is a group of parents elected by the parent community who meet monthly to discuss and formulate activities of the Parent/Teacher Organization. All school parents are welcome to attend these meetings, which are held on the first Tuesday of September, January and May at 7:00 p.m. in the school library.

## **P.E.P. – PARENT ENCOURAGED PARTICIPATION PROGRAM (SERVICE HOURS)**

### **P.E.P. HOURS REQUIREMENT**

#### **Designated Need Areas (14) hours per family/year):**

- \*Fund-raising Events: Coordinator, co-chair, committee member, set-up, clean-up, working day of the event
  - Walk-a-thon
  - Cinco De Mayo
  - Any other designated fundraiser
- \*Yard Duty (either designated hours or compensation allowed)
- \* Art Docent teacher or aide

#### **Service Areas (Those in designated need areas are marked with an asterisk “\*”):**

- \*Art Docent Program
- \*Father Daughter Dance
- \*Mother Son Event
- Back-to-School Night (1 hour maximum credit-per family)
- Driving and/or chaperoning field trips, (retreats 12 hour maximum credit per 24 hours on overnight)
- Faculty luncheon
- Graduation luncheon
- Pancake Breakfast
- Cinco De Mayo
- \*PTO fund-raising activities
- Refreshments and/or baked goods provided for meeting or school event (1 hour maximum credit)
- Room Dads
- Room Moms
- \* Yard duty (either designated hours or compensation allowed)
- Other services for the school/parish to be arranged by the principal

#### **Automatic Hours:**

**Twenty (20) Automatic Hours of credit given for the following activities:**

- Walk-a-thon
- Cinco De Mayo
- Art Docent Coordinator

- PTO Board Members
- Uniform Closet Coordinator

## **PARKING LOT PROCEDURES**

1. When picking up your child, park in an available parking space, get out of your car and find your child.
2. Never park along red curbs, “no parking” areas, in front of the rolling gate, in front of the Parish Life Center, or especially in front of, or across from, the Monsignor Becker Center.
3. Never park in handicap parking spaces; do not block handicap parking spaces; do not park in access spaces between handicap parking spaces. Parking in these areas is in violation of a state law and the vehicle code unless the vehicle is authorized. The City of Santa Rosa has put our school on notice for violations of these laws. There is a \$275 fine for parking in any of these areas.
4. Make sure you are not parking in any area that would block a continuous flow of traffic around the parking lot. Areas of special concern are in front of the Becker Center (circle area) and in front of the Parish Life Center.
5. Pick-up procedure is to drive around the circle in front of Becker Center to pick up your children. If your children are not in line for pickup, drive slowly through the parking lot making the circle until they are ready for pickup.
6. Remember that St. Eugene’s School generously provides 15 minutes of supervision after school is dismissed.
7. When exiting the parking lot, please observe the exit lanes. If exiting right onto Montgomery Drive, please use the driveway by the Parish Life Center and rectory. If going left onto Montgomery Drive, please exit out the first driveway. This helps the flow of traffic and avoids any accidents.

## **PETS**

Pets of any sort are not allowed at school. Please do not bring your dogs or other pets onto the playground before school during drop-off time or morning assembly. Dogs or other pets are also not permitted on the school grounds at dismissal time.

Special arrangements can be made with the classroom teachers to bring appropriate pets into the classrooms for student sharing. This decision is strictly up to the teachers and the principal.

## **PRAYER PARTNER PROGRAM AND GUIDELINES**

St. Eugene’s School has a prayer partner program that is enjoyed by all students. Prayer partners are assigned to all students as a means of nurturing their Catholic faith and Christian values. This program allows the students to develop a relationship with other students outside of their classrooms. The children learn to give of themselves unconditionally and to respect one another in the spirit of Christianity. This program creates a win-win situation for all the students. The older students practice leadership and set examples for the younger students, and at the same time, they learn how to foster new relationships. The younger students are treated to having big “brothers” or big “sisters” on campus to help with special projects and to spend quality time with them.

Teachers arrange special days when prayer partners share classroom activities together. Some prayer partners sit together during school Masses. Prayer Partners often pray for one another and remember each other on holiday or

celebrations such as: Halloween, Christmas, Valentine's Day, St. Patrick's Day, Easter, First Holy Communion (second grade) and birthdays.

We ask that parents join our team effort to promote the true nature of this program by **refraining from purchasing material gifts for their children's prayer partners**. Instead, we ask parents to encourage their children to make cards for their prayer partners on special occasions or holidays.

## **PROMOTION/RETENTION/TRANSFER**

(Diocesan Handbook #5134.1 & 5134.2)

### **5134 ADVANCEMENT**

Each school will maintain adequate data and will utilize appropriate evaluation instruments when making decisions regarding the progress of each student. Any decision concerning the placement, acceleration, retention or withdrawal (for academic reasons) of a student must be based on such data together with extensive consultation with appropriate staff and parents. The final responsibility for a student's promotion or retention rests with the principal.

The dates of advancement and grades or levels indicating the course of student progress must be clearly indicated on each cumulative record. A written statement dated and signed by the teacher, should briefly note-or explain any deviation from the regular patterns of advancement.

- .1 Promotion.** Since most schools group children under a grade classification system, advancement of regular progress of students is ordinarily on an annual basis. Annual promotion usually indicates achievement of minimum grade level expectations.
- .2 Retention. Each child should be considered individually.** Any decision concerning promotion vs. non-promotion must be made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic), collected from a wide range of sources throughout the year.

Written documentation of compliance with the following procedures is to be retained in the confidential file.

1. There is consultation between teachers and the principal as early as possible in the first semester.
2. At the beginning of second semester there is a meeting to advise the parents of the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parents are held to evaluate the academic progress of the child.
4. Evaluations and reports to parents must indicate failure to achieve minimum objectives in at least two basic subjects.
5. A student shall be retained no more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school.

### **Recommended Transfer:**

Students clearly unable to profit from the school by reason of difficulty in maintaining academic progress, serious emotional instability, or the conspicuously uncooperative or destructive attitude of parents, are urged to transfer when:

1. It has been determined that other schools or agencies have to assist such a student.
2. There has been sufficient discussion with parents concerning the student's condition.

The final decision regarding recommended transfer is made by the principal in consultation with the pastor, teacher and parents. Ordinarily, the transfer is to take place at the end of a grading period.

## **RECORDS**

St. Eugene's Cathedral School adheres to the Buckley Amendment, which gives parents and students the right of access to student academic records. If a parent or student wishes to view records, the request is to be submitted to the principal in writing, and it will be honored within 24 hours.

St. Eugene's Cathedral School also abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Eugene's will provide the non-custodial parent with access to the academic records and to the school-related information regarding the child. If there is a

court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **REPORT CARDS**

Report cards are viewed as an important means of communicating your child's progress. Report cards are issued four times during the year. A final copy of the report card is kept permanently in the school office.

1. **NOTE: Progress reports are issued half-way through each report card period for any student receiving a grade of C- or lower in any academic subject or a conduct or effort grade of “needs improvement”. Progress reports are also issued for students dropping two whole grades (e.g. from an A to a C). Progress reports must be signed and returned to the teacher.**

## **SCHOOL COUNCIL**

The St. Eugene’s School Council is an advisory board, which assists the administration of the school in policy formation, financial planning, facility upkeep, public relations and development. The school council members are elected or appointed. The school council meets on the second Tuesday of each month at 7:00 p.m. in the school library or at the home of one of the School Council members.

## **SCHOOL HOURS (REGULAR SCHEDULE)**

### **Grades K-8**

Daily Schedule:	Morning assembly	8:20-8:30
	Recess	10:10-10:30
	Lunch	12:00-12:40
	Dismissal	3:00 - Tuesday, Wednesday, Thursday, Friday 2:30 - Mondays

**Minimum Day Schedule:** These days will be announced in the Friday Newsletter and School Calendar.

### **Grades K-8:**

Morning Assembly	8:20-8:30
Recess	10:40-11:00
Dismissal	12:30

### **OFFICE HOURS:**

Monday - Friday - 8:00-3:30

The principal is available for appointments most days, barring out-of-school meetings. Call the school office for an appointment.

## **SCHOOL HOURS POLICY**

There will be adult supervision of school children from 8:00- 8:30 and after school from 3:00-3:15. On minimum and early dismissal days, supervision will be as follows:

**2:30 dismissal - supervision until 2:45**  
**12:30 dismissal - supervision until 12:45**

Children are not allowed on school grounds before 8:00 or after school past our stated supervision times without adult supervision.

**If this policy is not followed, children will be taken to daycare, and parents will be billed for their children's supervision.**

- **NOTE: The only supervised areas before and after school are the primary blacktop and the area in front of Becker Center.**

## **SERVICE CLUB REGULATIONS**

**SERVICE CLUB:** Students in grades 6–8 may join the St. Eugene's service club. This club works hand in hand with the student government. Students do works of service throughout the school, in our parish, and in our civic community. Students are given service hours for their work, and they are honored with certificates of community service. The service club affords our students an opportunity to live out the Gospel values of service and love of neighbor. We ask that parents drop off and pick up students promptly from their service club activities.

### **REGARDING THE PASTA DINNERS:**

One of the main service club activities is helping at the school council sponsored Pasta Dinners, which are held once or twice a year. **Students are not allowed at the pasta dinners unaccompanied by adults, unless they are working the dinner as a service club member.**

## **SEXUALITY**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops ([www.usccb.org](http://www.usccb.org)). Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Section 2393, Catechism of the Catholic Church). "Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church."

If a student's expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic school after the parents are first given the option to immediately withdraw the student from the school.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counseled by school. If the matter involving the parents/student(s) is not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from school and they agree to do so immediately. If they fail to do so, parents understand that the child(ren) will be expelled from the Catholic school.

## **SEXUAL HARASSMENT POLICY**

### **THE DIOCESE OF SANTA ROSA DEPARTMENT OF CATHOLIC SCHOOLS**

#### **I. POLICY STATEMENT REGARDING HARASSMENT OF STUDENTS**

The Department of Catholic Schools of the Diocese of Santa Rosa is committed to providing learning environments that are free from harassment in any form. Harassment of any student by any other student, employee or volunteer is prohibited.

The Department of Catholic Schools Administration recognizes that harassment of students by other students or any other person can cause embarrassment, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness. Some forms of harassment, such as sexual harassment, are unlawful.

To promote an environment free of harassment, the Department of Catholic Schools has established rules regarding student behavior as well as procedures to provide for prompt and appropriate action to remedy instances of harassment of students. These rules and procedures are set forth in the school handbook and are also available in the school office. The school shall provide staff in-service and student instruction in appropriate student behavior, especially that relating to teasing, name-calling, and physical aggression. Teachers shall instruct students in sensitive, appropriate behavior and in ways to deal with harassment should they experience it. All students need to be assured that they need not endure any form of harassment.

No diocesan school shall tolerate the harassment of any student by any other student or any employee or volunteer. Any person who is found guilty of harassment shall be subject to disciplinary action.

Students should immediately report incidences of harassment to the principal or a staff member at the school. A complaint of harassment shall be investigated in such a way that the privacy of all persons concerned is assured. In no case shall the student be required to resolve the complaint directly with the offending person. Retaliation for reporting harassment is prohibited.

This policy applies to sexual harassment as well as other forms of harassment such as inappropriate comments on gender, physical appearance and ethnic, religious or family background.

## **II. RULES/COMPLAINT PROCEDURE/DISSEMINATION OF POLICY**

### **RULES**

1. Consistent with maintaining a Catholic/Christian environment, the schools of the Diocese of Santa Rosa do not tolerate any form of harassment of students. Comments of a sexual nature or negative comments regarding gender, physical appearance, ethnic, religious or family background are unacceptable and constitute harassment when:
  - a. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - b. Submission to or rejection of the conduct by the individual is used as a basis for any decision affecting the individual regarding academic status or progress, honors, programs or activities available at or through the school.
2. The following types of conduct are examples of prohibited activities, which may constitute harassment. The following list is not all-inclusive of activities, which may constitute harassment:
  - a. Unwelcome sexual flirtations or propositions
  - b. Verbal abuse of a nature described above
  - c. Graphic verbal comments about an individual's body
  - d. Degrading words used to describe an individual
  - e. Any display of suggestive objects or pictures in the educational environment, which degrades one's sex, or ethnic or religious background.
  - f. Any act of retaliation against an individual who reports a violation of the school's harassment policy or who participates in the investigation of a harassment complaint.
3. Teachers shall discuss this policy and the complaint procedure with their students in age-appropriate ways and shall assure students that they need not endure any form of harassment, sexual or otherwise.

### **COMPLAINT PROCEDURE**

1. Any student, or any parent of an aggrieved student, who feels that he/she is being harassed in any manner should immediately contact the principal, a teacher or other staff member of the school. The principal, or

the principal's designee, shall investigate the complaint, taking care to protect the privacy of all persons concerned to the greatest extent possible. The Department of Catholic Schools Guidelines for Investigation of Student Harassment Complaint shall be followed by the principal or the designee. The student complaining of the harassment shall not be required to confront the accused person nor shall the complaining student be required to attempt to resolve the complaint directly with the accused person.

2. If the principal/designee is satisfied that the complaint is substantiated, the principal shall take appropriate disciplinary action, which may include suspension or expulsion.
3. If the complainant feels the situation has not been promptly remedied by the principal at an informal level, a complaint should be filed with the Superintendent of Diocesan Schools.
4. If a complaint of student harassment is alleged to have been perpetrated by a staff member or a volunteer, the procedure outlined in the Diocesan Sexual Misconduct Policy shall be followed, in conjunction with the Guidelines for Investigation of Student Harassment Complaint insofar as such Guidelines are applicable to the situation.

### **DISSEMINATION OF POLICY**

In order to ensure that all students, employees and volunteers have knowledge of this policy and the rules and complaint procedure, a copy of the policy statement and the rules and complaint procedure shall be:

1. posted in a prominent location in the administrative building on each campus
2. provided to all faculty members, administrative staff, and support staff at the beginning of each school year or at a time that a new employee is hired
3. included in the parent and student handbooks at each local site.
4. explained and discussed each school year with all students currently enrolled in diocesan schools and shall be present at all orientation programs conducted for new students at the beginning of each academic year.

### **SEXUAL MISCONDUCT POLICY FOR THE DIOCESE OF SANTA ROSA**

The Diocese of Santa Rosa, as an employer of people in various ministries, is deeply committed to addressing and dealing with all reported allegations of sexual abuse and sexual harassment in a comprehensive and pastoral manner with due regard for the rights of all. Recognizing the harms of both sexual abuse/harassment and false accusation, each allegation of sexual abuse/harassment will be examined to establish the facts.

The Diocese has developed a comprehensive policy that establishes procedures to heighten awareness of the reality of sexual abuse/harassment and thereby attempt to prevent such misconduct by personnel of the Diocese and the resulting harm to others. The policy provides guidance to the personnel of the diocese on how to respond to allegations of sexual abuse and sexual harassment.

In addition to requiring compliance with legal reporting requirements, the policy establishes procedures for reporting incidents of sexual abuse/harassment or sexual exploitation by any personnel of the Diocese to the Sensitive Issues Committee of the Diocese. The policy presents the procedure that has been adopted for the investigation of such reports by the Committee.

The Diocese requires that all employees of the Diocese, as well as all volunteers who have direct contact with children or with vulnerable adults, receive a copy of this policy and also attend an information session to ensure that they have a full understanding of the policy. As part of this process, all employees and volunteers will undergo a background check to determine their suitability for working with children and/or vulnerable adults. With regard to volunteers, this background check consists of completing a short questionnaire that will be kept in a confidential file at the school.



## **SKATEBOARDS/SCOOTERS**

The students are not allowed to bring scooters or skateboards to school. We do not have room to store scooters or skateboards, and they are very dangerous if used on campus. If the scooters or skateboards are being taken to a friend's house for use after school, parents will have to find another method of getting them there. We cannot accommodate storage of scooters or skateboards at school.

## **STUDENT ACTIVITIES**

**ADVENT PROGRAM:** An annual Advent Program is held in December of each year. The purpose of this program is to bring St. Eugene's parents and students together in song and prayer to celebrate the joy and happiness of the Christmas season. Our choir is show-cased at the Advent Program.

**BIRTHDAY CELEBRATIONS:** The students' birthdays are recognized each day at morning assembly with an acknowledgment and a birthday card. If parents are planning to bring a treat to school it will need to be pre-approved by the principal and or the front office first. **No home bake items are allowed, only store bought items.** To minimize classroom interruptions please come to the front office. Never walk into the classroom when class is in session.

**CATHOLIC SCHOOLS' ATHLETIC LEAGUE:** Students in grades 5-8 are able to participate in an after-school athletic league involving boys' and girls' volleyball teams and boys' and girls' basketball teams. The league is made up of the Catholic schools in the area. The parents volunteer as coaches. The practices and games are after school, with many games being on the weekend. The coaches are under the direction of our athletic director. We have a school-wide track team (grades K-8) and participate in a couple of track meets each year. Please refer to the extra-curricular activities participation policy regarding the grades needed to participate on athletic teams

**CATHOLIC SCHOOLS WEEK:** Each year, Catholic schools throughout the nation set aside a week to celebrate their continued excellence and proud tradition of education. This week is usually celebrated the last week of January and/or early February. There is a national theme for each school to foster at the local level. Activities are planned for the students, teachers and parents during this special week to remember and celebrate the many years of proud service and heritage of our Catholic schools. Parents are alerted to these activities well in advance by receiving a special invitation to events such as Open House and special assemblies.

**CONFLICT MANAGERS:** Students in the eighth grade may volunteer to serve as Conflict Managers. These students are trained in a conflict management process which helps them guide younger students in resolving non-physical disputes. After completion of the training, the Conflict Managers work in teams on the primary playground during lunch recess.

### **SEVENTH AND EIGHTH GRADE RETREATS:**

St. Eugene's School students are offered a retreat sponsored by the National NET retreat program. The NET retreat program is approved and encouraged by the Diocese of Santa Rosa.

### **EIGHTH GRADE YEARBOOK COMMITTEE:**

The yearbook committee is made up of several eighth graders who are interested in photography and yearbook design and editing. The computer instructor and another member of the support staff are the moderators for the yearbook committee.

### **FOURTH GRADE LIVING HISTORY EXPERIENCE:**

The State of California offers an Environmental Living Program for the fourth grade students. Students experience early California history as they step back in time and learn to live and work as if they were truly in the 1800's at either the Petaluma Adobe or Fort Ross. Students benefit as California history is brought to life. Students participate

in activities such as weaving baskets, making candles, cooking over an open fire, and other duties that would have been required of them while living during that time period.

#### **JUNIOR HIGH MINI-ELECTIVE PROGRAM:**

The junior high students are offered a mini-elective course that meets for an hour a month from October through May. The junior high teachers, volunteers and parents teach elective courses of high interest to the junior high students. Samples of the elective courses that have been offered are drama, interactive art, newspaper publishing, bell choir, scrapbooking, rugby, art appreciation, creating a yearbook and academic decathlon.

**SCHOOL CHOIR:** Students in grades 4-8 are offered an opportunity to join the school choir. This is an extra-curricular opportunity for students who enjoy music and love to sing. The school choir sings at monthly school Masses, the Graduation Mass, at various school assemblies, and at parish and community functions. Students practice weekly with the school music teacher.

**SERVICE CLUB:** Students in grades 6-8 may join the St. Eugene's service club. This club works hand in hand with the student government. Students do works of service throughout the school, in our parish and in our civic community. Students are given service hours for their work, and they are honored with certificates of community service. The service club affords our students an opportunity to live out the Gospel values of service and love of neighbor.

#### **SIXTH GRADE OUTDOOR EDUCATION PROGRAM:**

The sixth graders are involved in a three-day outdoor education program, which is held at Westminster Wood. The program is spiritually based and has a values/learning component in it. The sixth graders plan and participate in a class Mass on the final night of the program.

#### **SPARTAN OF THE MONTH PROGRAM:**

The student council developed the Spartan of the Month program, which highlights students who display the virtues and values that are exemplified in the Schoolwide Learning Expectations. Each month two students are chosen from each grade level by their teachers and are awarded a certificate, free dress on Fridays for the month and a special photo recognition on the Spartan bulletin board. This program encourages the students in their growth towards the attainment of Schoolwide Learning Expectations

**STUDENT GOVERNMENT:** In order to allow our students to experience and participate in responsible decision-making and leadership roles, St. Eugene's Cathedral School has a formal student government program. Student government meetings are held weekly. The officers are elected from grades 7 and 8.

#### **TARDINESS**

Learning to be punctual is a very important part of a child's education. A child is considered tardy if she/he is not at school by 8:30. It is very disruptive to have children enter the classroom late. It is also very upsetting for the student to miss the beginning of school, and this feeling of anxiety may affect the tardy student for a good part of the day.

A tardy student will serve a **15 minute recess detention** on the third tardy within a quarter and on each subsequent tardy. For extreme cases of tardiness, additional measures may be taken at the discretion of the teacher and/or principal.

#### **TECHNOLOGY**

St. Eugene's Cathedral School is using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Use of the school's computers and the Internet is strictly limited to educational use and is teacher-supervised.

In keeping with the mission of our school to promote values for a lifetime, we will instruct about and guard against inappropriate, unethical, and illegal use of the school's computers and the Internet by the students.

In order to assure the proper use of the school's computers, the Internet and its electronic resources, it is necessary that all users (and also their parents, if the user is a student under 18 years of age) sign a Computer and Internet Agreement before using a school-sponsored computers and Internet resources.

## **TELEPHONE**

The students will not leave class to receive phone messages during school hours unless it is an emergency. The office will take messages to the students, but we ask that this be kept to a minimum. Students must ask their teacher first and then the office staff or principal to use the phone. Permission will be granted to use the school phone if the reason is extremely important or an emergency.

## **TEXTBOOKS**

Students are responsible for the care of books loaned for their use. All textbooks used by students must be covered. If the cover comes off during the school year, the student must re-cover the book. Lost, defaced or damaged textbooks shall be replaced at the cost of a new textbook.

## **Friday Newsletter**

Each Tuesday a communication called theFriday NewsLetter is emailed and or text message to all school families. The Friday Newsletter contains **important information, announcements and activities of the school community**. It is a vital communication link between the administration and school families, as well as a source of notices and information from parents and student groups involved in special school programs.

## **TUITION PLANS**

Each spring returning families re register with our tuition management company (FACTS) and select a payment plan for the following school year. New families will register with FACTS and select a payment plan at the time of acceptance. Parents may choose between monthly, semi-annual or annual payments in the plan for which they qualify.

**Plan A** is for Catholic families and requires that all school and parish obligations, including tuition, fees, parish commitment, P.E.P. hours, and the fund-raising commitment, be current.

**Plan B** is for families who are current in tuition, P.E.P. hours, and fundraising, but are not Catholic.

Based on their selection, each family will be given a tuition contract that spells out the requirements for their family. The requirements for all tuition plans include timely tuition payment, and fundraising. It is important to read the contract carefully and abide by it.

Catholic tuition plans A a \$45 monthly commitment to St. Eugene's Cathedral for 12 months – September through August (\$540 per school year). Tracking the commitments for school families proved time-consuming and challenging for the rectory staff, so the school collects the commitments through FACTS and writes a single check for the total to the parish. Payments made directly to the Cathedral, including any checks from individual families made out to the parish, will not be tracked or counted toward the commitment. Family donations for parish support in excess of \$540 per year are appreciated and should be made directly to the Cathedral.

## **TUITION ASSISTANCE POLICY**

While the primary obligation for financing student education lies with the family, we recognize that the cost of tuition is significant. We encourage families in need of assistance to apply for financial aid. The demand for assistance exceeds available funds each year, and we are mindful of our obligation to distribute funds responsibly and equitably.

### **REQUIREMENTS:**

1. A confidential tuition assistance application will be available on-line through FACTS at the time of reenrollment in the spring. The form must be completely filled out and submitted by the application deadline, accompanied by copies of the family's federal income tax return.
2. The principal and school business manager will review all requests before June of the current school year, thus setting tuition assistance for the following school year. Decisions may be reviewed by the parish and/or school finance committees based on aggregate data without names.
3. All members of the reviewing committee shall hold the financial aid requests and information in the strictest confidence.
4. Within Plan A families, assistance is granted entirely on a need basis, constrained by the total amount of funds available. Families must reapply and decisions are reevaluated each year.
5. All families will be required to pay tuition or have someone pay on their behalf. The school is unable to educate students without payment.
6. Tuition assistance covers tuition only. Fees and all other obligations remain the responsibility of the family.
7. Receiving tuition assistance is contingent upon registering with FACTS, making tuition payments and fulfilling all other school obligations in a cooperative and timely manner. All tuition payments shall be made according to the contract unless other previous arrangements have been made between the family and the pastor or principal.

## **TUITION PAYMENT POLICY**

1. St. Eugene's School has contracted with FACTS Management Company to help us manage our tuition payment program. School fees, the parish commitment, daycare, field trips and other incidentals are paid through FACTS, so all families must register with them.
2. Tuition may be paid in ten monthly payments, two semi-annual payments or one annual payment. The first monthly payment, the first semi-annual payment and the annual payment are due by the family's choice of June 5 or June 15. The portion equal to the June monthly payment serves as a non-refundable deposit to reserve classroom placement.
3. Classroom placement will be held for returning school families only if:
  - a. Tuition has been paid in full for the current school year
  - b. The fundraising requirement has been fulfilled
  - c. All extended daycare fees have been paid
  - d. The parish commitment has been paid, if applicable
  - e. All service hours (P.E.P.) have been completed, if applicable
  - f. The family has registered with FACTS
  - g. The non-refundable deposit has been paid
4. New families entering for the following year will pay the non-refundable monthly June tuition rate within two weeks of their acceptance. If the annual or semi-annual tuition plan is selected, the remainder of the tuition will be due by June 5 or June 15, or within two weeks of their acceptance, whichever is later.

5. New families entering during the school year will pay
  - a. Tuition pro-rated for the percentage of the year their students will attend.
  - b. All annual school fees
    - a. The non-refundable June (first monthly) tuition payment
6. Annual school fees are due on July 15, before school begins, and the capital replacement surcharge is due on August 15, before school begins.
7. Tuition payments for September through May (the second through tenth monthly payments) are due on the fifth or fifteenth of each of those months according to the payment date selected by each family.
8. A late fee of \$10.00 per month will be charged on past due balances.
9. A \$15.00 fee will be charged for each returned check.
10. Participation in the eighth grade graduation ceremony will be allowed only for students whose families have:
11. Paid tuition in full
  - a. Fulfilled the fundraising requirement
  - b. Paid all extended daycare fees
  - c. Fulfilled parish commitment, if applicable
  - d. Completed their service hour 30 hours (P.E.P) requirement, if applicable
  - e.
12. Tuition rates and payment plans agreed to in the annual contract must be adhered to unless other arrangements have been made with the knowledge and approval of the pastor and principal. Any such arrangements will be confirmed in writing and will become a supplement to the original contract.
13. If tuition payment plans are not adhered to, the school administration reserves the right to turn the family account over to the finance committee of the school council for review and collection. This committee is responsible for the financial accountability and viability of the school. It is within their discretion to require payment in full of the remaining tuition for the current school year, and to require advance payment of tuition and fees in full for the following school year.
14. If the finance committee is unable to work with the family in arrears to resolve the delinquency, the committee has the authority to turn the delinquents account over to professionals for collection.

## **TUITION REFUND POLICY**

1. In the event that a family withdraws from the school, any and all prepaid tuition money will be refunded pro rata from the cash amount paid, except the June deposit and that, which has been credited to the month of withdrawal. For example, if a family withdraws in the first week of November, that family will be refunded the December through May tuition, but not that of November, and not that of the prior June.
2. We are unable to refund fees assessed by FACTS.
3. There will be no refund of unused scrip credits.
4. This policy will apply to all tuition plans and in the case of expulsion.
5. In any case, any non-refundable tuition will be non-transferable. For example, this money may not be credited toward tuition at any other educational institution, parochial or otherwise.
6. Strict adherence to this policy will be at the discretion of the principal.

## **TUITION AGREEMENT/CONTRACT ACKNOWLEDGEMENT OF SCHOOL AND FAMILY PARTNERSHIP**

Both the family and the school are committed to fostering the educational, spiritual and moral development of the student. This requires a cooperative, collaborative relationship between the school and the family. In the event that this cooperative, collaborative relationship between the school and the family becomes broken, it may be necessary, in the sole discretion of the school Principal and Pastor, to dis-enroll the student from the school. This would not be considered a disciplinary measure. In that event, the family shall have no further monetary obligations to the school under this contract from the date of the dis-enrollment forward.

### **UNIFORM**

Dennis Uniform Company is St. Eugene's uniform supplier. Dennis Uniform Company is located in San Francisco and Sonoma design.

School uniforms are purchased in the following manner:

1. Parents may purchase by telephone, mail order or by visiting the San Francisco store.
2. Uniform pants and shorts as described in the uniform code may also be purchased from the uniform section in the J.C. Penney's, Target, Old Navy, GAP or Lands End Uniform catalogs. Docker twill pants or shorts may also be worn by the boys.
3. Uniform skirts may also be purchased through Amazon French Toast Uniforms – Hunter Plaid.
4. **School sweatshirt** is purchased at **Sonomadesignapparel.com** / click on customer store / click on school logo.

#### **Girls Kindergarten – 3<sup>rd</sup> Grade:**

- **Plaid jumper**
- **Middy blouse** or short or long sleeve white polo shirt
- **Red tie**
- **Pants** – navy blue uniform pants purchased from Dennis Uniform Company, Lands End uniform catalog, J.C. Penney's catalog (uniform section), GAP, Old Navy and Target.
- **Walking shorts** – navy uniform shorts purchased from Dennis Uniform Company, Lands End uniform catalog, J.C. Penney's catalog (uniform section), GAP, Old Navy and Target
- **Sweatshirt** – School sweatshirts are purchased at **Sonomadesignapparel.com** / click on customer store / click on school logo.
- **Leggings, socks and tights** – leggings, anklets, knee-highs, or tights – navy, white, black, Leggings must be solid color ( white, black ), footed or not.
- **Leggings may be worn under the skirts or jumpers. They can't be worn as uniform pant.**  
\* Navy skirts are not part of the uniforms

#### **Girls 4<sup>th</sup> – 8<sup>th</sup> Grade:**

- **Plaid box-pleated skirt**
- **Blouse** – short or long sleeve white polo shirt or long or short sleeve white oxford button-down blouse
- **Pants** – navy blue uniform pants purchased from Dennis Uniform Company, Lands End uniform catalog, J.C. Penney's catalog (uniform section), GAP, Old Navy and Target.
- **Walking shorts** – navy uniform shorts purchased from Dennis Uniform Company, Lands End uniform catalog, J.C. Penney's catalog (uniform section), GAP, Old Navy and Target
- **School sweatshirts** are purchased at **Sonomadesignapparel.com** / click on customer store / click on school logo.
- 
- **Leggings, socks and tights** – leggings, anklets, knee-highs, or tights – navy, white, black. Leggings must be solid color (navy, white, black), footed or not.
- **Leggings must be worn under the skirts or jumpers. They can't be worn as uniform pant.**  
\* Navy skirts are not part of the uniforms

**Boys Kindergarten – 8<sup>th</sup> Grade:**

- **Navy uniform pants** – twill or corduroy pants purchased through Dennis Uniform Company, Lands End uniform catalog, J.C. Penney's catalog (uniform section), GAP, Old Navy and Target. Docker twill pants may also be worn.
- **Shirt** – short or long sleeve white polo shirt
- **Walking shorts** – navy uniform shorts purchased from Dennis Uniform Company, Lands End uniform catalog, J.C. Penney's catalog (uniform section), GAP, Old Navy and Target. Docker twill shorts may also be worn.
- **Sweatshirts – School sweatshirts** are purchased at [Sonomadesignapparel.com](http://Sonomadesignapparel.com) / click on customer store / click on school logo.
- **Boys - Uniform pants, white long sleeve collar dressing shirt, black tie and a black dressing belt must be worn on every Mass day and on formal assemblies.**

**Boys and Girls Shoes – Kindergarten – 8<sup>th</sup> Grade:**

- **Sturdy shoe (athletic type)** – appropriate for school and active play (no clogs or open back shoes)
- **Color of shoe** – All solid black, white no color logos.
- **Shoes need to have a non-scuff sole so they can be used in Becker Center. Many black-soled shoes scuff the floor.**
- **Boots are not part of the uniform code and may not be worn. Rain boots may be worn on rainy days.**

**NOTE:**

Girls may wear the school uniform pants throughout the year. However, on Mass days and formal assemblies, jumpers and/or skirts must be worn.

Leggings may be worn under the skirts or jumpers. They can't be worn as uniform pants.

It is unacceptable for the girls to have any midriff showing. Please make sure girls' tops are long enough to cover midriffs, even if they raise their arms. Also make sure girls' pants are not low-waisted.

Skirts must be an appropriate length – no more than two or three inches above the knee.

The uniform shorts may be worn from August through October and from April through June.

**NAVY SKIRTS ARE NOT PART OF THE SCHOOL UNIFORM.**

Turtlenecks are not the uniform shirt, but white turtlenecks may be worn **under the uniform polo shirt or blouse** on cold days.

Students may not wear oversized, large baggy pants, either for free dress or as their uniform pants. Pants should also be worn at the waist, not hanging lower than the hips. Belts must be worn and buckled.

Fashion belts should not be worn with uniform pants. Belts should be white, black, brown, or navy and should be narrow enough to fit through belt loops.

Neck or head scarves, mittens and gloves cannot be worn in class, but may be worn at recess and lunchtime.

Hats and baseball caps are not allowed at school.

Girls may not wear nylons with the school uniform.

Colored T-shirts are not allowed under the polo shirt - only white T-shirts without wording or pictures are permissible

Boots are not part of the uniform code and may not be worn. Rain boots may be worn on rainy days.

**Hair: Boys and Girls all Grades**

- No frosted, bleached, dyed, punk, or sun-in hair coloring is permitted.
- No shaved, partially, shave, mohawk, or tailed hair is permitted.
- Boys' hair should not be longer than collar length.
- No extreme or faddish haircuts

**NOTE: While some boys wear a type of bi-level haircut that is very short on the bottom, you must make sure that the bottom is not a shaved look.**

**Make-up for Girls in all Grades:**

- No make up is to be worn. No lipstick, no mascara, no blush, no eyeliner, no eyeshadow and no foundation or concealer
- Clear nail polish may be worn. No light-colored or any color nail polish should be worn. No press on nails or acrylic nails.

**Jewelry Code:**

- Girls may only wear small stud earrings.
- Boys may not wear earrings.

**The extremes in dress and haircuts tend to take away from the educational focus of the class, are quite distracting to instruction, and at times are simply attempts to command undue attention. Some styles such as the extreme baggy look stem from gang apparel, and this is not something we want to encourage at all. Parent cooperation and support for school uniform and free dress policies is extremely important. Thank you for your attention to these policies.**

**USE OF A STUDENT'S NAME AND/OR PICTURE**

A parent's authorization for use of a student's name and/or picture is implied in the parent's choice of school. Parents may elect not to give permission for their child's picture (names are never given) to be used outside the school community, during the enrollment process each year.

**VOLUNTEER POLICY**

All volunteers must be in compliance with the Diocese safe environment requirements in order to volunteer in any position during the school year. If you have not finished the safe haven training, been fingerprinted and completed the defensive driving curriculum you will not be able to participate in school activities until this is completed.

Teachers are not allowed to use volunteers in any way in the classroom or with the children until those volunteers are in compliance with the safe environment requirements. Volunteers also may not work in the lunchroom, library, health room, do art docent, yard duty, coach, go on field trips or work on fundraisers that **involve the children (such as the Walk-a-thon)** until all three parts of the safe environment training have been completed. This is for the protection of the children and is being required at all diocesan schools.

In order to be compliant, you must:

1. Complete the current training – A Safe Haven (if not already done after 7/1/17)
2. Be fingerprinted (if not already done)
3. Complete the Defensive Driving Curriculum (if driving on a field trip and not already done)



## **WALKING/BIKING TO AND FROM SCHOOL**

We ask that parents fill out the walker/biker release form if their students are going to be walking or biking to and from school. We need the form on file in case of emergency. If at any time during the year you give your child permission to walk home or to an after-school class, etc., you must fill in the walker/biker release form. Verbal permission will not be accepted. We care for the students for safety.

## **YARD DUTY**

During the lunch period we count on parents to do yard duty. Yard duty may be done for P.E.P. hours or for compensation.

At the beginning of each school year, there will be a yard duty inservice for all parents doing yard duty. Rules will be explained, and methods of discipline will be discussed. Each yard duty volunteer is given a clip board with rules for each area clearly spelled out. These rules are also reviewed with the students by their classroom teachers.

Yard duty parents must be on the yard and ready by the time the children are dismissed. Yard duty parents need to come at 11:55 so that they are in place by noon (12pm). Yard duty volunteers need to go to the front office, sign in.

The yard duty volunteers' job is to actively watch the children and intervene as necessary to keep them safe. The goal is to keep all children in sight at all times, so it is important that the workers spread out. Assigned areas of supervision are not to be changed, and the volunteers should be supervising mentally as well as physically. Yard duty volunteers are not to chat with other volunteers or parents while working. One cannot honestly give full attention to the children if distracted by conversation.

When a yard duty volunteer is unable to work on an assigned day, he/she is to arrange for a substitute who has been serviced for the current school year. If a substitute cannot be found, please call the yard duty supervisor or the school office at 545-7252. In the event that one or more yard duty workers are missing when the 12:00 bell rings, please send a child to the office or faculty room to notify the principal so we can make sure there is adequate supervision.

## **CODE OF CONDUCT FOR SCHOOL WORKERS**

**DIOCESE OF SANTA ROSA CODE OF CONDUCT FOR DIOCESAN PERSONNEL IN MINISTRY  
OR IN PASTORAL COUNSELING WITH CHILDREN AND YOUNG PEOPLE**

## **MINISTRY WITH MINORS**

1. Minors are to be considered as restricted individuals. That is, they are not independent. Wherever they are and whatever they do must be with the explicit knowledge and consent of their parents or guardians. They are not adults and are not permitted unfettered decisions.
2. Clergy, religious, employed personnel and volunteers are to avoid all situations which place them in a position to be alone with a minor in the rectory, school or in a closed room except for a priest when hearing confessions in the confessional.
3. In meeting and pastoral counseling involving a minor, excluding the Sacrament of Penance (Confession/Reconciliation), the presence or proximity of another adult is encouraged. However, where the

presence of another adult is unusual or not practical (piano lessons, disciplinary meeting with an administrator, etc.):

- another adult should know the meeting is to take place,
  - the meeting place is accessible, not secluded, well-lit with clear lines of sight into the room
  - the door must be open unless there is a clear window in the door of the meeting place.
4. An unaccompanied minor is allowed only in the professional section of the rectory or parish center, but never in the living quarters.
  5. Minors, age 16 and over, are permitted to work in the rectory, parish residence, school or parish facility, if two adults (over 21 years old) are present. Minors under age 16 are not to be hired to work in any capacity for a parish, school or diocese.
  6. All adult participants in ministry with minors must comply with all diocesan safe environment policies. Clearance should be verified by the Safe Environment Coordinator for the parish/school/agency of the diocese.
  7. At least two adults over the age of 21 (and one the same sex as the participants) must be present when a group of minors engage in organized events or sports activities.

**Note:** A young adult between the ages of 18 and 21 is not permitted to supervise minors; however, under the supervision of an adult over the age of 21 he or she can participate in a supervisory capacity.

8. Clergy, religious, employed personnel and volunteers must avoid being the only adult in a bathroom, shower room, locker room, or other dressing areas whenever minors are using such facilities.
9. Youth trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same sex as the young people. Larger groups must have at least one adult chaperone for every eight to ten minors.
10. While on trips or program activities, the adults as well as the minors may not use alcohol or controlled substances, and anyone under the influence of such substances cannot participate.
11. While on youth trips, clergy, religious, employed personnel and volunteers are never to stay alone overnight in the same motel/hotel room with a minor or minors. One adult alone is not to engage in an overnight trip with a minor or minors.
12. The sacristy door is always to be open whenever minors are present within the sacristy.
13. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.
14. Topics or vocabulary, such as profanity, cursing, or vulgar humor, which could not comfortably be used in the presence of parish/school administrators, parents/guardians, or another adult, are not to be used in the presence of a minor/minors.
15. Clergy, religious, employed personnel and volunteers are absolutely prohibited from serving or supplying alcohol, tobacco products, controlled substances or pornographic or other inappropriate reading materials to minors.
16. Audiovisual, music (including its lyrics), internet, and print resources must be screened prior to use to ensure their appropriateness for the participants. It is not appropriate to use an “R”-rated movie without explicit written parent permission. Movies with a stronger designation are forbidden.
17. Careful boundaries concerning physical contact with minors must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.

18. Clergy, religious, employed personnel and volunteers must refrain from giving regular and/or expensive gifts to children and young people without prior approval from the parents or guardian and the pastor or administrator.
19. It is never appropriate to require children and young people to keep “secrets” from their parents, police, etc. under threat of physical harm, “punishment by God”, or any other threat.
20. The use of social media or electronic communication (for example Facebook, Instagram, Snapchat, texting, emails etc.) should comply with all applicable state laws and follow appropriate boundaries. Any communication with minors via social media should be with the express permission of parents or guardians and pertain strictly to those things related to ministry.
21. No pictures of, or personal information about minors may be posted on the internet without the express written permission of their parents or guardians.
22. Should an emergency situation arise that involves a minor, appropriate authorities are to be contacted.

### **PASTORAL COUNSELING WITH MINORS**

1. Pastoral Counseling must take place only in the professional portion of a rectory or parish facility, never in the living quarters.
2. Offices or classrooms used for pastoral counseling must have a window in the door, or the door must be open during the counseling session.
3. Unless the subject matter precludes their presence and/or knowledge, parents or guardians of minors should be made aware of the counseling session.
4. If counseling is expected to extend beyond one session with a minor, evaluation of the situation should be made with the parents or guardians.
5. Clergy, religious, employed personnel and volunteers are responsible to recognize any personal/physical attraction to or from a minor. In such a situation the minor should be immediately referred to another qualified adult or licensed profession.
6. The Sacrament of Penance (Confession/Reconciliation) must be celebrated in the confessional or reconciliation chapel or at the designated station during a penance service.

Clear violations of the Code of Conduct with minors outlined herein, must be reported **immediately** to the appropriate parish, school, civil and diocesan (Director for the Protection of Children and Young People) authorities, in accordance with civil law and this diocesan policy.

### **AMENDMENT RIGHTS**

**The school or the principal retains the right to amend the handbook for just cause, and parents will be given prompt notification if changes are made.**

## **STUDENT/PARENT HANDBOOK AGREEMENT**

The contents of the Student/Parent Handbook are to be accepted by the parents, guardians and students as essential parts of the contract between them and St. Eugene's Cathedral School. Violations of the spirit, intent or letter of the philosophy and rules will be considered just cause for administrative action.

We, the undersigned, have read the St. Eugene's Student/Parent Handbook and agree to comply with all policies, regulations, and directives regarding academics, attendance, safety, discipline, dress codes and any other areas stated therein.

This agreement is to be signed and dated by the parents/guardians and students (grades 5-8) and returned to the office within ten days of receiving.

Students' names: \_\_\_\_\_

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Signature of Student (Grades 5-8):

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Signature of Mother: \_\_\_\_\_

Signature of Father: \_\_\_\_\_

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