SAINT GENEVIEVE HIGH SCHOOL
A NATIONAL SCHOOL OF CHARACTER

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PARENT–STUDENT HANDBOOK
2016 - 2017

FOUR - YEAR
COEDUCATIONAL
FULLY ACCREDITED
COMPREHENSIVE
CATHOLIC HIGH SCHOOL
OPERATED BY SAINT GENEVIEVE PARISH
UNDER THE AUSPICES OF THE
ARCHDIOCESE OF LOS ANGELES

ACCREDITED BY:
The Western Association of Schools and Colleges
AND
The Western Catholic Education Association
ST. GENEVIEVE HIGH SCHOOL FACULTY ADMINISTRATORS

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MR. DANIEL HORN                  PRINCIPAL/PRESIDENT
MR. VINE O’DONOGRUE            VICE-PRESIDENT
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Ms. Joy Canoza  Admissions  Attendance Officer/Store Manager
Mrs. Mary Youssef  Receptionist  Ms. Liz Fernandez
Mr. Jose Mejia  Administrative Assistant  Mrs. Betty Dizon
Mr. Christian DeGuzman  Administrative Assistant  Technology Director
Ms. Zara Akopyan  Facts/Tuition  Mr. Jorge Aguirre
Mr. Jorge Jimenez  Groundskeeper/Custodian  Mr. Eddie Rodriguez
Mr. Nate Connor  Maintenance  Mr. William Martinez
Mr. Anthony Van De Car  Campus Safety Supervisor  Mr. Darren Costi
Mr. William Martinez  Campus Safety  Mr. Will Castillo
Mr. Patrick Guzman  Campus Safety  Librarian
TBA  Website Manager  Website Manager

See website @valiantspirit.com for a complete list of Faculty, Staff and Coaches under the tab titled About Us on the home page
**School Name**

The school is named in honor of the patroness of Paris. Born in 419 AD in Nanterre, France, St. Genevieve was famous for her courage and Christian witness during the Barbarian invasion of France. St. Genevieve died in 512 A.D. after a life of service to the Church and her people.

**School Motto**

Adveniat Regnum Christi (May the Kingdom of Christ come!)

**School Nickname/Moniker**

The Valiants

**School Colors**

Silver & Blue

**Alma Mater**

To thee our Alma Mater,
   Through all eternity
We pledge our hearts and honor,
   And all our loyalty.

And wherever our paths may take us,
   To thee we will be true,
As the voices ring,
   As the praises we sing--
   Of the good old Silver and Blue!
HISTORY

As the San Fernando Valley experienced a continuing population explosion in the aftermath of World War II, Saint Genevieve parish was founded in 1950 to respond to the spiritual needs of Catholic residents in Panorama City and Arleta. With the success of St. Genevieve Elementary School, parents in the parish—as well as those in neighboring parishes—increasingly felt the need for a local school that could also provide a Catholic secondary education. December 7, 1958 marked the ground breaking and beginning of construction of St. Genevieve High School, the soon-to-be home of the Valiants.

Starting Out: Under the wise administration of the Sisters of St. Joseph of Peace, St. Genevieve High School welcomed its first students in September, 1959. The school’s pioneer teachers and students shared facilities with the adjacent elementary school until January 4, 1960, when the newly constructed high-school building was completed. Cardinal James Francis McIntyre formally dedicated St. Genevieve High School in May, 1960.

In June, 1996 a new gymnasium was completed along with a new weight room and a music room.

Early Enrollment Highs and Lows: Enrollment had reached an all-time high in the mid-1970s, with a student population of 1,100. During the late 1980s and throughout the 1990s, enrollment declined, as did the reputation of the school. By fall of 1999, enrollment bottomed out at approximately 300 students.

Renaissance: In August of 1999, St. Genevieve High School began to experience a renaissance with a cutting-edge program in Character Education as the catalyst. Also contributing to the renaissance was the visionary senior class of 2000, which helped to implement major changes in the ways that students interacted. With “Lessons Learned From Columbine” as the theme for the 1999-2000 school year, freshmen were warmly welcomed with tremendous enthusiasm and spirit that paid homage to the lives that had been lost that year at Columbine High School. There was a positive, seismic shift in relationships and daily reality on campus.

National School of Character: The Character Education program that began in August of 1999 quickly blossomed, and eventually became a model for the nation. On October 17, 2003, St. Genevieve High School became the first Catholic school in the United States and the first high school in California to be recognized and honored as a National School of Character by the Washington DC-based Character Education Partnership. That autumn, as part of their annual retreat, St. Genevieve High School faculty and staff flew to the nation’s capital to accept the award on behalf of the school community.

Celebration of Character: On November 2, 2003, the school held a grand Celebration of Character in the gymnasium. While numerous local dignitaries attended the spiritual day-long celebration filled with festivities and reflection, it was the event’s keynote speaker who
made the most lasting impression: Mrs. Beth Nimmo, the mother of Rachel Scott, the first student who had been murdered at Columbine High School in April, 1999.

**Smart and Good High Schools:** In 2005, St. Genevieve High School was recognized in *Smart and Good High Schools*, a report to the nation authored by Thomas Likona, Ph.D. and Matthew Davidson, Ph.D. As one of the 24 schools in the nation that were studied and chronicled in the report, St. Gen’s was characterized as, “...an exemplary school whose programs provide a blueprint for success in school, work and beyond by integrating academic excellence and high ethical and moral standards.”

**Learning Alongside A President**

**Beginning of a Rare Friendship:** In October, 2005, former U.S. President and Nobel Peace Prize-winner Jimmy Carter and his wife Rosalynn welcomed four St. Genevieve High School students to the Carters’ hometown of Plains, Georgia. As circumstances would have it, the St. Genevieve students had been presenters at a National Conference on Character Education in Atlanta. Following the conference, the delegation of students, along with one of their teachers and their principal, drove to Plains to attend President Carter’s Sunday School lesson. Former first lady Rosalynn Carter sat in the pew with the St. Gen contingent and, after the lesson, stood to introduce the group to her husband and the congregation, saying: “Jimmy, I’d like to introduce you to my friends from California.”

**Friendship Blossoms:** In the following years, the relationship among the Carters, the town of Plains, and St. Genevieve High School continued to grow. In the spring of 2009, the St. Genevieve faculty and staff went to Plains for their annual retreat, where, former first lady Rosalynn Carter gave the opening talk, reflecting on her own spiritual personal journey from childhood to the present, and Brother Dan Ariale, retired pastor of the Maranatha Baptist Church, and Nelle Ariale, Pastor Dan’s wife, also were speakers. On the last night of the retreat, President and Mrs. Carter and members of their church joined the St. Genevieve faculty and staff for a final evening of prayer and song. The Valiants gathered everyone in a prayer circle in the church’s sanctuary and led the assembled in “The Anointing,” a prayer in word and song that is especially meaningful to our community and which has become, through our students’ ministry, quite meaningful to others, as well.

That same weekend, the St. Genevieve cast and crew of *Singin’ In the Rain*, the school’s fall musical production, joined the faculty in Plains. With permission from the National Parks Service, St. Genevieve High School students staged the “East Coast production” of *Singin’ in the Rain* at the historic Plains High School, now a national museum. That particular show will be remembered for three things: 1) it actually rained onstage during the production; 2) a former U.S. president and first lady attended the opening performance; and, 3) the building was surrounded by secret service agents.

The relationship between the Carters and St. Genevieve High School continued to flourish. For his 85th birthday celebration, President Carter requested just two musical performances:
David Osborne, his favorite pianist, and the St. Genevieve High School choir. So on September 27, 2009, the Valiant Voices, St. Gen’s performing choir, was joined by the school’s award-winning boys’ and girls’ dance teams in providing 45 minutes of dynamic entertainment specifically designed and produced to honor the former president on his birthday. The venue for this historic event, the Rylander Theater in Americus, Georgia, was filled to capacity. The students’ show was received with enthusiastic cheers and standing ovations.

A Presidential Visit: On Monday, October 25, 2010, former president Carter, while in California promoting his new book, “White House Diary,” dropped by to say hello. He entered a gymnasium filled with our entire student body as well as parents and friends, and his first words were a question: “Can anybody guess what is my favorite high school in America?”

You’ll Never Walk Alone: In his book “White House Diary,” Carter revealed that his favorite Broadway show was Carousel, which set the Valiants immediately into motion to work on taking that show on the road back to Plains. This time, however, the school invited Academy Award-winner and star of the movie version of Carousel, Shirley Jones, to join us. She accepted, and on Friday, February 10, 2012, Shirley Jones sang You’ll Never Walk Alone to open the Valiants’ production of Carousel. Following her performance, she sat in the front row alongside President and Mrs. Carter. While being interviewed by students for the documentary You’ll Never Walk Alone, which St. Gen students filmed during the trip, President Carter revealed that he was looking forward to a return visit to the school, this time with his wife.

An Unforgettable Cinematic Experience: In August of 2012, the entire St. Gen student body packed the historic Cinerama Dome in Hollywood to watch the student-made documentary, You’ll Never Walk Alone, which featured students and staff on their journey to Plains, Georgia to perform Carousel for the Carters.

An Evening to Remember: On February 19, 2013, Jimmy Carter’s motorcade returned to St. Genevieve High School and this time, keeping his promise, he brought his wife Rosalynn. Upon their arrival, the Carters were taken on a student-led tour of the school, the highlight of which was the unveiling of “the Carter Wall,” which chronicles the special relationship the school has shared with the Carters.

His Excellency, Bishop Kussala: Following the tour, the Carters were escorted into our gymnasium, where Mass was celebrated with a crowd of 1,600 people. Our celebrant was Bishop Eduardo Kussala from the diocese of Tamburo-Yambio in what was the world’s newest and poorest nation, South Sudan. Since the Carter Center had been pivotal in fighting disease and negotiating a peace in that nation, the school hosted the Bishop, who stayed as a guest of our pastor for a week in the St. Genevieve rectory.

Record Donation to the Carter Center: Students had held fundraisers for months prior to
the Carters’ visit, and during the Mass, when student body representatives presented them with a check for the Carter Center in the amount of $8,500, President Carter remarked that it was the largest amount ever donated by students.

**Dinner Fit for a President:** The Carters held a press conference in the school’s library following the Mass, and were then escorted to Madonna Hall, which had been transformed into an elegant banquet hall. Parents of current students prepared and served a meal that highlighted some of the diverse ethnic cuisines of our families. Musical entertainment was provided by the Valiant Voices as well as by Grammy Award-winner Helen Reddy and Academy Award-winner Shirley Jones, while well-known rapper Chuck D recited a poem he wrote especially for the occasion.

**Resounding Remarks by Rosalynn:** After the dinner and entertainment, the final remarks of the evening were provided by Rosalynn Carter, who said, “If only more schools in the world were like St. Genevieve, there would be more peace in the world.”

**Visionary Pastor:** In July, 2008 Father Alden Sison became pastor of St. Genevieve Parish, which had operated for more than seven years without a pastor. Upon his arrival, Father Alden articulated a clear vision of a united parish and campus. Under his leadership, a master plan for the future was crafted that would provide teacher in-services and other programs to better unite both elementary and high-school staffs. In July of 2013, for the first time in St. Genevieve history, both elementary and high school united under one leadership model. Since then, master planning has continued with the goals of building a new Parish and Performing Arts Center. Stay tuned.

**A School Transformed:** There have been many articles written about St. Genevieve High School since the school’s renaissance began in 1999. One of the articles we are most proud of was published in the *Los Angeles Times* on August 26, 2008. After spending many hours on our campus, writer Carla Rivera referred to St. Gen as, “One of the most innovative schools in Los Angeles.” Ms. Rivera was referring to the fact that our entire school travels to the Hollywood Bowl each fall to attend an evening performance, not only to expose students to great culture and music, but also as a way to teach character and manners. Ms. Rivera was also impressed that ours was one of the first schools to offer Mandarin and that our students were taking field trips to China.

**Milestone Celebration:** In October, 2009, St. Genevieve High School celebrated its 50th anniversary. To mark the occasion, a beautiful Mass was held in the school’s gymnasium the Friday night of Homecoming Week, which was attended by all current students as well as hundreds of alumni. The Mass was concelebrated by Monsignor Jack Foley, a 1963 St.Gen faculty member, Monsignor Robert J. Gallagher, member of the class of 1964, and Father Alden Sison, the school’s current pastor. The following afternoon there was a parade down Roscoe Boulevard to the stadium at John H. Francis Polytechnic School, where the Homecoming football game would be played. The three eastbound lanes were closed to
traffic to allow students, floats, the Homecoming Court, and 13 former Homecoming Queens—including the very first queen, Whanita Lonsberry Moore—to make their way to the stadium. The theme for the event was *A Michael Jackson Homecoming*, paying homage to the entertainer who had died four months earlier and had transfixed teenagers and adults alike throughout the school’s 50-year history. Hall of Fame rapper Chuck D and his wife Gaye, friends of our school, were the Grand Marshalls of the parade. As the parade progressed eastward on Roscoe Boulevard, an airplane flew overhead, pulling a banner that read, “Happy 50th St. Genevieve High School.” The stadium stands were filled with a record crowd, and alumni and former players watched from a special reserved section in the end-zone. The half-time performance included the collective efforts of boys’ and girls’ dance teams, cheerleaders, band members, and the cast of the fall musical doing a giant production of the number *Footloose*. After the game, hundreds of alumni returned to the campus for a huge reunion. It was a wonderful 50th anniversary celebration!

**A “Supremely Superior” High School:** On December 17, 2009 the school held what can only be described as a stunningly beautiful and meaningful Advent Mass. A proud Cardinal Roger Mahony proclaimed at its conclusion that St. Genevieve High School was a “supremely superior” high school. Two months later, when the Valiant Voices and invited dancers performed at the annual Cardinal’s Award Dinner in Hollywood, the Cardinal again congratulated our students and told the audience after the performance that they now knew what makes Catholic education great.

**Living the Ascension:** In March, 2010, St. Gen’s 10th annual faculty retreat was held in Pismo Beach, California. The faculty and staff posed with our pastor for a photograph that now graces the cover of “Living the Ascension: Your School’s Guide to Increasing Enrollment,” a book written by St. Gen Principal Daniel Horn and published by the National Catholic Education Association. The book provides insights rooted in the successes experienced at St. Genevieve High School about how to turn around failing schools and reverse the national trend in Catholic education of declining school enrollment to provide much needed hope and direction.

**Music Icon Comes Out of Retirement at St. Genevieve High School:** In 2010, Grammy winner Helen Reddy spoke as part of St. Gen’s Character Education Speakers’ Series. She referred to the event as one of the highlights of her life. In fact, she was so taken by the Valiant community that when she was looking for a venue where she could appear in concert after 10 years of retirement, Reddy chose St. Genevieve High School. Two historic coming-out-of-retirement benefit concerts took place on July 13 and 14, 2012, with St. Gen’s Jazz Band and Valiant Voices as Helen Reddy’s opening acts. Guests from three countries and 18 states visited the campus for these special benefit concerts.

**Further Unifying the Parish:** Continuing to realize the unifying vision laid out by Father Alden Sison when he became pastor of St. Genevieve parish in 2008, a parish-wide athletic program was implemented with a single athletic director for all sports during the 2012-13 school year. And in 2013-14, a new administrative structural model was adopted, featuring
a single President-Principal for both the elementary school and the high school, with two Heads of School, one for the elementary school and one for the high school.

**On the Edge:** Following the publication of “Living the Ascension” in 2010, a steady stream of educators continually visited, called, and wrote with questions and requests for guidance. Now that St. Gen’s seemed to have answers for how to recruit students, more and more people began asking how to retain those students once they were recruited. To provide helpful answers, St. Gen principal Dan Horn and many of the school’s teachers wrote and self-published, “On the Edge: Your Catholic School Guide to Student Recruitment and Retention” in April of 2013, with proceeds going to the school’s endowment fund.

**Inspirational Programs and Speakers:** St. Genevieve High School’s signature Character Education Program continues to gain local and national attention and garner praise and accolades. The program’s Speakers’ Series has attracted many noteworthy presenters from around the country and the world. More often than not, those who have been invited to inspire our students have come away being themselves inspired. In recent years, our school community has been addressed by such notables as:

- **Arun Gandhi**, activist, diversity speaker and grandson of the father of modern India, Mohandas Gandhi
- **Sister Clare Fitzgerald**, motivational speaker and teacher, expert on the history of Catholic education
- **Jeffrey Cleveland**, English Channel and long-distance swimmer
- **Pastor Dan Ariail**, former pastor of the Maranatha Baptist Church, author of “The Carpenter’s Apprentice”
- **Michael Josephson**, attorney, civic activist, and founder of Character Counts
- **Julia Chavez Rodriguez**, community activist and granddaughter of labor organizer and civil rights leader Cesar Chavez
- **Dr. Gerald Durley**, motivational speaker, pastor of Providence Missionary Baptist Church (Atlanta)
- **Dr. William Shultz**, former Executive Director of Amnesty International
- **Oatess Archey**, former Federal Bureau of Investigation agent and author of “Going Over All the Hurdles”
- **Mike Medavoy**, film producer, Chairman and CEO of Phoenix Pictures
- **Sister Helen Prejean**, activist and opponent of capital punishment, author of “Dead Man Walking”
- **Edward James Olmos**, actor, producer, director, community organizer
- **Helen Reddy**, former recording and television star, environmentalist
- **Chuck D**, rapper, author, motivational speaker and record producer, leader of the rap group Public Enemy
• **Immaculee Ilibagiza**, survivor of Rwandan genocide, author of “Left to Tell”
• **C.T. Vivian**, footsoldier to Martin Luther King and Presidential Medal of Freedom recipient

**Like a Hollywood Musical:** Music has become such an integral part of who we are at St. Gen that the running joke is that at any moment the school community is likely to break out in song. Between our elementary and high schools, we have 13 different bands, and we stage two full-scale musicals each year. Anyone who has ever attended a Mass here likely remembers it as a highlight, with students—and all participants—brimming with spirited joy.

**Current Enrollment:** St. Genevieve High School currently enrolls approximately 650 students from more than 20 San Fernando Valley parishes.

**Graduates:** Since 1963, more than 5,000 young Catholic men and women have graduated from St. Genevieve High School. They have attended—and continue to attend—colleges and universities throughout California and across the nation, and are employed in a wide range of careers.

**Growth of Academics and Athletics:** In recent years, additional Advanced Placement classes have been added More and more St. Gen students are opting to take Advanced Placement classes with a growing success rate. For several years, our Advanced A.P. Calculus class has achieved a 100% passing rate. Typically 96-99% of seniors are accepted and attend college. The number of students being accepted and attending 4 year university is also on the rise with 70% of the class of 2015 going to a four year school.

The school’s athletic program also has grown significantly over the years. Today we have a grand total of 38 teams with 17 being varsity. Since 1999 the school has placed 127 teams into CIF Playoffs.

**Making a Mark on St. Gen’s Remarkable History:** For more than a half-century, Saint Genevieve High School has enjoyed a rich history of excellence. The school community continues to work hard to add to the richness, diversity, and excellence that define it. Parents and students are invited to add their contribution to the school’s history and are encouraged to share their talents and dreams, their time and energy, to make this community the very best it can be...to make St. Genevieve High School an Ideal Catholic School Community.
SAINT GENEVIEVE HIGH SCHOOL PHILOSOPHY

During times of darkness and turbulence, a lighthouse gives ocean vessels a sense of safety, aid, and comfort. We here at Saint Genevieve Catholic High School are called to be the light of Christ for others, not only for the school community but also for people in our everyday lives.

Recognizing that parents and guardians are the primary educators of their children, we called to maintain a partnership in providing an excellent holistic education and to provide opportunities for parents to be inspired. Together we are called to shine our light by learning to become disciples, mentors, leaders, and neighbors to one another. As people of faith and students of the Gospel, we are called to reach our fullest potential to succeed spiritually, academically, athletically and creatively.

In today’s world people are constantly confronted by adversity and discrimination. Here at Saint Genevieve we celebrate the gift of diversity, not just tolerate it, but embrace it as well. We are called to create a sense of respect which bonds us together, simply because there is no such thing as community without unity. As the world becomes more interlinked, it is increasingly necessary to break down the social barriers of race, religion, and ethnicity in order for everyone to interact within the community without fear and respect each other’s differences, regardless of those differences.

The atmosphere of our school can be considered a melting pot due to our differences, which creates a learning environment in itself. However, we are called to not only be a melting pot, but more of a cultural salad, where people can maintain their individuality and still respect and celebrate what makes each of us unique. This is how we receive and embody the light of Christ that is so desperately needed in our world. Through becoming listeners and learners, the Saint Genevieve High School community is inspired to be a lighthouse and be prepared to go out into the world to inspire others. We are proud to be a faith based school with deep Catholic roots.

MISSION STATEMENT

To Know God,

To Live With Honor,

To Change the World!
GOALS AND OBJECTIVES

St. Genevieve High School practices its philosophy by following the school's spiritual, intellectual, social, and physical goals and objectives.

I. SPIRITUAL

❖ Students will learn, experience, appreciate, and celebrate the gospel message in a Catholic Christian environment.

➢ By studying the Catholic faith through the religious program and by experiencing the Gospel Message through the faith filled personnel.

➢ By taking part in liturgical experiences that have been prepared by various students and faculty with parish priests' guidelines.

➢ By participating in annual retreat experiences to foster personal, spiritual growth.

➢ By praying daily as a student body and encouraging prayer before each class.

❖ Students will learn what it means to be Christian witnesses within the school community and the community at large.

➢ By studying gospel values throughout the curriculum.

➢ By participating in a Christian Service Program at each grade level which gives them the opportunity to serve within the parishes and communities.

➢ By participating in outreach programs to the needy especially during Advent and Lent.

❖ Students will have available to them counseling and guidance which correspond to their spiritual, social and personal needs.

➢ By participating in a guidance counseling program based on human dignity, which encourages students to strive for success.
II. ACADEMIC

- Students will be able to develop their full academic potential.
  - By taking courses that address their individual level of ability and performance.
  - By participating in a sequential program so that learning objectives can be met.
  - By developing their artistic talents through curricular and co-curricular activities.
- Students will learn to appreciate the value that life is a continuing learning process.
  - By studying what is needed to adapt in an ever changing community.
- Students will be challenged and motivated intellectually.
  - By taking part in the sequential program which most challenges the student’s academic potential.
  - By taking part in opportunities for competitive academic teams, i.e., college bowl, essay contests, speech contests.

III. SOCIAL

- Students will learn to develop their self-esteem and self acceptance.
  - By having self-confidence and respect for themselves as well as for others.
- Students will experience the Christian and social goal of collaborating with the community.
  - By learning and practicing effective and positive group skills in the curricular and extracurricular programs.
  - By participating in athletic teams for young women and young men.
- Students will develop leadership skills and social-awareness.
  - By participating in a student government program which encourages the development in leadership skills.
  - By taking part in opportunities to foster student leadership in extra-curricular activities of the school.
Students will see their parents in the role as primary educator.

- By maintaining open lines of communication with home, school and fellow students.

IV. PHYSICAL

Students will learn to develop a healthy life style.

- By taking a health education class.

- By studying about substance abuse, AIDS education and other significant health issues in education and other significant health issues in designated courses across the curriculum.

Students will learn the value of cooperation, fair play, leadership and fair competition.

- By demonstrating a spirit of unity in school rallies and meetings.

- By participating in a physical education program which teaches health values, leadership, wholesome competition and cooperation.
EXPECTED SCHOOLWIDE LEARNING RESULTS

I. **Christ Centered Persons Who:**

- ✓ Have knowledge of Jesus Christ and the Gospels illumined by the faith, tradition, prayer and sacramental life of the Roman Catholic Church.
- ✓ Demonstrate a commitment to an ongoing personal relationship with God.
- ✓ Know and practice Catholic values especially the primacy of charity, working for justice, and service to others.
- ✓ Exercise the Six Pillars of Character: Fairness, Respect, Trustworthiness, Caring, Citizenship, Responsibility.
- ✓ Value the state of being spiritually, emotionally, and physically healthy.

II. **Effective Communicators Who:**

- ✓ Have the ability to express themselves and understand others in a global community through a variety of writing, speaking, and listening applications.
- ✓ Are technologically adept in a variety of programs, Internet, and other computer applications.
- ✓ Have developed a sensitivity to, facility for, and appreciation of the arts.

III. **Critical Thinkers & Problem Solvers Who:**

- ✓ Demonstrate higher order thinking skills of application (applying learning), analysis (i.e. take apart), and synthesis (i.e. put together).
- ✓ Formulate creative solutions to problems.
- ✓ Understand the connections between choices and consequences.
- ✓ Have knowledge of self-directed, lifelong learning as a fundamental human endeavor.
- ✓ Have a solid academic foundation in all subjects.

IV. **Collaborative Workers Who:**

- ✓ Take an active part in establishing and accomplishing group/team goals.
- ✓ Demonstrate respect and sensitivity to a diversity of interests and the ideas of others.
- ✓ Employ effective leadership and group skills.
- ✓ Work effectively with others toward achievement of a common goal.
ADMISSIONS EXPECTATIONS

NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

DOCUMENTATION OF NONDISCRIMINATION

The Internal Revenue Service requires non-public schools to maintain a School Student Non-Discrimination Policy so those schools are recognized as tax exempt.

Archdiocesan schools must demonstrate this policy by annually publishing the School Student Non-Discrimination Policy.

For parish schools, the pastor should publish the School Student Non-Discrimination Policy in the parish bulletin. The school should retain a copy of this parish bulletin in the school file. The statement of non-discrimination also should be published each year in the staff handbook, parent/student handbook, and admissions materials.

INCLUSION

As a Catholic school every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student’s teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student’s disability may request the “Disability Discrimination
Complaint Review Process” from the principal.

**ADMISSIONS GUIDELINES**

In those cases where the number of applicants exceeds the number of students our school can enroll, Catholic students are given precedence over those who are not Catholic and this without regard to race, color or national origin.

**ADMISSIONS PROCEDURES**

The following requirements are necessary for a complete application for prospective applicants.

- ✔ Complete application form
- ✔ Teacher and Principal recommendations
- ✔ Copy of latest report card
- ✔ Elementary school transcripts/Cumulative card
- ✔ Entrance examination scores
- ✔ Personal Interview

  Note: Sophomores, Juniors and Seniors are accepted at the discretion of the administration.

**IMMUNIZATION REQUIREMENTS**

A student who does not have a current immunization record on file will be excluded from school until he/she submits a verification of immunization.

**GUIDELINES REGARDING ADMISSION AND RETENTION OF A STUDENT WITH AIDS**

HIV/AIDS infection is not spread by casual contact; therefore, infection with AIDS in and of itself is not reason to exclude a student from attending school. However, in the case of secondary infections or other health risks, the Principal has the obligation to consult with the infected student’s parents and the student’s physician or a public health official. At all times the student’s privacy will be respected and his/her identity will be kept confidential.
ACADEMIC EXPECTATIONS

CURRICULUM

St. Genevieve High School provides for the needs of both the college-bound and non-college bound students. Our curriculum meets all state, archdiocesan and college requirements. Please note the requirements for graduation for St. Genevieve High School and for entrance into the University of California and California State University systems. It is important that parents and students understand that occasional scheduling conflicts and insufficient enrollment may necessitate a change in student schedules. For this reason, students may be asked to choose alternate classes when making choices. Students requesting a program change must complete the form obtained from their appropriate Academic counselor. All changes must first be approved by the grade level counselor and then the Administration. Students and/or parents may not request a schedule to accommodate a teacher of their choice.

In order to insure a logical and beneficial sequence of classes, academic counseling is provided and consultation with parents and teachers will occur. No program changes will be made without the approval and consultation of the parents, grade level counselor, teacher and Administration.

HOMEWORK

Classroom instruction alone is not sufficient for solid learning. In addition to studying at school, home study is usually required each evening. Written assignments are only a minor phase of home study. Attention must be given to reviewing previous material and memorizing basic facts. No student can say he/she has “no homework.” The school day is too short to permit enough individual studying. Homework, therefore, is necessary in each course.

GRADES AND GRADING

The primary use of evaluation is to determine the extent to which a student has achieved success in terms of course objectives and the Expected Schoolwide Learning Results. This level of achievement is to be determined trough a systematic process and conveyed to the student and his/her parents in the form of a letter grade.
**GRADE SCALE**

In computing grades, the following scales are used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
</tr>
<tr>
<td>A</td>
<td>96-93%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
</tbody>
</table>

Semester grades (report cards) will not include plusses (+) and minuses (-)

**REPORT CARDS**

Report cards will be issued twice a year at the end of each semester via U.S. Mail to parents.

**PROGRESS REPORTS**

Progress Reports will be distributed twice each semester.

- It is the responsibility of all students to share their Progress Reports with parents/guardians as soon as they are received.
- It is the responsibility of all parents/guardians to familiarize themselves with Progress Report distribution dates, to request to see the Progress Reports and to review them with their children.

**Collection:**

- Students who earn a C or better in each of their classes will **not** be required to return their Progress Reports to the school for collection.
- Students who earn a D or an F in any subject are required to have their Progress Reports signed by a parent/guardian and returned to their Academic Counselors.
- Students must **personally deliver** their signed reports to their Academic Counselors in the Counseling Office (grades 9 & 10: Mrs. Alvarez; grades 11 & 12: Mr. Bencomo). Counselors will not accept Reports in hallways, in the gym, on the field or anywhere other than in their offices. Students may not give signed Progress Reports to class teachers for delivery to counselors or to counselor’s mailboxes. Additionally, students may not place signed Progress Reports under Counselor’s office doors.
- Reports must be received by counselors no later than three days after their distribution (Example: distributed on Monday; returned no later than Thursday / distributed on
Tuesday; returned no later than Friday).

- Students who must return signed Progress Reports but fail to do so may be suspended from school. Suspended students may only return to school if accompanied by a parent/guardian, who will deliver their signed Progress Report for them.

**ACADEMIC HONESTY**

Saint Genevieve High School demands the academic moral best from each student. Academic dishonesty in any form is directly contrary to our philosophy and goals. Therefore cheating or plagiarism of any kind warrants serious disciplinary repercussions. Saint Genevieve supports the belief that academic honesty demands individual accountability with regard to the submission of student work. Students have a moral responsibility to others and themselves to avoid cheating. Honesty is the primary responsibility of each student. Saint Genevieve considers cheating to be a voluntary act for which there may be reasons, but for which there is no justification.

The school will follow these steps. However, in extremely serious cases students may be immediately placed on probation, suspended or expelled.

1. **First Offense:**
   a. A zero is given for the assignment.
   b. Disciplinary referral is issued.
   c. Conference with parents is required.
   d. Student is placed on probation.
   e. Student may lose any St. Genevieve scholarship.
   f. Student may be removed from any leadership position or may be barred from being a candidate for leadership.

2. **Second Offense:**
   a. Student may be asked to withdraw from school

**Cheating/Plagiarism:**

Receiving or supplying unauthorized information; copying the work of others or permitting your work to be copied; possession of unauthorized materials during an exam; changing the answer after work has been completed; copying and submitting the assignment of another student; or permitting the copying of homework, assignment or project of another student.
SPECIFIC REGULATIONS REGARDING ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

To participate in co-curricular activities or interscholastic athletics, students must maintain a minimum academic GPA of 2.0. This GPA will be computed at the regular ten week grading period of the academic semester. Freshmen will enter St. Genevieve High School as an eligible participant. Continuing eligibility will be calculated commencing with the first Progress Report. Transfer students eligibility will be based on transfer transcripts/grades.

PROBATION:
Any student who falls below an academic GPA of 2.0 or earns one or more F’s will be placed on academic probation. Students may have the opportunity for academic probation (once per school year). Students can be removed from academic probation at the end of the ten week grading period if they have earned an academic GPA of 2.0 or better with no F’s. Students who are on academic probation and below a 2.0 GPA will be required to attend the school’s Success program. Students who are failing a class but above a 2.0 GPA must make every effort to remediate the failing grade. Students that do not schedule tutoring to improve a failing grade may be required to attend the Success program. While on probation, students may continue to participate in co-curricular activities; however, attending Success takes priority over participating in co-curricular activities.

INELIGIBILITY:
Following probation, if a student is still below an academic GPA of 2.0, he/she becomes ineligible. A student may continue to participate in practices, rehearsals, etc but may not participate in games, performances, etc. however; students may not receive athletic equipment or game uniforms. Success takes priority over all co-curricular activities. Students who continue to maintain a 2.0 GPA but are still failing a class will be required to attend Success but remain eligible.

SUMMER SCHOOL

If a student attempts to improve a grade during summer school by taking the same class which was previously taken, the summer school grade will be averaged into the student’s over-all academic records. Students should contact and get approval from their academic counselor prior to enrolling in any summer school courses. Students who fail a class during the academic school year are encouraged to make up the failing grade. Failure to do so may result in the student being asked to withdraw. St. Genevieve High School does offer summer school.

CALIFORNIA SCHOLARSHIP FEDERATION (C.S.F.)

Application for membership in C.S.F. must be made at the beginning of each semester for the previous semester. To be eligible for membership, a student must accumulate ten points from no more than five classes in a semester. A grade of “A” equals 3 points; “B” equals 1 point; except in a U.C. designated honors class or an Advanced Placement class, where a grade of “B” equals 2 points. A grade of “C” equals 0 points. A “D” or “F” in any subject bars a student from
membership for that semester. The students provide a tutoring program aimed at helping students who have difficulties with various subjects.

**FINAL EXAMINATIONS**

Final examinations are scheduled by the individual classroom teachers. Students must request through the administration to take Final Exams outside of the regular schedule.

**TRANSCRIPTS OF GRADES**

Students requesting transcripts to be sent to other schools or colleges must fill out the proper form at the Main Office. Transcripts will cost $5.00 for each official copy and can either be mailed or picked up in the Main Office.

**REPORTING TO PARENTS**

Parents are kept informed about the educational and social progress of their children through our online grading system (ABI), Parent-Student-Teacher Conference Night, Parent-Teacher communication by phone or e-mail and Semester Report Cards. Additionally students who are found to be at academic risk receive a paper copy of their Progress Reports. These reports must be signed and returned to the students’ Academic Counselor. Each Parent/Guardian must request a user name and password for each student through the school website to access the on-line grading system.

**PUPIL RECORDS**

Pupil records mean any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include directory information or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute teacher.

Only the principal, as custodian of the records, may authorize the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order, such as a subpoena or search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents/guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents/guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent/guardian and non-custodial parent/guardian with visitation rights the right to access and examine pupil records. However, only the custodial parent/guardian may consent to the release of records and has the right to challenge the content of the records and to write
responses to information regarding disciplinary action. A non-custodial parent/guardian without visitation rights has no right of access to records of any kind.

The school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student’s records, unless a court order providing otherwise is filed with the school. “Parent” means a natural parent, an adoptive parent or legal guardian by state definition. Under federal regulations, “parent” includes a guardian or an individual acting as a parent of a student in the absence of a parent or guardian. An educational agency or institution may presume the parents have the authority to exercise this right unless the agency or institution has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument which provides information to the contrary. “Access” means a personal inspection and review of the record or an accurate copy of the record, receipt of an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record and a request to release a copy of any record. In legal separation and divorce cases, California state law gives to only the parent having legal custody the right

✔ To consent to release of records;*
✔ To challenge the content of records;
✔ To write responses to information regarding disciplinary action to be included in the record.

However, the non-custodial parent still has all the other rights of a parent.

*This is true unless both parents have notified the school in writing of a mutual agreement to permit either parent to release.

ACADEMIC DISMISSAL

A student with 3 or more failing grades or a student who receives (3) semester “F’s during the school year may be asked to leave the school. Any student who has incurred one or more “F’s” in a semester and fails to make up the credit in summer school may not return for the following school year. A student below a 2.0 academic GPA for two consecutive semesters may be asked to withdraw. Students should contact and get approval from their academic counselor prior to enrolling in any summer school courses to ensure completion of graduation requirements.

RELEASE OF INFORMATION

It is assumed that parents of students enrolled in the school implicitly authorize release of non-confidential information such as names of Honor Roll students, award recipients, and activity participants, unless they inform the school in writing to the contrary.
TRANSFER OF RECORDS

Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the public pupil’s permanent enrollment and scholastic records or a copy thereof shall be transferred by the former district or private school upon request from the district or private school where the pupil intends to enroll (Education Code 49068).

The record transferring requirement of EC 49068 is not applicable to the transfer of pupil records to colleges because the section refers to a pupil transfer from one school district to another or to a private school or transfer from a private school to a school district. The term school district as defined in the EC 49061 does not include college and the term pupil is consistently confined to the K-12 context throughout the Education code.

Education Code 48904 allows a school to decline to give the pupil his or her diploma or report card or refuse to send transcripts to a college or employer until the pupil’s financial obligations are met. The school will notify the parent or guardian that transcripts or grades are to be withheld. A record of the date of the transfer must be entered on the permanent record card as well as in the pupil’s attendance record which is kept for five years. Official transcripts are not given to students or parents. Unofficial transcripts are given to parents upon request, unless the parents are deficient in tuition or any other obligation.

GRADUATION REQUIREMENTS

A student of St. Genevieve High School must fulfill the following requirements for graduation. Each student will take one English and one Religion class each semester. Students must complete a minimum of 280 units for graduation. Each subject completed with a passing mark is equivalent to five units per semester. Seniors are required to attend an Exit Interview with the College Advisor by May 1st. Seniors are required to complete a senior survey indicating college acceptance and financial award information.

Any student who has not received credit for the subject (“F” or “I”) must make up the proper credit before returning for the following school year. PE cannot be used to make up academic “F’s”.

No senior will be given a diploma/transcript that has failed a class, has any remaining financial obligation or has not completed their service hours. All athletic fees, school fees and tuition MUST be paid by May 1, 2014 before seniors will be allowed to participate in senior activities including Grad Nite, prom and the graduation ceremony. Some students pay for Grad Nite, prom and their graduation but have not paid other school fees. The school may transfer these funds to cover other school fees and the student may not be allowed to participate in these activities.

In addition, any student who fails a class in their senior year may not be permitted to attend
Grad Nite or participate in the graduation ceremonies including practice and the Baccalaureate Mass.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>4 years – 40 units</td>
<td>Physical Education</td>
<td>4 year – 40 units</td>
</tr>
<tr>
<td>English</td>
<td>4 years – 40 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 years – 30 units</td>
<td>Health Education</td>
<td>1 Semester - 5 units</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 years – 30 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2 years – 20 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>2 years – 20 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>3 years – 35 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual/Performing Arts</td>
<td>1 year – 10 units</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Honor Roll Criteria**

1. 1st Honors Academic GPA 3.75 and above; 2nd Honors Academic GPA 3.5-3.74
2. No report card grades of “D” or “F”
3. No incidents of cheating or academic dishonesty.

Students will be removed from Honor role if an incident of cheating or academic dishonesty occurs after earning a place on the Honor Roll.
**TUITION 2016-2017**

Standard Tuition: $9,975.00 per student, per year plus $75.00 Minimum Endowment contribution per student

International Students: $20,000.00 per student, per year

FACTS Enrollment Fee $46.00 if invoiced, $41.00 if auto-deduct, $10 if tuition is paid in two installments, no charge if paid in one installment at beginning of year.

**FEES for 2016-2017**

Freshmen Registration* $1200.00 per student per year  
**Incentive:** If paid on or before 3/15/2017 you will receive a $450 discount reducing your fee to $750.00

Registration fee*(returning students) $1200.00 per student per year  
**Incentive:** (If paid on or before 4/15/2017 you will receive a $450 discount reducing your fee to $750.00)

2016 Graduation fee* $180.00

*All above mentioned fees are non-refundable. Tuition and Fees are non-refundable when a student withdraws for any reason.

**FINANCIAL AID OPTIONS**

_A Goal of St. Genevieve School is to turn no deserving student away due to financial circumstances. Parents/Guardians are encouraged to apply only with integrity and honesty. A family risks losing any and all financial aid if it is determined that any member of the family is not cooperating with the terms of agreement or not acting out of integrity._

1. The Catholic Education Foundation (CEF) Each year CEF offers many of our families financial support in the amount of $2,000 per child. A family should first fill out the application for CEF before applying to St. Genevieve. 
CEF applications will be made available through our main office in December and must be returned to our main office in January.

2. **St. Genevieve Financial Aid:**
   
   **A.** Spirit Grant: $1,500 off the Standard Tuition  
   **B.** Principal’s Grant: Negotiated & based on available funding  

   Preference will be given to families who have first attempted to secure a grant through the Catholic Education Foundation. To apply for financial assistance through
St. Genevieve the following is required:

- A $45.00 processing fee in a form of a check or money orders must be submitted with completed packet.
- Tuition Grant application must be completed and turned in with required paperwork to the main office by 04/15/2017 for returning students and by 03/15/2017 for incoming 9th grade students (late applications will not be considered).
- Registration fee must be paid.
- Proof of Income:
  1. 2016 completed income tax returns or
  2. 2015 completed income tax returns plus 2015 W-2s
  3. If a family member has not worked anytime during the last 12 months, they must provide a formal & legal notice / action of layoff status, disability benefits, social security benefits, unemployment benefits, and/ or welfare benefits, and court order of legal separation/divorce for spousal and child support.
- Submit 3 months of bank statements (checking, savings …)
- Submit car registration form(s)
- Student must participate in one fundraiser and perform 5 hours of service to the school.
- Student must currently have a minimum of 2.0 GPA to be considered for tuition award.
- Student must maintain the 2.0 GPA each grading period or risk losing the tuition award.
- Students must refrain from being suspended or placed on probation by the Administration.
- Parents agree to participate in two major fundraisers by selling a required number of raffle tickets (totaling $300 per Tuition Award).
- Each family receiving more than $2,000.00 per child in grant assistance is required to purchase $1,500.00 in Scrip.
- Each family receiving more than $2,000.00 per child in grant assistance is required to participate in the Fall and Spring parent dance.
- Parents agree to complete the required number of service hours or pay $15.00 for each hour not served.

Spirit Scholarship = 35 Hours
Principal’s Scholarship = starting at 55 hours (total hours will be determined according to the amount awarded)

**GRANTS MUST BE APPLIED FOR ANNUALLY:** Parents/guardians must apply for a new scholarship every year. The amount of the grant may vary from year to year based on a financial circumstances of each family as well as the finances of the school.

**IF A GRANT IS NO LONGER REQUIRED:** If the financial circumstances of any family receiving financial aid improves, please alert the tuition office so the monies may be used to help another family in need.
FINANCIAL EXPECTATIONS

Saint Genevieve High School is grateful to all parents/students who take their financial obligations seriously and meet them in a timely manner. For the school to meet its financial obligations, it is necessary that tuition and fees be made on time.

**Communication with the Tuition Manager:** It is necessary that when there is a possibility that an agreed upon payment may be late there must be immediate communication with the tuition office.

**When financial obligations are not met:** it then becomes a challenge for the school to meet its financial obligations to faculty, staff, vendors and utility companies. Therefore, the school reserves the right to withhold testing, grades and diplomas as well as to deny students the privilege of participating in school sponsored activities including but not limited to dances, prom, grad night, and graduation.

<table>
<thead>
<tr>
<th>SENIOR STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participating in graduation, grad night, the prom and other affiliated activities are privileges; they are not rights. Any student who is not current with any and all tuition and fees will likely be denied the opportunity to participate in the graduation ceremony and other senior privileges as determined by the school. The school reserves the right to determine dates for deadlines regarding any and all such monies. Additionally, the school reserves the right to apply monies paid for graduation fee, prom, grad night and other such events to any tuition in arrears and the student will then be denied the opportunity to participate in said events.</td>
</tr>
</tbody>
</table>

**TUITION IN ARREARS**

- When tuition is 10 calendar days past due, a student will no longer be permitted to attend classes and/or participate in school events until tuition becomes current.
- Students will receive grades of “Incomplete” until tuition is current.
- Quarter and semester exams must be made up within three school days or an “Incomplete” grades becomes an “F.”
- The school reserves the right to pursue legal means to collect any outstanding tuition and fees.

Tuition Office Contact: (818) 894-6417 ext. 104 with any questions or concerns

**RETURNED CHECKS**

There is a $30.00 penalty for check returned by the bank, as Non Sufficient Funds. Money orders will be required for all future payments.
**LATE PAYMENTS**

There is a $30.00 penalty for all payments that are made (10) days after the due date. This includes payments returned due to Non Sufficient funds.

**TUITION PAYMENTS MUST BE MADE THROUGH FACTS**

In order to be efficient and accurate, tuition collection is done through FACTS Tuition Management Program. FACTS requires an enrollment fee to use the program which is paid by parents.

*If you have any questions regarding FACTS, please contact FACTS at (800) 624-7092.*

**RE-REGISTRATION:** A family with an unpaid balance for the current school year may not register for the following school year until the tuition for the current school year is paid in full, unless special payment arrangements have been made in a writing signed by school's principal or administrator. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

**FEE FOR SERVICE HOURS NOT COMPLETED BY PARENTS/GUARDIANS**

There is a $15.00 charge for each service hour not completed by May 1, 2015. Service hours are awarded for time spent by parents/guardians providing service to the school. Examples include serving on committees, active participation in booster clubs, chaperoning field trips or working at a fundraiser. Parents/guardians may not accrue service hours for both the elementary and the high school for the same hours at the same event.

**FAMILIES NOT RECEIVING FINANCIAL AID ARE NOT REQUIRED TO DO SERVICE HOURS FOR THE SCHOOL. THIS SHOULD NOT BE CONFUSED WITH THE REQUIREMENT FOR EVERY STUDENT TO ANNUALLY COMPLETE CHRISTIAN SERVICE HOURS.**
CHRISTIAN SERVICE

The Christian Service Program at Saint Genevieve High School is intended to provide all students the opportunity to put into practice the command of Jesus to, “Love one another as I have loved you” through practical hands-on service to the people of the community. The rich tradition of the Catholic faith provides us with our foundation for service in the Corporal Acts of Mercy. Use these as your guide to live the commandments and to choose your service opportunities.

During the school year, every student at St. Genevieve High School - regardless of religious affiliation, is required to participate and complete a specified number of service hours. The purpose for students to complete Christian service hours is to provide them the opportunity to express and experience God’s grace through personal and community outreach, which will help them in their individual faith journey. Through active participation in completing Christian service hours, students will develop new friends, rejoice in discovering their talents, and experience the joy of giving all while glorifying God.

The procedure for documenting Christian service hours is outlined in the following pages of this handbook. Please read the procedure carefully, and as you do so pray for ways that you can minister to those in need. Remember, the number of hours needed to satisfy your Service Hours requirement for is the recommended minimum. To exceed the minimum is our obligation as men and women of God.

Please note that the Christian Service Hours is a school requirement. A student will not be allowed to continue their enrollment at St. Genevieve High School if they do not complete their Service Hours. **Seniors will not be allowed to graduate** unless they have completed all the Service Hours requirements.

Service Hours

The location where service hours are to be completed may be at organizations listed in this handbook in the area entitled, “Service Hour Opportunities”. The Campus Minister has approved this list, however all service hour locations have to be approved by the student’s religious studies teacher and/or the campus minister prior to the commencement of service hours. Service hours may be performed at a location other than one listed on the Service Hour Opportunities List, but the location must be approved via a proposal form at least two weeks in advance.

Two different types of service hours are discussed in this handbook, “passive service” and
“active service”. Examples of passive service are to gather clothing, food or other goods to drop off at a charity location or donating money to a particular charity. An example of active service is to organize your friends, family and/or neighborhood to hold a garage sale, and then donate all the proceeds of the sale to a charitable organization. Another example of service is participation in a charity walk or run. The point of the event is two-fold: first, to raise awareness of the charity organization and second, to raise money for the charity organization’s cause or mission. If you have any questions about what type of service you are attempting to do (passive or active), please ask your religion teacher or the campus minister.

**The Christian Service Hour Minimum Requirements for Each Grade Level**

There will be no retroactive requirement. You will begin with the requirement for current year. Please pay close attention to the school calendar for service hour deadlines. Additionally, there is a limitation of donated goods of 10% of your total service hours per school year. Donating food and/or clothing is a very good way to perform passive service. The total amount of service hours that can be satisfied by donating is 10 percent of your total service hours per year. There are exceptions to this rule if you are involved in a special project or are participating in a school sanctioned collection drive, but you must submit a proposal subject to review and approval by the student’s religious studies teacher and/or the campus minister. Monetary donations equal one-hour of service for every $20.00 donated, upon submission of an original official receipt from the charity or through the submission of the articles to a school sponsored event. Clothing donations may equal one hour for every 20 articles of clothing. Food donations may equal one hour for 10 items donated, upon submission of an original official receipt from the charity or through the submission of the articles to a school sponsored event.

Although donation of goods (food and clothing) is a very necessary part of charity work, it has its own costs and logistics associated with getting the articles to those in need. Most charities prefer monetary donations because there is less cost in getting the help directly to the people who need help. Students often refer to donating goods as “buying service hours” because they realized that donating goods requires the least amount of effort. Service is an opportunity to minister from Christ within you to the Christ within persons who are suffering. This opportunity is a gift of God’s grace and cannot be bought. For that reason, there is a limitation on the donation of goods.

The minimum requirements for the 2016-2017 school year are as follows:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Total Hours</th>
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</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>15</td>
</tr>
<tr>
<td>Sophomore</td>
<td>25</td>
</tr>
<tr>
<td>Junior</td>
<td>30</td>
</tr>
<tr>
<td>Senior</td>
<td>20</td>
</tr>
</tbody>
</table>

As freshmen, we encourage our students to get to know the St. Genevieve Parish community and find a place where they can share their unique talents and personality. You may give your time and service to various areas of the Saint Genevieve Parish community. If you have any questions about completing Christian service hours in this capacity, please discuss this with
your religion teacher or the campus minister. Students may complete Christian service hours at a parish other than Saint Genevieve, but they must obtain a letter on the parish’s letterhead prepared by the supervising party verifying the date of service, number of completed service hours and the type of service performed.

15 Hours must be done with the St. Genevieve Parish Community. Students may work with the Parish Office, the Pre-K to 8th Grade, or the High School. If you have any questions about these requirements please talk to your religion teacher.

As **sophomores**, we encourage our students to go beyond themselves and their community and seek out those who are less fortunate. As Jesus suggests in Matthew 25:35, “For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink,” Sophomores will work with organizations that deal with people who are in need. Examples of such organizations can be found in the list provided. If you have any questions about these requirements please talk to your religion teacher.

As **juniors**, we encourage our students to go beyond the comfort zone that they have established during their first two years of school. As Jesus suggests in Matthew 25:35-36, “I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me,” Students will work with organizations that deal with people who are in Convalescent Homes or Hospices. Examples of such organizations can be found in the list provided. If you have any questions about these requirements please talk to your religion teacher.

**Seniors** may notice that the requirement has been reduced for the senior year. Although the requirement has been reduced to 20 rather than 40 hours, **all must be done in the first semester**. This change is because the senior year offers its own challenges and time issues. Although the requirement as far as the school is concerned has been met, the call from God is still very much there. It is the hope that, in your four years at St. Genevieve High School, the Holy Spirit will have moved in you so much that service is part of your walk with Christ and will not end when you graduate or meet the school requirement.

**Proposal and Verification Form**
The student must fill out a “Proposal form” which can be found on the school website if and only if the proposed location is not on the preapproved list found in the Parent-Student Handbook. The proposal must be filled out completely and returned before the service hours begin or the student may not be given credit for the hours that they perform.

There will be dates during the year when students must present to their Religious Studies Teacher where they will be doing their Service. Students must be ready to present the location of their Service at that time.

Students must do the service hours at the location stated on the proposal. Locations other than the one stated on the proposal will not be accepted. Students must bring the “Proposal and Verification Form” to the place of Service. At the completion of their Service, students must have their supervisors fill out the Proposal completely.

**Important about the Proposal and Verification Form**
- Please note that incomplete forms will not be accepted.
If a student loses their “Proposal and Verification Form,” it is their responsibility to have the forms resigned before they could have their Service Hours verified.

If service hours are being conducted at more than one location, a proposal has to be completed for each location.

**Christian Service Hour Paper**

In addition to obtaining a completed Verification of Service Hours form, each semester students must submit a reflection paper addressing the Corporal Acts of Mercy they performed. Additionally, students must describe in this paper the Christian service hour experience as it relates to their faith journey and the joy of giving and glorifying God.

**Important Deadlines**

The deadlines listed below are required for all students in each grade level. If there is an extenuating circumstance that may prevent a student from meeting the deadline, special accommodations may be given on a case by case basis at the discretion of the Campus Minister. Please communicate with the Campus Minister before the deadline if you require an extension

- **First Semester**
  - Five week Progress report
    - Students will turn in their Semester proposals into their teachers for approval
  - December
    - First Semester deadline (Depending on class schedule)
    - For Freshmen, Sophomores, and Juniors: the first half of your service Hours are due.

- **Second Semester**
  - Five week Progress Report
    - Students will turn in their Semester proposals into their teachers for approval
  - May
    - Second Semester deadline. (Depending on class schedule)
    - For Freshmen, Sophomores, and Juniors: the second half of your service hours are due. (Depending on class schedule)

**Failure to Complete Service Hours**

Service Hours are due at the end of each semester. If you choose not to complete the required hours or fail to provide proof of completion for your service hours before the end of the semester, you will not be allowed to register for the next school year and may lose any financial aid bestowed by the school. If a Senior chooses not to complete the required hours or fails to provide proof of completion of their service hours, they will not be allowed to graduate from St. Genevieve High School. Any extensions or extenuating circumstances must be discussed with the Campus Minister and the Administration.

If you choose to make up your Service Hours after the due date, you will be able to do so but you must follow the following stipulations:
• You must do Service Hours at an Organization that is assigned by the Campus Minister.
• You must perform an extra 10 hours Service over what was required for that Semester. These hours will not count towards the next set of hours. (Ex. If a junior student fails to turn in his/her assigned 15 hours of Service at the end of the fall semester they will not be allowed to register for their Senior Year. The student can make an arrangement with the Campus Minister that will allow them to turn in 25 hours worth of Service to make up for the missing hours. This will not count for the remaining 15 hours that they still need to complete for the spring semester.)
• These hours must be “Active Hours.” Students may not donate to satisfy the requirement.

Once you satisfy the requirements, you may be allowed to proceed with your registration or your graduation.

***FALSIFYING SERVICE HOUR RECORDS WILL BE DEALT WITH ACCORDING TO THE STUDENT HANDBOOK RULES ON CHEATING.***

Restrictions
Special ministry to family or extended family members should be done automatically because family relationships should not be confused with service to the larger community. Thus babysitting, taking care of your Grandparents, or cleaning your Garden for your Father will not be accepted for your service requirement.

Special circumstances
• There will be times the School, its Clubs and Sports teams, and different organizations will sponsor their own Service Hour projects. Students are allowed to participate in those projects and have the hours count for their requirement, even if it does not fall under the categories that were specified earlier.

• There may be special circumstances that arise that will prevent the student from completing their Service Hours. If a student or a parent feels that they have a circumstance that we need to know about, they must contact the Religious studies teacher ASAP so that we can try and accommodate. They will then consult the Campus minister. The Campus Minister will make the decision once an issue is brought up. Please note that this will be done on a case by case basis. Each decision will be different, just like each circumstance is different.

• Students may request an extension for special circumstances for illness, death, and any other personal emergencies. Students must contact their Religious Department teachers and the Administration to make proper arrangements.

• Students may request consideration for special circumstances for which service hours are not completed through an established organization. To request such a consideration, a proposal form must be filled out then submitted to the student’s religion teacher two weeks
before the deadline.

- Students who come in the middle of the school year need to meet with their Religious Studies teacher to discuss how many hours they must make up to complete the Service Hours requirements.

**Restrictions**

Special ministry to family or extended family members should be done automatically because family relationships should not be confused with service to the larger community. Thus babysitting, being a reader, altar server, or Eucharistic minister, although encouraged, will not be accepted for your service requirement.

Service hours earned at the school and/or parish is limited to 5 hours per year. Giving your time to sports, the library, the parish office or school office is a great help to the school/parish. However, performing Christian service is something that should bring you in contact with the whole community.

The donation of goods and/or money limitation is in the absence of an approved proposal. Of your total hours of Christian service, no more than 10% can be from the donation of goods. This is to encourage you to grow in service and find opportunities that bring you joy as you minister in the name of Christ.

**Key Information**

- Serving food in a soup kitchen (Active)
- Tutoring special needs children (Active)
- Teaching English or reading to adults (Active)
- Visiting with seniors at an elder home (Active)
- Helping at Special Olympics training or competitions (Active)
- Donating to a food drive (Passive)
- Stuffing envelopes for a shelter (Active)
- Sorting food in a food bank (Active)

Students may request consideration for special circumstances for which service hours are not completed through an established organization. To request such a consideration, a proposal form must be filled out then submitted to the student’s religion teacher two weeks before the
All approved service must be in accordance with the mission of Saint Genevieve High School and consistent with the teachings of the Roman Catholic Church.

Each hour served may only count for one requirement at a time. This means that if the student serves the school as part of the requirements for membership in a club organization (such as CSF) it may not count for service hours.

**Students must turn in the completed and signed “Verification of Service Hours” form to the religion teacher by the dates indicated above which are listed in the school calendar.** Failure to do so may result in the hours *not* being credited to the student. Thus, it is recommended that students take a “Verification of Service Hours” form with them and have their service supervisor sign the form immediately following the completed service. Once the “Verification of Service Hours” form is completed, students should promptly submit the form to their religion teacher.
Service can be a deeply rewarding and spiritual experience. God’s grace allows us many opportunities to find Him in our community. As Christ told us himself, "Whatever you do to the least of my people, you do unto me" (Mt 25:40). Reflect on your service hours, not as an obligation but as an opportunity to minister in the name of Jesus Christ. Pray for guidance before making your proposal. Allow the Holy Spirit to bring you to the ministry that is meant for you.

The places listed below are service organizations that Saint Genevieve High School has contacted and in most cases has had an ongoing relationship with. The contact people are familiar with our requirements and have always appreciated our dedication to service. When you contact them, please remember that the people who operate these organizations are ministering to you as well as to the community they serve. Advanced planning will allow you to be more flexible and you will find the service experience much more rewarding. Many other wonderful organizations offer service in our community, if you would like to find one that ministers to a particular need in the community, please see your campus minister. Students can volunteer at an organization other than those ones listed below. If a student volunteers at an organization(s) other that those listed below, they must have the location approved by their religion teacher prior to performing service hours. In such a case, the student must fill out a service hour proposal and submit it to their religion teacher for review and consideration.

Students are members of the Valiant community. When students are out in the community or working at the parish or school performing Christian service hours, they represent not only themselves but the Saint Genevieve High School community. The Christ centered values, rules and expectations of the school are to be followed when students are performing Christian service hours. Students need to remember their ESLR’s! Each student is a Christ Centered Person, who is an Effective Communicator, Critical Thinker and Problem Solver and Collaborative Worker. Use these skills to help others to accomplish their missions.

Students are to research, network and call for service hour opportunities. By doing so, students show an initiative by contacting charity organizations for which they are applying to work. Although parents have good intentions by trying to assist their child by setting up volunteer work on behalf of their child, this is not the preferred or recommended way of securing service hour opportunities. In many if not most cases students are required to go through an application, interview and/or orientation process before securing a volunteer position. When the initial phone call to the organization is made by the student to the organization it shows the
student is motivated to work and is a self-starter.

Although students are volunteering at an organization, the organization takes on the responsibility and liability of having the student on premises. Additionally, the actions of students while working can affect the organization’s business for good or bad. Negative or irresponsible behavior and/or actions on the part of the student can put the organization in jeopardy, and as a result more and more organizations want to screen volunteers before they allow them to commence volunteer work. Students please do NOT show up at an organization either as an individual or in a group and request to volunteer on the spot. Call the organization first to set up an appointment or to check if they are in need of volunteers.

Performing Christian service hours is a way for students to give to those in need, but it is also a way for students to build their employment resume and/or an impressive application for college admission. Colleges often look at the community service students have performed when screening applicants. In some cases the community service a student has performed can make the difference between candidates, thus positively assisting students with gaining admission, tuition assistance and/or grants. It is recommended that students develop a positive relationship with the organization(s) for which they volunteer. This allows the student to accomplish their Christian service hours with little to no difficulties so they can meet all requirements and deadlines. Additionally, relationship building allows the student to list the organization and their supervisor as an employment and/or college reference.

Please refrain from socializing with friends that may be working with you performing their Christian service hours. Do not use your cell phone to make calls or text message and do NOT bring along and/or listen to your iPod while performing Christian service hours. Remember, you are there to serve and help.

If one of the organizations you work for while earning your Christian service hours complains about your behavior or attitude, disciplinary actions will be implemented accordingly as per the rules and regulations as outlined in the Student Handbook.
Service Hour Opportunity List

Angel's Way
P.O. Box 70
Woodland Hills, CA 91365
Contact: Betty Breneman
818-346-2229
- Service hour work is available by appointment only - no exception!
- Some afternoon and weekend work available on an as needed basis.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

American Action Fund
Contact: Hazel
(818) 343-2022
- Service hour work is available by appointment only - no exception!
- Open from 8:00 am to 1:00 pm M-TH.
- School holidays, and school breaks are good for services hours at this facility.
- Work includes binding Braille book and calendars for the blind, labeling the weekly newspapers for distribution, packing boxed book orders.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

AYSO American Youth Soccer Organization
Region 33
Serves: ENCINO, NORTH RIDGE, RESEDA, SHERMAN OAKS, TARZANA, VAN NUYS, WINNEKTA, WOODLAND HILLS
Contact: Robert Bilyeu Email: bbilyeu@earthlink.net Visit: http://www.ayso33.org

Region 58
Serves: SHERMAN OAKS, STUDIO CITY, VAN NUYS, NORTH HOLLYWOOD, ENCINO, LOS ANGELES, TOLUCA LAKE
Contact: Jeffrey Hartsough Email: ayso.region58.commissioner@gmail.com Phone: (818) 907-8689 Visit: http://ayso58.d4sportsclub.com

Region 174
Serves: ARLETA, CHATSWORTH, GRANADA HILLS, LAKE VIEW TERR, MISSION HILLS, NORTH
HILLS, NORTHRIDGE, PACOIMA, SAN FERNANDO, SHADOW HILLS, SUN VALLEY, SYLMAR, VAN NUYS
Contact: William Lieb Email: williamglieb@aol.com   Visit: http://www.ayso174.org

Region 795
Serves: CANOGA PARK, CHATSWORTH, NORTHRIDGE, PORTER RANCH, WEST HILLS
Contact: Frank Gallucci Email: Frankandnoelle@hotmail.com   Visit: http://region795ayso.clubspaces.com

Region 8
Serves: GRANADA HILLS, ARLETA, CHATSWORTH, MISSION HILLS, NORTH HILLS, NORTHRIDGE, PACOIMA, RESEDA, SAN FERNANDO, SEPULEDAM, SYLMAR, VAN NUYS
Contact: Althea John Email: rothea8@aol.com   Visit: http://www.ayso8.org

Region 29
Serves: CANOGA PARK, RESEDA, WINNETKA
Contact: Mark Singer Email: cwfanup@aol.com   Phone: (818) 775-2929   Visit: http://ayso29.d4sportsclub.com

Region 254
Serves: BURBANK, GLENDALE, NORTH HOLLYWOOD, SHADOW HILLS, SUN VALLEY, SUNLAND, TOLUCA LAKE, TUJUNGA
Contact: Oscar Barraza Email: obarraza8@yahoo.com   Phone: (818) 841-2976   Visit: http://www.ayso254.org

Region 71
Serves: BELL CANYON, CALABASAS, CANOGA PARK, CHATSWORTH, ENCINO, HIDDEN HILLS, RESEDA, TARZANA, WEST HILLS, WINNETKA, WOODLAND HILLS
Contact: Monique Franklin Email: sloleak@earthlink.net   Phone: (818) 700-2976
Visit: http://www.region71.org

Region 88
Serves: ATWATER, EAGLE ROCK, GLENDALE, LA CANADA, LA CRESCENTA, MONTROSE, SHADOW HILLS, SUNLAND, TUJUNGA
Contact: Aldo Mascheroni Email: rc88@ayso88.org   Visit: http://ayso88.org/

Region 69
Serves: PACIFIC PALISADES, BRENTWOOD, TOPANGA, SANTA MONICA, BEL AIR, MALIBU
Contact: Janet Anderson Email: sevenandersons@gmail.com   Visit: http://www.ayso69.org

- Find your local region
- You must take a class, given by AYSO
- Season usually last from August to December
- Your parent would help you with transportation
- You coach a team, you could referee games
Bernardi Senior Center
6514 Sylmar Ave.
Van Nuys, CA 91401
Contact: Ilene Parker
818-781-1101
- Service hour work is available by appointment only - no exception!
- Service hours can be earned M-F, up to 4:00 pm, closed weekends.
- Holidays, school holidays, Friday afternoons, and school breaks are good for service hours at this facility.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Casa Esperanza
14705 Blythe Street
Panorama City, CA 91402
(818) 786-1076
- Volunteers must be at least 15 years old and service hour positions are subject to an application process.
- Service hour work is available by appointment only - no exception! Students are to call to set up service hour times to show initiative.
- After school volunteer tutoring is available M-F from 4:00 pm to 6:00 pm.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Guadalupe Center
21600 Hart St.
Canoga Park, CA 91313
Contact: Margaret Pontius
818-340-2050
- Have to be at least 15 years old and service hour positions are subject to an interview process. An appointment is required for the interview.
- Service hour work is available by appointment only - no exception! Students are to call to set up service hour times to show initiative.
- General type of service hours are available for work such as stocking shelves, working in the thrift shop, cleaning etc… M-F, 9:00 am to 5:00 pm. An appointment to volunteer is required and a four hour blocks of volunteer time for this work is preferred. Holidays, school holidays, Friday afternoons, and school breaks are good for services hours at this facility.
- After school volunteer tutoring is available M-TH from 3:30 to 5:30 pm. An appointment to volunteer is required and a two hour blocks of volunteer time for this work is preferred.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Guide Dogs of America
Contact: Rachel
(818) 362-5834
- Service hour work is available by appointment only - no exception!
- Volunteers must be 16 years or older.
- This organization has limited work available and there is no weekend work available. School holidays, and school breaks are good for services hours at this facility.
- There is no direct contact with the guide dogs in training for volunteers. Volunteer work includes paperwork and/or gardening.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.
Heal the Bay
Adopt-A-Beach Program
1-800-432-5229
www.healthebay.org/volunteer
- The webpage has information regarding volunteer activities.

Holy Cross Hospital
15031 Rinaldi
Mission Hills, CA
Contact: Felice Achille
818-496-4613
- Volunteers must be at least 15 years old and service hour positions are subject to an interview process.
- A minimum six-month time commitment is required, volunteering once a week, for service no less than 100 hours.
- Performing service hours at this facility will require advanced approval from your teacher allowing you to turn your hours in at the end of the six-month volunteer period.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Loaves and Fishes II
14640 Keswick St.
Van Nuys, CA 91605
Contact: Barbara
818-997-0943
- Service hour work is available by appointment only - no exception!
- Although donations are needed, no donations will be accepted in lieu of service hours worked for earned hours.
- Service hours can be earned M-W-F, 10:00 am to 2:00 pm, and closed weekends.
- Holidays, school holidays and school breaks are best for services hours at this facility.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Los Angeles Mission
303 East 5th Street
Los Angeles, CA 90013
(213) 629-1227
- Service hour work is available by appointment only- no exception!
- Volunteers must be at least 13 years old and complete an orientation before commencing volunteer work.
- Orientation meetings are held the first Saturday of each month from 9 am to 11 am. No reservation is required for the orientation meeting. The location of the orientation meeting is at: 316 E. Winston Street, LA, CA 90013 (between Wall and San Pedro).
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Manor Care Facility
7768 Aooltt Ave
Panorama City, CA
Contact: Erlina
(818) 785-7047
Cell: (818) 216-8595
- Service hour work is available by appointment only- no exception!
- This is a small 6-bed facility of ambulatory seniors so there are limited service hour opportunities for students.
- Service hour work includes assisting with indoor and outdoor cleanup and senior activities.
- Some afternoon and weekend work available on an as needed basis.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**Meals on Wheels**
6514 Sylmar Ave.
Van Nuys, CA 91403
Contact: Betty or Ilene
818-374-5350
- Service hour work is available by appointment only- no exception!
- Service hours can be earned M-F, up to 4:00 pm, closed weekends.
- Holidays, school holidays and school breaks are best for services hours at this facility.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**M.E.N.D.**
10641 N. San Fernando Road
Pacoima, CA 91331
Contact: Estella Santana
818-896-0246
- Service hour work is available by appointment only- no exception!
- For every hour spent volunteering, Saint Genevieve High School students must bring in a new born baby supply such as diapers, wipes, bottles, clothing, etc…
- Service hours can be earned M-F, 9 am to 5 pm, and closed weekends.
- After school, some holidays, school holidays and school breaks are best for services hours at this facility.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**Mission Community Hospital**
14850 Roscoe Blvd.
Panorama City, CA
Contact: Susie Abadzhyan
(818) 904-3576
- Must be at least 17 years old and service hour positions are subject to an interview process.
- Performing service hours at this facility will require advanced approval from your teacher allowing you to turn your hours in at the end of the six-month volunteer period.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**Northridge Hospital**
18300 Roscoe Blvd.
Northridge, CA 91328
Contact: Gaby Evans
818-885-8500
- Must be at least 14 years old and service hour positions are subject to an interview process.
- A minimum six-month time commitment is required, volunteering once a week, for service no less than 100 hours.
- Performing service hours at this facility will require advanced approval from your teacher allowing you to turn your hours in at the end of the six-month volunteer period.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**Panorama Gardens**
9541 Van Nuys Blvd.
Panorama City, CA
Contact: Alma Olguin
Service hour work is available by appointment only - no exception! Students are to call to set up service hour times to show initiative.

No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

S. F. Valley Rescue Mission
13422 Saticoy
North Hollywood, CA
Contact: Lena Woo
818-474-1284

Service hour work is available by appointment only - no exception! Students are to call to set up service hour times to show initiative.

An application needs to be completed and service hour positions are subject to an interview process.

Service hours available on an as needed basis by the facility. Some evening and weekend hours are available.

No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

North Valley Caring Services
15435 Rayen Street
Sepulveda, CA

(Facility is on the grounds of the Sepulveda United Methodist Church- white building with blue shutters)

Contact: Erick Duran 818-981-0481

Service hour work is available by appointment only - no exception!

After school volunteering is available tutoring children and helping with other activities of the after school program. Hours are M-F, 3:00 pm to 6:00 pm.

Food pantry twice a month, 1st and 3rd Tuesday of each month, 1:00 pm to 3:00 pm.

Breakfast program 7:30 am to 9:30 am, MWF, with cleanup to follow.

No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Safe Passage Home
San Fernando Valley area
Contact: Trish Steele
(818) 232-7476
trishjsteele@hotmail.com

Have to be at least 15 years old and service hour positions are subject to an interview process. An appointment is required for the interview.

Service hour work is available by appointment only - no exception! Students are to call to set up service hour times to show initiative.

Contact Trish Steele via phone or email to set up an appointment.

Hours for service vary and there is some weekend and after school hours available.

Volunteer hours are assisting with fundraising events that benefit abused women and their children.

No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Sun Air Convalescent Hospital
14857 Roscoe Blvd.
Panorama City 91402
Contact: Terry Armijo
818-894-5707
• Service hour work available by appointment and/or students may walk in on a first come first serve basis, but they can be turned away since only 6-7 student volunteers can work at one time. It is preferred that students call first before going to the facility to volunteer.

• Service hour can be completed M-F, 8:00 am to 4:30 pm, and on occasion up to 6:00 pm dependent on activity schedule.

• No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**Tree People**
Coldwater Canyon Park
Contact: Lisa Sotelo
818-623-4879
lsotelo@treepeople.org
www.treepeople.org

• Contact Lisa Sotelo either by phone or email. Sign up for events online the Thursday before the event

• Tree planting, maintenance and abatement are typical volunteer activities for this organization.

• No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**Union Rescue Mission**
545 S. San Pedro St.
LA, CA  90013
Contact: Mindy Vanderhooven
213-347-6300 ext. 1143
www.urm.com

• Prior to commencing service hour work, students must attend an orientation meeting. These meetings are held two times a month on Saturdays.

• Service hour work is available by appointment only- no exception! Students are to call to set up service hour times to show initiative.

• Service hours consist of helping serve in the kitchen. Hours are: Breakfast 6 am to 9 am, Lunch 11 am to 3:00 pm, Dinner 5:00 pm to 8:00 pm, 7 days a week.

• No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**Valley Presbyterian Hospital**
15107 Vanowen St.
Van Nuys, 91405
Contact: Virginia Napolas
818-902-2932

• Service hour positions are subject to an interview process. You may pick up an application/ information packet M-Sun, 8 am to 8 pm.

• There is a minimum service hour commitment of 100 hours.

• Performing service hours at this facility requires advanced approval from your teacher allowing you to turn your hours in at the end of the volunteer period.

• No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

**Veteran's Hospital (Nursing Home)**
16111 Plummer
Sepulveda, CA
Contact: Larry Wong
818-891-7711 ext. 9367

• Service hour work is available by appointment only- no exception!

• No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.
Villa Scalabrini Special Care
10631 Venedale
Sun Valley, CA
Contact: Ricardo
818-768-6500
- 15 minute orientation and short introduction video required for service hour positions, per semester, and service hour credit will be given for the orientation. Tuesday afternoons, 3:30 pm to 4:30 pm.
- Service hour work is available by appointment only - no exception! Students are to call to set up service hour times to show initiative.
- Students must bring school service hour sheet in order to document service hours earned.
- Service hours focus on social interaction with seniors through activities and religious social events.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.
- Recommended that students work in pairs to perform their service hours.
- Service hour can be completed M-F, 9:30 am to 3:30 pm. Saturdays, 9:30 am to 11:30 am to assist with Bingo.
- Holidays, school holidays, Friday afternoons, and school breaks are good for service hours at this facility.

Volunteer Center
8134 Van Nuys Blvd. #200
Panorama City, CA
Contact: Brenda Castaneda
818-908-5066 Direct Line: (818) 908-5011
www.vcla.net
- Service hour work is available by appointment only - no exception!
- Mostly clerical work available at this organization.
- Service hours can be completed M-F, 9:00 am to 5:00 pm. No weekend work is available.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.

Windsor Terrace Healthcare Center
7447 Sepulveda
Van Nuys, CA
Contact: Anna Murillo
(818) 787-3400
- An application needs to be completed and service hour positions are subject to an interview process. Once a student’s application has been approved they must have a clear TB test prior to attending a mandatory orientation meeting.
- Service hour work is available by appointment only - no exception! Students are to call to set up service hour times to show initiative.
- Service hours available on an as needed basis by the facility. Some evening and weekend hours are available.
- No socializing on a personal basis with friends or the use of cell phones or iPods is allowed when performing service hours.
Time Sheets must be approved before you can do Service Hours
Time Sheets must be filled out completely and appropriately verified by the supervisor.

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Student: Write a brief description of what you did:

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Student: Write a brief description of what you did:

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ATTENDANCE EXPECTATIONS

Students and parents must recognize the importance of regular school attendance. Regular attendance is an important factor in the mastery of school subjects and for academic success. Students are expected to be in class daily and to be on time for classes. The school discourages the scheduling of appointments during the school day.

Therefore, in the event of a student missing ten (10) or more school days in a semester or ten (10) or more in the same class period in a semester, credit may be denied for the class or the grade reduced. Seniors absent (10) or more days in the second semester may not be eligible to participate in Graduation activities. Both excused and unexcused absences count in computing ten (10) absences.

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

- Illness
- Medical appointments
- Funerals
- Quarantine
- Participation in school-related athletics or activities.

ATTENDANCE at EVENTS and SPECIAL DAYS of SCHOOL

Most events such as Masses, the Hollywood Bowl concert, Earth Day, class retreats, the Homecoming Parade and Football game, Welcome Freshmen Day, Back to School Night and other Evening Days of school are considered school days and attendance is required like any other school day. SGHS recognizes the need to graduate knowledgeable young men and women as well as cultivating leadership and moral development is greater today than ever before. Therefore, to educate our youth beyond the textbooks and classroom curriculum is important to our philosophy and mission and attendance at these events is a necessary component for continued enrollment. Students who are consistent in missing several of these events may be asked to withdraw or re-registration may be denied.

ABSENCES

If a student is absent from school, the following procedure must be followed:

- Parents/guardians only must call the Attendance Office at (818) 894-6417 x 107 each day the student is absent. Failure to call by 9:00 a.m. will result in an unexcused absence.
- A Re-admit slip will be issued upon return. This form must be presented to each teacher for signature and returned to the Attendance office at the end of the day.
- A prolonged absence of five or more days due to illness requires a note from a Doctor’s
office for re-admittance to school.
- A note explaining the reason for absence and signed by a parent or guardian is required upon return to school.
- When the parents or guardians are out of town, it is their responsibility to inform the school who will be calling in for absences and whom to notify in cases of emergency.

**EMERGENCY INFORMATION FORM/EMERGENCY CARDS**

It is the responsibility of each parent/guardian to keep emergency cards and information up-to-date. Whenever there is a change of information, for example, with an address or phone number, the information is to be reported promptly to the school. In the event that parents/guardian are out of town or the country it is important that you inform the school who will act as guardian until the parents/guardian return.

**EXCUSED & UNEXCUSED ABSENCES**

Students with unexcused absences will not be allowed to make up missed work. Schoolwork missed because of an excused absence must be made up according to the teacher’s classroom policies. It is the student’s responsibility to make arrangements with the teacher.

**TARDINESS**

Tardiness is defined as the arrival on campus after the first period has begun or the arrival in class after the bell has rung to begin class (student must be in his/her assigned seat). Tardiness is disruptive to the educational process. All tardies will be considered unexcused. Tardies are cumulative, counted for every class, and cleared at the semester.

**TARDINESS POLICY**

- **Step 1**
  1st to 3rd tardy – Verbal Warning to student

- **Step 2**
  4th tardy – After school 30 minute detention with a parent conference notice sent home to be signed and returned. Parent conferences will need to be made during school hours. Failure to complete an after school detention or turn in the parent signed form will result into a morning detention.

- **Step 3**
  5th tardy – Morning detention for 1 hour at 7:15 a.m. A notice will also be sent home to be signed by a parent/guardian and returned to the Dean of Character. Students may be asked during morning detention to perform tasks that will be beneficial to their school and/or
community. However, these tasks may not be counted towards Christian Service Hours. Failure to complete a morning detention or turn in the parent signed form will resort into a Saturday detention.

- **Step 4**
  6th tardy – Saturday detention for 2 hours at 8:00 a.m., with a $10.00 charge (used to cover the cost of the staff on duty for detention and for prizes that will be raffled to students who have received no tardies). The fee must be turned in at the time of the detention. Students will not be allowed to complete their Saturday Detention if the payment is not made on the day of the detention and will need to reschedule and attend the next Saturday detention. Any student receiving a 6th tardy will be immediately put on probation. A letter will be sent home notifying the parents/guardians of their student’s probation. A parent conference will need to be arranged with the Dean of Character. Parent Conferences will need to be made during school hours. Failure to complete a Saturday detention or turn in the parent signed form will resort into a 4 hour Saturday detention.

- **Step 5**
  7th tardy – A student receiving a 7th tardy will be suspended from school for 2 days. While on suspension students are responsible for completing all missed work and or tests. However, arrangements can be made with the Dean of Character for tests in which there are no make-up days. Parents will be notified of their child’s suspension from school.

- **Step 6**
  8th tardy – Student is now in violation of their probation. A letter will be sent home notifying parents of their child’s dismissal from school. Parents and/or student may request a Discipline Review Board.

Please note that students may move up to the next step before parents/guardians can be notified of the students infractions. For example: A student may receive a 4th tardy on Monday morning resulting in a 30 minute detention, after school. However, before the student can notify the parents/guardians and complete the consequence, the student receives a 5th tardy in the afternoon. The student is then now on Step 3 and will need to complete a morning detention in addition to their after school 30 minute detention. In addition, failure on the part of the students and/or Parents/Guardians to return signed paperwork does not exclude the student from further consequences.

**REQUESTS FOR HOMEWORK**

A student absent three or more days may request homework and other class assignments from the Attendance Office. Students absent less than three days are encouraged to get assignments from classmates and contact teachers via e-mail.
EXTENUATING CIRCUMSTANCES

Students who have excessive absences or tardies as a result of unusual circumstances beyond their control may merit special consideration. These cases will be decided on an individual basis by the administration.

FAMILY TRIPS

The administration discourages families from scheduling vacations during the school year; however family emergencies can arise. Parents should contact the Vice-Principal of Academics in writing or by e-mail to indicate specific reasons for the trip and excuse of absence. When the parents or guardians are out of town, it is the parents or guardians responsibility to inform the school who will be calling in for absences and whom to notify in cases of emergency. If permission is granted, the days absent are excused and apply towards the ten (10) days maximum allowable before credit may be denied or the grade reduced. It is the responsibility of the student to make up all class work, assignments, quizzes and tests. Failure to make up work may result in loss of credit. Failure of parents to notify the administration may result in the days absent being “unexcused”. Students with unexcused absences will not be allowed to make up missed work.
CHARACTER FORMATION EXPECTATIONS

St. Genevieve High School regards discipline as an aspect of moral growth and as a purpose of promoting in the student genuine character development. The ultimate purpose of the enormous amount of energy, thought and effort that we pour into our discipline policies and practices is to create students who are self-directed. The school commits itself to the belief that all students have the right to learn in a distraction free environment to achieve their potential academically, spiritually, morally, physically and socially. In order to create such an environment, it is necessary to maintain a disciplinary system, which stresses the importance of responsibility and accepting the consequences of our choices in life. Students who choose to disregard school policies will be held accountable for their actions. Any conduct, whether on or off school campus or online, unworthy of good citizenship and detrimental to the reputation of Saint Genevieve High School will result in disciplinary action. The goal of Character Formation and Discipline is not simply a form of punishment, but to develop a system of values within each student, firmly grounded in the Gospel teachings of Jesus Christ, that allows the students to make just, responsible, virtuous and ethical decisions with compassion and empathy.

A PERSON OF CHARACTER

- Is a good person, someone to look up to and admire.
- Knows the difference between right and wrong and always tries to do the right thing.
- Sets a good example for everyone.
- Makes the world a better place.
- Lives according to the “Six Pillars of Character”:

1. TRUSTWORTHINESS
2. RESPECT
3. RESPONSIBILITY
4. FAIRNESS
5. CARING
6. CITIZENSHIP

1. TRUSTWORTHINESS

**Integrity**

Do: Stand up for your beliefs. Follow your conscience. Be honorable and upright. Live by your principles no matter what others say. Have the courage to do what is right and to try new things even when it is hard, costly. Build and guard your reputation.

Don’t: Do anything wrong. Lose heart if you fail or don’t get what you want.

**Honesty**

Do: Tell the truth and nothing but the truth. Be sincere, forthright and candid.
Don’t: Lie, cheat, steal, be sneaky, tricky or deceptive.

**Reliability**  
*Do:* Keep your promises. Honor your work and commitments. Be dependable and do what you’re supposed to do. Return what you borrow, pay your debts and be on time.

**Loyalty**  
*Do:* Stand up and protect your family, friends, school and country. Be a good friend and look out for those who care about you. Keep secrets of those who trust you.

Don’t: Betray a trust. Let your friends hurt themselves. Do anything just so others will like you. Ask a friend to do anything wrong or spread gossip that could hurt others.

2. **RESPECT**

**Golden Rule**  
*Do:* Treat others the way you want to be treated. Respect the dignity, privacy and freedom of all individuals. Value and honor all people, no matter what they can do for you or to you. Respect others’ property, take good care of the property you are allowed to use and don’t take or use property without permission. Respect the autonomy of others; tell them what they should know to make good choices about their own lives.

Don’t: Use or manipulate others. Abuse, demean, or mistreat anyone.

**Tolerance & Acceptance**  
*Do:* Judge others on their character, abilities and conduct without regard to race, religion, gender, where they live, how they dress, or the amount of money they have. Be tolerant, respectful, and accepting of those who are different from you. Listen to others and try to understand their points of view.

**Nonviolence**  
*Do:* Resolve disagreements, respond to insults, and deal with anger peacefully and without violence.

Don’t: Use threats or physical force to get what you want or to express anger.

** Courtesy**  
*Do:* Use good manners; be courteous, polite, and civil to everyone.

Don’t: Use put-downs, insults or ridicule to embarrass or hurt others.
3. RESPONSIBILITY

**Duty**

*Do*: Know and do your duty. Acknowledge and meet your legal and moral obligations.

**Accountability**

*Do*: Accept responsibility for the consequences of your choices, not only for what you do but what you don’t do. Think about the consequences on yourself and others before you act. Think long-term. Do what you can do to make things better and set a good example.

*Don’t*: Look the other way when you can make a difference. Make excuses or blame others.

**Pursue Excellence**

*Do*: Your best, persevere, don’t quit, be prepared, be diligent, and work hard. Make all you do worthy of pride.

**Self-Control**

*Do*: Take charge of your own life. Set realistic goals, keep a positive outlook. Be prudent and self-disciplined with your health, emotions, time and money. Be rational; act out of reason not anger, revenge, or fear. Know the difference between what you have a right to do and what is right to do. Be self-reliant, manage your life so you are not dependent on others; pay your own way whenever you can.

4. FAIRNESS

**Justice**

*Do*: Be fair and just; treat people equally. Make decisions without favoritism or prejudice. In imposing punishment be sure the consequences for wrongdoing are consistent, certain and proportional (not too harsh or lenient).

*Don’t*: Take more than your fair share. Take advantage of or blame others unfairly.

**Openness**

*Do*: Be open-minded and impartial; consider what people have to say before you decide. Be careful; get the facts, including opposing viewpoints, before making decisions (especially blaming or accusing another).
5. CARING

**Concern for Others**

**Do:** Be compassionate and empathetic. Be kind, loving and considerate. Be thankful and express gratitude for what people do for you. Forgive others for their shortcomings.

**Don’t:** Be mean, cruel or insensitive.

**Charity**

**Do:** Be charitable and altruistic; give money, time, support and comfort without strings for the sake of making someone else’s life better, not for praise or gratitude. Help people in need.

6. CITIZENSHIP

**Do your share**

**Do:** Be a good citizen and a good neighbor. Care about and pursue the common good. Be a volunteer; help your school and community be better, cleaner and safer. Protect the environment by conserving resources, reducing pollution, and cleaning up after yourself. Participate in making things better by voicing your opinion, voting, serving on committees, reporting wrongdoing and paying taxes.

**Respect Authority and the law**

**Do:** Play by the rules, obey parents, teachers, coaches, and others who have been given authority. Observe just laws; honor and respect principles of democracy.
Certain regulations and expectations have been prescribed by laws of the state and federal government, the Archdiocese, the Department of Education or by policies established by the Administration. Additional regulations may be decided upon by the Administration during the school year.

**STUDENT EXPECTATIONS**

Students are expected to:

- Respect the authority of the administrators, faculty and staff.
- Follow the rules and policies outlined in the Parent/Student handbook.
- Be in your seat when the tardy bell rings.
- Be prepared for class and have necessary materials.
- Respect school property and carefully use and return all materials, uniforms and equipment.
- Comply with the student dress code.
- Refrain from profanity and obscenity in verbal and written expression.
- Help maintain and improve the cleanliness of our campus by cleaning up after themselves especially after nutrition and lunch.
- Treat others and yourself with respect and dignity.
- Demonstrate good behavior while on campus, at school activities and online.
- Refrain from chewing gum or sunflower seeds on campus.
- Consume food and drinks in the proper areas. Only bottled water is allowed in the classroom.
- Avoid areas in which there is no faculty/staff supervision.
- Take progress reports, notes, and all important information home to parents/guardians and return promptly if necessary.
- Know right from wrong and consistently choose to do the right thing.
- Return found items to the main office.

**DISCIPLINARY PROCEDURES**

Students are accountable for all school rules and standards of behavior:

- In each classroom.
- At all school events, on or off campus and online.
- To each member of the faculty and staff.
CLASSROOM RULES

In addition to the rules of the school, students are held responsible to each of their teachers, coaches, moderators and other staff members and to the individual regulations and requirements of their classrooms, teams, clubs and activities. Staff members are encouraged to provide students with motivation and encouragement to reach high moral standards and to make positive, ethical decisions. Teachers are also encouraged to involve parents/guardians in the character formation and discipline of students. However, for serious infractions, continuous infractions, or lack of cooperation of students/parents/guardians, all staff members have the right to make an immediate referral to the Dean of Character Formation.

DETENTION

After-School Detentions

After-school detentions may be assigned for any misconduct or breaking of school policies or class rules. After-school detentions may be issued by campus safety, administrators, faculty or staff through a written or verbal referral. Students must report to after-school detention within five minutes of the dismissal bell. After-school detentions will be served with the Dean or the Dean of Character Formation’s faculty representative and will last 30 minutes.

As stated on page 62 of this Parent-Student Handbook, all students are required to carry SGHS identification cards at all times. Any student without an identification card will be assigned after-school detention. Other infractions include dress code violations, gum chewing, eating or drinking in the building, cell phone use in class, foul language, loitering, littering. This list is not inclusive.

After-school detentions take priority over every after-school activity (e.g. athletic practices, athletic games, playoff games, Success, tutoring, choir, plays, Campus Ministry, ASB, bus schedules, carpool, etc.).

Special Circumstances
Hardship Cases
If for any reason the after-school detention cannot be served the same day, an additional after-school detention must be served. Hardship cases may only be approved through parental petition to the Dean of Character Formation before the start of the assigned after-school detention.

Excessive After-School Detentions
Records will be kept and excessive after-school detentions will result in further punishment, as seen fit by the Dean of Character Formation. Such punishments may include, but are not limited to: Saturday Service, suspension, and dismissal. Excessive detentions qualify as more than three after-school detentions per academic quarter.
Any student on probation who receives three after-school detentions may be asked to withdraw.

**SATURDAY SERVICE**

Saturday Services will be served with the Dean of Character Formation or his/her designee and will be held on Saturdays, although the schedule is subject to change. Saturday detention is for 2 hours and begins precisely at 8:00 a.m. Students assigned Saturday detention will pay $10.00 upon arrival (used to cover the cost of the staff on duty for detention and for prizes that will be raffled to students who have received no tardies). The fee must be turned in at the time of the detention. Students will not be allowed to complete their Saturday Detention if the payment is not made on the day of the detention and will need to reschedule and attend the next Saturday detention. Saturday detentions take priority over any other school activities, unless arrangements are made with the Dean of Character Formation. If there is a valid reason for rescheduling Saturday Service, parents/guardians must inform the Dean by phone, e-mail or in person prior to the Saturday service.

In keeping with our school’s philosophy, students who report to detention with our Dean of Character Formation may be required to complete a service activity. Service activities are designed to provide students with opportunities for personal growth by investing time and energy in the betterment of their school and community.

Any student committing three handbook violations may receive Saturday Service. A fourth handbook violation may result in Saturday Service and a parental conference may be held between an administrator, grade level counselor and teachers and the student will be placed on probation. Any student on probation who receives three additional handbook violations may be asked to withdraw. Saturday service is one form of disciplinary action that may be given as a corrective tool for students who are having behavior issues in the classroom or fail to follow school policies. Students must report for Saturday Service or they may be considered suspended until a parental conference is held.

**REFERRALS**

A student whose conduct is not corrected by parent-teacher efforts will be referred to the Dean of Character Formation. Referrals to the Dean may result in parent/guardian notification and a Saturday Service commitment. A second referral for conduct issues may, in addition to a Saturday service commitment, result in the offending student immediately being placed on probation.

**PROBATION**

Probation is a restriction of the student’s rights and privileges. The length of probation is determined by the administration. A student may be placed on probation for academic or disciplinary reasons. Behavior and academic progress are closely monitored to determine the level of cooperation, positive attitude and desire for success in our school from both the
students and parents/guardians.

**Probation Conference:** When a student is placed on probation, the first step is to rally the cooperative efforts of parents/guardians, teachers, academic counselor and the student. The terms of probation will be discussed and the student will be provided the opportunity to articulate a plan to meet the terms of the probation. If the student or the parents/guardians are deemed to be unwilling/uncooperative/unresponsive/unconvincing, the option for probation may be waived and the student may be asked to withdraw.

When the terms of the probation are agreed upon, it is understood that the student on probation will be continually evaluated and may be required to withdraw if deemed by the administration to be in violation of the terms of the probation.

When a student is placed on probation for academic or disciplinary purposes, the parent/guardian agrees in writing to fully cooperate with the decisions and policies of the administration. The student agrees in writing to give his/her academic and moral best.

**SUSPENSION**

The principal, Dean of Character formation, or their designee may suspend a student from attending school and school-related functions. If suspended, a student may not attend school or any school activity until a parental conference takes place with the Principal or Dean of Character Formation or their designee. Days missed during suspension are considered excused absences.

**EXPULSION**

A student may be expelled for a serious infraction or for displaying a pattern of disciplinary infractions; Expelled students are not welcome on campus or at extracurricular activities. Expelled students may ask for a Discipline Review Board.

**DISCIPLINE REVIEW BOARD**

Students who are expelled from Saint Genevieve High School may ask for a Discipline Review Board. The board advises the Principal on matters of school policy concerning Discipline and Character Formation and makes recommendations to the Principal concerning disciplinary sanctions, expulsion or non-retention.

Duties and Responsibilities:

- The Disciplinary Review Board is composed of two elected teachers and two teachers selected by the administration and when scheduling permits one selected by the student.
- This consultative board hears the first step in the appeals process in which the
Disciplinary Review Board is asked to review the Dean of Character Formation’s decisions regarding expulsions.

- The Disciplinary Review Board will only conduct review boards with students and their parents and/or legal guardians. Other relatives, friends and family associates are not permitted to be present.
- The Disciplinary Review Board is a confidential hearing. Students, parents, guardians and others are not to discuss the issues, topics and personalities involved with outside parties.
- The Disciplinary Review Board is a confidential process. Memos, discussions, vote tallies, personal notes are not open to public review or to the parents/guardians.
- The Disciplinary Review Board makes a recommendation to determine the student’s continued enrollment at the school. The Principal has the authority to make the final determination.
- During certain times of the year when teachers are on break, for example, Christmas and summer vacation times, a Review Board of available Administrative Team members and/or Faculty members will substitute for a Review Board of five teachers.

**DISCIPLINARY CAUSES LEADING TO PROBATION, SUSPENSION, WITHDRAWAL AND/OR EXPULSION**

Specific types of infractions are mentioned below only as examples. Any behavior at school or elsewhere injurious to the name and reputation of the school is unacceptable. Some interpretation and judgment in these matters is inevitable. The administration reserves the right to interpret the gravity of the situation, and to determine the disciplinary procedure. Further, some infractions may also be grounds for monetary penalties, such as: any damage to school property or loss of athletic equipment/uniforms. Where a violation of the law has occurred, legal authorities will be notified as required.

- Insubordination/Disobedience/Disrespect or extreme impertinence towards any faculty or staff member or anything that manifests contempt for school Authority.
- A pattern of disruptive behavior in the classroom
- Defiance of school authority (A pattern of defiance or non-compliance with school rules).
- Forgery.
- Truancy.
- Gambling.
- Hazing.
- Theft.
- Cheating/Plagiarism.
- Smoking.
- Threat of violence or coercive behavior.
- Possession or use of a school key or security code.
- Tampering with fire alarms or fire extinguishing equipment.
• Harassment of any type.
• Leaving campus without permission.
• Obscene conduct.
• Violation of probation.
• Defacement/Destruction of school property.
• Excessive tardiness/Poor Attendance
• Ineligible extra-curricular attendance.
• Possession of morally offensive material.
• Membership/involvement in a group responsible for coercive or violent behavior.
• Possession or use of alcohol, drugs or tobacco on campus or at a school related event.
• Use or possession of a weapon or anything that could be used as a weapon.
• Lying or withholding relevant information from the administration/faculty.
• Fighting, whether as an actual participant, an instigator or a supporter, whether on or off campus.
• Cyberbullying /Any misuse of the Internet/Social Media Guidelines.

Student Guidelines Regarding Internet/Social Media Usage

Saint Genevieve High school will be starting a BYOD (Bring Your Own Device) policy regarding technology in the classroom and students are encouraged to bring lap tops, smart phones, tablets, etc...to participate when the classroom curriculum calls for technology usage. Any misuse or disruption of the classroom routine will result in disciplinary action and confiscation of the item. Items that are confiscated for a first offense may be returned after the student serves an afterschool detention. Items that are confiscated for a second time may result in a Saturday Service and parents may be required to retrieve the item. A third offense will result in confiscation of the item for 5 school days and parents may be required to retrieve the item and the student may be placed on probation with a loss of privileges.

Access to the Internet is provided by Saint Genevieve High School for the benefit of student learning. Conversely, the Internet is full of inappropriate material and other usage risks so it is incumbent on students to use technology responsibly and ethically. This translates into a greater level of responsibility and accountability for students and parents. The lines between public and private are blurred online. Students are responsible for the content they publish online whether you are posting content for a class or posting content for personal use, it is important that student use of the Internet and social media be done responsibly considering that the content one posts and the location where the content is posted reflects on both the student, family and the school. Do not post any content you wouldn’t want parents, teachers, administration, or a future employer to see. Any conduct, whether on or off school campus or online unworthy of good citizenship and detrimental to the reputation of Saint Genevieve High School will result in disciplinary action.

Access to the network for Internet usage while on campus is a privilege not a right. Students must not attempt to get unauthorized access to any file servers in the school’s system, outside file servers, or go beyond the students’ authorized access. Students must keep all account
information and passwords private. Saint Genevieve High School is not responsible for the actions of anyone using the internet through the school’s network. Saint Genevieve High School reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy.

**Be Prepared** to be held accountable for your actions!

The school reserves the right to search any item brought on campus; this includes Lap tops, smart phones, tablets, etc...

Here are some basic guidelines:

- Do your own work! Do not cut and paste material! You cannot use other people’s intellectual property without their consent. It is good practice to hyperlink to your sources. Be aware that photos, pictures, videos, songs, audio clips, etc…may also be protected under copyright laws. See [http://www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html) for guidelines.
- Be safe online. See [http://www.safeteens.com/](http://www.safeteens.com/)
- Be transparent online. Use your own name and be clear regarding your purpose online.
- Please use good judgment and protect your privacy, and that of the school, our students and their families. Once materials are online they may be out of your control. Do not post any content you wouldn’t want parents, teachers, administration, or a future employer to see.
- When blogging or writing online be respectful when disagreeing with someone else’s opinion or critiquing someone else’s work. What is inappropriate for the classroom is inappropriate online.
- Any inappropriate material that you encounter online related to the classroom curriculum should be reported to an adult.
- Student produced multi-media, web pages, social media page, blog, vlog etc… should contain a statement stating that “this is a student produced site and the opinions stated do not represent Saint Genevieve High School”. The administration has the right to protect the schools’ reputation. Any conduct, whether on or off school campus, unworthy of good citizenship and detrimental to the reputation of Saint Genevieve High School will result in disciplinary action, this includes student produced web sites.

**Parents**

Saint Genevieve High School recognizes the changing role of the Internet and social media website use in education and the positive impact on student learning as well as enhancing the communication between parents, students and teachers. The school recognizes parents are the primary educators of their children and encourages parents to monitor their children’s online activities. In addition, the school encourages parents to participate in such activities when appropriate. Parents should act responsibly and respectfully at all times and understand that their conduct acts as a role model for students and reflects on the school community. Parents
must understand and accept that the faculty/staff cannot individually monitor all of the information that a student is able to access and that it is impossible to completely prevent access to inappropriate or controversial materials.

**Cyberbullying**

Cyberbullying is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies or mobile phones. Saint Genevieve High School strives to provide an educational environment in which cyberbullying in any form will not be tolerated. Any complaint that can be verified may result in consequences ranging from probation to expulsion. Saint Genevieve High School reserves the right to search mobile phones or other digital devices to determine if the student is violating school policy. Students who may have been cyberbullied should promptly report any incidents to a teacher or administrator.

Cyberbullying can take many forms, such as but not limited to:
- Harassment by instant messaging, text messaging and e-mailing
- Stealing passwords
- Blogs
- Creating a web site for the sole purpose of harassing another student
- Sending pictures (sexting—see below) or videos through e-mail or other devices or posting on social network sites
- Internet polling
- Impersonation

“Sexting” is the act of sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital device. Sexting is unacceptable and has serious consequences; these messages, photos, and images are then often being further disseminated through email and internet-based social networking websites well beyond their original intended recipients. Saint Genevieve High School reserves the right to search mobile phones or other digital devices to determine if the student is violating school policy. The possession of inappropriate pictures on any device is prohibited and may violate the state’s child pornography law. Any complaint that can be verified may result in consequences ranging from probation to expulsion.

**END OF SEMESTER REVIEW PROCESS**

At the end of each semester, students’ progress will be evaluated in consideration of their continued enrollment. Registration for the next semester will be extended to students who are in good standing with the school.
STUDENT WITHDRAWAL PROCEDURES

1. **Parental Withdrawal**: A student transferring to another school must obtain a withdrawal form from the Main office and return the completed form. The Registrar will issue an official transfer, containing the appropriate signatures to be signed.

2. **Disciplinary Withdrawal**: Upon the recommendation of the Discipline Review Board, the school will inform parents/guardians and students of the school’s decision for withdrawal. The Registrar will then complete the transfer forms.

3. **Academic Withdrawal**: A student receiving three or more failing grades at the semester may be asked to withdraw. A student below a 2.0 Academic GPA for two consecutive semesters may be asked to withdraw. The student may apply for an Academic Review Board.

4. **Confidential Withdrawal**: In special cases of confidentiality, the Administrator to whom the case is referred will handle all procedures.
CO-CURRICULAR ACTIVITIES

INTRODUCTION

Saint Genevieve High School strives to develop well-rounded, life-long learners. Co-curricular activities supplement the educational program and allow the students to develop responsibility, decision-making skills, leadership skills, pride, self-esteem, commitment to community and social skills. It should be stressed that participation in co-curricular activities is a privilege and is extended to those students who satisfy the established standards. All students should conduct themselves in and out of school in such a manner that reflects pride in the school, the community, the family and themselves.

ASSOCIATED STUDENT BODY (ASB)

All students are members of the Associated Student Body. The Student Council has been organized to establish democratic procedures governing student activities and to develop a sense of responsibility, self-discipline, leadership, cooperation, scholarship, school spirit and Christian virtues. The Associated Student Body government attempts to make the student more involved in government affairs in conjunction with the administration and faculty. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects.

All candidates must receive the approval of the administration and meet the academic and disciplinary requirements. ASB and class officers are expected to serve as the example for other students in following school policies and procedures and may be removed from office if issues following school policies and procedures occur.

The ASB organization is responsible for promoting all of the activity programs of the school and for coordinating all events and projects that are classified as extra-curricular.

The goals of student government are to include:

- Developing the students' understanding of the philosophy, goals and objectives of the high school;
- Encouraging the students to become active members of the high school community which offers various opportunities of personal interaction with peers, staff and parents;
- Assisting students in developing leadership and organizational skills in planning and sponsoring events and activities.
ASB EXECUTIVE OFFICERS 2016 – 2017

President  Jordan Blackman
Vice-President  Kayleah Kellybrew
Secretary  Raffi Titizian
Treasurer  Alexis Orellana

The following officers are appointed and not elected by the student body.

Boys/Girls Sports Commissioners:

CLASS OFFICERS

Class Officers are elected by their individual classes

Senior Class  Junior Class
President:  Enoch Waiswa  President:  Martin Del Orbe
Vice-President:  Cedric Gonzalez  Vice-President:  Xenia Martinez
Secretary:  Adrian Rodriguez  Secretary:  Heather Salveron
Treasurer:  Ileana Reyes  Treasurer:  Suzy Gevorgyan

Sophomore Class  Freshman Class
President:  Angela Zhou  President:  TBA
Vice-President:  Jaidyn Yambao  Vice-President: TBA
Secretary:  Leonardo Aguilar  Secretary:  TBA
Treasurer:  Janelle Rodriguez  Treasurer:  TBA

PARENT EXPECTATIONS

Students should be picked up promptly after all school activities. Supervision is provided for one half hour after an event or upon returning to school from an event. Parents who are late in picking up their children will assume the cost of the personnel supervising. The cost will be $10.00 for every fifteen minutes.
STUDENT GUIDELINES and EXPECTATIONS

STUDENT ID

Each student is issued an identification card for a fee and must possess this card while on campus or at school-sponsored events. Students must purchase a replacement ID through the Main office for $10.00 if the original is lost.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not appropriate on school grounds and school-sponsored events on or off campus. Feelings of affection require a proper time and appropriate places rather than school to display that affection. Excessive displays include, but are not limited to: kissing, groping, prolonged hugging and sitting on knees/laps.

HALLWAY CONDUCT

Students who leave a classroom are to have a hall pass or summons which gives a student permission to go from the classroom to a specific destination and then return. A hall pass or summons is not a license to wander. When classes are in session, students are to respect the learning environment. Students and parents/guardians alike are asked to maintain a respectable tone of voice throughout the campus and refrain from using profanity.

Students are expected to change classes with a minimum of social mingling and at a pace that enables them to arrive in class and be seated before the tardy bell rings. Any unruly or inappropriate behavior will not be tolerated. Students and their parents/guardians are asked to remember that even during change of classes, before and after school, business is often conducted over the phones and in meetings throughout the campus. Therefore, a respectable tone of voice should always be maintained.

STUDENT INTERVIEWS BY LAW ENFORCEMENT

In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law.

Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
**BUS TRANSPORTATION**

Students who ride the bus to and from school must understand that riding the bus is a privilege and that they are expected to follow the directions of the bus driver. The bus is considered another classroom, and the rules set forth by the bus driver are expected to be followed just like the rules of the classroom teacher. Students who ride the bus should carry their school ID and surrender their ID to the bus driver if asked. The administration will not hesitate to remove the privilege of riding the bus if the student’s behavior places other students in danger and hinders order on the bus. In addition, parents could be held financially responsible for any vandalism by students.

**CELLULAR PHONES, PDA’S, LAPTOPS, TABLETS**

Saint Genevieve High school promotes a BYOD (Bring Your Own Device) policy regarding technology in the classroom and students are encouraged to bring lap tops, smart phones, tablets, etc...to participate when the classroom curriculum calls for technology usage. Lap tops, smart phones, tablets, etc...are for educational purposes only (Please see the Guidelines on Page 56). Students are allowed to use cellular phones during nutrition and lunch and before and after school for personal use. Cell phone use is not allowed during passing periods. Students are not allowed to use ear buds/headphones in school buildings unless they are used in a classroom for educational purposes. Any misuse or disruption of the classroom routine will result in disciplinary action and confiscation of the item. Items that are confiscated for a first offense may be returned after the student serves an afterschool detention. Items that are confiscated for a second time may result in a Saturday Service and parents may be required to retrieve the item. A third offense will result in confiscation of the item for 5 school days and parents may be required to retrieve the item and the student may be placed on probation with a loss of privileges. Students that are misusing their Lap tops, smart phones, tablets, etc... at school events like Evening school, field trips, etc... and have their items confiscated will not receive the item back until the following school day and will have to perform a Saturday Service. The school accepts no responsibility for the loss or damage of these items. The school reserves the right to search any item brought on campus; this includes Lap tops, smart phones, tablets, etc... All confiscated cell phones are subject to search by Administration. Repeated violations will be treated as defiance and turned over to the Deans and may result in probation.

**IPODS/ELECTRONIC DEVICES**

Game boys and certain electronic devices are not allowed on campus. Any misuse or disruption of the classroom routine will result in disciplinary action and confiscation of the item. Ipods are allowed on campus and students are allowed to use them during nutrition and lunch and before and after school, but are not allowed in the classroom unless used for an educational purpose. Students are not allowed to use ear buds/headphones in school buildings unless they are used in a classroom for educational purposes. Any misuse or disruption of the classroom routine will result in disciplinary action and confiscation of the
item. Items that are confiscated for a first offense may be returned after the student serves an afterschool detention. Items that are confiscated for a second time may result in a Saturday Service and parents may be required to retrieve the item. A third offense will result in confiscation of the item for 5 school days and parents may be required to retrieve the item and the student may be placed on probation with a loss of privileges. The school accepts no responsibility for the loss or damage of these items.

**EMERGENCY INFORMATION FORM/EMERGENCY CARDS**

It is the responsibility of each parent/guardian to keep emergency cards and information up-to-date. Whenever there is a change of information, for example, with an address or phone number, the information is to be reported promptly to the school.

**DISTRIBUTION OF OUTSIDE LITERATURE**

Students are not permitted to distribute or to use school bulletin boards for special interest literature or for literature contrary to the teachings of the Catholic Church.

**18 YEAR OLD STUDENTS**

All school regulations apply to all students even if they are 18 years of age or older as long as they are enrolled in the school. The school will continue to report to parents concerning grades, discipline, etc. and require parental permission whether or not the student is still in his parents' home and/or financially dependent on parents for his/her schooling.

**LUNCH/NUTRITION/DINNER**

Students are expected to remain in supervised areas and within eyesight of assigned faculty supervisors during lunch and nutrition. Students are not permitted in the field and faculty/staff parking lot. Students are not allowed in the gymnasium, locker-room, weight room or other facilities unless faculty/staff supervision is present. Students are not allowed in the school building unless faculty/staff supervision is present. Students are to use the restrooms on the outside first floor. Students are expected to help maintain and improve the cleanliness of our campus by disposing of litter properly. Students are allowed to have water and water only in the classroom. Students may not go outside the school premises to receive items from family or friends.

**FOOD SERVICE**

Food service is available during lunch and nutrition in the Valiant Cafe. Students are to form a single line in order to be served. Students are not to purchase food for other students, “cut” into line, and/or loiter around the line. Students that are not purchasing items should not be in the Valiant Café.
GUM/MINTS/COUGH DROPS

Cough drops/breathe mints like TicTacs and Altoids that dissolve in the mouth are allowed but Gum and sunflower seeds are strictly prohibited.

SICKROOM POLICY

Students who become ill during the school day are to report to the attendance office/student store. Students may stay in the office for ten minutes only, at which time they must return to class or make arrangements to get picked up. Students who cannot walk upstairs due to injury will remain in the library when they have class upstairs. Students are responsible for contacting their teachers and keeping up academically.

PARKING REGULATIONS

The students are to park off campus on the street surrounding the school and must avoid blocking driveways. Students are to observe all city posted signs regarding parking. Students are not permitted to park on school or church premises. The school is not responsible for the vehicle or its contents. Students are not permitted to loiter in the parking lot either before or after school or to go to their cars during the day unless they have permission from an administrator. The speed limit in the parking lot is 5 mph. The speed limit in school areas is 25 mph. Speeding in the vicinity of the school constitutes dangerous driving and makes a student liable for disciplinary action. Vehicles can and may be searched; anything found in a vehicle driven to school by a student is considered to be in the possession of the student.

ARRIVAL/DEPARTURE CONCERNS

- Parents are not allowed to drive on campus to drop off or pick up students.
- Students should be dropped off and picked up on Ranchito, Community or surrounding streets.
- Please do not block the faculty parking lot entrance on Ranchito.
- Parents are discouraged from dropping off students on Roscoe Boulevard in the morning because no stopping is allowed between 7:00 and 9:00 AM on Roscoe. It is dangerous and a traffic violation!
- Please be respectful of our neighbors and do not honk or block driveways.
- Please be courteous to teachers, administrators, our security guard and adults helping to control and monitor the traffic at both schools. Remember to slow down and be careful for the safety of everyone!
- Students are advised not to walk through any alleys around the Woodman and Van Nuys area or through any alleys on their way to and from school.

Parents should not be dropping of students on Hazeltine and having them walk through the
elementary school in the morning. The elementary school has plenty of traffic congestion and parents should avoid that area. To avoid traffic issues in the afternoon, parents are urged to avoid Community and pick up their students on the side streets like Colbath or Costello or further down Ranchito towards Carl’s JR. For safety & insurance reasons, we ask that students do not arrive at school before 7:30 a.m., since it is impossible for the school to provide adequate supervision before that time. This same policy holds true after school for students who are waiting for rides or who have not departed campus and do not have an after-school activity. Students should be picked up within 20 minutes of the daily dismissal time. Any student who is not involved in an approved and supervised after-school activity may not remain on campus after 20 minutes of dismissal.

NEIGHBORHOOD RELATIONS

Saint Genevieve High School wishes to maintain good relations with our neighbors. Local residents have a right to privacy, private property, and freedom from profane and/or abusive language. Students must not loiter, litter, trespass or create problems for residents of the community. While Saint Genevieve High School cannot be held responsible for the acts of students off campus, the administration may take disciplinary action.

CLOSED CAMPUS

To preserve the academic environment and security of the school, Archdiocesan and parish high schools are designed as “closed campuses.” No person may enter the campus without lawful business authorized by school administration. Visitors are directed to the Office for desired information or business. Visitors are not to be allowed on campus at any time without the expressed knowledge and permission of the school administration. Any person on campus without the permission of the administration will be asked to leave immediately. Any individual who returns to campus after being asked to leave may be referred to the Police. Students should discourage visitors from coming to campus before school, during nutrition, lunch and after school. Nor should students engage in conversations with visitors through the fence or on adjacent sidewalks or streets. Students from other schools are allowed on campus to attend SGHS activities such as but not limited to dances and athletic events. SGHS students are responsible for their guests and may face disciplinary actions for their guest’s behavior. Class visitations may be approved for prospective students with advanced approval through the Admissions Director and/or the Dean. Students may not take care of relatives on campus during the school day. Any items to be delivered to students should be done through the attendance office/student store. Parents/guardians, family members and friends should not hand items through the fence to students. No teacher may give a student permission to leave campus.

OFF-CAMPUS

No student may leave campus without the expressed permission of his/her parents. Requests for off-campus permits, other than for illness, must be made by telephone and in writing to the
Attendance Office, the day before the permit is to be issued. Parents are asked to cooperate with the school by not requesting off-campus permits except in cases of emergency. Medical and dental appointments should be scheduled outside school hours. Off-campus permits **MUST** be signed by the doctor stating appointment time and leaving time, and returned to the Attendance Office.

**EARLY DISMISSAL**

Students who have been granted early dismissal must agree to leave campus at the time designated for their departure. To remain on campus, students must have the permission of the Dean.

**LOST AND STOLEN PROPERTY**

The school is not responsible for lost or stolen property including books. The lost and found department is located in the attendance office/student store. Report all lost books to the attendance office/student store. If you believe your books were stolen please report this to the Dean. The school reserves the right to search any items brought on campus as well as any vehicle parked on school property or parked on the school perimeter.

**DANCES**

Dances are school-sponsored activities; therefore, all school regulations are applicable at these functions. All dances are scheduled between 7:30 and 11:00 p.m.

**The rules governing dances are:**

Doors close at 8:00 p.m. and open again at 11:00 p.m. Students are not allowed to leave once inside the dance. Students who arrive late will not be permitted into the Dance. There is an admission fee with and without a valid school I.D. card. Admission fees will vary. All St. Genevieve dances are closed dances. All guest passes must be approved by the appropriate moderator prior to the dance. Approved guests must be in the 9th grade or above. Only one guest pass per student is allowed. Students must accompany their guest through the entrance to the dance. All guests must have I.D. and must follow all school rules. Guests are the responsibility of the St. Genevieve student. SGHS students are responsible for their guests and may face disciplinary actions for their guest’s behavior. Any guest suspected of being under the influence of, in possession of, or selling alcohol or drugs or displaying disorderly conduct will be asked to leave and may, in the future, be refused admittance to other events. No refunds will be given.

**Attire:** Students are expected to know what to wear at school social events. Our students must realize that different occasions dictate the appropriate dress for social functions. It is hoped that students will make mature and responsible decisions regarding dress for social events, keeping in mind St. Genevieve's standard of modesty and good taste in Dress Code.
All students must be picked up by 11:30 p.m. Chaperons will leave at 12:00 midnight. Any student not picked up by 11:30 p.m. will not be allowed to attend dances for the remainder of the school year. The school will accept no liability for students on school grounds or Parish grounds after 12:00 midnight. For their own safety, students without transportation remaining past midnight may be dropped off at the local police station.

Students should be picked up promptly after activities. Supervision is provided for one half hour after an event or upon returning to school from an event. Parents who are late in picking up their children will assume the cost of the personnel supervising. The cost will be $10.00 for every fifteen minutes.

WORK PERMITS

Minors under the age of eighteen (18) and over sixteen (16) years of age who attend school are not allowed to work without a permit to work. The application for the permit may be obtained from the Main office the student attends or from a public school in the student’s attendance area.

FIRE DRILLS

The fire department requires that every school conduct regularly scheduled fire drills. Everyone on campus is to participate in the fire drill and follow the directions given by the faculty and administration.

FIRST AID

Only minor and very basic first aid may be administered to students; no secondary treatment, such as changing or removing bandages, may be administered. Parents/guardians will be contacted if there is any question regarding the seriousness of or complications arising from any injury.

STUDENT ILLNESS/ACCIDENT PROCEDURE

Unusual illness or accidents occurring at school will be reported immediately to the school office. A written report of the circumstances and witnesses will be made and filed with the Business Manager. A complete and current emergency card is to be filled out by the parent for each student so that if he/she becomes ill or meets with an accident, the parent or guardian can be contacted immediately. Parents/Guardians and students must ensure that an updated emergency card is filed with the attendance office. The school will not be responsible nor liable especially when the parents have failed to notify the school when there has been a change of phone number and/or address.
**INSURANCE**

The Student Accident Insurance Program is provided for all students in Archdiocesan and parish high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity.

**STUDENT LOCKERS**

At the beginning of the school year, a locker is assigned to each student. Students who use an unassigned locker may have the lock removed and the items found inside will become property of Saint Genevieve High School. Lockers are the property of the school and their use is a privilege granted to the student by the school. It is the proper function of school authorities to inspect lockers. Students may not change lockers or use another student's locker without the expressed permission of the Dean. Lockers must always be neat and in a usable condition. Students are not to deface lockers in anyway including writing, marking, placing stickers or pictures inside or outside the lockers. Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers. New students must purchase locks through the Dean or the Business Manager. Lockers may be decorated for birthdays and special days with the administrations approval and all items must be removed by the end of the school day or they will be discarded. Only painter’s tape or putty should be used for decorating lockers and a minimum of two balloons are allowed for decoration. Students withdrawing form school have three school days to empty their items from the locker or the items found inside will become property of Saint Genevieve High School.

*Saint Genevieve High School is not responsible for lost or stolen property.*

**CONFISCATION OF STUDENT PROPERTY**

Teachers have the right to confiscate and discard notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process. The teachers and administrators may also confiscate any personal property and materials which are deemed inappropriate for the classroom environment or are in violation of school policies. The school reserves the right to search any item brought on campus.

**SKATEBOARDS & ROLLERBLADES**

Skateboards, rollerblades and similar items are not to be used on campus or surrounding walkways, blacktop and lunch area or in the school building at any time. Bicycles and
mopeds are to be parked in the bike racks.

**BOOK-BAGS**

The oversized book-bags have become an obstacle and detriment especially in exiting rooms for earthquakes and fires. Students do not need book-bags during class time. They will be allowed to use book-bags to bring their books to school and to take their books home if necessary. Book-bags will not be allowed in the library during lunch time. If study time is needed, only necessary materials will be permitted. Book-bags must be left in lockers.

**The Joan Payden Library**

Students may use the library before and after school, at nutrition, and at lunchtime. Students wanting to use the library during class time must present a library pass from their classroom teacher. During the school day, no student will be allowed in the library without a pass. The pass is signed by the librarian and the student returns it to the teacher before the end of the period. Students are not allowed to bring food or drink into the library. Students must exhibit good library manners at all times. All library users are entitled to the right of silence in the library in order to concentrate on their tasks. Students using the library should follow the specific guidelines listed below but remember that all policies in the Parent Student handbook apply.

Any violation of the rules may result in (but not limited to) loss of library use privileges, Saturday detention, monetary fines and/or suspension from school up to and including expulsion.

- No Making or receiving phone calls
- No Loud Noises (*from individuals or groups*)
- No Loitering
- No Vandalism
- No Food or Drinks (*including water, gum, candy, etc.*)
- You must sign-in to use computers
- Treating the library like a social lounge is unacceptable
- Computers are for *school-related tasks only*

Saint Genevieve High School provides internet access in the library for the educational benefits. We expect our students to be a model of morality, character and judgment on the Internet. Further, parents must understand and accept that the faculty/staff cannot
individually monitor all of the information that a student is able to access and that it is impossible to completely prevent access to inappropriate or controversial materials. Using school computers is a privilege. The privilege may be revoked permanently for unacceptable conduct and/or usage (Please see the Guidelines on Page 56).

All books, periodicals, pamphlets and other materials taken from the library must be checked out at the circulation desk. It is the Student's responsibility to return all books and other library materials in good condition and on time. A fine of 25 cents per day per item (except Sat., Sun. and Holidays) is charged for all overdue materials. A student may be notified regarding overdue library materials and/or unpaid fines. Failure to respond to this notice will result in disciplinary action. Lost or damaged library materials are the responsibility of the student who checked them out. At the end of each semester, each student's library record must be clear before he/she will be allowed to take final examinations or receive a report card. This means that all books and other library materials must be returned; fines paid and lost books paid for in full. Seniors must clear all library fines before graduating.

**Library Laptops Check-Out Rules & Procedures**

I.) Students must have their Student I.D. Cards in order to check-out Library Laptops.  
   (A) If a student is going to use one of our laptops, that student must turn-in his/her I.D. Card to the Librarian. The I.D. Card shall be returned to the student once the laptop is returned to the Librarian.  
   (B) The student must also fill out the Library Laptop Sign Out/In Tracker Sheet upon picking up and returning our laptop.

II.) Students may NOT physically take the laptops anywhere outside of the Library for any reason. Laptops may only be used inside the Library unless special permission is given by the Librarian.

III.) All of the rules & expectations pertaining to the use of the student desktop computers in the Library are also applicable to every Library Laptop user.

IV.) A student shall be held responsible for any damage that may be inflicted upon the Library Laptop that he/she officially checked-out from the Library.

V.) It is up to the Librarian as to whether or not a Library Laptop is to be checked-out to any given student. Any student who fails to follow any given Library Rule shall lose the privilege to check-out Library Laptops.

VI.) Library Laptops shall only be checked out when all Library desktop computers are occupied.
VI.) All rules concerning “Computer & Internet Use” as stipulated within the Student Handbook is still applicable to anyone using our Library Laptops.

**EARTHQUAKE PREPAREDNESS AND PROCEDURES**

Assembly Bill 2786 (Katz, 1984) requires this school to establish an earthquake emergency system. Each school is to develop a building disaster plan which outlines the roles, responsibilities, policies and procedures for students and staff in order to maintain the safety and care of all.

**EXCURSIONS AND FIELD TRIPS**

Permission, in writing, must be obtained from a parent or guardian before a student can participate in an excursion or field trip. The parent must agree to the means of transportation used for the trip. Field trips are privileges, not rights and students can be denied participation in a Field trip if they fail to meet academic or behavioral requirements.

**CONFIDENTIALITY**

Teachers and other staff members will keep student confidences so long as no one’s life, health or safety is at stake. Once life, health, or safety is at stake, the adult must notify the proper authorities.

**GANGS**

Membership in a gang, which is defined as a group of three or more persons, whose primary purposes is the commission of a crime, and all gang-like activities are prohibited.

**SCHOOL STUDENT NON-DISCRIMINATION POLICY**

Saint Genevieve High School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Saint Genevieve High School does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While Saint Genevieve High School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the
student’s emotional, academic and physical abilities and the resources available to the school in meeting the student’s needs.

**DOCUMENTATION OF NONDISCRIMINATION**

The Internal Revenue Service requires non-public schools to maintain a nondiscriminatory policy with respect to students in order to be recognized as tax exempt. Schools must demonstrate the existence of this policy by annually publishing a statement of nondiscrimination.

By October first of each year, each archdiocesan school must complete a form stating its nondiscriminatory policy. This form is sent to the Department of Catholic Schools and is kept on file there. For parish schools, the pastor will publish the nondiscriminatory policy statement in the October issue of the parish bulletin. The school retains a copy of this issue of the parish bulletin in the school file. The statement of nondiscrimination is published each year in the Staff Handbook, Parent-Student Handbook and also in the admissions materials.

**INCLUSION**

As a Catholic school every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, Saint Genevieve High School will strive to include students with varied learning needs. All educators in Catholic schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)“. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student’s teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student’s disability may request the “Disability Discrimination Complaint Review Process” from the principal.

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

The students’ interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, Saint Genevieve High School may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school and include online behavior.

These Christian principles further include, but are not limited to, the following:
• Parents/guardians are expected to work courteously and cooperatively with Saint Genevieve High School to assist the student in meeting the academic, moral, and behavioral expectations of the school.

• Students and parents/guardians may respectfully express their concerns about Saint Genevieve High School operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

• Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

• Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in Saint Genevieve High School.

• These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

**DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS**

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent/guardian or other family member who insults or abuses any school personnel risks their child’s continuation in Saint Genevieve High School.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in Saint Genevieve High School.
RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent/guardians as described above might so diminish the effectiveness of the education process that continuation of the student in Saint Genevieve High School may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

MARRIED STUDENTS

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student’s educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

STUDENTS NO LONGER LIVING WITH THEIR PARENTS

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student’s educational process. A student not living in the home of a parent or guardian may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

**Electronic Communications Policy**

1. **Systems, Devices and Materials**
   a. **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
   b. **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
   c. **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. **Electronic Communications Systems, Devices and Materials and Users Covered**
   a. All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
   b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
   c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
   d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. **Ownership and Control of Communications**

a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.

b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

c. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.

d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”

e. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.

f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.

g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. **Guidelines for E-mail correspondence and other electronic communications**
a. All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.

b. E-mail and other electronic communications are not necessarily secure.

c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.

d. Postings to "All Employees," “All Parents” “All Parishioners” and the like on intranets or the Internet or the World Wide Web must be approved by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.

e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. Prohibited Practices:

Users of parish, school or archdiocesan electronic communication systems, devices or materials and users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.

b. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.

c. Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents’ approval and the presence of a parent at any meeting.

e. Engage in pirating or unauthorized distribution (such as “podcasting”) of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.

f. Post chain letters or engage in “spamming” (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.

g. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.

h. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;

i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.

j. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others’ passwords, trespass on others’ folders, work or files.

k. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).

l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user’s job duties or assignment by a responsible person.

m. Introduce a virus, attempt to breach system security or tamper with a system.
n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.

o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.

p. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

7 Local policies for parishes and schools

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school-related settings to suit their local needs. **Such policies may not deviate from this Electronic Communications Policy in any material way.** Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected;
- appropriate language for email response to email or text messages that raise questions or concerns

**Sample:** “Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you
contact the parish or school by telephone or by regular mailed correspondence.”

- the consequences that will result if the parish or school policy is not followed.

**HARASSMENT, BULLYING AND HAZING POLICY**

Saint Genevieve High School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

1. **HARASSMENT** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

   - Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
   - Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
   - Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
   - Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

2. **BULLYING** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

3. **HAZING** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which
causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

- **RESPONSIBILITIES OF THE SCHOOL**

  It is the responsibility of Saint Genevieve High School to:

  - Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
  - Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement.
  - Remain watchful for conditions that create or may lead to a hostile offensive school environment.

- **RESPONSIBILITIES OF THE STUDENT**

  It is the student’s responsibility to:

  - Conduct himself or herself in a manner that contributes to a positive school environment.
  - Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
  - If possible, inform the other person(s) that the behavior is offensive and unwelcome.
  - Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
  - As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

**STUDENT THREATS**

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.
The student who has made the threat, shall be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

**SCHOOL SEARCHES**

Students’ legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student’s person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent’s permission to conduct a search of the student and/or the school’s or a student’s personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever an administrator conducts a search of a student’s person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student’s backpack, purse, clothing or personal effects, must have a reasonable suspicion that a law or school rule is being or has been violated. The student’s parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student’s locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.
If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student’s parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

CONFIDENTIALITY AND PRIVACY [GLOBAL SCHOOLS]

1. Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

2. Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.
3. Directory Information

"Directory information" means one or more of the following items: pupil’s name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

Saint Genevieve High School will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

4. Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church’s mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.
School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Controversial Issues

Those topics or issues of a religious, moral, socio-political or scientific nature concerning which there are definite but differing opinions among recognized theologians, moralists, social scientists and/or scientists are considered to be controversial.

Pregnancy

A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.
Students involved with a pregnancy have changed their status quo and thus some of their obligations, responsibilities and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status, especially in terms of activities and priorities in school. The pregnant student cares for herself as mother-to-be and the father-to-be responds with care and support for the mother and child.

In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented.

When pregnancy is known to school personnel by whatever means, the principal must meet with the pregnant student and both parents and/ or guardians. The student must be required by the school to receive appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the new born child.

Additionally, the student will be referred to her pastor for advice and counseling. If the father-to-be is identified and if he is a student in a Catholic school, the principal of that school must meet with him and his parents and require that he be involved in a counseling program similar to that provided by the mother-to-be. Also, he will be referred to his pastor for advice and counseling. The school assists the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternate program, such as St. Anne’s Maternity Home or programs recommended by Catholic Social Services.

If the student chooses to remain in school, she will be allowed to participate fully in all activities to the extent that the condition of the student and the common good of the school shall determine. Each pregnant student will be treated as an individual. The principal, counselor, dean, and in some cases the Pastor of the parish may also be included in the decision process along with the student and the parents. All aspects of each case will be reviewed and a determination plan will be made based upon its unique circumstances. If the student desires to return to school after the birth of the child, the school will facilitate her enrollment.

The condition of pregnancy shall not exclude the student from participating in the public graduation ceremony. However, the principal, in consultation with the Superintendent and, in the case of parish schools, the pastor shall determine whether unique circumstances may necessitate pursuing an alternate action.

Without jeopardy to the above guidelines, the school shall retain the right and the responsibility to promulgate and implement disciplinary measures, including expulsion for public and overt breaches of Catholic moral teaching. Each pregnant student will be treated as an individual. The Counselor, Dean, Principal and in the case of a Parish School, the Pastor, if he so wishes will review all aspects of the case and make a determination based upon any unique circumstances. The plan will be discussed with the parents and student.
**ABORTION**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion which disregards innocent human life is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. (Gaudium et Spes, 51; Code of Canon Law, 1398).

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, this action is also cause for the son or daughter of that parent or guardian to be dismissed from school.

In accord with the policy above, each situation regarding abortion will be handled on an individual basis, applying the following suggested procedural guidelines:

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member of the school community is to advise the student to contact the principal or counselor. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.

If the student intends to proceed with the abortion, does proceed with the abortion or makes known that she has undergone an abortion or that she/he has assisted in procuring an abortion, the administrator, teacher or counselor to whom this fact is made known, without jeopardizing the privacy of the student, is to contact the Regional Supervisor or Associate Superintendent of Schools for further guidance as to handling the situation.

Without jeopardy to the above guidelines, the school retains the right and responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

**CHILD ABUSE**

Child abuse is a reality of our society. Child abuse includes physical injury which is inflicted on a
child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonable suspected incidents of child abuse must be reported immediately, or as soon as practically possible by telephone to a child protective agency by a child care custodian or health practitioner. A “child care custodian” includes a pastor in his role as ex officio administrative officer of the parish school, a teacher, a principal, a teacher’s aide and an administrator of day camps. A “health practitioner” includes a social worker, a psychologist, a licensed nurse and marriage, family and child counselor. “Reasonable suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. After the initial report by telephone, a written report must be sent to the child protective agency within thirty-six hours of receiving information concerning the incident. For the purpose of this reporting statute, “child” means a person under the age of eighteen years.

**A Child Protective Agency:** A child protective agency is defined as a police or sheriff's department, probation or county welfare department. In Los Angeles County, for example, the appropriate child protective agency would be either the Los Angeles County Department of Children Services or the law enforcement agency having jurisdiction over the area where the abuse occurred. In most cases this is where the child resides.

**COMMUNICABLE DISEASE**

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician or a nurse before she/he is readmitted to school. The principal may readmit a student absent because of non-reportable communicable diseases, such as chicken-pox, German measles and influenza.
This section to be completed by Saint Genevieve High School:

Saint Genevieve High School:

Class/Activity:

Saint Genevieve High School intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to Saint Genevieve High School will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian:

I, (name), am the parent or legal guardian of (child’s name), a minor. I hereby authorize Saint Genevieve High School to use the following personal information about my child:

Please initial the applicable boxes

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I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that Saint Genevieve High School may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by Saint Genevieve High School in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

Saint Genevieve High School may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. Saint Genevieve High School will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While Saint Genevieve High School will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge Saint Genevieve High School and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for Saint Genevieve High School’s giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by Saint Genevieve High School. I understand and agree that Saint Genevieve High School shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If Saint Genevieve High School intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against Saint Genevieve High School and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to Saint Genevieve High School. However, my new authorization will not have the effect of revoking this Authorization, and Saint Genevieve High School will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: ___________________________ Date: ________________

Print Name: __________________________ Relationship to Child: __________________________

Address: __________________________ Telephone: __________________________

Name of Child: __________________________ Age: __________________________
Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events (Global Archdiocesan)

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.

- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.

- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.

- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.

- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.

- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.

- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.

- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.

- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.

- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.

- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.

- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff
members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor’s parent or guardian.

- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent/guardian written permission is required for the publication of a picture of a minor.

- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.
ACKNOWLEDGMENT OF RECEIPT
OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS

I have received and agree to comply with the Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: “All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks. All adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Name (please print legibly): ______________________________________________________
Signature: _______________________________________________________________________
Date: __________________________________________________________________________

__________________________
PARENT EXPECTATIONS

ROLE OF THE PARENT

Parents have the primary responsibility for the education of their children. Specifically, this includes the responsibility:

- To establish a home environment which teaches the moral values, religious habits, social skills, self discipline, and commitment to learning upon which successful Catholic schooling is based.

- To make a wise and informed choice of schools for their children, keeping in mind that each school has its own unique character, tone and strengths.

- To be fully informed regarding all aspects of their children’s developmental progress, and, where needed, to take and or support the appropriate remedial action.

- To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school that they have selected for their children.

FAMILY PRESENCE AT WEEKLY MASS

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence for Saturday evening/Sunday Mass. As a parish school, it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents for the Catholic education of children that families attend weekly Mass.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students’ interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school and include online behavior.

These Christian principles further include, but are not limited to, the following:
• Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

• Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

• Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

• Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

• These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

**DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS**

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent/guardian or other family member who insults or abuses any school personnel risks their child’s continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent/guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

A statement concerning parental attitude and behavior and their consequences should be included in the parent-student handbook.

COMMUNICATIONS

When a parent has a concern or question regarding a student, they should contact the teacher first. If the problem has not been resolved satisfactorily, the appropriate academic counselor assigned to the student should be contacted to arrange a meeting with all parties concerned.

Messages may be left for teachers using their voicemail or e-mail which is available 24 hours. Parents are invited to Back-to-School Night to meet the entire faculty. After the general meeting, all teachers are available for the parents. The school schedules Parent-Student-Teacher Conference Night for the parents to meet with their student's teachers in order to discuss academic progress in each class.

CONFERENCES

Teachers and administrators will only conduct conferences with students and their parents or legal guardians. Other relatives, friends and family associates are not permitted to be present. In cases of divorced or separated parents, it is the responsibility of the custodial parent, not the school, to inform the other parent on matters of discipline, academic progress and times of conferences.
ATHLETIC PROGRAM

PHILOSOPHY

Athletic events and those activities associated with them are an integral part of the educational program at Saint Genevieve High School. These programs are to be evaluated in light of the goals and objectives of the high school. Athletic events and those activities associated with them should reflect the philosophy and strive to achieve the mission of Saint Genevieve High School. In addition, Saint Genevieve encourages all athletes, parents and spectators to pursue victory with honor by living the six pillars of character.

They are:
1. Respect
2. Responsibility
3. Trustworthiness
4. Fairness
5. Caring
6. Citizenship

The levels of competition and regulations are determined by the California Interscholastic Federation (C.I.F.) and the Saint Genevieve Athletic staff.

SPECIFIC REGULATIONS REGARDING ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

To participate in co-curricular activities or interscholastic athletics, students must maintain a minimum academic GPA of 2.0. This GPA will be computed at the regular ten week grading period of the academic semester. Freshmen will enter St. Genevieve High School as an eligible participant. Continuing eligibility will be calculated commencing with the first Progress Report. Transfer students eligibility will be based on transfer transcripts/grades.

PROBATION:
Any student who falls below an academic GPA of 2.0 or earns one or more F’s will be placed on academic probation. Students may have the opportunity for academic probation (once per school year). Students can be removed from academic probation at the end of the ten week grading period if they have earned an academic GPA of 2.0 or better with no F’s. Students who are on academic probation and below a 2.0 GPA will be required to attend the school’s Success program. Students who are failing a class but above a 2.0 GPA must make every effort to remediate the failing grade. Students that do not schedule tutoring to improve a failing grade may be required to attend the Success program. While on probation, students may continue to participate in co-curricular activities; however, attending Success takes priority over participating in co-curricular activities.

INELIGIBILITY:
Following probation if a student is still below an academic GPA of 2.0 he/she becomes
ineligible. A student may continue to participate in practices, rehearsals, etc. but may not participate in games, performances, etc. however; students may not receive athletic equipment or game uniforms. Success takes priority over all co-curricular activities. Students who continue to maintain a 2.0 GPA but are still failing a class will be required to attend Success but remain eligible.

ATTENDANCE

A student may not attend or participate in any extra-curricular activity or event on the same day (or that weekend if the absence was on Friday) if the student is absent for three or more class periods. The exception is a school-sponsored activity which requires the student to be away from school. Violation can result in team forfeiture and will result in disciplinary action against the violator.

FEES

The fee for participation in athletics is $125.00 per student per sport. The fee for football is $425.00. Fees are nonrefundable and must be paid prior to participating in practice and/or games and may change without notice. Game uniforms and equipment may not be issued until all fees are paid in full. Spirit packs and other team items are not included in the schools’ athletic fee.

EQUIPMENT/UNIFORMS

School equipment/uniforms checked out and/or used is a student responsibility. All equipment/uniforms are to be checked out and returned to the team coach by the individual athlete. The student is expected to keep the equipment/uniforms clean and in good condition. Any loss or damage will be the student’s financial obligation and the athlete will not be allowed to participate in any other sport until the obligation has been met. In addition, semester exams, credits and transcripts may be withheld and disciplinary action taken until the equipment/uniforms are returned or paid for.

TRANSPORTATION

All students must leave from Saint Genevieve and return to Saint Genevieve on the school provided transportation. No players may drive their cars to events. No parents/guardians are permitted on buses. Players may return from away contests with their parent/guardian or return with another adult if they have requested permission in writing from the Head coach and receive the coach’s consent. Parents/Guardians must identify themselves to the coach before leaving with the player(s).

PARENTS

Students should be picked up promptly after athletic activities. Supervision is provided for
one half hour after an event or upon returning to school from an event. Parents who are late in picking up their children will assume the cost of the personnel supervising. The cost will be $10.00 for every fifteen minutes.

**PHYSICAL EXAMINATION**

Every student who participates in a sport or athletic activity must provide evidence of a physical examination BEFORE students can practice or compete. The physical examination is good for a period of one year.

**ATHLETICS/ATHLETIC ACTIVITIES**

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<thead>
<tr>
<th>Football</th>
<th>Softball</th>
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<tr>
<td>Cross Country</td>
<td>Track &amp; Field</td>
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<tr>
<td>Boys/Girls</td>
<td>Cheerleading</td>
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<tr>
<td>Volleyball Boys/Girls</td>
<td>Drill/Dance Team</td>
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<tr>
<td>Basketball Boys/Girls</td>
<td>Golf</td>
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<tr>
<td>Soccer Boys/Girls</td>
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<td>Baseball</td>
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**TRYOUT**

Any athlete who quits or is dismissed from one team is not allowed to try out for another sport until the season of the first sport is completed.

**LETTERS AND TROPHIES**

Letters are awarded to athletes in each sport based on standards set by the Athletic Department. The wearing of a school letter is a privilege not a right and can be suspended for disciplinary reasons. Individual trophies are awarded for each sport.

**CODE of ETHICS**

The following guidelines are taken from the Code of Ethics of the Catholic Athletic Association and define appropriate behavior for students, spectators and parents.

**A. Players**

1. Serve as positive examples by exercising self-control and good sportsmanship. Always shake hands with the opponents at the conclusion of a game whether you win or lose. For an even more positive display of good sportsmanship, a tradition of having starting line-ups shake hands before the game might be initiated.

2. Accept both victory and defeat with pride and compassion, pray before the game, asking the Lord's help in preventing serious injuries in any contest, never cheer when an opponent is
hurt nor taunt an opponent for a mistake or failure, offer a hand to help a fallen opponent up off the floor or field, ignore unsportsmanlike conduct from the opponents or spectators, as the provocation may not be noted by officials but your reaction may be, resulting in critical penalties for you or your team.

3. Accept seriously the responsibility and privilege of representing your school and community. Take care of the facilities you are using when playing at a host school; do not steal, damage facilities or equipment, or leave graffiti on walls, etc. Remember, in the eyes of your host, you are your school.

B. Cheerleaders/Pep Organizations

1. Always be positive; never be negative. Base your crowd control plan on this rule.

2. Choose the appropriate cheers at the right time, insuring that cheering is positive and does not inflame or incite rooting sections and spectators.

3. Adhere to all CAA and CIF regulations on the use of noisemakers and musical instruments at athletic events.

4. Keep skits at pep rallies positive; build the skits around your team, not the opponent. Never belittle, degrade, or put down the opponent in a skit. Posters, banners, etc., used at rallies and games should follow the same guidelines. Avoid the use of provocative words as “kill”, “cripple”, “bury”, etc. Do not use words that could be considered racist.

5. Cheers must always be of a positive nature. Provocative, vulgar and obscene language and gestures must not be used.

6. Do not use cheers which use the opponent school's name, colors, symbols, mascots, coaches' or players' names in a derogatory manner. Such activities may start out as “fun” but can lead to ugly incidents.

7. Do not use cheers which are aimed at game officials. “Booing” is not an expression of good sportsmanship.

8. Work cooperatively with your opponent and cheerleading squad.

9. Because of the confined environment, special guidelines must be followed at basketball and volleyball games. Do not use noisemakers, bells, horns, etc., in the gym. The host school may have a “pep” band of not more than 12 members. The band may play before and after games and during time-outs and intermissions. Electronic amplification is prohibited. The visiting school is not permitted to bring a pep band. Do not conduct cheers at the same time as the visiting cheerleading squad. Discourage all cheering, whistling, foot-stomping, or other activities designed to deliberately distract a player who is about to shout a free throw. Do not permit taunting of an opponent who has committed a foul by pointing and shouting “you! you! you!”
C. Student Supporters and Spectators

1. Use announcements and posters to promote school spirit and good sportsmanship at events. Signs and posters are the responsibility of cheerleaders and/or pep squad organizations and must be approved by the school.

2. Promote pre-game interest and activity so that the athletic program is shared by all, not just athletes. Give positive support at all rallies.

3. Be a good host or guest in relationship to your opponents. Treat them as you would wish to be treated. Be respectful during the playing of the national anthem, pre-game ceremonies, half-time activities and the singing of the Alma Mater.

4. Exhibit the highest degree of good sportsmanship at all events. Follow the directions of cheerleaders and security personnel. Stay away from the visiting school's rooting section and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.

5. Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school's property will subject the student responsible to severe disciplinary action.

6. Stay out of playing areas until contests are completed.

7. Treat all visiting teams, students and spectators as guests. Remember, you are your school.

D. PARENTS

1. Insist that your sons and daughters adhere to the highest standards of good sportsmanship on or off the playing field, as athletes or spectators.

2. Support the school athletic program through participation in “booster” clubs, security programs, and by attendance at athletic events.

3. Above all, provide “adult” example of good sportsmanship to all your people, be they players or spectators.

4. Parents are not allowed to raise money for any team or team function without the approval of the athletic director.

5. The administration reserves the right to remove or prohibit parents from athletic events for inappropriate behavior.
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These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent/guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.
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**The Athletic Booster Club**

The Athletic Booster Club affords our parents community involvement during athletic events and fundraisers to help promote and market the high school. The club is under the direction of the high school Athletic Director. The Athletic Director and Assistant Athletic Director are active members of the Booster Club.

**Duties and Responsibilities:**

1. This association is consultative to the Athletic Director to promote support and assistance for the athletic program through fundraising, banquets and school spirit.
2. The Booster Club plans a variety of opportunities for parents to become involved in the spiritual, social and service aspects of this catholic school.
3. The Booster Club conducts at least one major activity or fundraiser per season.
4. The Booster Club will conduct one major activity or fundraiser that provides service to the school or surrounding community.
ACADEMIC COUNSELING and COLLEGE OFFICE

Academic Counseling, College Counseling and Personal Counseling are all vital components of the school and provide several very important services to students and parents. Their goals include:

- Helping students to understand themselves so that they can become the men and women they are destined to be;
- Identifying their personal strengths so that they can capitalize on them in goal achievement;
- Identifying their weaknesses so that they can make improvements where and when needed; and,
- Deepening their appreciation of Christian principles so that they are able to make wise spiritual, moral and vocational decisions.

Academic Counseling is available to students and their parents for telephone discussions, personal conferences and family meetings. Academic Counselors are fully aware of every student’s level of academic progress and meet regularly with students and parents to define strategies to strengthen and enhance that progress.

Personal counseling for students grappling with non-academic problems is provided through “Outreach Concern,” as described below.

The College Advisor is available to students and parents throughout students' high school careers and helps students/parents make informed decisions and answer questions about college/university choices, financial aid and all issues relative to post-secondary education.

The Campus Minister plays the central role in addressing the spiritual growth and development needs of students.

I. Spiritual

The primary goal of Catholic education is to help students to develop Catholic values. Opportunities to do so are provided through group and individual retreats, the senior class Kairos retreat, Eucharistic and penitential liturgies as well as a variety of prayer experiences. Spiritual counseling on an individual basis is to be distinguished from the sacrament of Reconciliation. It is recognized that often students may be in need of spiritual support and value clarification through a dedicated adult Christian. In addition, individual instruction and direction is available in Catholic theology and spirituality as well as in matters regarding Catholic faith and morals. Spiritual direction is the responsibility of the Campus Minister, who is available to meet with students and parents to discuss the school's role in value development.

II. Academic

Academic Counselors provide numerous services to students and parents. These include, but are not limited to: helping students to select and finalize their annual course selections; monitoring students' academic performance and alerting both students and parents about academic problems as they surface; helping students to identify tutoring and learning enhancement opportunities both at the school and through outside agencies; organizing student/parent/teacher conferences to discuss individual student's academic success in his/her various courses; developing strategies to strengthen student's academic performance; and, referring students for testing when indicators are present that a student may have a learning disability. Periodic standardized academic testing is
administered and the results are explained to the students as a guide toward future planning. Academic counseling is available in the Counseling Office.

III. Career

Schools provide opportunities for students to explore various career options. Each student is provided with support in discovering his or her capabilities, limitation, interests, aptitudes and potentialities and is directed toward appropriate career paths. Career information and advising is available in the Counseling Office from the Academic Counselors.

IV. College

The College Office provides students and parents with information about college/university application procedures, SAT and ACT tests, scholarships and financial aid. The College Advisor arranges trips to college fairs for students where they can meet face to face with college/university representatives to get information and ask questions. The College Advisor also organizes workshops specifically to educate parents about college/university decisions. Hundreds of college/university catalogs are available for students to peruse in the College Office. The College Advisor meets regularly with students and parents to clarify issues and help families navigate through the difficult and complex issues relative to college choices and finances. The College Advisor, who can be reached at the school at extension 123, can also be available on selected Saturdays and Sundays each month to meet with parents who are unavailable during the weekdays for such family meetings.

Personal Counseling

The school has, for several years now, provided personal counseling to students through “Counseling Partners of Los Angeles.” Note that Academic Counselors are distinguished from “CPLA” counselors. Counseling Partners of Los Angeles offers a full program of services to Catholic school students, their families and faculty members. Services include: on-campus counselors, family crisis counseling, and substance abuse program counseling and in-service programs. Long-term family, individual and marriage counseling is also available through their Service Associate staff of licensed mental health professionals, on a sliding scale of fees.

These personal counselors meet with students to help them address a variety of individual concerns and problems which are not primarily academic in nature. Students may refer themselves for counseling or may be referred by their teachers, but parents must provide written approval for their child to receive CPLA services. Note that discussions which take place between counselors and students remain confidential. Counseling Partners of Los Angeles can also serve as a referral agency for families in distress and can provide limited educational testing.
DRESS CODE EXPECTATIONS

In order to promote an appropriate educational setting and to foster pride in being a student of Saint Genevieve High School, a uniform is worn. Our dress code is based upon modesty, neatness, and cleanliness. Appropriate dress and grooming outwardly manifest a student's inner-self, his/her priorities and values and that of the family. We view dress and grooming as a very important component of the Catholic Christian education of the whole person. Since the parent is the primary educator of the student, it is the parent's responsibility to ensure that the student abides by the school's rules, expectations, regulations, and standards.

All students should be purchasing the Nike gear through the Uniform store on campus and must wear the Nike gear; families CAN NOT purchase similar items at BIG 5, Sport Chalet, etc... and wear those as uniform items. The Dean's office reserves the right to request any student to change attire; in addition, students out of dress code may be suspended until the situation is corrected or students may be given the item by the school and parents are held financially responsible. Admission to school, class or school events can be denied because of Dress Code violations. Any student violating these policies may be detained in the Dean’s office until parents are notified. The Dean’s office is the final interpreter of dress code violations. Students may receive Saturday school for dress code violations. Continued dress code violations may be interpreted as “defiance of school authority” and consequences may result. It is the right and responsibility of the administration to recommend withdrawal/expulsion for extreme or excessive dress code violations.

DRESS CODE FOR BOTH GIRLS/BOYS

All students should wear Saint Genevieve uniform items purchased through the student store or other uniform items approved by the administration. Clothing shall be neat and clean and appropriately worn. All students must arrive at and leave the school in proper uniform. Students must have shirts tucked in at all times while on campus. Students may wear solid colored thermals, long sleeve shirts or turtle necks that are school colors (navy blue, white, gray) underneath their school uniform. Underwear may not be visible or worn as outer clothing. Clothing which is disruptive to the safe and orderly environment necessary for learning is unacceptable. Students participating in voluntary extracurricular activities must conform to any required dress and grooming standards established by the coach or advisor with the approval of the administration. Students may wear certain items purchased through the booster club. Students may wear current apparel that has been approved for their athletic teams or extracurricular activities as uniform items. The presence of any apparel, accessory or manner of grooming which, by virtue of its color, arrangement, or other attribute, denotes membership in or affiliation with gangs is strictly prohibited. Students attired in an inappropriate manner may not be admitted to any school event.

TATTOOS

Tattoos, whether temporary or permanent, may not be visible at any time.

HATS/BANDANNAS

Hats, hair nets, bandannas, beanies and the like may never be worn in the school building. Students
may not wear hoods in the building during the school hours

**SUNGLASSES**

Sunglasses may not be worn in class. Any medical exceptions must approved by the Dean or his designee.

**JEWELRY**

Jewelry may be worn in moderation. Stud earrings can be worn. Large Hoop earrings and long dangling earrings hanging below the ear lobe may never be worn. Nose rings are allowed but any other body piercings may not be visible at any time.

**COSMETICS**

Excessive eye shadow and eye liner are not allowed. Cosmetics may be worn if applied to look natural; lipstick/nail polish may be of any color.

**SOCKS**

Socks, tights or stockings must be worn and visible at all times.

**JACKETS/OUTERWEAR**

Only school jackets may be worn. No hooded jackets/sweatshirts may be worn except official Saint Genevieve monogrammed outerwear. Any exceptions must approved by the Dean or his designee.

**HAIR**

Parents, together with their child, should decide on the appropriate length and style of their child’s hair. In making this decision, the parents and student should consider the following guidelines:

- Hair length and style often convey the first impression of image to strangers and guests.
- Gang-affiliated styles can possibly invite potential danger and problems for youth.
- Length and style should be appropriate for various classroom activities as well as other extracurricular activities and athletics.
- Hair must always be clean.

**OUT OF UNIFORM PASSES**

If a student must be out of uniform for a specific reason, they must present a note from their parent/guardian at the beginning of the school day requesting an out-of-uniform pass. These passes are issued by the Dean and are valid for ONE day only. Failure to comply with this regulation will result in disciplinary measures. Out of uniform passes are issued for emergencies only.

**REGULATIONS FOR MODIFIED ATTIRE**
Appropriate clothing or costumes for special school activities must be approved by the student council and the administration. The guidelines for modified dress days include the allowance of: jeans, sweats, and walking shorts which are hemmed, not excessively baggy, cut or frayed, clean and in good repair; shirts, T-shirts, sweatshirts or non-collared shirts of appropriate nature and design. All other dress and uniform code standards remain the same. The administration reserves the right to make final decisions regarding student dress on these particular days.

**GIRLS’ GROOMING**

**A. Regulations for Non-uniform Dress Days**

- **Shirts/Blouses** — Blouses may not be too sheer nor cut too low in the back or front: no “spaghetti strap”, strapless, sleeveless, transparent, bare midriff or tops and outfits that provide minimum coverage or are of a suggestive nature may be worn. Shirts/Blouses must cover the shoulder.

- **Skirts/Dresses** — Skirts, dresses, dress slacks and jumpers must be modest and appropriate for a Catholic school. Mini-skirts are not permitted; the length is to be at the top of the knee while standing.

- **Pants** — traditional cut; not rolled at the bottom. Denims may be worn, not to mass, but must be clean and in good repair. The waist size should be no larger than two inches greater than the natural waist line and the length cannot be long enough so that pants drag on the floor. Pants must have a sewn hem and cannot be frayed, cut or torn in any way. Pants must be worn with the top above the wearer’s hips. Pants may not be rolled up. Leggings/yoga tights may not be worn as a substitute for pants and/or worn as outer clothing.

- **Shoes** — must be worn with socks. Clean athletic or dress shoes may be worn. No open-toed footwear is allowed. If boots are worn, they must be dress style and lace-up only. Shoes may be flat or have a moderate heel. Spike heels are not permitted.

**B. REGULATIONS FOR MASS /FORMAL ATTIRE**

**STUDENTS MUST WEAR THE FORMAL ATTIRE REQUIRED BY THE SCHOOL AND PURCHASED THROUGH DENNIS UNIFORMS. STUDENTS MUST WEAR THIS UNIFORM IN ITS ENTIRETY FOR MASS AND OTHER EVENTS WHEN SPECIFIED. STUDENTS MAY NOT WEAR THE MASS/FORMAL ATTIRE AS REGULAR UNIFORM ATTIRE.**

**BOYS’ GROOMING**

- **Sideburns** — are to be no longer than the bottom of the ear lobe. The width of sideburns may be no more than one inch.

- **Facial Hair** — Full facial beards are not allowed. Reasonably trimmed mustaches that cover the upper lip and neatly trimmed facial hair are permitted.

**A. REGULATIONS FOR NON-UNIFORM DRESS DAYS**

- **Shirts** — no tank tops are allowed and T-shirts must be appropriate for a Catholic School.

- **Pants** — traditional cut; not rolled at the bottom. Denims may be worn, not to mass, but must be clean and in good repair. The waist size should be no larger than two inches greater than the natural waist line and the length cannot be long enough so that pants drag on the floor. Pants must have a sewn hem and cannot be frayed, cut or...
torn in any way. Pants must be worn with the top above the wearer’s hips. Pants may not be rolled up.

✓ **Shoes** — must be worn with socks. Clean athletic or dress shoes with soles of 1 inch or less may be worn. No open-toed footwear is allowed. If boots are worn, they must be dress style and lace-up only.

B. REGULATIONS FOR MASS OR DRESS-UP DAYS

STUDENTS MUST WEAR THE FORMAL ATTIRE REQUIRED BY THE SCHOOL AND PURCHASED THROUGH DENNIS UNIFORMS. STUDENTS MUST WEAR THIS UNIFORM IN ITS ENTIREITY FOR MASS AND OTHER EVENTS WHEN SPECIFIED. STUDENTS MAY NOT WEAR THE MASS/FORMAL ATTIRE AS REGULAR UNIFORM ATTIRE.
PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK

THE SAINT GENEVIEVE HIGH SCHOOL STUDENT/PARENT HANDBOOK CONTAINS INFORMATION REGARDING SCHOOL POLICIES AND PROCEDURES. THE PRINCIPAL IS THE FINAL RECURSE AND RESERVES THE RIGHT TO AMEND, WITH NOTICE, ANY OR ALL OF THE PROVISIONS CONTAINED IN THIS HANDBOOK AS NECESSARY TO PROVIDE FOR THE SAFETY AND WELFARE OF STUDENTS, PARENTS OR EMPLOYEES, AND/OR TO PROMOTE PROPER ORDER IN THE OPERATION OF THE SCHOOL UNDER THE GUIDELINES SET FORTH IN THE ADMINISTRATIVE HANDBOOK OF THE DEPARTMENT OF CATHOLIC SCHOOLS, ROMAN CATHOLIC ARCHDIOCESE OF LOS ANGELES, WHICH IS THE SOURCE OF THE MATERIAL HEREIN. IT IS UNDERSTOOD THAT ENROLLMENT AT SAINT GENEVIEVE HIGH SCHOOL IS ACKNOWLEDGEMENT AND AGREEMENT TO BE GOVERNED BY THE SAINT GENEVIEVE HIGH SCHOOL STUDENT/PARENT HANDBOOK. IN ADDITION, THE PRINCIPAL RESERVES THE RIGHT TO WAIVE AND/OR DEVIATE FROM ANY AND ALL DISCIPLINARY REGULATIONS FOR JUST CAUSE AT HIS DISCRETION. PARENTS WILL BE NOTIFIED THROUGH THE SCHOOL WEBSITE OF ANY CHANGES IN POLICY THAT OCCUR DURING THE SCHOOL YEAR.
St. Genevieve Parish Schools

Catholic Code of Conduct for Parents/Guardians

As my child’s most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask St. Genevieve Catholic School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child’s teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness:

- I will have my child in school on time every day with the necessary school supplies and appropriate dress.
- I will monitor my child’s telephone, computer, and television use, as well as movies and magazines my child views or sees.
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or behavior. I will set a good example in my own speech and behavior.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless what I may think of their actions or say to them in private.
- I will never lie to the pastor, the principal, or the teachers, or other school personnel to protect my child from the consequences of his/her behavior.
- I will stop rumors. I will work contribute to a unified environment.
- I will go to through the proper channels when I have a problem.
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
- I will speak to the teacher or adult in charge before I accept my child’s version of an incident. I know the good of all children comes before my child’s needs or wants.
- I will follow the school’s rules, calendars, deadlines, and expect my child to do the same even when I may disagree.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at St. Genevieve Catholic School.
- I will pledge to do my best to work toward a united and peaceful school environment.
• I will not participate in demonstrations against the school, its personnel or decisions.

• I will uphold this Code of Conduct at all school-related functions including but not limited to conferences, meetings, athletic events, plays and any other school sponsored program

With the example of the Holy Family and the help of God, I will abide by this code of conduct while my child is enrolled at St. Genevieve Catholic School.
I have read this Code of Conduct and will support and abide by this code. I will also ensure that any relative or friend who acts as my agent in any capacity understands this code and will agree to support it.
I understand that if my actions or the actions of anyone I assign as my agent are deemed by the school’s administration to be in violation of this code I may be asked to withdraw my child from St. Genevieve School and will cooperate with that decision.
SAINT GENEVIEVE HIGH SCHOOL 2014-2015
Parent–Student Handbook Agreement

This Parent/Student Handbook states the policies and procedures of Saint Genevieve High School. It is designed to assist students, parents, faculty and administrators with the implementation of the educational program. For the school to be effective with the student it is essential that a spirit of cooperation, trust and support exist between the school and the parent/guardian. It is for this reason that we ask the family to become familiar with the philosophy, policies and procedures developed and enforced by Saint Genevieve High School. The contents may be revised or amended as deemed necessary by the Principal. Students or parents having questions regarding the contents of the handbook are encouraged to communicate with the appropriate administrator. The administration reserves the right to take any steps at any time which, in their judgment are necessary for the well-being of the students and for maintaining the standards of the school.

By signing below you irrevocably consent that all video footage, and or photographs taken of your child by St. Genevieve High School and their assigns or associated companies, may be used for: training, advertising, promotion, trade illustration, publication, website display, or display in any manner, and may use your child’s name and likeness for all such aforementioned uses and reproductions thereof, warranting that I have unrestricted right to make this grant and assignment, and thereby release and agree to indemnify and save harmless St. Genevieve High School and its associated companies and assigns, their successors and assigns from any liability, claims, actions and damages arising in any manner from this appearance.

Parents and students are asked to carefully read this handbook, then sign, and return this page to the high school.

I/We, (please print student names) ________________________________________________, have read and understand the contents of this Parent/Student Handbook including the Parent Code of Conduct. Furthermore, I/We agree to follow all the contents of the

_________________________________________                      ____/_____/________
Student Signature                                      Grade                       Date

_________________________________________                      ____/_____/________
Student Signature                                      Grade                       Date

I/We, (please print your name) _____________________________, the parent(s)/guardian(s) of the above named student(s), have read and understand the contents of this Parent/Student handbook. Furthermore, I/We agree to assist our son’s/daughter’s educational development to the best of my/our ability. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

_________________________________________                      ____/_____/________
Parent/Guardian Signature                            Date

Parent please provide an e-mail address below for informational purposes such as calendar updates, etc..

E-mail(please print) ________________________________________________________________
Code of Conduct For Student Workers/Volunteers

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize with minors over the internet or through other forms of communication.

I, the undersigned, have read and understand the Archdiocese of Los Angeles Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth and will abide by them at all times. We also understand and agree the parent/guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his/her parent or guardian.

______________________________________________     _____________________________________________
Print Student Name                                                                       Student Signature